

Revised in July 2022

Non-ODA Recipient countries

2023/24 Knowledge Sharing Program (KSP) Project Proposal Guidelines

- *This document contains guidelines on applying for the 2023/24 Knowledge Sharing Program (KSP) administered by the Ministry of Economy and Finance, Republic of Korea.*
- *Submit **project proposals** and the **priority list** to the Embassy of the Republic of Korea no later than **November 4, 2022**.*
- *For more information, visit the KSP website at www.ksp.go.kr.*

Ministry of Economy and Finance
Republic of Korea

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Part I. Introduction to the Knowledge Sharing Program

1. Background

Knowledge sharing has emerged as an important instrument of development and economic cooperation, proving to effectively improve countries' policy and institutional capacities. Various entities including developing and developed countries, and international organizations such as the OECD and World Bank have endorsed knowledge sharing as a means to deepen mutual learning and create horizontal partnerships.

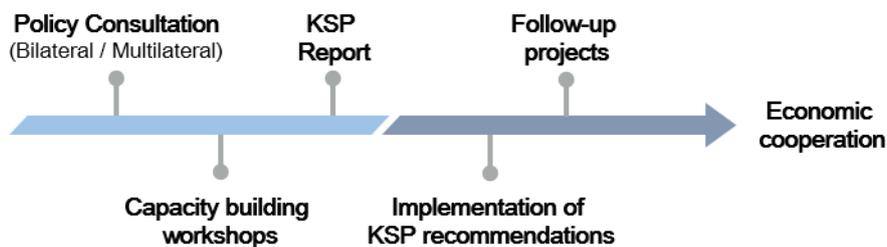
Korea has successfully transitioned from an aid recipient to a donor country over the past century. To make full use of such a positive experience, the Ministry of Economy and Finance of Korea (MOEF) launched a mutual learning program called the Knowledge Sharing Program (KSP) in 2004. KSP conducts joint research and studies to support public efforts in achieving socio-economic development.

Through in-depth and comprehensive analyses of challenges, the program generates practical recommendations and proposes solutions with reference to exemplary case studies. The program also provides opportunities for institutional, organizational and individual capacity building and networking programs.

As of 2021, nearly 630 projects covering over 1,300 topics have been implemented with more than 80 countries around the world.

2. Objectives

- (1) Enhance partner country's policy environment through strengthened frameworks, mechanisms, systems and capacities at institutional, organizational and individual levels
- (2) Catalyze the development and implementation of effective and efficient national and international projects/programs for socio-economic development
- (3) Establish foundations for mutually beneficial economic cooperation



3. Structure

MOEF, the supervisory ministry of KSP, oversees projects through implementing agencies that manage each project. The implementing agencies are the Korea Development Institute (KDI), Korea Eximbank (KEXIM) and Korea Trade-Investment Promotion Agency (KOTRA).

4. Preparation

4.1. Project areas

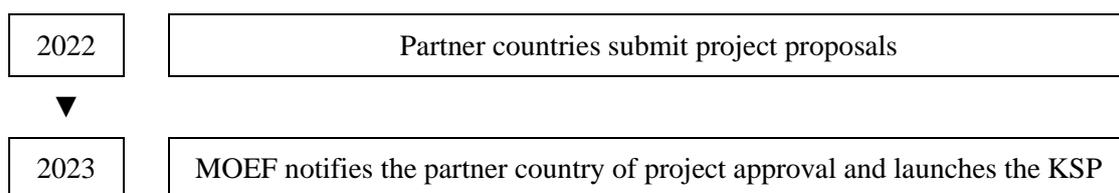
KSP supports projects in the following areas in which Korea has strong expertise (see Appendix 2 for specific examples):

- Economic development planning
- Macro-financial policy
- Public finance
- Industrial policy
- Trade and export promotion
- Business and SME (small and medium enterprises) development
- Science and technology, R&D, ICT
- Transport and urban development
- Energy
- Water and sanitation
- Environment
- Rural development
- Health and medicine
- Social welfare
- Education and HR (human resource) development
- Public administration
- Employment and labor
- Other (culture, tourism, etc.)

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

4.2. Schedule

Project proposals submitted in 2022 and approved by MOEF will be launched in 2023.



4.3. Cost

Both countries share project costs, with details stipulated in the Memorandum of Understanding and/or Activity Agreement. The budget for a single KSP project ranges from 250,000 to 500,000 USD. The partner country typically bears in-kind expenses such as costs associated with the meeting venue and travel expenses to Korea.

5. Implementation

KSP is a one-year joint-study program implemented in the span of two calendar years (e.g. 2023/24 KSP begins in 2023 and ends in 2024). Around 30 bilateral projects are implemented each year with about 20 partner countries.

5.1. Consultants

Once project scopes are determined through preliminary discussions between the implementing agency and the partner country, the implementing agency employs two entities for each project: (1) a team of Korean experts who will execute the project in close collaboration with its counterparts in the partner country, and (2) local consultants with appropriate expertise and knowledge on the project topic and country context.

5.2. Milestones

Major milestones in the project cycle are as follows (see Appendix 1 for details):

- 1) Preliminary Meeting
(Necessary for drafting the project concept paper and terms of reference to recruit and employ KSP consultants)
- 2) Launching Seminar and High-Level Meeting
- 3) Policy Seminar and In-depth Study
- 4) Interim Reporting and Policy Practitioners' Workshop
- 5) Senior Policy Dialogue and Final Reporting

5.3. KSP Report

The resulting recommendations and proposed solutions from the joint study will be organized and delivered in the form of a final report, published in English (additional publication in the local language may be available upon the partner country's request).

Part II. Applying for the KSP

1. Writing the Proposal

Government institutions (ministries, agencies, etc.) that wish to apply for the KSP must complete the project proposal template (*Form 2*).

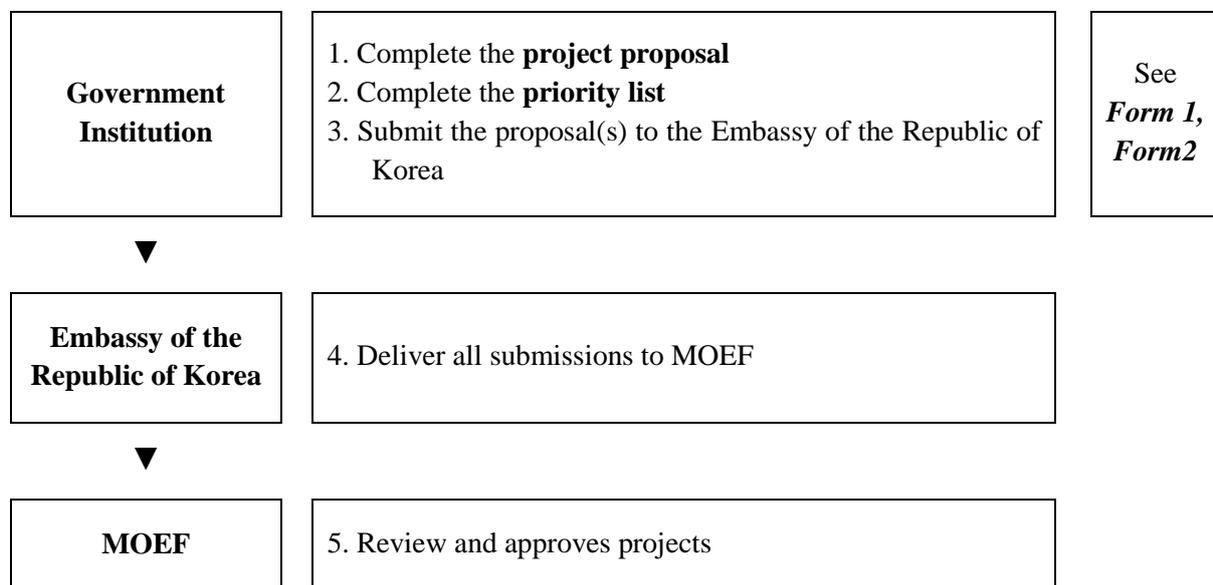
Throughout the proposal, it is important to ensure that the proposed project is

- consistent with KSP’s objectives¹
- relevant to the national development plans/strategies and priorities,
- pertinent to areas that Korea has comparative advantages
- complements other development cooperation efforts
- expressed in a clear and detailed manner (pay special attention when explaining project necessity, proposed actions, and plans to build on the project’s results)

Examples of projects that are ineligible for approval include the following:

- Projects submitted by a private organization
- Projects that provide humanitarian aid
- Projects that finance the construction of physical infrastructures or the purchase of software systems
- Projects that are commercial/for-profit
- Projects in the fields of national defense, religion, etc.

2. Submitting the Proposal



¹ KSP projects support policy and institutional development at the national and sub-national level, implementation of large-scale projects and adoption of software systems through pre-feasibility studies, and private sector development.

(1) Government Institution → Korean Embassy

Once the project proposal is completed, complete the priority list (Form 1). MOEF will reference the list to assess the policy priorities of the partner country.

Then, the responsible ministry sends the proposal package to the Embassy of the Republic of Korea. The proposal package must include the following documents for review by MOEF:

- (1) Priority list
- (2) Project proposals sorted according to the priority list

(2) Korean Embassy → MOEF

All submissions made to the Korean embassy are forwarded to MOEF.

Note: If projects are approved, MOEF will notify the coordinating ministry with an official letter by early 2023.

Appendix 1. Project Procedures

1. Project cycle

(1) Preliminary Meeting (online or in partner country)

Objectives

- Identify challenges and policy priorities of the partner country
- Specify topics and the scope of research via meetings and interviews
- Identify relevant organizations and establish communication channels
- Introduce KSP and its expected outputs/outcomes

Activities

- The KSP implementing agency communicates with the partner country via visits, video conferences, emails, etc.
- The KSP implementing agency narrows down the consultation topic before recruiting Korean experts.

(2) Launching Seminar and High-level Meeting (in partner country)

Objectives

- Officially launch the KSP in the partner country
- Discuss and identify research topics with high-level representatives and officials from partner ministries/authorities
- Identify local consultants

Activities

- Korean experts visit the partner country to collect relevant data and information and finalize research topics based on the results of interviews and visits to related organizations.
- The counterpart organization that will cooperate with the KSP team is selected.
- Consultants from the partner country with appropriate qualifications are recruited.

(3) Policy Seminar and In-depth Study (in partner country)

Objectives

- Collect additional information and data

Activities

- The KSP team undertakes a mission to relevant organizations and sites in the partner country to conduct in-depth analysis and expert discussions.

(4) Interim Reporting and Policy Practitioners' Workshop (in Korea)

Objectives

- Invite policy practitioners, high-level government officials and policymakers from the partner country to Korea to share tentative final recommendations
- Receive feedback and comments to improve the interim report
- Have first-hand experiences and insights from lectures and visits to relevant institutions

Activities

- Experts of the partner country are invited to Korea to give comments and feedback on the interim report.
- The delegation participates in the Policy Practitioners' Workshop, which includes meetings with Korean policymakers and relevant experts who are knowledgeable of the research topics.
- The delegation visits relevant Korean organizations and sites, including government ministries, industrial sites, business associations and companies for on-site observation of Korea's experiences.

(5) Senior Policy Dialogue and Final Reporting (in partner country)

Objectives

- Present the final report with policy recommendations to top policymakers and various stakeholders

Activities

- Policymakers of both countries join the Senior Policy Dialogue to share final policy recommendations.
- Various stakeholders and opinion leaders from the government, private sector, academia, media and others are invited to the Final Reporting Workshop, where the Korean experts present their final policy recommendations.
- Evaluation interviews are conducted to assess the relevancy and sustainability of the recommendations and to build upon possible follow-up programs.

2. Roles and responsibilities of the partner country

The roles and responsibilities of the partner country listed below are crucial for successful project implementation.

2.1. Selection of Qualified Local Consultants

The counterpart organization of the partner country is obliged to recommend and select qualified local consultants who have expertise in the project. The scope of work between local and Korean experts are as follows:

- Local consultants are required to (1) provide relevant data and information for effective research, (2) co-author the final report to a limited extent, and (3) cooperate with the Korean experts in all possible means to complete the report.
- Korean experts will assume primary responsibilities related to studies on the Korean experience while local experts will be primarily responsible for studies on the challenges that the partner country is facing.
- Consultants from both countries, if possible, may work together to develop recommendations on how to apply the Korean experience in addressing challenges in the priority areas of the partner country.

2.2. Provision of In-kind Contribution

The counterpart organization of the partner country is required to make any necessary in-kind contributions within its resources (e.g. provision of office space, interpretation, etc.) to coordinate the visits of Korean experts to the partner country during any stage of the project cycle.

Details are to be stipulated in the Memorandum of Understanding (MoU) and Activity Agreement between the two counterpart organizations.

2.3. Arrangement of Meetings and Organization of Seminars

During the project cycle in the partner country, the counterpart organization is responsible for:

- Arranging meetings with senior government officials and experts specializing in the study's topic upon the request of the Korean experts; and
- Organizing seminars and workshops, including logistical supports

2.4. Delegation

The counterpart organization of the partner country is responsible for organizing its delegation to Korea for the Interim Reporting and Policy Practitioners' Workshop.

Appendix 2. Project Areas and Examples

Sector	Example
Economic development planning	national economic development plan
Macro-financial policy	macro-economic and financial policy, monetary and credit policy, financial institution (banks, etc.)
Public finance	fiscal policy, budget, debt management, tax, public investment, public-private partnership (PPP)
Industrial policy	industrial restructuring, industrial growth and diversification, industrial parks and clusters
Trade and export promotion	trade and foreign direct investment (FDI), global value chain (GVC), free economic zones
Business and SME (small and medium enterprises) development	business enabling environment, large corporations, SMEs, start-ups, entrepreneurship, regulation policy
Science and technology, R&D, ICT	digital transformation, technology innovation, ICT-based systems, Big Data, intellectual property rights
Transport and urban development	transportation and mobility systems/services, urban planning and management, smart cities, geospatial services
Energy	energy and power policies, renewable energy
Water and sanitation	water resource management (drinking, wastewater), flood and drought risk management
Environment	climate change response, waste management, environmental protection, circular economy
Rural development	rural management (agriculture, fishery, etc.), rural economy and infrastructure
Health and medicine	disease control, health systems and policies, medical services, nutrition and food security
Social welfare	social safety net, social insurance and pensions, social inclusion, social protection delivery systems
Education and HR (human resource) development	education, technical & vocational education and training (TVET), human resource management (HRD)
Public administration	public sector management, e-government, state-owned enterprises (SOE)
Employment and labor	labor market institutions, job creation, job quality
Other (culture, tourism, etc.)	other public policies