*Revised September 2018*

**Project Proposal Guidelines and Forms**

**for 2020/21 KSP Joint Consulting**

**with International Organizations**

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| * *This document contains guidelines and forms for applying for 2020/21 Knowledge Sharing Program (KSP) Joint Consulting administered by the Ministry of Economy and Finance (MOEF), Republic of Korea.*
* *Project proposals and Priority List must be submitted no later than* ***October 31, 2018*** *to* ***KSP Team, Export-Import Bank of Korea****.*
* *For more information, please visit KSP website at* [*http://www.ksp.go.kr*](http://www.ksp.go.kr)*.*
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**Ministry of Economy and Finance**

**Republic of Korea**

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| **I. Introduction to Knowledge Sharing Program (KSP)** |

1. **Overview**

Since the 1990’s, knowledge sharing has emerged as a new source of promoting economic growth and development. Development practitioners and policy makers in both developed and developing countries have expressed their demands for knowledge sharing to explore new ideas and approaches, learn from each other, and build a horizontal partnership based on equality, trust and mutual benefits. The Ministry of Economy and Finance (MOEF) of the Republic of Korea launched in 2004 Knowledge Sharing Program (KSP), a comprehensive policy research and consultation program rooted in the principle of sharing knowledge and experience for development, to accomplish its goal to satisfy the demands.

The KSP aims to promote sustainable socio-economic development of partner countries in combination with Korea’s development experiences. Instead of following a general theoretical development approach, KSP differentiates itself by analyzing the challenges and obstacles of partner countries from the demand-side perspective and providing practical policy alternatives based on similar cases and experiences of Korea by integrating policy research, development consultation, and human and institutional capacity building.

1. **Objective**
2. Provide practical and comprehensive policy consultations tailored to the policy issues of partner countries, based on Korean development experiences, and put forth concrete recommendations to apply evidence-based knowledge into customized policy solutions;
3. Assist implementation of KSP policy recommendations by enhancing government officials’ capacity to manage, formulate and build institutions in policy-related areas via various consultative activities;
4. Foster mutually beneficial relationships through tangible and functional approaches to support partner countries’ economic development efforts.
5. **Project Procedures**

On the basis of the selected topics, each project is conducted by one of three implementing agencies - Korea Eximbank (KEXIM), Korea Development Institute (KDI), Korea Trade-Investment Promotion Agency (KOTRA) - as of 2018.

A project is conducted through joint research between Korean experts and partner country's government officials and/or experts. Normally, total duration of the project completion is about 10 to 12 months, and during this period Korean experts visit the partner country at least twice. As an interim process, partner country's policy practitioners visit Korea to attend the Practitioner's Capacity Building Workshop. The final output of the policy consultation is a report of the joint research, which will be published in English and/or the local language, if necessary.

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| **II. Joint Consulting with International Organizations(IOs)** |

**A. Background**

In 2011, MOEF introduced the Joint Consulting with International Organizations (IOs) as a new type of KSP utilizing IOs' sector and regional expertise in consulting services, for the purpose of maximizing the effectiveness of KSP projects in partner countries.

The Joint Consulting with IOs combines lessons learned from Korea’s development experience with the development consulting expertise of IOs. Korea’s experts and IOs’ project team work closely together to support technical assistance and to cooperate for the successful project implementation in partner countries.

**B. How Joint Consulting performs**

With a unique form of triangular cooperation among Korean government, IOs and a partner country, 98 KSP projects have been jointly conducted with major IOs\*, as of the end of 2017. For the 2018/19 Joint Consulting, a total of 9 projects are currently being implemented.

\* World Bank (WB), Asian Development Bank (ADB), Inter-American Development Bank (IDB), African Development Bank (AfDB), European Bank for Reconstruction and Development (EBRD), Development Bank of Latin America (CAF), Global Green Growth Institute (GGGI) and International Trade Center (ITC).

Joint Consulting covers a variety of sectors such as ICT, health, urban/rural development. In particular, those projects in which Korea can show its comparative advantages are more welcome. Projects may be conducted in various types such as consulting, capacity building, feasibility studies (F/S) or Pre-F/S and pilot for the partner countries, most of which are listed on the ODA recipients by OECD DAC as seen in the Appendix 2.

**C. Project Cycle**

Overall project cycle is described as follows. The Korea Eximbank, one of the major implementing agencies of KSP, is in charge of collecting project proposals from IOs. After project proposals are collected, MOEF reviews candidate proposals and select the projects to be implemented. Once the projects are selected and the project scopes are determined, Korean experts (consultants) for each project are employed and designated to lead the project, closely working with IOs’ project team.

Please refer to the Appendix 1, for more information about the procedures of Joint Consulting.

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| **III. Guideline for Writing & Submitting the Project Proposal** |

**1. Project Practitioner**

Please note that project practitioners, such as Project Leaders/Supervisors/Officers, Task Team Leaders, etc., who are willing to apply for Joint Consulting, should fill out the Project Proposal (***Form 2***)for each project, and submit all project proposals to the Coordinating Department (e.g. DFi for WB, ORP for IDB).

Please find the below information for the detailed guidelines.

**(1) Period**

Projects are launched in the middle of the year and their duration is around one-year. For example, a project for 2020/21 is supposed to be launched in mid-2020 and ends in mid-2021.

**(2) Sectors**

KSP focuses on areas where Korea has had success and possessed strong expertise that can be shared with partner countries. Especially, IOs' sectoral and regional expertise is also considered when conducting Joint Consulting projects.

**(3) Requirements**

KSP projects request several conditions to be selected and implemented. Proposals have to be non-profit and non-commercial for the purpose of public good to promote socio-economic development and welfare of a partner country. It is recommended to be relevant to partner country’s policy priority on the basis of its national development plans. Moreover, Proposals should avoid having overlapping other projects in your organizations. Rather, it would be welcome when projects are linked to follow-up projects of the both institutions from Korea and other donor countries or international organizations.

**(4) Considerations for Project Selection**

Please note that the Korean government is not capable of accommodating all projects received due to limited resources. Projects to be implemented are selected based on their contents and qualities. During the selection process, various aspects are considered such as whether the project is appropriate for KSP, how concrete the proposal is, and how the project can influence the cooperation among Korea, IOs and the partner country.

**2. Coordinating Department**

Coordinating Departments in IOs should collect each of the project proposals (***Form 2***) from project team leaders or task team leader, and fill out the Priority List *(****Form 1****).*

When prioritizing the projects, please consider the policy priorities or national development plans of the partner country related to the project, as well as whether Korea has experiences on the topic or sector.

Coordinating departments should submit the following documents to the Export-Import Bank of Korea (Korea Eximbank):

1. Priority List *(Form 1)*
2. Project Proposals *(Form 2)*

The following chart is for the detailed information on writing and submitting process of KSP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project** **Practitioners** |  | 1. Fill out **Project Proposal** form for each project
2. Submit the proposal(s) to the coordinating Departments
 |  | See ***Form 2*** |
| ▼ |  |  |  |  |
| **Coordinating****Department** |  | 1. Collect the submitted project proposals from each project practitioners
2. List up the proposals on the **Priority List**
3. Submit the Priority List, Project Proposals to the Export-Import Bank of Korea (Korea Eximbank)
 |  | See ***Form 1*** |
| ▼ |  |  |  |  |
| **MOEF**  |  | Review and select the projects |  |  |

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| **Priority List** *(Form 1)* |

Organization :

Coordinating Department :

Number of Projects :

Submission Date : MM/DD/YYYY

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Partner Country** | **Project Title** | **Project Practitioner****(Department / Name)** |
| 1 |       |       | Department Name  |
| 2 |       |       | Department Name  |
| 3 |       |       | Department Name  |
| 4 |       |       | Department Name  |
| 5 |       |       | Department Name  |
| 6 |       |       | Department Name  |
| 7 |       |       | Department Name  |
| 8 |       |       | Department Name  |
| 9 |       |       | Department Name  |
| 10 |       |       | Department Name  |
| … |       |       | Department Name  |

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| **Project Proposal** *(Form 2)* |

**1. Project Outline**

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| --- | --- |
| **Project Title** |  |
| **Organization / Department** |       |
| **Region / Country**  |       |
| **Ministry** (in the partner country) |  |
| **Project Sector** |       |
| **Project Period** |       |
| **Required Start Date** |       |
| **Request for KSP Funding (USD)** |       |
| **Coordinating Department(IOs)** |  |
| (Name) |       |
| (Position) |       |
| (Tel) |       |
| (E-mail) |       |
| **Project Practitioner(IOs)** |  |
| (Name) |       |
| (Position) |       |
| (Tel) |       |
| (E-mail) |       |
|  **Ministry** (in the partner Country) |  |
| (Name of government official)  |       |
| (Position) |       |
| (Tel) |       |
| (E-mail) |       |

**2. Project Background**

(1) Current Situation and Challenges

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| *Please provide a brief introduction to the following information on current situation and challenges concerning the project including:**a) Describe a social and economic situation of a partner country in regard to the project;**b) Identify the confronted challenges, problems or critical issues to be addressed or to be improved.*      |

(2) Relevant Country Development Strategies and Policies in a Partner Country

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| *Please describe how the project relates to the country’s national development strategies and policies (e.g. national development plan, master plans etc.). List and give brief description of relevant official documents.*      |

(3) Related International Development Cooperation Programs

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| *Please list and give brief description of related/similar assistance programs of IOs in relation to the project. Please include the project title and year of implementation, etc.*      |

(4) Discussion with a Partner Country

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| *Please describe the contents that your organization discussed with a partner country, including the date of consultation, consulted Ministry/Institutions in partner countries and the name of the government officials.* |

**2. Project Details**

(1) Objective(s)

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| *Please provide comprehensive and specific objective(s) of this project and how this consultation or cooperation will be in line with relevant thematic priorities in the partner country and/or your organization.*      |

(2) Description of Activities

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| *Please describe detailed activities (components) from both KSP and your organization, especially considering the basic components of the KSP are diagnostic study, comparative study between the partner countries and Korea, provision of solutions/recommendations, and capacity building workshop. A preliminary-F/S or an F/S also can be a KSP component.*       |

(3) Budget Plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please describe the budget plan for funding the activities/components. As for funding from IO, please indicate the source (e.g. the name of Korean trust fund), if possible.**(The following table is only for your reference.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Activity/Component* | *Duration* | *KSP (USD)* | *IO (USD)* | *Total (USD)* |
| *A*  |  |  |  |  |
| *B* |  |  |  |  |
| *C* |  |  |  |  |
| *D* |  |  |  |  |
| *Total* |  |  |  |  |

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(4) Expertise Expected from Korean Experts

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| *Please indicate specific knowledge, expertise, skills, and works that your organization expects from Korean experts for the project.*       |

(5) Expertise from Your Organization

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| *Please indicate specific knowledge, expertise, skills, and/or works that your organization can provide. Explanation of any activity related to or similar to the project that your organization implemented in the past or any expected follow-up projects, if any, would also be considered for the review.*       |

**3. Expected Output(s)/Outcome(s)**

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| *Please state expected outputs/outcomes, including beneficiaries.* *Measurable expected outputs and outcomes with specific indicators are welcome.*      |

**4. Utilization Plan for KSP results**

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| *Please state future plans based on the KSP project, such as follow-up lending projects, technical assistance/cooperation projects or any other plans with results of the projects.*       |

**5. Other Requests/Consideration**

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| *Please state any other requests or information not mentioned above. You may mention any expected risks or occasions, such as political events including elections in partner countries, needs of shortened time-line due to importance of timely completion of the project, etc.*       |

**APPENDIX 1. PROJECT PROCEDURES**

The following is the description of the standard Joint Consulting procedure and activities**.**

***I. Project Identification***

*Before project determination*

From 2018, KSP is required to follow the Korean government’s n-2 policy for Official Development Assistance (ODA) project preparation. According to the policy, MOEF and Korea Eximbank request the Coordinating Departments in each IO to consolidate KSP Joint Consulting project proposals between September and October of two years prior to project implementation.

Upon the IOs’ requests with submission of project proposal forms, the review and selection of proposed projects are conducted based on various factors such as IO’s priorities, contents of the projects and budget plans of Korean government, which need to be finally approved by National Assembly.

Final decision will be announced during January-February of the year of project implementation. Once the projects are selected, the next step follows as below.

*After project determination*

**1. Developing Project Concept Paper (PCP) and Terms of Reference (TOR) of the KSP Consultants.** Implementing agency such as Korea Eximbank, the IO,and the partner country discuss the scope of projects, and confirm the specific TOR for the activities to be implemented.

**2. Selection of the KSP Consultants**. Consultants who have demonstrated expertise and experiences are selected for the KSP project through open bidding process. KSP Consultants will be selected among the consultants and/or firms based in Korea to implement the knowledge sharing activities of Korea’s development experiences.

**3. Preparation**. Implementing agency, the IO, and the KSP consultants discuss project details such as implementation mechanism and schedule. The IO’s project team may request implementing agency to consider recruiting a national consultant(s) in the partner country, if necessary.

***II. Project Implementation***

**4. Preliminary Research and Work Plan.** The KSP consultants undertake basic research and literature reviews, and implementing agency submits the project work plan to the project leader in the IO. The IO provides the KSP consultants with relevant information to further their understanding of the Project.

**5. Inception Workshop.** The KSP consultants undertake an introductory field trip to the Project site(s) with the IO’s project team leader to consult with the partner country, if necessary. Flowingly, the Inception workshop will be held in the partner country with a lead of KSP consultants, and all the participating parties may discuss detailed work plan and inception report further.

**6. Inception Report.** Based on the preliminary research and any joint mission, the KSP consultants draft an inception report and submit it to the implementing agency and the IO for their review.

**7. Capacity Building Workshop**. The KSP consultants organize a visit to Korea for policy makers or government officials in the partner country to provide participants with a first-hand look at the Korean experience. Depending on the nature of the joint consultation, the visit may include training activities and a knowledge sharing workshop. Usually interim report workshop is held in Korea at the same time as capacity building workshop.

**8. Interim Report.** The KSP consultants provide consulting services by suggesting relevant solutions to issues/problems identified. Based on the consulting activities and outcome of the study visit and knowledge sharing workshop, the KSP consultants draft an interim report and submit it to the implementing agency and the IO for their review.

**9. Final Report.** Upon completion of an assignment, the KSP consultants prepare a draft final report. After incorporating all comments from the implementing agency, the IO and the partner country into the final report, and share it to all interested parties.

**10. Dissemination Workshop/Seminar**. The KSP consultants and/or the IO team may hold dissemination workshop or seminar upon completion of the final report. If necessary, the dissemination workshop/seminar may take place before completion of the final report, so that it can reflect workshop/seminar feedback. In consultation with the implementing agency, as appropriate, invitation of potential donors and development partners to the workshop may be considered for sharing of the recommendations and findings from the project for further collaboration.

***III. Project Evaluation***

**11. Evaluation.** Upon completion of the KSP-supported activities, the implementing agency and the IO’s Project Team will review and evaluate the project. The partner countries’ government may also formulate relevant follow-up measures to maximize KSP outcomes.

< Figure 1: Joint Consulting Program Cycle >

**APPENDIX 2. OECD DAC LIST OF ODA RECIPIENTS**

**Project Identification**

**Project Implementation**

**Evaluation**

Identifying Candidate Projects

Evaluation of project

Pre-consultation

(PCP/TOR)

Employment of consultant

(Procurement)

Providing Consulting Services

Policy Recommendation

**DAC List of ODA Recipients**

**Effective for reporting on 2018, 2019 and 2020 flows**

|  |  |  |  |
| --- | --- | --- | --- |
| **Least Developed Countries** | **Other Low Income Countries**(per capita GNI <= $1 005 in 2016) | **Lower Middle Income Countries and Territories**(per capita GNI $1 006-$3955 in 2016) | **Upper Middle Income Countries and Territories**(per capita GNI $3956-$12235 in 2016) |
| AfghanistanAngola1 Bangladesh Benin Bhutan Burkina FasoBurundi CambodiaCentral African RepublicChadComorosDemocratic Republic of the CongoDjiboutiEritreaEthiopiaGambiaGuineaGuinea-BissauHaitiKiribatiLao People’s Democratic RepublicLesothoLiberiaMadagascarMalawiMaliMauritaniaMozambiqueMyanmarNepalNigerRwandaSao Tome and PrincipeSenegalSierra LeoneSolomon IslandsSomaliaSouth SudanSudanTanzaniaTimor-LesteTogoTuvaluUgandaVanuatu1YemenZambia | Democratic People's Republic of KoreaZimbabwe | Armenia BoliviaCabo VerdeCameroon CongoCôte d'Ivoire EgyptEl SalvadorGeorgiaGhanaGuatemalaHondurasIndiaIndonesiaJordanKenyaKosovoKyrgyzstanMicronesiaMoldovaMongoliaMoroccoNicaraguaNigeriaPakistanPapua New GuineaPhilippinesSri LankaSwazilandSyrian Arab RepublicTokelauTunisiaUkraineUzbekistanViet NamWest Bank and Gaza Strip | AlbaniaAlgeriaAntigua and Barbuda2ArgentinaAzerbaijanBelarusBelizeBosnia and HerzegovinaBotswanaBrazilChina (People’s Republic of)ColombiaCook Islands4Costa RicaCubaDominicaDominican RepublicEcuadorEquatorial GuineaFijiFormer Yugoslav Republic of MacedoniaGabonGrenadaIranIraqJamaicaKazakhstanLebanonLibyaMalaysiaMaldivesMarshall IslandsMauritiusMexicoMontenegroMontserratNamibiaNauruNiuePalau2PanamaParaguayPeruSaint HelenaSaint LuciaSaint Vincent and the GrenadinesSamoaSerbiaSouth AfricaSurinameThailandTongaTurkeyTurkmenistanVenezuelaWallis and Futuna |

* 1. General Assembly resolution A/RES/70/253 adopted on 12 February 2016, decided that Angola will graduate five years after the adoption of the resolution, i.e. on 12 February 2021. General Assembly resolution A/RES/68/18 adopted on 4 December 2013, decided that Vanuatu will graduate four years after the adoption of the resolution on 4 December 2017. General Assembly resolution A/RES/70/78 adopted on 9 December 2015, decided to extend the preparatory period before graduation for Vanuatu by three years, until 4 December 2020, due to the unique disruption caused to the economic and social progress of Vanuatu by Cyclone Pam.
	2. Antigua and Barbuda exceeded the high-income threshold in 2015 and 2016, and Palau exceeded the high-income threshold in 2016. In accordance with the DAC rules for revision of this List, if they remain high income countries until 2019, they will be proposed for graduation from the List in the 2020 review.
	3. The DAC agreed to defer decision on graduation of Cook Islands until more accurate GNI estimations are available. A review of Cook Islands will take place in the first quarter of 2019.