

**Ministry of National Planning and Economic Policy
of the Republic of Costa Rica**

**Terms of Reference for the Technical Cooperation
Requested from the Ministry of Knowledge Economy
of the Republic of Korea**

**Assignment of a Korean E-learning expert
in the development of an e-learning status diagnosis and a path for the generation of government
policies to promote the use of e-learning and to foster the e-learning industry in Costa Rica**

Justification

A review of the current status of e-learning in Costa Rica shows great interest in the subject, even if there isn't an integrated national vision and orientation. However, in order to establish a national e-learning policy and an institutional leadership framework in charge of generating action plans, standards, knowledge, and research, it is necessary to understand where we stand and where we want to go.

Korea has been able to develop a strong and integrated e-learning national policy, which is why we believe that Costa Rica can take advantage of its accomplishments when it comes to defining national policies, technological and educational requirements, and actions to foster the e-learning industry.

In this context, and based on the "Memorandum of Understanding between the Ministry of Knowledge Economy of the Republic of Korea and the Government of the Republic of Costa Rica, through the Ministry of National Planning and Economic Policy on Cooperation to Foster the E-learning Industry", MIDEPLAN requests the technical cooperation of MKE for the assignment of an e-Learning expert to support Costa Rica's efforts to development a sound e-Learning policy and industry.

Project Description

The expert will be tasked to be a member of a team of professionals from public, private and non-governmental organizations in Costa Rica and provide expert technical advice and support to the team's efforts to develop two main products:

1. A diagnosis of the status of e-learning in Costa Rica.
2. A subject-matter-expert advice proposal to develop a clear path for the generation of governmental policies to promote the use of e-learning and foster the national e-learning industry in Costa Rica.

It is expected that based on this diagnosis and expert advice on government policies generation, Costa Rica will be able to outline a national e-learning policy that includes standards, promotional activities, active advocacy of the e-learning industry, and the definition of a national strategy to accomplish goals that will lead to the implementation of a successful and efficient e-learning environment.

Key Deliverables

The expert is expected to be an active team member in the delivery of a diagnosis of the status of e-learning in Costa Rica that shall include the following components:

- a. ICT Environment analysis: Background and context
 - a.1 Status of ICT in Education (formal, informal, and vocational environments, diffusion of PCs and other technologies)

- a.2 Internet penetration and other ICT indicators: bandwidth, internet usage
- a.3 Digital gap analysis

- b. Stakeholder Analysis: Inventory of institutions, organizations, and companies by:
 - b.1 Area (public, private and academic)
 - b.2 Category (training, formation, and research-oriented)
 - b.3 Development scheme (proprietary, outsourced, or mixed).
 - b.4 E-learning category (face-to-face, virtual or bimodal)
 - b.5 Teaching and learning models
 - b.6 Status of educational facilities

- c. Current status of the e-learning industry (definition, categories, products, business and partnership outlook, business models for profit and non-profit arrangements)

- d. ICT in Education and e-Learning Mission and Strategy Analysis

- e. Overall e-learning industry and environment benchmarking

- f. Identify strengths, weaknesses, opportunities, and threats (SWOT)

- g. Critical success factors: national policy, standards, signalling mechanisms for non-public entities

The expert is expected to be an active participant and technical leader in the team's effort to draw a subject-matter-expert advice proposal on how to develop a clear path for the generation of governmental policies to promote the use of e-learning and foster the national e-learning industry in Costa Rica. This proposal shall include the following recommendations on goals, targets, and options on:

1. e-Learning industry strategy definition
2. Infrastructural establishment
3. Business and partnership models
4. Gap analysis between current status and future expected conditions
5. Design of actions plans

Time of assignment

It is expected that the expert be assigned in Costa Rica for a period of at least one year.

Role of Costa Rican Stakeholders

The Costa Rica e-Learning Collaboration Committee will be in charge of overseeing the e-Learning expert's work while in Costa Rica. This committee is chaired by the Ministry of National Planning and Economic Policy (MIDEPLAN), and is formed by representatives from the Ministry of Public Education, the Technical Secretary of Digital Government, the Chamber of Information and Communication Technologies (CAMTIC) and the Omar Dengo Foundation.

A team of professional, staff members from the above organizations and other public, private and non-government organizations in Costa Rica has been formed to conduct the project described above and to deliver, with the active support and advice from the Korean e-learning expert, the diagnosis of the status of e-learning in Costa Rica and the subject-matter-expert advice proposal to develop a clear path for the

generation of governmental policies to promote the use of e-learning and foster the national e-learning industry in Costa Rica.

What follows is a list of the team members names (if available), titles, organization, professional and educational experience and skills, percentage of time dedicated to the tasks assigned and other support available:

1) Leda Peralta, Advisor to the Minister.
Political Scientist.
30% time equivalency dedicated to the tasks assigned.
Ministry of National Planning and Economic Policy (MIDEPLAN).

2) e-learning Coordinator (name to be indicated later).
Specialist in e-learning, software and application development.
40% time equivalency dedicated to the tasks assigned.
Omar Dengo Foundation (FOD).

3) Sandra Aguilar Calderón, Project Development and Coordination Officer.
B.S. in Business Administration.
20% time equivalency dedicated to the tasks assigned.
Technical Secretary of Digital Government.

4) Representative from CAMTIC.

5) Representative from MEP.

MIDEPLAN has designated the Omar Dengo Foundation as the organization that will host the e-Learning expert in Costa Rica. The Omar Dengo Foundation will provide the expert with office space (office with desk and chair, meeting table and chairs, one desktop computer if needed, telephone, basic office supplies and internet connection, local transportation for job-related activities) and, as indicated above, will appoint professional staff in the e-Learning area to provide assistance and guidance to the work assigned.