

**PRIMATURE**

Dakar le ..... 11.3 AOUT 2004

*Secrétariat Général du Gouvernement*

*Direction de l'Assistance Technique*

*LE SECRETAIRE GENERAL DU GOUVERNEMENT*

**O B J E T** : Programme d'envoi de volontaires coréens  
au titre de l'année 2005.

**Madame le Ministre,**

Dans le cadre de sa coopération technique bilatérale, le Gouvernement de la République de Corée se propose de mettre à la disposition de la République du Sénégal une équipe de nouveaux volontaires coréens au titre de l'année 2005.

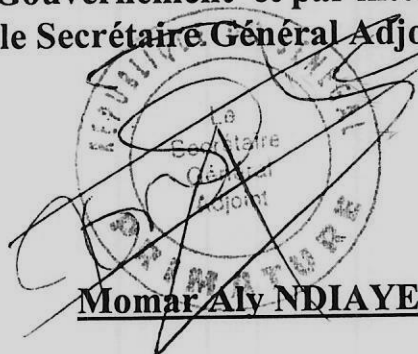
Afin de permettre à la partie coréenne de sélectionner des volontaires au vu de nos besoins spécifiques, je vous prie de bien vouloir faire remplir le formulaire de requête, ci-joint, et me le retourner dûment signé avant le 23 août 2004.

Vous trouverez également, en annexe, une fiche descriptive relative aux domaines d'intervention des volontaires.

**Madame Aïda MBODJ**  
**Ministre de la Famille, du**  
**Développement Social et de**  
**la Solidarité Nationale**

**DAKAR**

**Pour le Secrétaire Général du**  
**Gouvernement et par intérim**  
**le Secrétaire Général Adjoint**



**Mommar Aly NDIAYE**

# Official Request for Korea Overseas Volunteers

Please review the enclosed forms to ensure that there are a total of five (5) pages, including this cover page. These forms can be freely copied for official use in accordance to the host country's agreement with KOICA concerning Korea Overseas Volunteers (KOV) dispatch.

This official request package contains the following;

- Page 1. This cover page:** this page has been included to aid in the composition of the KOV request form and should always be included with the rest of the forms when distributed.
- Page 2. Overview:** this page requires general details outlining the type of KOV dispatch required from the part of the requesting organization. This page must be completed in FULL for each KOV requested.
- Page 3. Task Description:** this page requires specific details concerning the type of activity the KOV dispatched will be expected to perform. This page must be completed for each KOV requested.
- Page 4. Local Cooperation:** this page requires specific details concerning the host and/or requesting organization. This page may be used for more than one KOV, but must be completed for each organization requesting for KOV dispatch.
- Page 5. Dispatch Region:** this page requires specific details concerning the living conditions of the region where the KOV will be dispatched. This page may be used for more than one KOV, but must be completed for each region where KOV(s) will be dispatched.

Please return the completed form to the nearest local KOICA office or Korean embassy, located at:

This form should be completed and returned to the above address by: \_\_\_\_\_

# Request for KOV: Overview

Please complete an "Overview" for each KOV requested, and return it with the other related information to the local KOICA (Korea International Cooperation Agency) office or the Korean Embassy.

NOTE: Check the corresponding box (☐) and do NOT fill in the gray areas.

<b>A. Name of Host Country</b>			
<b>B. Task Description</b>			
1. Area of specialty			
2. Brief task description for the KOV			
3. History of past KOV dispatch for the task	No. of past KOVs dispatched for the same task: ( ) Is there a local KOV currently active? <input type="checkbox"/> yes <input type="checkbox"/> no		
4. Working language	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input 4"="" type="checkbox/&gt;( )&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td colspan="/> <b>C. KOV Qualifications</b>		
1. Gender	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> no preference		
2. Minimum academic background	<input type="checkbox"/> high school <input type="checkbox"/> technical college <input type="checkbox"/> university <input type="checkbox"/> masters <input type="checkbox"/> doctorate		
3. Minimum work experience	<input type="checkbox"/> related license / diploma <input type="checkbox"/> over 1 year <input type="checkbox"/> over 2 years <input type="checkbox"/> over 3 years		
<b>D. Host Organization</b>			
1. Name of the host organization			
2. Type of organization	<input type="checkbox"/> government <input type="checkbox"/> non-government		
3. Function of the host organization	<input type="checkbox"/> administrative <input type="checkbox"/> education/training <input type="checkbox"/> manufacturing <input type="checkbox"/> livelihood <input type="checkbox"/> research/development <input 3"="" type="checkbox/&gt;( )&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;4. Local target for KOV activities&lt;/td&gt; &lt;td colspan="/> <input type="checkbox"/> officials <input type="checkbox"/> laborers <input type="checkbox"/> trainees <input type="checkbox"/> students <input 4"="" type="checkbox/&gt;( )&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td colspan="/> <b>E. Local Support</b>		
1. Name of the requesting official / personnel			
2. Signature			
3. Contact Information	Phone #:		Date: E-mail:

Note: Please complete all of the above questions to the best of your knowledge. Your request for KOV dispatch may not be processed properly if any of the information on item "E. Local Support", are missing.

# Request for KOV: Task Description

Please complete a "Task Description" for each KOV requested, and return it with the other related information to the local KOICA (Korea International Cooperation Agency) office or the Korean Embassy.

NOTE: Check the corresponding box (☐) and do NOT fill in the gray areas.

## A. Task Related Information

1. KOV's position in the host organization	
2. Detailed description of tasks that KOV's expected expected to perform	
3. Expected benefits / gains from KOV's activities	
4. Preferred period of KOV dispatch	
5. Length of KOV's activity	

## B. Target of Activity

1. Target size	( ) people in ( ) groups
2. Age group	( ) ~ ( ) years old
3. Current occupation(s)	
4. Related educational / technical background:	
5. Average income	US\$ ( ) per year
6. Common language	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input checkbox"="" type="checkbox/&gt;( )&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;7. Frequency of sessions&lt;/td&gt; &lt;td&gt;( ) times each &lt;input type="/> day <input type="checkbox"/> week <input type="checkbox"/> month
8. Duration of sessions	( ) hours per week

## C. Pre-dispatch Preparations

1. Technical support / equipments needed for the task	
2. Educational or reference materials needed for the task	
3. Required certification, professional knowledge, experience, etc. for the task	

# Request for KOV: Local Cooperation

Please complete a "Local Cooperation" for each host organization applying for KOV dispatch, and return it with the other related information to the local KOICA (Korea International Cooperation Agency) office or the Korean Embassy.

NOTE: Check the corresponding box (☐) and do NOT fill in the gray areas.

<b>A. Host Organization</b>	
1. Name of the host organization	
2. Contact info for the host organization	(Address) (Telephone) (Fax)
3. Name of the head of the host organization	
4. Official title of the head of the host organization	
<b>B. Requesting Organization</b> (to be filled ONLY if different from the host organization)	
1. Name of the requesting organization	
2. Contact info for the requesting organization	(Address) (Telephone) (Fax)
3. Name of requesting official / personnel	
4. Title of requesting official / personnel	
<b>C. Support for KOV</b>	
1. Contact info for the KOV's counterpart / contact point	(Name) (Official Title) (Telephone) (e-mail)
2. Task-related facility / equipments available at the host organization	
3. Lodging for KOV	<input type="checkbox"/> Will be provided <input type="checkbox"/> Will NOT be provided



# Official Request for Korea Overseas Volunteers Team

Please review the enclosed forms to ensure that there are a total of six (6) pages, including this cover page. These forms can be freely copied for official use in accordance to the host country's agreement with KOICA concerning Korea Overseas Volunteers Team (KOV) dispatch.

This official request package contains the following;

- Page 1. This cover page:** this page has been included to aid in the composition of the KOV Team request form and should always be included with the rest of the forms when distributed.
- Page 2. Overview:** this page requires general details outlining the type of KOV dispatch required from the part of the requesting organization. This page must be completed in FULL for each KOV Team requested.
- Page 3. Team Task Description:** this page requires specific details concerning the type of activity the KOV Team, as a whole, will be expected to perform. This page must be completed for each KOV Team requested.
- Page 4. KOV Task Description:** this page requires specific details concerning the type of activity the KOV will be expected to perform within the team. This page must be completed for each member of the KOV Team requested.
- Page 5. Local Cooperation:** this page requires specific details concerning the host and/or requesting organization. This page may be used for more than one KOV Team, but must be completed for each organization requesting for KOV Team dispatch.
- Page 6. Dispatch Region:** this page requires specific details concerning the living conditions of the region where the KOV Team will be dispatched. This page may be used for more than one KOV Team, but must be completed for each region where KOV Team(s) will be dispatched.

Please return the completed form to the nearest local KOICA office or Korean embassy, located at:

This form should be completed and returned to the above address by: \_\_\_\_\_

# Request for KOV Team: Overview

Please complete an "Overview" for each KOV team requested, and return it with the other related information to the local KOICA (Korea International Cooperation Agency) office or the Korean Embassy.

NOTE: Check the corresponding box (☐) and do NOT fill in the gray areas.

<b>A. Name of Host Country</b>			
<b>B. KOV Team Project Description</b>			
1. Dispatch classification for the team project			
2. Brief description for the KOV team project			
3. Number of members needed for the team	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input 3"="" type="checkbox/&gt;( )&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;4. Dispatch classification for each members (use additional sheet when needed)&lt;/td&gt; &lt;td colspan="/> 1. 2. 3. 4. 5.
5. History of past team dispatch for the task	No. of past teams dispatched for the same task: ( ) Is there a local KOV team currently active? <input type="checkbox"/> yes <input type="checkbox"/> no		
6. Working language	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input 4"="" type="checkbox/&gt;( )       &lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td colspan="/> <b>C. Host Organization</b>		
1. Name of the host organization			
2. Type of organization	<input type="checkbox"/> government <input type="checkbox"/> non-government		
3. Function of the host organization	<input type="checkbox"/> administrative <input type="checkbox"/> education/training <input type="checkbox"/> manufacturing <input type="checkbox"/> livelihood <input type="checkbox"/> research/development <input 3"="" type="checkbox/&gt;( )       &lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;4. Local target for KOV activities&lt;/td&gt; &lt;td colspan="/> <input type="checkbox"/> officials <input type="checkbox"/> laborers <input type="checkbox"/> trainees <input type="checkbox"/> students <input 4"="" type="checkbox/&gt;( )       &lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td colspan="/> <b>D. Local Support</b>		
1. Name of the requesting official / personnel			
2. Signature	Date:		
3. Contact Information	Phone #: E-mail:		

Note: Please complete all of the above questions to the best of your knowledge. Your request for KOV team dispatch may not be processed properly if any of the information on item "D. Local Support", are missing.

NOTE: Check the corresponding box (☐) and do NOT fill in the gray areas.

1. Detailed description of tasks that the KOV team will be expected to perform	
2. Expected benefits / gains from KOV team's activities	
3. Preferred period of team dispatch	
4. Length of team's activity	<input type="checkbox"/> 6-months <input type="checkbox"/> 12-months <input type="checkbox"/> 18-months <input type="checkbox"/> 24-months

1. Target size	( ) people ( ) groups
2. Age group	( ) ~ ( ) years old
3. Current occupation(s)	
4. Related educational / technical background:	
5. Average income	US\$ ( ) per year
6. Common language	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input checkbox"="" type="checkbox/&gt;( )&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;7. Frequency of sessions&lt;/td&gt; &lt;td&gt;( ) times each &lt;input type="/> day <input type="checkbox"/> week <input type="checkbox"/> month
8. Duration of sessions	( ) hours each week

<p>C. Material support</p> <ol style="list-style-type: none"> <li>1. Financial / technical support (e.g. equipments, facilities) to be provided for the team's task</li> </ol>	<p>By KOICA:</p>  <p>By the host:</p>
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# Request for KOV Team: KOV Task Description

Please complete a "KOV Task Description" for each member of the KOV team requested, and return it with the other related information to the local KOICA (Korea International Cooperation Agency) office or the Korean Embassy.

NOTE: Check the corresponding box (☐) and do NOT fill in the gray areas.

A. KOV Qualifications							
1. Gender	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> no preference						
2. Minimum academic background	<input type="checkbox"/> high school <input type="checkbox"/> technical college <input type="checkbox"/> university <input type="checkbox"/> masters <input type="checkbox"/> doctorate <input checkbox"="" type="checkbox/&gt;( ) &lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;3. Minimum work experience&lt;/td&gt; &lt;td&gt; &lt;input type="/> related license / diploma <input type="checkbox"/> over 1 year <input type="checkbox"/> over 2 years <input 1"="" type="checkbox/&gt;( ) &lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt; &lt;br/&gt; &lt;table border="/> <thead> <tr> <th colspan="2">B. Task Related Information</th> </tr> </thead> <tbody> <tr> <td>1. KOV's position in the host organization</td> <td></td> </tr> <tr> <td>2. Detailed description of tasks that KOV will be expected to perform</td> <td></td> </tr> </tbody>	B. Task Related Information		1. KOV's position in the host organization		2. Detailed description of tasks that KOV will be expected to perform	
B. Task Related Information							
1. KOV's position in the host organization							
2. Detailed description of tasks that KOV will be expected to perform							

C. Pre-dispatch Preparations	
1. Technical support / equipments needed for the KOV's task	
2. Educational or reference materials needed for the KOV's task	
3. Required certification, professional knowledge, experience, etc. for the KOV's task	

# Request for KOV Team: Dispatch Region

Please complete a separate "Dispatch Region" for each region the KOV team will be active in, and return it with the other related information to the local KOICA (Korea International Cooperation Agency) office or the Korean Embassy.

NOTE: Check the corresponding box (☐) and do NOT fill in the gray areas.

<b>A. Geography</b>	
1. Regional name / classification	which is classified as <input type="checkbox"/> a city <input type="checkbox"/> a village <input type="checkbox"/> ( )
2. Regional population	( ) people
3. Transportation in the local region	Name of the closest metropolis / capital: ( ) Distance to the above metropolis / capital: ( ) km Transit time: ( ) <input type="checkbox"/> minutes <input type="checkbox"/> hours by <input type="checkbox"/> foot <input type="checkbox"/> bus <input type="checkbox"/> boat <input type="checkbox"/> plane <input type="checkbox"/> ( )

<b>B. Living Condition</b>	
1. Security concerns	Mark all local events that have occurred during the past 3 months. <input type="checkbox"/> natural disasters <input type="checkbox"/> theft / burglaries on foreigners <input type="checkbox"/> political or military coup <input type="checkbox"/> sexual assault on foreigners <input type="checkbox"/> armed skirmish with guerrillas <input type="checkbox"/> kidnapping of foreigners
2. Medical concerns / precautions needed	Local medical service available? <input type="checkbox"/> yes <input type="checkbox"/> no
3. Electricity	Available: <input type="checkbox"/> yes <input type="checkbox"/> no Voltage: ( ) V ( ) Hz Blackouts occur ( ) times per <input type="checkbox"/> day <input type="checkbox"/> week <input type="checkbox"/> month
4. Plumbing / hygiene	Mark all commodities available in common local residences. <input type="checkbox"/> running water <input type="checkbox"/> shower / bath <input type="checkbox"/> sewage system
5. Heating / air conditioning	Mark all commodities available in common local residences. <input type="checkbox"/> heater <input type="checkbox"/> air conditioner <input type="checkbox"/> refrigerator
6. Communication / media	Mark all commodities available in common local residences. <input type="checkbox"/> telephone <input type="checkbox"/> Internet <input type="checkbox"/> television

<b>C. Volunteer Dispatch Status</b>	
1. Organizations with active volunteers at the present	<input type="checkbox"/> UN <input type="checkbox"/> KOICA <input type="checkbox"/> JICA <input type="checkbox"/> VSO <input type="checkbox"/> Peace Corp <input type="checkbox"/> AYAD <input type="checkbox"/> CWY <input type="checkbox"/> ( )
2. If there are active volunteers, list the following	Average cost of living: US\$ ( ) per month Average housing expense: US\$ ( ) per month Residence: <input type="checkbox"/> dorm <input type="checkbox"/> house <input type="checkbox"/> apartment <input type="checkbox"/> ( )

<b>D. Miscellaneous</b>	
List any items of note that may help the KOV in adapting to the region (e.g. religious and cultural customs to be careful of)	

## Examples of Dispatch Specialties

Job Classification	Job Title
Agriculture and Fishery	Farming Tools, Veterinary, Horticulture, Sericulture, Stock Farming, Regional Development, Forestry, Crop Raising, Rice farming, Floriculture, Pomiculture, Mushroom, Vegetable, Agricultural Construction, Cattle feed, Poultry Farming, Food Processing, Dairy Product Processing, Marine Product Processing, Agricultural Product Processing, Irrigation, Agricultural Economics, Agricultural Marketing, Village Development,
Manufacturing	Pottery, Bamboo-craft, Woodcraft, Metalwork, Welding, Textile, Dyeing, Lapidary, Sheet Metal
Technical Training and Support	Mechanical Engineering, Electronics, Electrical Engineering, Automotive Engineering, Machine Tool, Refrigerating Machinery, Medical Machinery, Audiovisual Machinery, Electronic Engineering, Construction Machinery
Engineering and Construction	Civil Engineering, Construction and Architecture, Water Supply and Drainage Design and Construction, City Planning, Interior Design, Landscape Architecture
Health and Sanitation	Nursing, Clinical Pathology, Physical Therapy, Maternity, Radiology, Pharmaceuticals, Child Nursing, Prosthodontia, Water Hygiene, Acupuncture, Nutrition, Rehabilitation
Culture and Education	Korean Education, Computer Education, Child Education, Science Education, Music Education, Physical Education, Tourism Development, Korean Traditional Dance, Sewing, Photography, Handicraft, Arts and Craft, Design, Kindergarten Education, Hair Dressing, Special Education, Market Economy
Sports	Taekwondo, Archery, Table Tennis, Volleyball, Sports, Field and Tracks, Gymnastics, Swimming, Tennis, Badminton, Basketball, Baseball, Handball, Soccer