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

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

Country: Type here

ODA coordinating institution: Type here

*\* Write the name of the ODA coordinating institution, not the institution submitting the project application.*

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 (2027/2028)[ ]  Fast-track KSP (2026/2027)[ ]  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.* *What achievements have been made, and despite your country’s efforts, what issues still persist? 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.* *Please specify in detail how these projects differ from the KSP project you are applying for. Present the information in the table below.*

|  |  |
| --- | --- |
| **Title** |  |
| **Type/budget** |  |
| **Implementing partner** |  |
| **Implementation status/period** |  |
| **Objectives, outputs, results (expected)** |  |
| **Complementarities and differentiation from the KSP project** |  |

**1.4. Past KSP cooperation**

*If your institution has previously participated in a KSP project, please outline how the insights or recommendations from that engagement were applied in practice. We encourage you to highlight any tangible outcomes—such as policy changes, implementation efforts, institutional improvements, or enhanced collaboration with Korea—that contributed to your organization's strategic goals or supported your country's development goals.*

Type here

|  |  |
| --- | --- |
| **Project Title** |  |
|  **Year of implementation** |  |
| **Major outcomes\*** |  |

*\* Note: Should you possess any supporting documentation substantiating the achievements generated through the KSP project, kindly submit the relevant materials in Part III. Attachment***.**

**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.* *If not applicable, please provide information on any Korean institutions (e.g. ministries, public agencies, research institutes, and private companies) with which you wish to establish special cooperation during the implementation of the KSP project.*

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.*

|  |  |
| --- | --- |
| **Risk Assessment** | *Management Measures* |
| *Country/Regional Risks (e.g. Change of Administration due to the national election)* |  |
| *Domestic Regulatory and Administrative Risks (e.g. Organizational restructuring and personnel transfers)*  |  |
| *Diplomatic Environment Risks**(e.g. Conflicts with neighboring countries)*  |  |
| *Other Risk Factors* |  |

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 |

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 a yearly timeline and commitments to implement follow-up activities, if applicable.*

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***Please insert the organizational chart as an image, if possible.* |  |

**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.*

1. Project Coordinator A

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

2) Project Coordinator B

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

**3. Other Stakeholders**

*Please provide the contact information of representatives from relevant organizations who, even if they are not affiliated with the applying institution, are considered capable of facilitating the successful implementation of the KSP project.*

|  |  |
| --- | --- |
| **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 ***2026/2027*** 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 2026/2027 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 ***2027/2028*** 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 (2027/2028 ~ 2029/2030)***. 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: 2027/2028 KSP(addressed in Form 2) |  |  |
| Y2: 2028/2029 KSP |  |  |
| Y3: 2029/2030 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 ***2027/2028*** 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 2027/2028 cycle. Submit ***Form 2***

2. **Fast-track**: 1-year project in the 2026/2027 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)