|  |  |
| --- | --- |
| *(Form 1) Priority List* | *Completed by: ODA coordinating institution* |

|  |
| --- |
| **Priority List of KSP Project Proposals (ODA)** |

Country: Type here

ODA coordinating institution: Type here

Number of proposals submitted: Type here

*\* Up to 5 recommended, given finite resources*

|  |  |  |
| --- | --- | --- |
| **No.** | **Project Title** | **Institution** |
| 1 | Type here | Type here |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**The proposals listed above are submitted for review and approval as KSP projects.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | DD/MM/YYYY |
| Name |  | Signature |  | Date |

|  |  |
| --- | --- |
| **Position** | Type here |
| **Department** | Type here |
| **Phone number** | Type here |
| **E-mail** | Type here |
| **Emails to carbon copy** | Type here |

*\* The signatory is authorized to request KSP support by the ODA coordinating institution.*

|  |  |
| --- | --- |
| *(Form 2) Project Proposal* | *Completed by: project developing institution* |

|  |
| --- |
| **Knowledge Sharing Program (KSP) Project Proposal** |

|  |  |
| --- | --- |
| **Country**  *Official country name* |  |
| **Institution**  *If your institution is a government-affiliated organization, also indicate the supervising authority* |  |
| **Project type**  ***Fast-track*** *and* ***Multiple-year*** *KSP are optional and additional requests* | Standard KSP (2025/2026)  Fast-track KSP (2024/2025)  Multiple-year KSP |
| **Project title**  *Country name and main purpose of the project; avoid generic titles;*  *max. length: 150 characters* |  |
| **Project summary**  *Describe the* ***problem*** *addressed and list the* ***objectives*** |  |

[[1]](#footnote-1)

**This proposal is submitted for review and approval as a KSP project.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | DD/MM/YYYY |
| Name |  | Signature |  | Date |

**Part I. Project Description**

**1. Project Background**

**1.1. Situation and problem analysis**

*Elaborate on the background of this proposal. Provide an overview of the country’s current situation in the relevant areas/sectors, and describe gaps and barriers that this project will address. What are the specific challenges in the national policies, plans, processes and capacities (institutional, human, technical) that are to be overcome with KSP support?*

Type here

**1.2. Policy and institutional context**

*Describe efforts undertaken by your country to tackle the challenges and issues addressed above. Identify the country’s policy priorities and provide details of relevant plans, strategies, etc. Present the information in the table below.*

*Also, describe the institutional framework - mandates and roles of responsible ministries, etc. Elaborate on how this project aligns with existing policy and institutional frameworks.*

Type here

|  |  |
| --- | --- |
| **Policy, strategy, etc.** | **Details** |
|  |  |
|  |  |
|  |  |

**1.3. Complementary development cooperation projects/programs**

*Indicate other development cooperation interventions that are relevant to the problem this project will address. These include past, ongoing, and expected assistance projects/programs provided by the Korean government (EDCF loans, grants, etc.) or other development partners (international organizations, donor countries, etc.). Elaborate on the complementarities and synergies with the proposed project. Present the information in the table below.*

|  |  |
| --- | --- |
| **Title** |  |
| **Type/budget** |  |
| **Implementing partner** |  |
| **Implementation status/period** |  |
| **Objectives, outputs, results (expected)** |  |
| **Complementarities** |  |

**1.4. Past KSP cooperation**

*If your institution has received KSP support previously, describe how project outputs were used to make progress and /or advancements toward the desired goal.*

|  |  |
| --- | --- |
| **Title** |  |
| **Project year** |  |
| **Major outcomes** |  |

**1.5. Consultation with a Korean institution(s)**

*If any Korean institution has been involved in developing this proposal, indicate the institution’s name, describe their inputs, and provide a brief history of discussions.*

Type here

**2. Project Information**

**2.1. Project title:** Type here

*Reference the country and indicate the main purpose/impact of this project.*

*Avoid generic titles like “Sustainable Development in Korea”.*

*Maximum length: 150 characters.*

**2.2. Project objectives**

*Identify the objectives of this project - How will KSP intervention specifically address the identified barriers?*

*Discuss how this proposal is additional to and not overlapping with past or ongoing interventions, and links to the ultimate goal this project will contribute to.*

Type here

**2.3. Project sector**

*Check the relevant sector(s) of this project.*

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

**2.4. KSP Project topics**

*Propose a maximum of five (5) topics this project should focus on. Topics will later serve to specify the scope of the study (needs assessment, case analysis, research). Present topics in terms of specific objectives and/or outcomes, rather than generic activities like “capacity building workshop”.\**

*Please indicate a project scope that can be reasonably completed within the project budget (250,000 ~ 500,000 USD) and duration (9 ~ 12 months).*

*\* Key deliverables of KSP are a country- and problem-specific recommendation report, and a 5-day capacity-building workshop for national officials and staff.*

Topic 1)

* Title: Type here
* Description: Type here

Topic 2)

* Title: Type here
* Description: Type here

Topic 3)

* Title: Type here
* Description: Type here

Topic 4)

* Title: Type here
* Description: Type here

**2.5. Expected expertise of KSP Consultants**

*Explain what you require from the Korean executing entities 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

**3. Exit Strategy**

**3.1. Desired result**

*Check the relevant result area(s) this project is directed towards.*

|  |  |
| --- | --- |
| **Desired result** | **Specific result** |
| Enhance policy environment | Draft/amend legislation or regulations  Prepare new policy plans or budgets  Establish/strengthen organizations/institutions  Capacity building/knowledge transfer to relevant stakeholders |
| Complement development projects | Project country-driven  Supported by the Korean government (EDCF, KOICA, etc.)  Supported by development partners (multilateral development banks, donor countries, etc.) |
| Catalyze private sector engagement | Establish public-private partnerships in succeeding activities  Support the local private sector  Create business partnerships with the Korean private sector |
| Other | Type here |

**3.2. Specific follow-up measures**

*Given the response above, elaborate on how your institution will utilize this KSP project to achieve the desired goal. Present details of plans/commitments to implement follow-up activities to ensure the sustainability of this project.*

Type here

**4. Other Relevant Information**

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

Type here

**Part II. Partner Description**

**A. Institution Information**

*Provide a brief introduction of your institution. If your institution is a government-affiliated organization, indicate the supervising authority (ministry, etc.) by text and illustration.*

|  |  |
| --- | --- |
| **Institution name** |  |
| **Address** |  |
| **Website** |  |
| **Description**  *Size, date of establishment, scope of operations/*  *principal activities, etc.* |  |
| **Organizational chart** |  |

**B. Contact Information**

**1. Project Supervisor**

*The Project Supervisor will supervise the implementation of this KSP project. Please provide the information of a Director-General or an equivalent official.*

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Department/Division** |  |
| **Phone Number** |  |
| **E-mail** |  |

**2. Project Coordinator**

*The Project Coordinator will be responsible for the day-to-day communication with the Korean implementing agency and consultants throughout the project cycle.*

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Department/Division** |  |
| **Phone Number** |  |
| **E-mail** |  |

**Part III. Attachments**

**Note: Please attach any supporting documents relevant to this project proposal.**

|  |  |
| --- | --- |
| *(Form 3) Fast-track KSP* | *Completed by: project developing institution* |

|  |
| --- |
| **Fast-track KSP request**  **Note**: Complete this form if your institution is applying for a ***fast-track KSP*** – project implemented in the ***2024/2025*** cycle. |

**1. Fast-track type**

*Check the relevant type(s) of this fast-track project.*

|  |  |
| --- | --- |
|  | **Type** |
|  | **Emergency response and recovery**  response to natural/social disasters, infectious diseases, significant social, economic, political changes or crises |
|  | **Key state-led policy/program**  timely support for implementing/establishing policies, initiatives, etc. to address key agendas with defined completion dates |
|  | **Diplomatic agenda**  cooperation in areas under bi/multilateral diplomatic agendas agreed at summits and high-level meetings |
|  | **Bilateral economic cooperation**  timely support for ongoing and forthcoming economic cooperation |

**2. Context on fast-track necessity**

*Given the response above, provide sufficient context for requesting a fast-track procedure. What political, institutional, socio-economic, environmental and other factors require KSP support in the 2024/2025 cycle?*

Type here

**3. Further indication**

*Only a limited number of proposals will be approved under the fast-track modality due to limited resources. Please indicate your institution’s preferred option in case this proposal is* ***not decided to move forward*** *as a fast-track KSP.*

|  |  |
| --- | --- |
| **Next step** | |
|  | Review and consider as a ***standard KSP*** implemented in the ***2025/2026*** cycle |
|  | Withdraw from consideration |

**4. Letter of fast-track request**

*Please attach an official letter that briefly summarizes the urgent necessity of this request, endorsed by the senior management of your institution.*

|  |  |
| --- | --- |
| *(Form 4) Multiple-year KSP* | *Completed by: project developing institution* |

|  |
| --- |
| **Multiple-year KSP request**  **Notes**  1 Complete this form if your institution is applying for a ***multiple-year KSP*** – project implemented for ***up to 3 cycles (2025/2026 ~ 2027/2028)***.  2 Direct financial support, transfer of goods, and longer-term training are **non-eligible** forms of support during the entire period. |

**1. Context on multiple-year necessity**

*Present how this multiple-year proposal takes a programmatic approach to address the overarching problem. What is the ultimate goal envisioned through this proposal, and why is continuous KSP support appropriate rather than single-year support?*

*Describe the details (objectives, outcomes) of succeeding KSP project(s) in the table below.*

*\* Specific topics and scope of work are subject to adjustment based on the Y1 results and the then policy environment.*

|  |  |  |
| --- | --- | --- |
| **Project year** | **Title** | **Objectives, outcomes** |
| Y1: 2025/2026 KSP  (addressed in Form 2) |  |  |
| Y2: 2026/2027 KSP |  |  |
| Y3: 2027/2028 KSP |  |  |
| Goal | *Ultimately anticipated changes that this multiple-year KSP proposal aims to contribute to.* | |

Type here

**2. Further indication**

*Only a limited number of proposals will be approved under the multiple-year modality due to limited resources. Please indicate your institution’s preferred option in case this proposal is* ***not decided to move forward*** *as a multiple-year KSP.*

|  |  |
| --- | --- |
| **Next step** | |
|  | Review and consider as a ***standard KSP*** implemented for single-year in the ***2025/2026*** cycle |
|  | Withdraw from consideration |

1. **Notes**

   1 KSP support is provided in the form of policy/technical consultation and a 5-day workshop. Direct financial support, transfer of goods, and longer-term training are non-eligible forms.

   2Types of KSP support are as follows:

   1. **Standard**: 1-year project in the 2025/2026 cycle. Submit ***Form 2***

   2. **Fast-track**: 1-year project in the 2024/2025 cycle. Submit ***Forms 2 and 3***

   3. **Multiple-year**: multi-year project for up to 3 cycles. Submit ***Forms 2 and 4***

   3Deliver this proposal to the project country’s ODA coordinating institution for submission. [↑](#footnote-ref-1)