

Revised in July 2021

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**, the **priority list** and an **official letter from the ODA coordinating ministry** to the Embassy of the Republic of Korea no later than **October 15, 2021**.*
- *For more information, visit the KSP website at <http://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 cooperation since the 1990s, proving to effectively improve the policy and institutional capacities of countries in need of development assistance. 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.

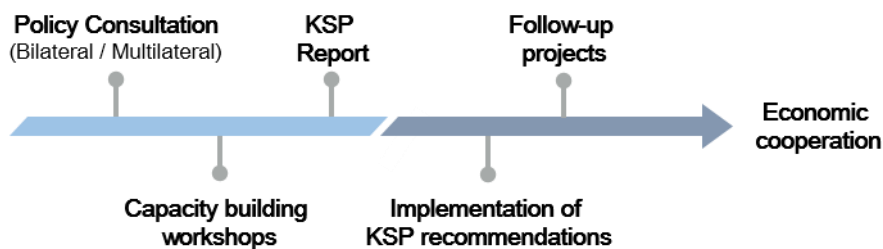
Korea has successfully transitioned from an aid recipient to a donor country. In order to use such positive experience to support partner countries, the Ministry of Economy and Finance of Korea (MOEF) launched the Knowledge Sharing Program (KSP) in 2004. The program is a development consultation program that supports public efforts to achieve socio-economic development.

Through in-depth and comprehensive analysis of challenges countries face, the program generates practical recommendations and proposes solutions with reference to Korea’s earlier, comparable experiences. The program also provides opportunities for institutional, organizational and individual capacity building.

As of 2020, nearly 600 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

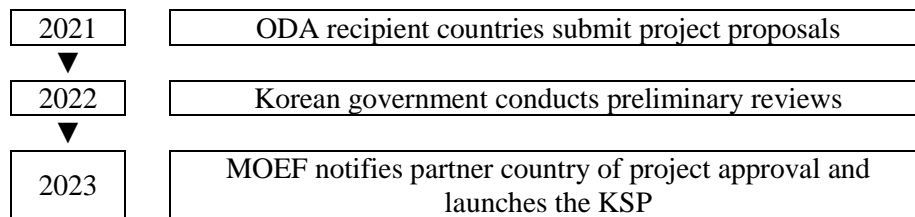
KSP supports projects in the following areas in which Korea has strong expertise:

- Economic development planning
- Macro-financial policy
- Industrial and trade policy
- Science and technology
- Territorial development
- Rural development
- Culture, sports and tourism
- Public finance
- Public administration
- Human resources development
- Health and welfare
- Labor market
- Environment

As of the 2022/23 KSP, MOEF will favorably consider projects promoting low-carbon and digital economies, infrastructure and systems, and resilient health systems. Such priority is in line with the Korean New Deal national strategy, which supports green and digital transformation and stronger social safety nets.

4.2. Schedule

ODA project proposals submitted in 2021 and approved by MOEF will be implemented in 2023. The interval between submission and implementation results from a mandatory preliminary review by the Korean government on all ODA projects.



Exceptions can be made, upon partner countries’ request and the Korean government’s approval, if the project is deemed highly urgent and important. In this case, the project will be implemented in the year after its submission year.

4.3. Cost

The Korean government covers project costs for countries in the OECD DAC’s List of ODA Recipients (Appendix 2). The partner country may bear in-kind expenses such as meeting venues.

5. Implementation

KSP is a one-year consultation program implemented in the span of two calendar years (e.g. the 2023/24 KSP begins in 2023 and ends in 2024.) Around 30 to 40 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: (1) a team of Korean experts who will execute the project in close collaboration with its counterparts in the IO and 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 (refer to Appendix 1 for details):

- 1) Preliminary discussion
(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) KSP policy seminar and in-depth study
- 4) Interim reporting workshop and policy practitioner's workshop
- 5) Final reporting workshop and senior policy dialogue

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*).

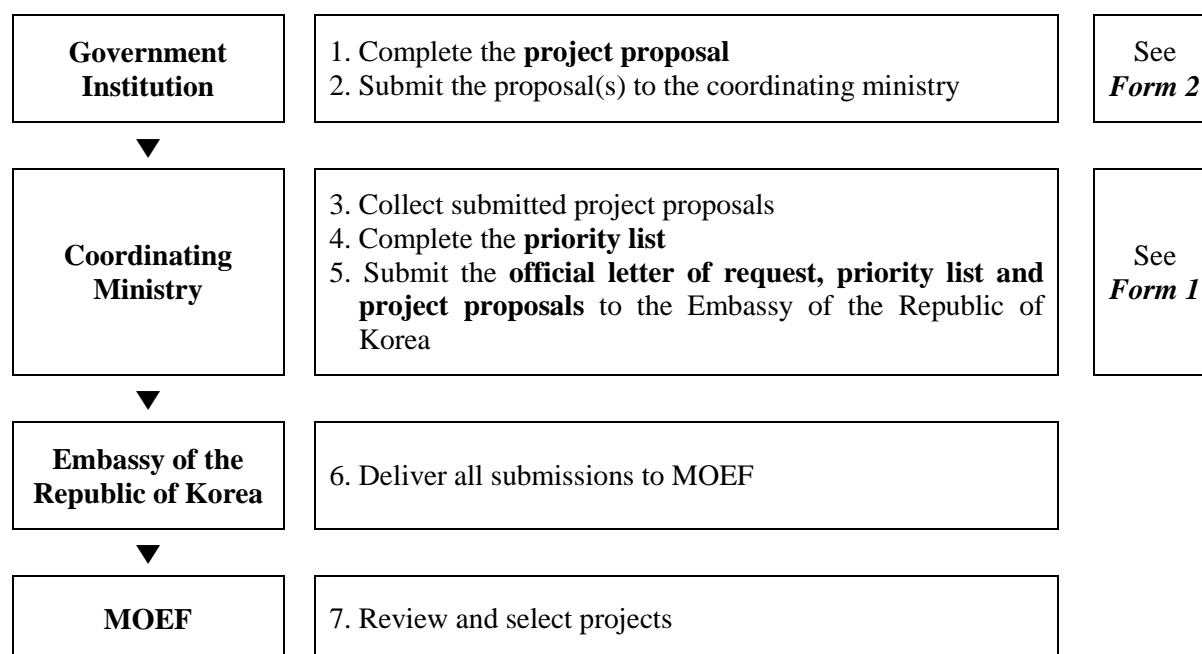
Throughout the proposal, it is important to ensure that the proposed project is

- 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 construction of physical infrastructure²
- Projects that are commercial/for-profit
- Projects in the fields of national defense, religion, etc.

2. Submitting the Proposal



¹ Past KSP projects have supported 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.

² A KSP project designed to prepare the partner country for applying to Korea’s development finance programs (EDCF, EDPF, Export Finance) and/or ODA programs (KOICA, etc.) are eligible.

(1) Government Institution → Coordinating Ministry

A ministry or government-affiliated organization that wishes to apply for the KSP submits one or more project proposals (Form 2) to the coordinating ministry. Proposals not submitted to the coordinating ministry will not be reviewed by MOEF.

Note: The coordinating ministry refers to the partner country's institution responsible for ODA or economic/international cooperation. If the coordinating ministry cannot be specified, contact the Embassy of the Republic of Korea.

(2) Coordinating Ministry → Korean Embassy

After collecting project proposals from government institutions, the coordinating ministry completes the priority list (Form 1). MOEF will reference the list to assess the policy priorities of the partner country.

Then, the coordinating ministry sends an official letter of request for KSP support with the priority list and project proposals to the Embassy of the Republic of Korea. The proposal package must include all documents below for review by MOEF:

- (1) Official letter of request
- (2) Priority list
- (3) Project proposals sorted according to the priority list

Note: Please arrange the documents in the order above.

If the coordinating ministry wishes to make additional submissions, the proposal package must include (1) a new official letter of request, (2) an updated priority list and (3) additional project proposals. Project proposals that have been submitted do not have to be resubmitted.

(3) 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 Discussion

Objectives

- Identify development challenges and policy priorities of the partner country
- Specify topics and the scope of research via meetings and interviews
- Identify counterpart 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) KSP 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 Workshop and Policy Practitioner's 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) Final Reporting Workshop and Senior Policy Dialogue (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 Korean government may consider bearing all direct costs arising from activities described in the KSP project cycle above. If necessary, the partner country may also be asked to share the cost.

The counterpart organization of the partner country is required to make any necessary in-kind contributions within its resources (e.g. provision of the office space, computer facilities, 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. Recommendations

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

Appendix 2. OECD DAC List of ODA Recipients

DAC List of ODA Recipients
Effective for reporting on 2021 flows**

Least Developed Countries	Low Income Countries which are not LDCs (per capita GNI ≤ \$1 005 in 2016)	Lower Middle Income Countries and Territories which are not LDCs (per capita GNI \$1 006-\$3 955 in 2016)	Upper Middle Income Countries and Territories which are not LDCs (per capita GNI \$3 956-\$12 235 in 2016)
Afghanistan (L) Angola (LM) Bangladesh (LM) Benin (LM) Bhutan ¹ (LM) Burkina Faso (L) Burundi (L) Cambodia (LM) Central African Republic (L) Chad (L) Comoros (LM) Democratic Republic of the Congo (L) Djibouti (LM) Eritrea (L) Ethiopia (L) Gambia (L) Guinea (L) Guinea-Bissau (L) Haiti (L) Kiribati (LM) Lao People's Democratic Republic (LM) Lesotho (LM) Liberia (L) Madagascar (L) Malawi (L) Mali (L) Mauritania (LM) Mozambique (L) Myanmar (LM) Nepal (LM) Niger (L) Rwanda (L) Sao Tome and Principe ¹ (LM) Senegal (LM) Sierra Leone (L) Solomon Islands ¹ (LM) Somalia (L) South Sudan (L) Sudan (L) Tanzania (LM) Timor-Leste (LM) Togo (L) Tuvalu (UM) Uganda (L) Yemen (L) Zambia (LM)	Democratic People's Republic of Korea Zimbabwe (LM)	Armenia (UM) Bolivia Cabo Verde Cameroon Congo Côte d'Ivoire Egypt El Salvador Eswatini Georgia (UM) Ghana Guatemala (UM) Honduras India Indonesia (UM) Jordan (UM) Kenya Kosovo (UM) Kyrgyzstan Micronesia Moldova Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Philippines Sri Lanka Syrian Arab Republic (L) Tajikistan (L) Tokelau* Tunisia Ukraine Uzbekistan Vanuatu Viet Nam West Bank and Gaza Strip	Albania Algeria (LM) Antigua and Barbuda ² Argentina Azerbaijan Belarus Belize Bosnia and Herzegovina Botswana Brazil China (People's Republic of) Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador Equatorial Guinea Fiji Gabon Grenada Guyana Iran Iraq Jamaica Kazakhstan Lebanon Libya Malaysia Maldives Marshall Islands Mauritius ³ (H) Mexico Montenegro Montserrat* Namibia Nauru ³ (H) Niue* North Macedonia Palau ² Panama ² Paraguay Peru Saint Helena* Saint Lucia Saint Vincent and the Grenadines Samoa Serbia South Africa Suriname Thailand Tonga Turkey Turkmenistan Venezuela Wallis and Futuna*

**During the 2020 triennial review of the List, the DAC agreed to an exceptional one-year delay to updating the List of countries that are eligible to receive ODA. It set the date of graduation of the countries meeting the criterion to graduate, as well as the update of the DAC groupings for countries that are not LDCs, to 1 January 2022 on an exceptional basis in the light of the ongoing global pandemic. Countries remaining on the List in 2022 will be classified according to the World Bank's latest income classifications at the time of the update, i.e. 2020 income classifications, with LDCs listed separately.

(1) General Assembly resolution A/73/L.40/Rev.1 adopted on 13 December 2018 decided that Bhutan will graduate five years after the adoption of the resolution, i.e. on 13 December 2023, and that São Tomé and Príncipe and Solomon Islands will graduate six years after the adoption of the resolution, i.e. on 13 December 2024.

(2) Antigua and Barbuda, Palau and Panama will graduate from the DAC List of ODA Recipients on 1 January 2022, following agreement by the DAC during the 2020 triennial review of the List to an exceptional one-year delay to updating the List of countries that are eligible to receive ODA.

(3) Mauritius and Nauru exceeded the high-income threshold in 2019. In accordance with the DAC rules for revision of this List, if they remain high income countries until 2022, they will be proposed for graduation from the List in the 2023 review.

*Countries and territories not classified in World Bank income groups. Estimated placement on the List.

Note: L, LM, UM and H shown after country names refer to the latest World Bank income classifications of: LDCs; any high-income countries that have not yet met the criteria for graduation; and also any countries that changed World Bank income group after 2016. For the World Bank's current 2021 fiscal year, low-income (L) economies are defined as those with a GNI per capita, calculated using the World Bank Atlas method, of USD 1 035 or less in 2019; lower middle-income (LM) economies are those with a GNI per capita between USD 1 036 and USD 4 045; upper middle-income (UM) economies are those with a GNI per capita between USD 4 046 and USD 12 535; high-income (H) economies are those with a GNI per capita of USD 12 536 or more.