

KOICA Joint Fellowship Program (Capacity Development Training Program) Guidelines for Prospective Partners

1. Introduction

1.1. What is KOICA?

Korea International Cooperation Agency (KOICA) was established in 1991 as a government agency responsible for development assistance and technical cooperation programs.

KOICA has been engaging in various programs to enhance international development cooperation by supporting its partner countries in their efforts to alleviate poverty and achieve socio-economic development, while promoting friendly and cooperative relations with them.

The agency provides various aid schemes such as development projects public-private partnership, dispatch of Korean overseas volunteers known as WFK (World Friends Korea), and fellowship program for capacity development known as “CIAT.”

1.2. What is KOICA Fellowship Program (CIAT)?

CIAT, the brand name of KOICA’s fellowship program, means ‘Seed’ in Korean. It is an abbreviation of “Capacity Improvement and Advancement for Tomorrow.” We have named the program with an aspiration for each individuals to help bear the fruits after the training by sharing and applying the knowledge obtained through the fellowship program.

The primary objective of the fellowship program is to share important technical skills and knowledge as well as to build capacities for sustainable socio-economic development of partner countries, by inviting policymakers and technical staffs to share the development experience of Korea. CIAT includes a wide variety of programs customized to meet diverse needs of KOICA’s partner countries.

1.3. What is KOICA Joint Fellowship Program?

KOICA Joint Fellowship Program, one of the important types of CIAT program, is a fellowship program jointly conducted by KOICA and its overseas prospective partners. KOICA designs, conducts, monitors and evaluates the program based on consultations with its partners.

1.4. Who are the partners of KOICA Joint Fellowship Program?

When categorizing the partners of KOICA Joint Fellowship Program, KOICA refers to the categorization¹ set by the Organization for Economic Cooperation and Development (OECD).

Current partners of KOICA Joint Fellowship Program are as follows:

A. International organization:	United Nations Educational Scientific and Cultural Organization (UNESCO), International Atomic Energy Agency (IAEA), United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), The United Nations Office for Disaster Risk Reduction (UNISDR), etc.
B. Regional inter-governmental organization:	African Union (AU), ASEAN, etc.
C. Aid agency or Donor government:	Singapore Technical Cooperation Department (TCD), Thailand International Cooperation Agency (TICA),
D. International Non-Governmental Organization (INGO):	Justice Rapid Response (JRR)

Any prospective partner within categories in can be a partner of KOICA Joint Fellowship Program.

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[http://www.oecd.org/officialdocuments/publicdisplaydocumentpdf/?cote=DCD/DAC/STAT\(2018\)9/ADD1/FINAL&docLanguage=En](http://www.oecd.org/officialdocuments/publicdisplaydocumentpdf/?cote=DCD/DAC/STAT(2018)9/ADD1/FINAL&docLanguage=En)

1.5. Program Type

KOICA has various forms of Joint Fellowship Program according to which focus the program.

Below are the types of programs carried out by KOICA and its partners previously:

A. Invitational Program refers to a program in which participants are invited to Korea. This is a conventional type of program offered by KOICA.

B. On-Site Program refers to a program that takes place in a target country. It can take place in one of the target countries of the Joint Fellowship Program.

C. Cross-Country Program refers to a program where participants are trained in two countries of Korea—KOICA and KOICA-led training institute are based—and the other country—KOICA's partner is based.

1.6. Implementing Mechanism

A tripartite structure of KOICA, a partner organization and a training institute is the most common and preferred form of KOICA Joint Fellowship Program. With this structure, KOICA and a partner organization define their roles and responsibilities, and designate a training institute in charge of training for the program. To ensure effectiveness of the program, KOICA and a partner organization jointly discuss who will conduct the program as a training institute. A training institute is required to acquire outstanding expertise in a specific sector. There are several types of how the tripartite structure is organized as follows:

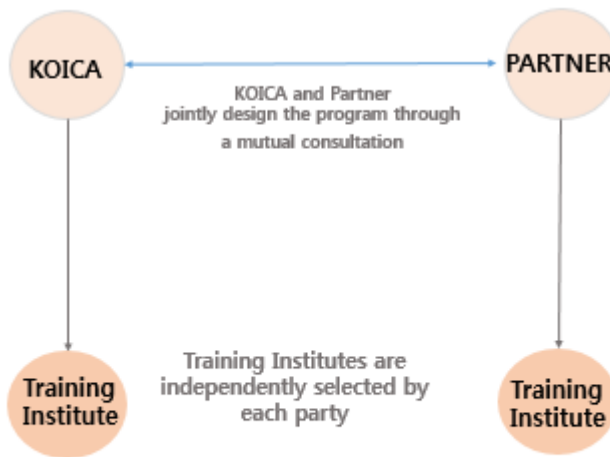


A. The partner organization plays a role of training institute, if its expertise is expected to achieve the objectives that the program is pursuing.



B. Single Training Institute

B. KOICA and the partner organization jointly designate a single training institute if the two parties agree that conducting the program by one training institute is more effective.

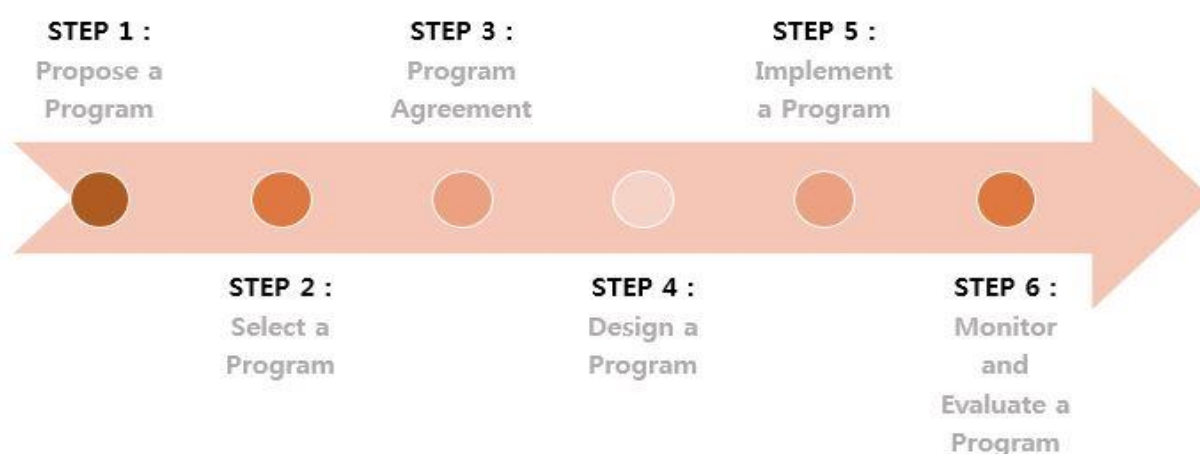


C. Multiple Training Institutes

C. KOICA and the partner organization can designate a training institute independently, especially when KOICA and the partner organization have Cross-Country Program, which have multiple countries as venues for the program. In this case, training institutes for the Joint Fellowship Program could be two or more.

2. How can you participate in KOICA Joint Fellowship Program?

To enhance predictability and effectiveness of KOICA Joint Fellowship Program, KOICA sets up a cycle of the joint fellowship program as follows;



STEP 1: Propose a program—deadlines, proposal concept paper explanation
Proposal Submission (<u>Due on October 31, 2018</u>): prospective partners are required to submit their proposals following the KOICA’s Program Concept Proposal (PCP) format, which contains the following contents—total number, fields and places of annual training courses, target participants, total number of participants, period, course subject, and contents and performance model, etc. Otherwise, the proposal is considered not to have specific plans on such respective items.
STEP 2: Select a program
Selection (from November to December 2018, 2 years ahead of the program): KOICA will select a successful candidate (hereinafter referred to as “Partner”) by evaluating proposals submitted.
STEP 3: Program Agreement
Once selected as Partner, to ensure the partnership, an agreement process such as signing of a Memorandum of Understanding (MOU), or exchange of an official letter is required in order to set out the terms and conditions of the program including program details and responsibilities of each party.

STEP 4: Design a program
<p>KOICA and Partner will discuss how to specify the program through a series of consultations on program components, a work plan, etc.</p> <p>Selecting program components are important in that they are key elements which determine the program's success</p> <ul style="list-style-type: none"> a. Program Topic: When selecting topic of the program, Partner needs to consider their own sectoral advantages—For instance, International Atomic Energy Agency (IAEA), which is one of our important partners, suggested a program for radiation technology based on their sectoral expertise. b. Target Country: Target Country is selected based on regional expertise both KOICA and its partner organization have so that they can readily understand in which area the target countries want to cooperate. c. Demand Survey: To make sure whether the needs of target are compatible with program topics, a demand survey could be conducted. A method of the demand survey could be diversified based on mutual consensus between KOICA and Partner
STEP 5: Implement a program
<p>KOICA and Partner set out the program in earnest based on the assigned work on the year stated in the agreement.</p>
STEP 6: Post Fellowship—Monitor and evaluate a program
<p>KOICA and Partner will jointly carry out monitoring and evaluation of the program. Both parties usually jointly monitor and evaluate the course in accordance with its rules and regulations. In particular, to ensure effectiveness of the KOICA Joint Fellowship Program, KOICA established a performance management model based on relevant indicators. KOICA monitors and evaluates effectiveness of the joint fellowship by using its own performance management model.</p>

3. What are the main focus of KOICA Joint Fellowship Program?

3.1. Program Duration

Programs can last for up to three years. A three-year program with a performance management plan is preferred, but a single-year program is also accepted.

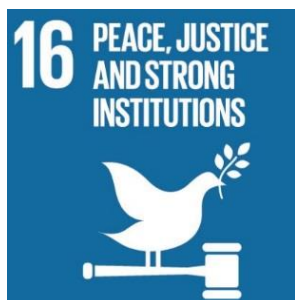


3.2. Priority Area

Proposals should align with the overall aims of the following areas:

Gender Equality (SDG5)

- Refer to [Appendix A](#) where types of the program on gender equality were taken as examples.



Peace, Human Rights and Democracy (SDG16)

- Refer to [Appendix B](#) where types of the program on peace, human rights and democracy were taken as examples.

For SDG5 and SDG16, we define core values under the SDGs and categorize the type of program matching each value—for example, for SDG16, we define 3 core values under the SDG16 as Peace, Human rights, and Democracy and list up the types of sample programs belonging to each value. Prospective partners will be able to refer to these sample programs when proposing a joint program.

- ◆ Sustainable Development (SDG13)
- ◆ Other areas in the SDGs

On top of the priority area, prospective partners are free to suggest any topics which they think can lead to effective results by using their sectoral or regional expertise.

3.3. Partner Expertise

When submitting a proposal for the joint program, prospective partners are required to show their specialty, networking capability with recipients, and know-how.

3.4 Target Country Selection

When submitting the proposal, prospective partners should consider countries KOICA country offices in their territory, or if the partners have their own regional expertise, even if the countries in the region do not have any KOICA country office in their territory, setting target countries in those countries are acceptable. Below is the list of priority partner countries of KOICA for KOICA Fellowship Program (CIAT).

♦ **List of Priority Partner Countries of KOICA**
(Out of 146 Countries on the OECD DAC List of ODA Recipients)

Continents	Countries where KOICA Country office is based	Countries where Korean Embassy is based	Others
Total	44 countries	19 countries	56 countries
Asia	(14 countries) Nepal Timor Leste Laos Mongolia Myanmar Bangladesh Vietnam Sri Lanka Afghanistan Indonesia Cambodia Pakistan Fiji The Philippines	(4 countries) India China Thai Papua New Guinea	(12 countries) Bhutan Cook Islands Samoa Tonga Kiribati Marshall Islands Micronesia Nauru Tuvalu Solomon Islands Vanuatu Maldives
Africa	(16 countries) Ghana Nigeria Rwanda Mozambique	(6 countries) The Republic of South Africa Libya Madagascar	(29 countries) Benin Togo São Tomé and Príncipe Liberia

	Morocco Senegal Algeria Egypt Ethiopia Uganda Cameroon Kenya DR Congo Cote d'Ivoire Tanzania Tunisia	Sudan Angola Zimbabwe	Sierra Leone Lesotho Botswana Swaziland Burundi Mauritania Gambia Guinea Guinea-Bissau Mali Cape Verde Eritrea Namibia Djibouti South Sudan Malawi Zambia Central African Republic Chad Congo Burkina Faso Somalia Comoros Niger
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3.5. Program Cost

Prospective partners, if available, should share a budget of the program. Proposals without any budget contribution can be admitted, but please note that KOICA's selection criteria includes partner's budget contribution to the program.

- **NOTE:** In principle, budget for a training program (on the basis of 3 week invitational training for 20 participants) is about USD 140,000~150,000, but it can be adjusted according to the location, training method and others through consultations with partner organizations.

Attachment: Program Concept Proposal (PCP) Format

APPENDIX A. SDG 5 Program Priority–Types of Program

Objective	Types of Program
Women's Economic Empowerment	Vocational training for marginalized females
	Cultivating female workforce in high value-added sectors
Improvement of Women's Social Status	Training female workforce in the latest administrative management technology area, such as e-government
	Gender equality training targeting government officials
	Enhancing female and youth participation and leadership in conflict-affected and high-risk areas
Rights-based Approach to Gender Equality	Raising public awareness of reproductive rights and gender violence among government officials, teachers and local communities
	Reinforcing capacities of civil society that works to prevent local violence against women
	Support for activities or campaigns that help raise public awareness of sexual assault and harassment

APPENDIX B. SDG16 Program Priority–Types of Program

Core Value	Types of Program
Peace	Introducing laws or institutions on the prevention of violence against marginalized groups
	Establishing institutions or organizations for the prevention of international-illegal trade and systematic corruption or crimes
	Managing and improving the public security system
	Support for refugees
Human Rights	Supporting organizations that work for gender equality and women's empowerment in relation to economic and labor rights
	Social/public welfare service (capacity building of relevant organizations, etc.)
	Keeping watch on human rights situation and educating human rights-related NGOs, public offices and others
ocracy	Lawmaking and developing a judicial system
	Establishing an anti-corruption system and policies
	Introducing a system for public sector capacity building, human resources development, organizational improvement, e-government set-up, improvement in public service and others
	Civic participation and support for democracy