

Terms of Reference for Local Consultant for Knowledge Sharing Program (KSP) between the Republic of Korea and the Dominican Republic

1. BACKGROUND

The Knowledge Sharing Program (KSP) is a demand-driven and policy-oriented consultation program, designed to share Korea's socio-economic development experience with partner countries by integrating research, consultation and capacity building in consideration of the needs, demands and circumstances of its partner countries.

2. PURPOSE

The purposes of this Terms of Reference are: 1) to clarify and stipulate the responsibilities of local consultants so that their expertise can contribute in achieving the expected objectives of KSP; and 2) to confirm that adequate and necessary data and information will be provided so that research and consultation can be carried out efficiently.

3. QUALIFICATIONS

- 3.1. Expertise in relevant policy areas
- 3.2. Practical working experience in relevant policy areas either in government and/or in the private sector
- 3.3. Proficiency in written and spoken English and good communication skills

4. RESPONSIBILITIES

- 4.1. **NAME** (hereinafter referred to as Local Consultant), **Position & Organization**, must take part in the production of a research report and make a presentation on the issues stated in the annex of the research plan.
- 4.2. The Local Consultant is required to participate in working group meetings (Launching video seminar in **November, 2020** and **Policy seminar in January or February, 2021**) with Korean experts to coordinate and discuss research and consultation materials.

- 4.3. The Local Consultant must participate in the Interim Reporting & Policy Practitioners' Workshop (to be held in **Korea in March or April, 2021**) and Senior Policy Dialogue & Final Reporting Workshop (to be held in **Dominican Republic in May or June, 2021**). **He/She** is also required to make presentations on research topics or provide comments at these workshops.
- 4.4. The Local Consultant must submit **his/her** interim report by February **5th, 2021** and his/her final report by April **25th, 2021**. The Local Consultant may revise the final report to fulfill his or her assignment written in the Annex upon the request of the Korean expert.
- 4.5. The date of submission above can be adjusted by mutual consent between TGN (Dr. Nam Kwon Mun) and the Local Consultant.
- 4.6. Any other responsibilities not stated above should be decided through close consultation between Dr. Nam Kwon Mun, **Korean Expert** and the Local Consultant.

5. REMUNERATION

- 5.1. Remuneration will be given to the Local Consultant participating in **2020/21** KSP for Dominican Republic, and the amount of remuneration will be determined based upon the degree of **his/her** contributions to the production of research reports within the agreed-upon budget between the MOEF (sponsoring organization of KSP) and Tantan Global Network (implementing organization of KSP).
- 5.2. Tantan Global Network (TGN) will pay the total amount of 3,000 USD to the Local Consultant. The amount of 1,500 USD shall be paid within **30 days following the signing of the contract** and the remaining 1,500 USD will be paid **within 30 days following the receipt of final report and upon certification by the Korean counterpart that the overall service has been completed.**
- 5.3. Should the Local Consultant **not complete his/her agreed activities, he/she will have to immediately pay back the advanced paid 1,500 USD to TGN.**

However, TGN can only **pay a portion of remuneration depending on the contribution of the local consultant** which will be determined by the Korean expert.

6. Reimbursable Expenses

6.1. Should the Local Consultant incur additional costs to participate in official KSP activities ¹, TGN could reimburse his or her travel expenses (transportation, accommodation, and meals) **to different city or different country** upon mutual agreement between TGN (Dr. Nam Kwon Mun) and the Local Consultant. Reimbursable travel expenses shall be limited to **reasonable, allowable and necessary costs** to undertake the services defined in this terms of reference and should be **commensurate with the KSP regulation**.

The present TOR will come into effect from the date of its signing and will continue until the final report is completed and confirmed by the Korean counterpart.

I have read and understood the terms of reference of my contract, and I hereby agree to abide by them.

For
(NAME of Local Consultant)

For
Tantan Global Network

(NAME of Local Consultant)
(Position, Organization)

Dr. Hoyeol LIM, President,
Tantan Global Network

Date

Date

¹ Official activities are limited to Launching Seminar and High-level Meeting, KSP Policy Seminar & In-depth Study, Interim Reporting and Policy Practitioner's Workshop, Final Reporting Workshop and Senior Policy Dialogue. Additional activities other than this official program shall not be subject to this article.

ANNEX: Assignment for Local Consultant

I. Research Topic	Evaluation of Human Resources Training System in Free Zones and Establishment of Improvement Measures	
II. Principal Researcher	Dr. Nam Kwon Mun	
III. Dominican Republic Researchers	Name of Local Consultant	
IV. Research Outline and Team		
Table of contents	Experts of Main Responsibility	Remarks
1. Objectives of Research Topic	Nam Kwon Mun	
1.1 Definition and objectives of Human Resource Training	"	
2. Human Resource Training in Korea	Nam Kwon Mun	
2.1 Overview	"	
2.2 Formal Education Regime for Human Resource Training in Korea	"	
2.3 Continuing Training System in Free Trade Zone	"	
2.4. Assessment of Korean experiences	"	
3. Human Resource Training in Dominican Republic	Local Consultant	
3.1 Education Regime for Human Resource Formation (Secondary and Higher Education)	"	
3.2. Personnel Recruitment System in Free Trade Zone		
3.3 Human Resource Training in Free Trade Zone	"	
3.4. Achievement and Challenges of current system	"	
4. Improvement Measures for Training and Recruitment	Nam Kwon Mun Local Consultant	
4.1 Cluster model among education institutions, industries, training centers	"	" Korean/DR Case

4.2. Possibility for the Establishment of Job Recruitment Support Center for FTZ		
4.3 Implications of Korean experiences and general policy suggestions	"	"
5. Policy Actions for Improvement in Human Resource Training at Dominican Republic	Nam Kwon Mun Local Consultant	
5.1 Implications and Applicability of Korean Experiences	"	"
5.2. Improvement Measures for Human Resource Training	"	"

Note: LC would provide necessary data and research, if requested

V. Main Contents

1. Objectives of Research Topic

This part explains the definitions and objectives of this project. Dominican Republic has established 74 Free Trade Zones to promote export-oriented industries. Furthermore, the recent policy aim of diversifying FTZ industries and fostering more technology intensive industries in electric and electronic sector, is yielding some fruits. However, it's very mandatory to reform Human Resource Training system of the country to be able to establish sustainable growth base of technology intensive industries in the country. At this regard, this topic seeks to provide the Korean experience for the Dominican Republic's human resource training system for FTZs.

2. Human Resource Training in Korea

2.1 Overview

This part shows the overview of Korean human resource training system that addresses the education institutions from secondary to higher education. Also provide the continuing training centers for free trade zones.

2.2 Formal Education Regime for Human Resource Training in Korea

Korea has built up some special job training education institutions at secondary and higher education level. The details will be explained here.

2.3 Continuing Training System in Free Trade Zone

For the job training of employees, it's necessary to count on continuing training system at national level. The general picture of continuing training system of free trade zones will be addressed here.

2.4 Assessment of Korean experiences

The strength and weakness of Korean experiences in reforming human resource training system will be shown in this part.

3. Human Resource Training Dominican Republic

3.1. Education Regime for Human Resource Formation

This part will analyze the education regime for human resource formation in the country. From secondary to higher education level, the job training system will be explained.

3.2. Personnel Recruitment System in Free Trade Zone

This section will describe the job recruitment system for the companies in free trade zones. The purpose of this section is to see how matches the demand and supply side of job market in the country, especially for the technicians, engineers and other personnel that can work in technology intensive industries.

3.3. Human Resource Training in Free Trade Zone

This part will see the continuing job training system in free trade zones. Once hired at the high-tech industries, employees need to upgrade their job skills to improve labor productivity. This part will analyze the effectiveness of job training system of Dominican FTZs.

3.4. Achievement and Challenges of current system

This part will describe the achievements and challenges of current system.

4. Improvement Measures for Training and Recruitment

4.1 Cluster model among education institutions, industries, and training centers

This section will provide the cluster model that promote Korea as a means of fostering the better job training and the higher worker productivity for the export-oriented industries. The experience of Korea should be adapted to Dominican case for the efficient applicability.

4.2 Possibility for the Establishment of Job Recruitment Center for FTZ

The job recruitment center for FTZs can be a viable measure for the improvement of human resource supply. The details suitable for the Dominican case will be addressed here.

4.3 Implications of Korean experiences and general policy suggestions

Based on the previous analysis of Korean experiences, the general policy suggestions will be offered.

5. Policy Actions for Improvement in Human Resource Training at Dominican Republic

5.1 Implications and applicability of Korean Experiences

It's important to be a proper and suitable policy options for the Dominican Republic. Then the applicability of Korean experiences will be studied here.

5.2 Improvement Measures for Human Resource Training

Improvement measures for Human Resource Training will be summarized here.