



KSP Application Procedure and Project Proposal

September 7, 2022

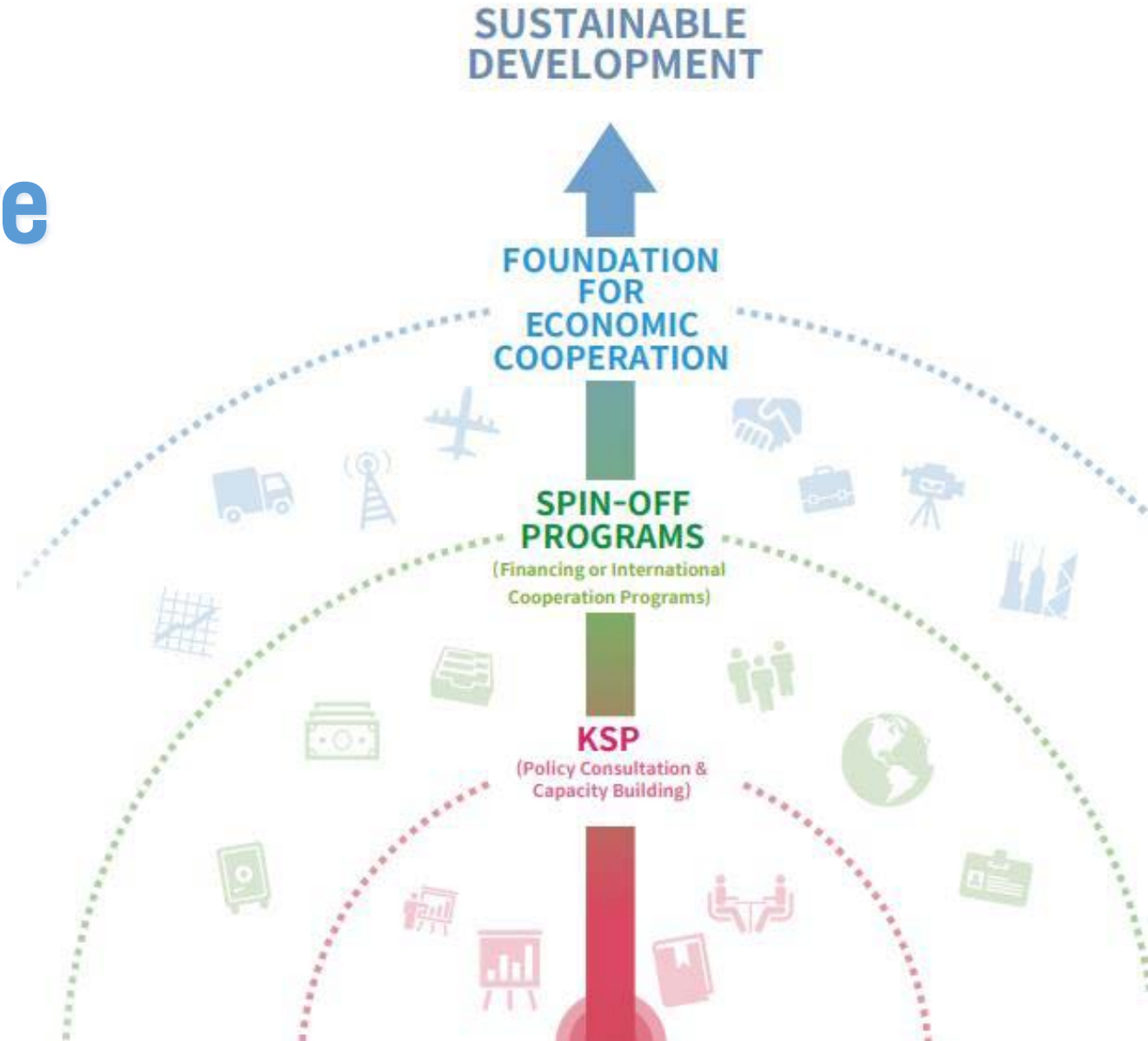
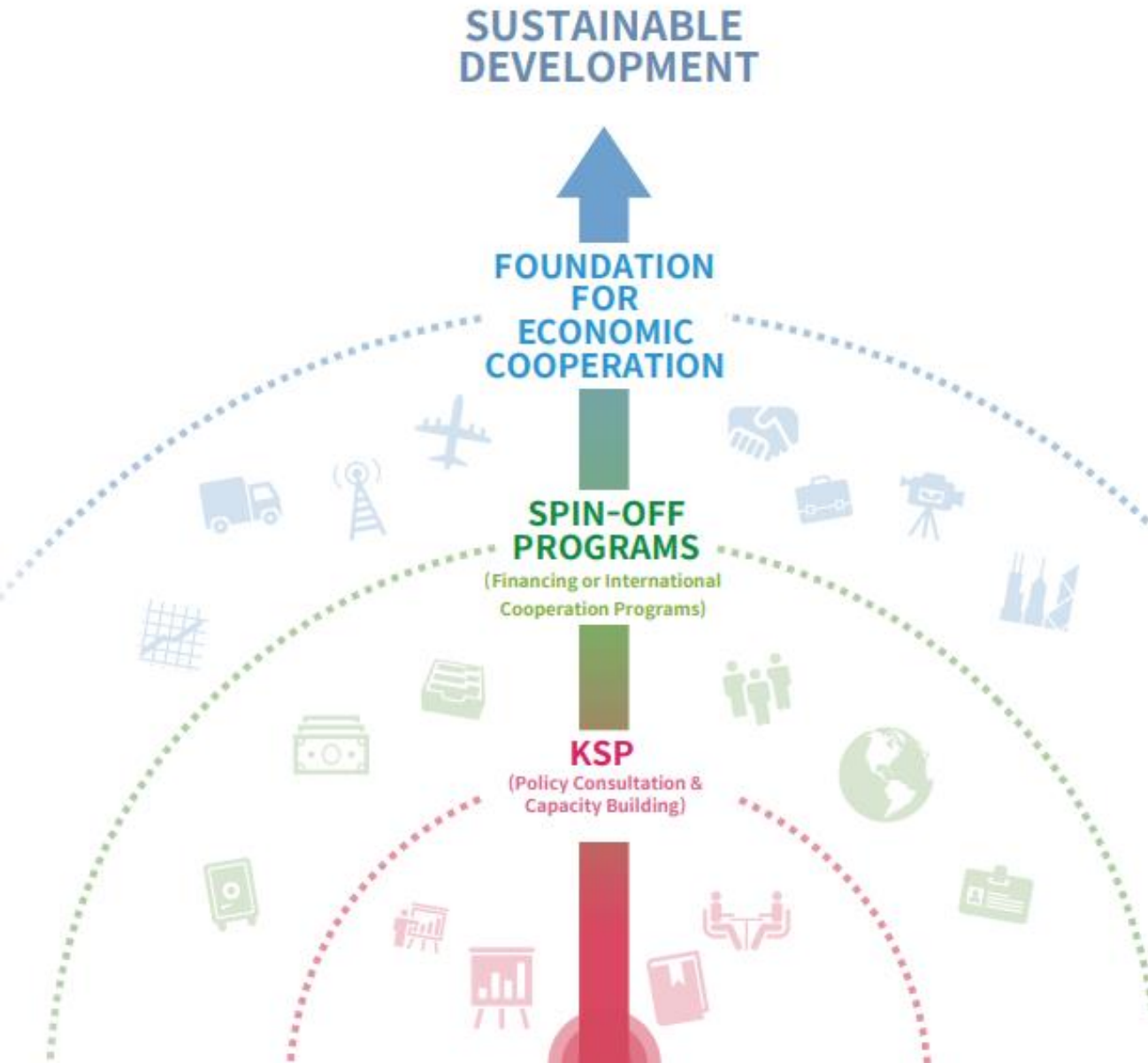


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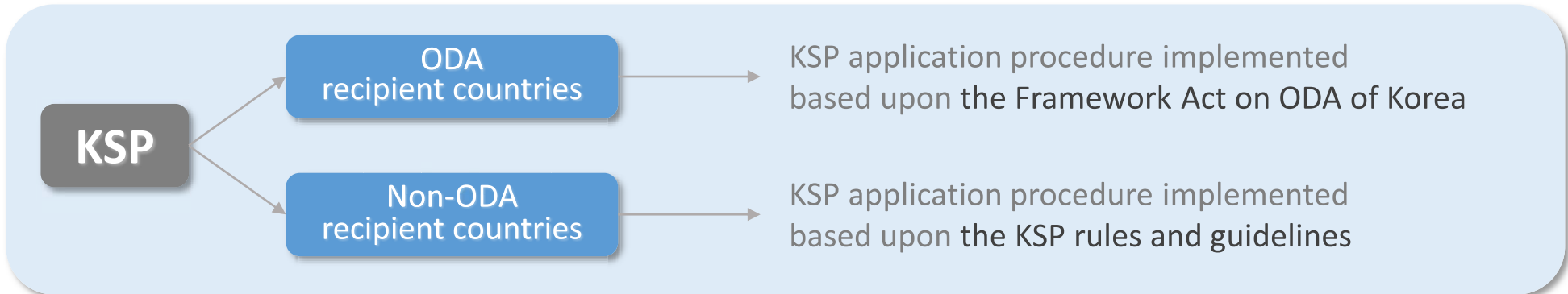
- 1 Introduction to KSP
- 2 KSP Application Procedure
- 3 KSP Plus
- 4 Fast-track KSP
- 5 Guide to Writing a KSP Project Proposal



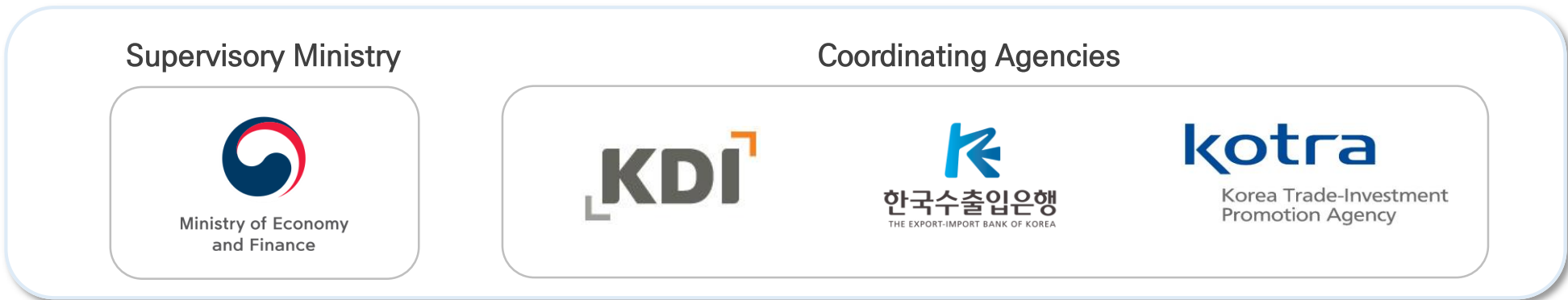
Knowledge Sharing Program (KSP)

A comprehensive policy consultation program which shares knowledge and policy recommendations with partner countries on Korea's development experience, and provide capacity building opportunity to operate recommendations.

KSP Application Procedures for ODA/Non-ODA recipient countries



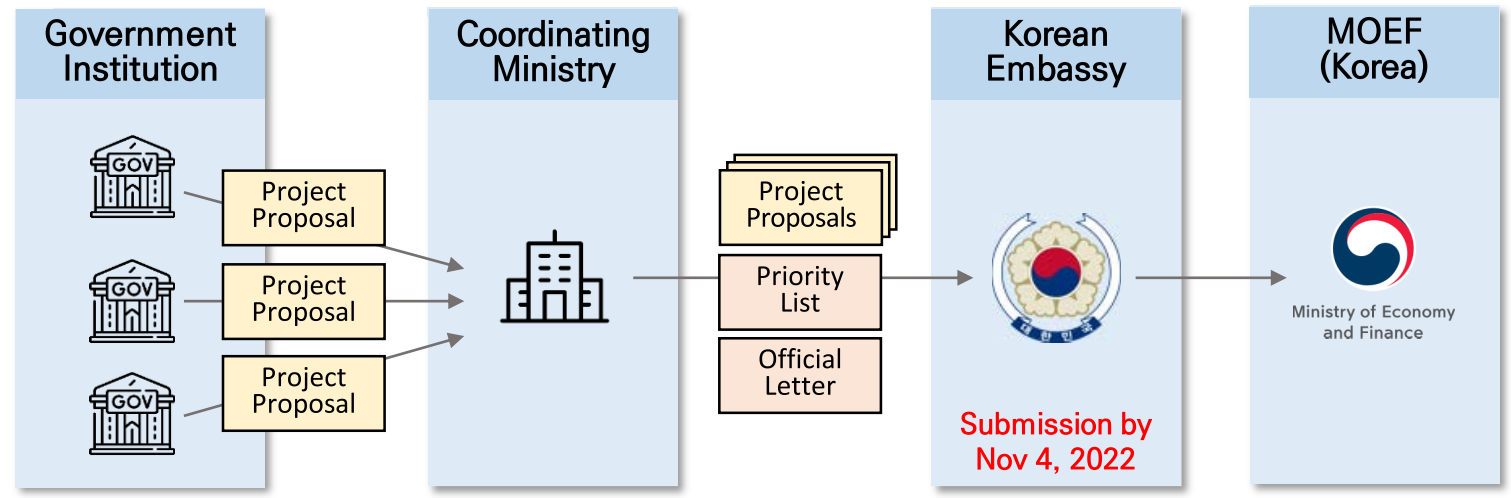
KSP Structure



Part 2 | KSP Application Procedure : Submission

ODA countries (24/25)

💡 Refer to the Appendix 2 of the KSP Project Proposal Guideline for the List of DAC ODA recipient.



Application Documents (ODA)

- ✓ Project Proposal → Partner ministry/institution
- ✓ Priority List → ODA coordinating ministry
- ✓ Official Letter of Request → ODA coordinating ministry

Non-ODA countries (23/24)



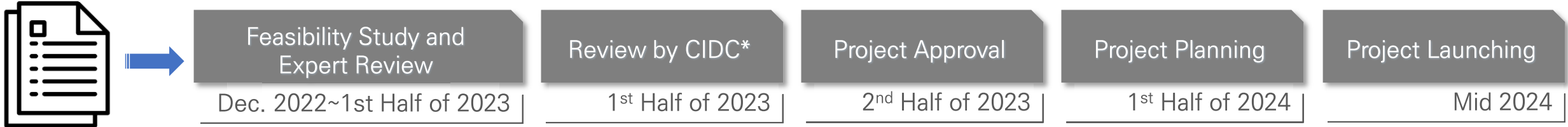
Application Documents (non-ODA)

- ✓ Project Proposal → Partner ministry/institution
- ✓ Priority List → Partner ministry/institution

Part 2 | KSP Application Procedure : Approval

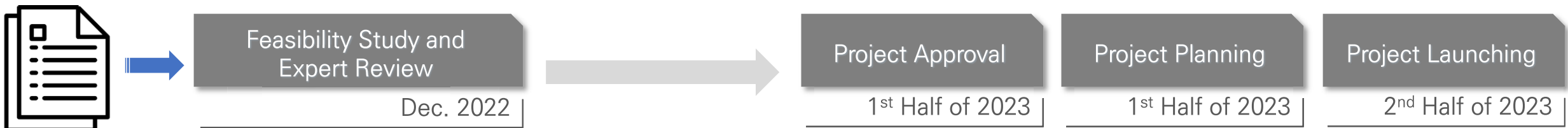
ODA countries (24/25)

Nov. 4, 2022



Non-ODA countries (23/24)

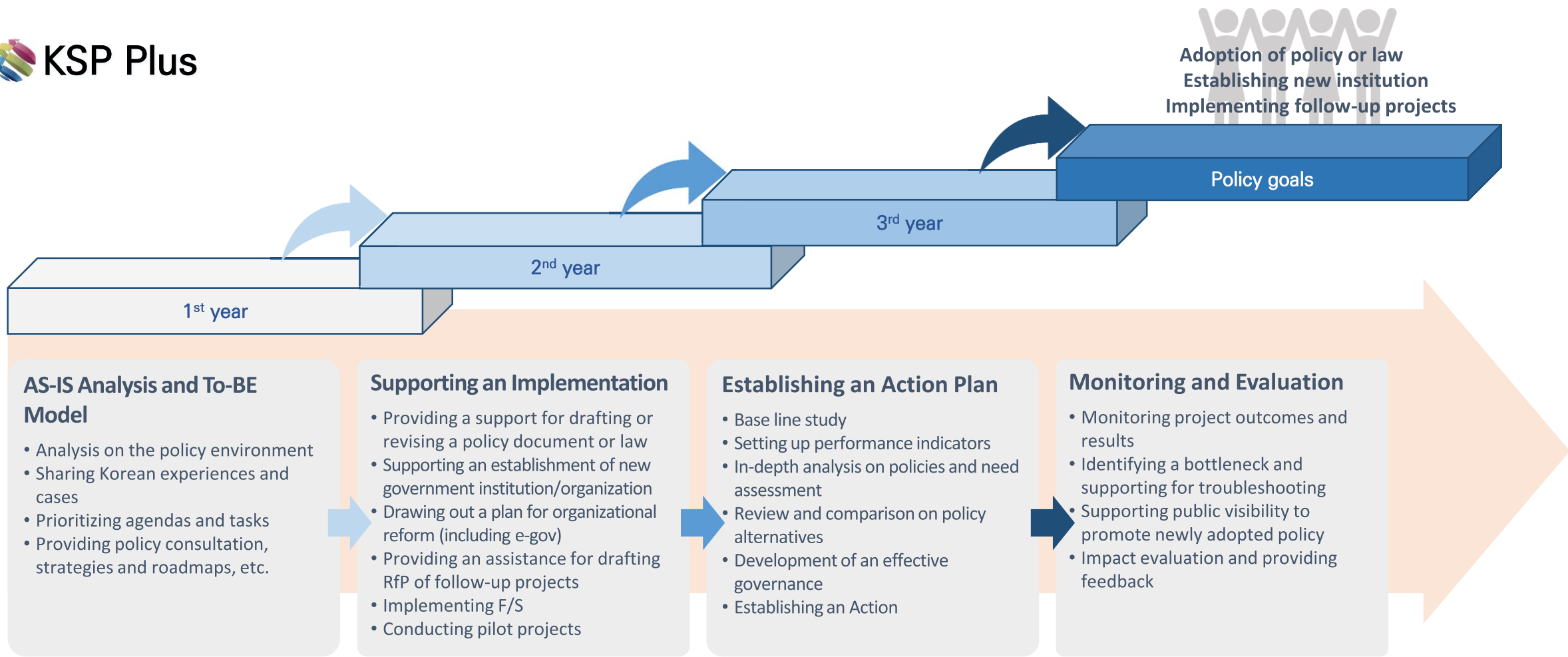
Nov. 4, 2022



 **Knowledge-based Project Model**

	KSP (2004~)	KSP+ (2022~) NEW	EIPP (2020~) NEW
Project Duration	1 year	3 years	3 ~ 5 years
Objective	Improving public policy in partner country		Developing innovative infrastructure and creating new business partnerships
Activity	Policy diagnosis & recommendations Capacity Building for implementing new policy	KSP + 2 years of follow-up KSP projects aiming to support for partner countries' implementation of policy solutions drawn out as results of the 1 st year of KSP	Packaged consultation related to large-scale infrastructure development (on policy, regulation, business plan, and financial mobilization, etc.)
Project Sector	All fields of public policy		Green Energy, Eco-mobility, Smart City, Innovative Industrial Cluster

KSP Plus



Who can join in KSP Plus?

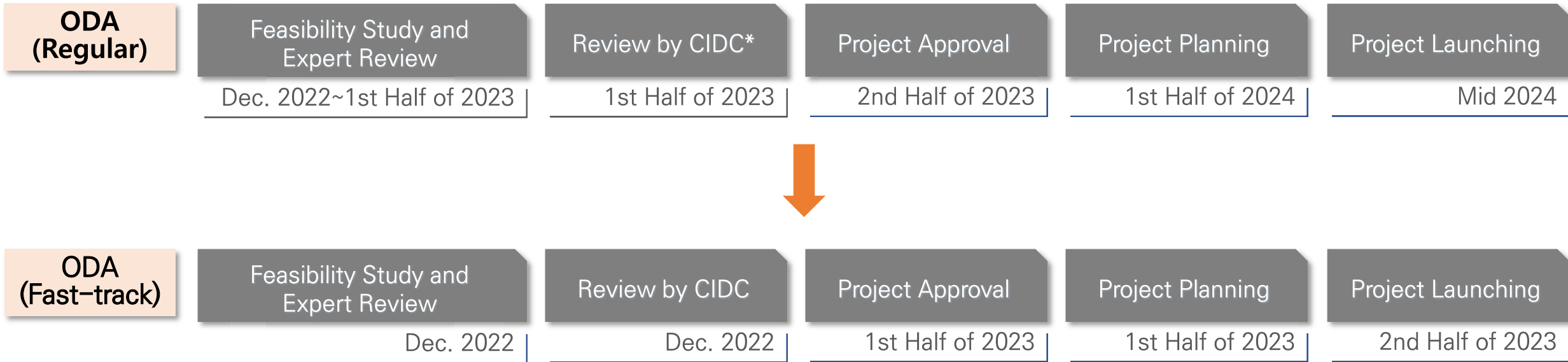
All partner countries interested in knowledge sharing and economic cooperation with Korea can apply for KSP Plus. It is highly likely to be approved as KSP Plus project if your proposal would contain a concrete 3-year plan and be impactful at national level

Fast-track KSP (early launching)

- ✓ Fast-track KSP may be applied if requested by the partner country and if the project is deemed highly urgent and important. (e.g., respond to covid-19, follow-up action of summit)
- ✓ The project will be implemented in the year after its submission year.

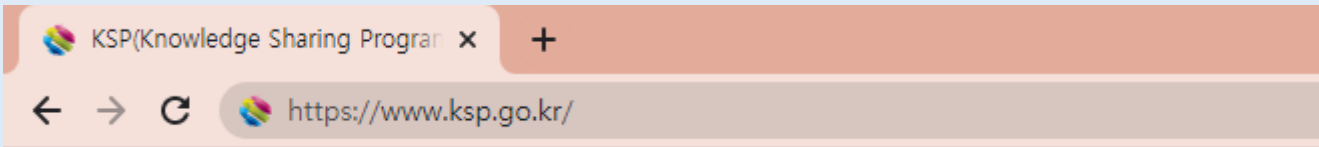
Schedule for Fast-track KSP

* Committee for the International Development Cooperation (CIDC)

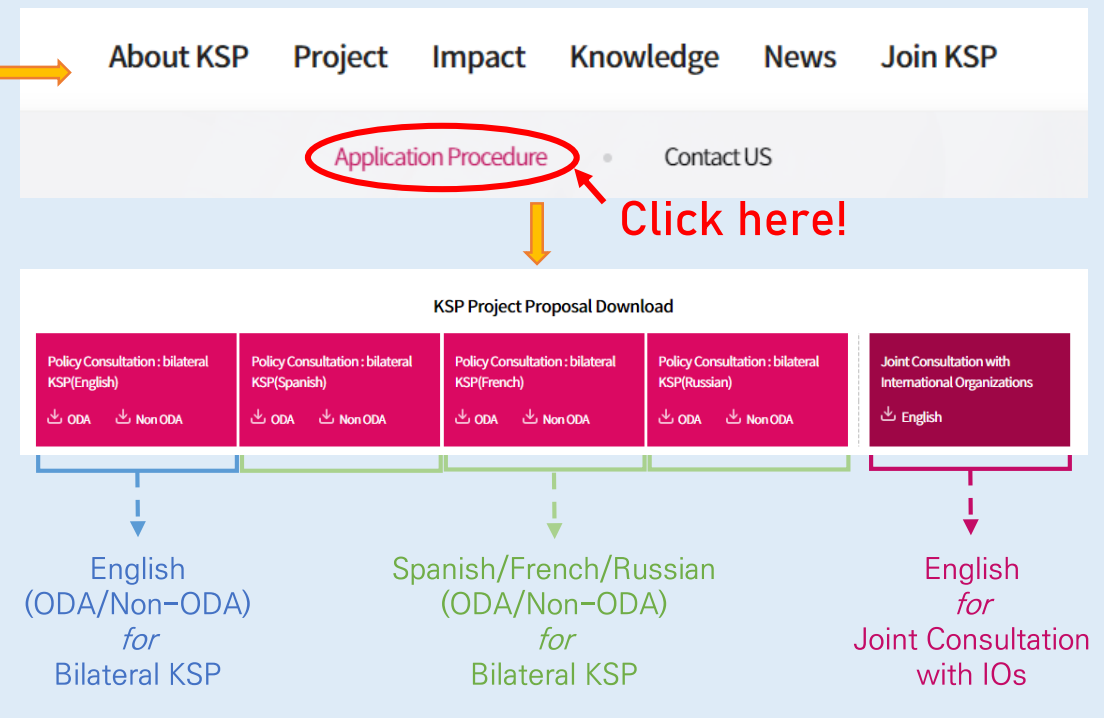
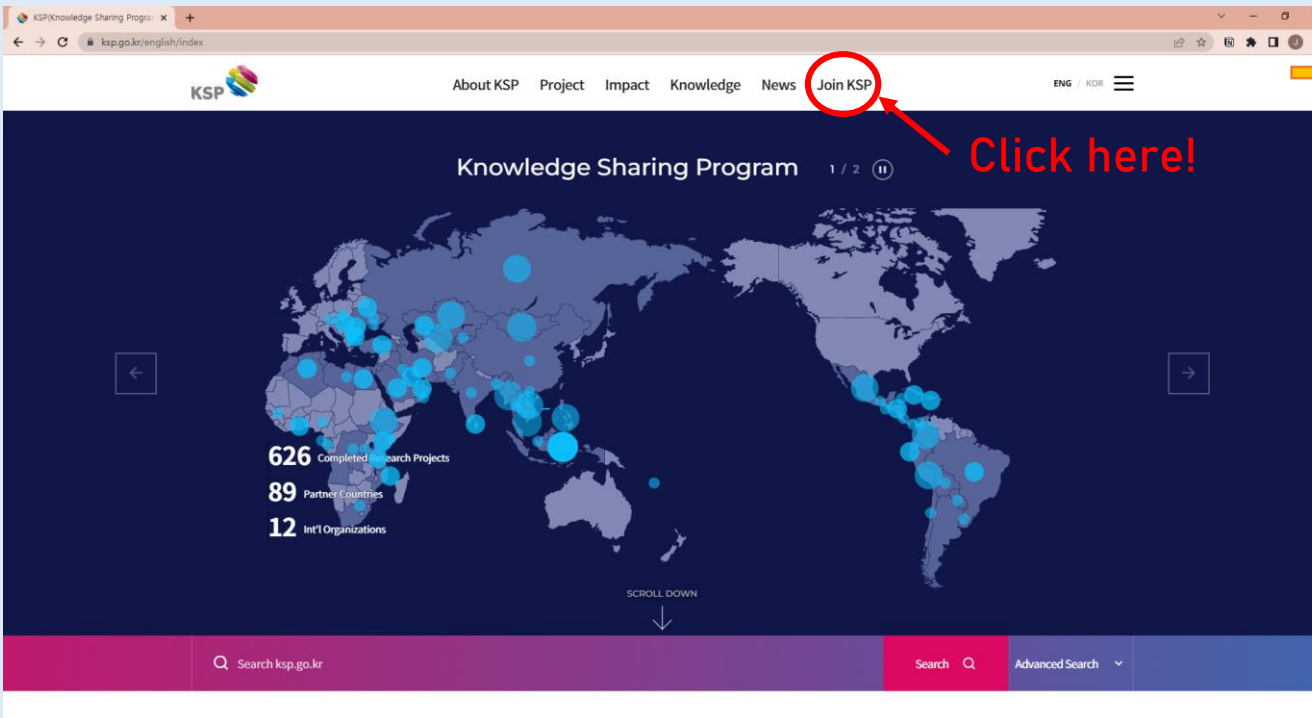


Part 5 | Guide to Writing a KSP Project Proposal

1. Visit our Webpage at www.ksp.go.kr.



2. Download a project proposal form.



<Form 1> Priority List

(Form 1) Priority List

ODA Recipient countries

Priority List of 2024/25 KSP Project Proposals

Country: [Type here](#)

ODA Coordinating Ministry: [Type here](#)

Number of proposals submitted: [Type here](#)

No.	Project Title	Institution
1	Type here	Type here
2		
3		
4		
5		
cont.		

The proposals listed above are submitted for review and approval as 2024/25 KSP projects.

Date: [MM/DD/2022](#)
 Name: [Type here](#)
 Designation: [Type here](#)

Signature: _____

Submitted by
 - (ODA) Coordinating Ministry
 - (Non-ODA) Government Institution

<Form 2> Project Proposal

(Form 2) Project Proposal

ODA Recipient countries

2024/25 Knowledge Sharing Program (KSP) Project Proposal

Project title Reference the country and indicate the main purpose/impact of this project. Avoid generic titles (e.g. Sustainable Development in Country).	Type here
Country Indicate the official country name.	Type here
Institution Indicate the full legal name (e.g. Ministry of Economy and Finance). If your institution is a government-affiliated organization, indicate both the organization name and the supervising authority.	Type here
Date of submission	MM/DD/2022

Note¹: MOEF will favorably consider projects promoting low-carbon and digital economies, infrastructure and systems, and resilient health systems.

Note²: If your institution wishes this proposal to be considered as a 2023/24 KSP project for any matters of high urgency, clearly indicate so in Part 1 Section 4 (Miscellaneous). Provide sufficient reason, context and supporting evidence throughout the document.

Note³: Learn how to prepare a KSP project proposal at ksp.go.kr

Submitted by
 - (ODA) Government Institution
 - (Non-ODA) Government Institution

Part I. Project Description

1. Project Background

1.1. Situation and problem analysis

Elaborate on the country's current situation (e.g. social and economic conditions), and describe key barriers, challenges, gaps, and their underlying causes that this project aims to address. Identify relevant stakeholders.

[Type here](#)

1.2. Policy context

Describe efforts undertaken by your country to tackle the challenges and issues addressed above. Identify the country's policy priorities, national development plans, strategies, etc. (policy documents such as intergovernmental legislations and entity-specific mandates). Elaborate on how this project aligns with existing policies.

[Type here](#)

1.3. Complementary development cooperation projects/programs

Indicate whether this proposal complements or is complemented by other development cooperation interventions. These include past, ongoing, and expected assistance projects/programs provided by international organizations, the Korean government (preceding KSP project, EDCF loans, KOICA grants, etc.) and/or other countries. Provide details including the institution name, project/program title, amount, implementation period and status for each project/program.

Please make clear how this project builds on related interventions or vice versa.

[Type here](#)

1.4. Consultation with a Korean institution(s)

If any Korean institution has been involved in preparing this proposal, indicate the institution's name and describe the support provided, how the cooperation procedure proceeded, etc.

[Type here](#)

1.2. Policy context

- ✓ Aiming to achieve a comprehensive understanding of the requested project in a context of government policies
- ✓ Should be closely related to the request project
- ✓ Indicate the name of laws, policy documents, and plans

1.4. Consultation with a Korean institution(s)

- ✓ Indicate any pre-discussions with Korean institutions regarding the submission of the KSP proposal. (with institution's name, support provided)

2. Project Information

2.1. Project title: [Type here](#)

Reference the country and indicate the main purpose/impact of this project. Avoid generic titles (e.g. Sustainable Development in Country).

2.2. Project objectives

Identify the objectives of this project and anticipated contributions to overcoming the aforementioned challenges. Justify the necessity for KSP support.

[Type here](#)

2.3. Project sector

[Check the relevant sector of this project.](#)

	Sector
<input type="checkbox"/>	Economic development planning
<input type="checkbox"/>	Macro-financial policy
<input type="checkbox"/>	Public finance
<input type="checkbox"/>	Industrial policy
<input type="checkbox"/>	Trade and export promotion
<input type="checkbox"/>	Business and SME development
<input type="checkbox"/>	Science and Technology, R&D, ICT
<input type="checkbox"/>	Transport and urban development
<input type="checkbox"/>	Energy
<input type="checkbox"/>	Water and sanitation
<input type="checkbox"/>	Environment
<input type="checkbox"/>	Rural development
<input type="checkbox"/>	Health and medicine
<input type="checkbox"/>	Social welfare
<input type="checkbox"/>	Education and HR development
<input type="checkbox"/>	Public administration
<input type="checkbox"/>	Employment and labor
<input type="checkbox"/>	Other (culture, tourism, etc.)

2.3. Project sector

- ✓ Refer to the Guideline <Appendix 3> for project areas and examples. In case of Non-ODA countries, please refer to <Appendix 2>.

2.4. Project topics

Propose a maximum of five (5) sub-topics the project should focus on. For each sub-topic, provide a title and details such as the scope of work, outputs/deliverables, and expected outcomes/results.

Note: Sub-topics may be subject to change after project approval upon agreement of both sides.

Sub-topic 1)

- Title: [Type here](#)
- Description: [Type here](#)

Sub-topic 2)

- Title: [Type here](#)
- Description: [Type here](#)

Sub-topic 3)

- Title: [Type here](#)
- Description: [Type here](#)

Sub-topic 4)

- Title: [Type here](#)
- Description: [Type here](#)

2.5. Expected expertise of the Korean executing team

Explain what you require from the Korean consultants in terms of qualifications, skills, knowledge, experience, etc.

[Type here](#)

2.6. Risk management plan

Identify, if any, major risks and potential conflicts of interest that could negatively affect the project objectives from being achieved. Address their probabilities of occurrence and severities of consequences. Provide mitigation and management measures.

[Type here](#)

2.4. Project topics

- ✓ Propose a maximum of five sub-topics that the project should focus on.
- ✓ Take into consideration that the main outputs of activities for each sub-topic are policy recommendations to the challenges addressed in the <1. Project Background>.
- ✓ Indicate in <4. Miscellaneous> request(s) for additional activities including but not limited to: capacity building & training workshops, investment seminars, exchange programs etc.

3. Follow-up Plans

3.1. Follow-up measures

Indicate how your institution will utilize this KSP project to achieve the intended project objectives and impact after project completion. Check all that apply.

This KSP project will be used to

- Enhance the policy environment:
 - Drafting or amending legislation or regulations
 - Preparing new policy plans or budgets
 - Establishing or reforming organizations/institutions
 - Capacity building of and/or knowledge transferring to relevant stakeholders
- Link with other development cooperation projects/programs implemented by:
 - EDCF, KOICA, and/or other Korean public institutions
 - Multilateral development banks and/or development finance institutions
 - Other international organizations and/or non-governmental organizations
- Catalyze private sector engagement:
 - Cooperating with private organizations in the follow-up activities to this project
 - Supporting the local private sector
 - Creating business partnerships with the Korean private sector (trade and investment seminars, etc.)
- Others (e.g. supporting national development projects/programs): [Type here](#)

3.2. Post-project action plan

Elaborate on how your institution will execute follow-up measures indicated in Section 3.1 by providing an action plan containing information on the activities, timeline, relevant stakeholders, etc. If this project is to be associated with other development cooperation projects/programs, provide relevant details (title, amount, expected duration, etc.).

[Type here](#)

[Table] KSP Classification of Outcomes

Main Category		Subcategory
Policy Change adopted by partner country		Enactment of laws and regulations Policy Planning and budgeting Establishment (reform) of institutions and organizations Other policy changes (including public relations activities of policy-related officials, strengthening policy networking, and capacity building)
Enhanced development cooperation	Subsequent domestic cooperation	Mutual agreements (including MOU and LOI) Dispatch of experts Follow-up training and capacity building programs Discussions on follow-up projects by government bodies and public organizations Technical support (including KSP, KOICA, and WFK) Financial support (including EDCF, grants, infrastructure PPP) Other ODA projects (government bodies, local governments, other public institutions)
	Subsequent cooperation linkage with IOs	Technical support (international organizations) Financial support (including loans, grants, infrastructure PPP)
Enhanced economic cooperation with the private sector		Collaboration with private entities (including business opportunity analysis and feasibility studies) CSR Support for local enterprises Direct investment

4. Miscellaneous

4.1. Request for follow-up KSP project (optional)

If your institution seeks for multi-year KSP cooperation (up to 3 years) on the relevant subject, describe the long-term goal and provide details (title, work scope and expected outcome) on the KSP projects that will succeed the 2024/25 KSP.

Year	Title	Work Scope and Output	Expected Outcome
2024/25 (proposed)			
2025/26			
2026/27			
Impact			

4.2. Request for early launching (optional)

Indicate here if your institution wishes this proposal to be considered as a 2023/24 KSP project for matters of high urgency. Provide sufficient reason, context and supporting evidence (e.g. legislations or policies scheduled for imminent implementation, allocated budgets, official statements or announcement made by the head of state, etc.)

[Type here](#)

4.3. Other relevant information

Provide any other relevant information deemed necessary for consideration by the Korean government.

[Type here](#)

4.1. Request for follow-up KSP project (optional)

- ✓ Describe the long-term goals and provide details (title, work scope and expected outcome) on each year of KSP that will follow the 2024/25 KSP.
- ✓ It is highly recommended to provide concrete and specific plan(s) with details.

4. Miscellaneous

4.1. Request for follow-up KSP project (optional)

If your institution seeks for multi-year KSP cooperation (up to 3 years) on the relevant subject, describe the long-term goal and provide details (title, work scope and expected outcome) on the KSP projects that will succeed the 2024/25 KSP.

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[Type here](#)

4.3. Other relevant information

Provide any other relevant information deemed necessary for consideration by the Korean government.

[Type here](#)

4.2. Request for early launching (optional)

In the proposal for Fast-track KSP,

- ✓ Provide sufficient reasons.
 - ✘ Examples of reasons
 - To accelerate a policy design and implementation
 - To link with other relevant project
 - To take follow-up actions for a summit meeting or/and a high-level meeting (an equivalent to the Vice Minister or/and above)
- ✓ Provide supporting evidence (e.g. government documents indicating specific timelines for preparing new policies or drafting of laws and/or regulations).

Part II. Partner Description

A. Institution Information

Please complete the table below and provide a brief introduction of your institution (size, date of establishment, scope of operations/principal activities, structure, etc.). Attach an organizational chart. If your institution is a government-affiliated organization, indicate the supervising authority (ministry, etc.) by text and illustration.

Institution name	Type here
City/Country	Type here
Address	Type here
Website	Type here
Description	Type here

B. Contact Person

B.1. Project Supervisor

The Project Supervisor will supervise the implementation of this KSP project. A Director-General or an equivalent officer is recommended.

Name	Type here
Designation	Type here
Department/Division	Type here
Phone number	Type here
E-mail address	Type here

B.2. Project Coordinator

The Project Coordinator will be the official contact person communicating with the Korean counterpart to arrange meetings, seminars and workshops throughout the project cycle.

Name	Type here
Designation	Type here
Department/Division	Type here
Phone number	Type here
E-mail address	Type here

A. Institution Information

- ✓ Please provide a detailed description on the responsibility of your department and ministry/institution.
- ✓ It is highly recommended to provide an updated organization chart of your ministry.

B. Contact Person

- ✓ Will be contacted for the feasibility study and expert review.
- ✓ If the project is approved, the contact person will be contacted for the preliminary discussion.

SUSTAINABLE
DEVELOPMENT



FOUNDATION
FOR
ECONOMIC
COOPERATION

SPIN-OFF
PROGRAMS

(Financing or International
Cooperation Programs)

KSP

(Policy Consultation &
Capacity Building)

Thank you

