

F.No.12040/28/2024-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-67

Dated: 28.10.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Project Management in Infrastructure Development for Civil Engineers" to be held in Japan from 13.01.2025 to 14.02.2025 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Project Management in Infrastructure Development for Civil Engineers" to be held in Japan from 13.01.2025 to 14.02.2025 under the Technical Cooperation Program of the Government of Japan.

2. The aim of this program is to provide the introduction of project management skills on supervision, inspection, evaluation and accountability so that the participants can create strategies or ideas to promote their projects more effectively.

3. The Applying organizations are expected to select nominees who meet the following qualifications.

a) Current Duties: be a Civil Engineer or a Researcher in a central or local government office (except ones in charge of building and housing works), and be a Senior Officer or a Prospective Senior Officer in the office which deals with policy planning of project management and the implementation of projects themselves.

b) Experience in the relevant field: have at least 5 years' experience in the execution of heavy infrastructure works (roads, rivers, ports, dams, etc.)

c) Educational Background: be a graduate of university or equivalent in the field of civil engineering.

d) Age: to be under 50 years old (This program provides basic project management.).

e) Language: be proficient in spoken and written English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.

f) Health: must be in good health, both physically and mentally, to participate in the program and **more details of the program may be seen in the brochure.**

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -

(a) Whether attended any foreign training program in the past? If so, the duration/details thereof;

- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; Allowances for accommodation, meals, living expenses, outfit and shipping; expenses for JICA study tours and medical care for participants who become ill after arriving in Japan (the costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is requested that the nomination of suitable candidates may please be forwarded **(in two copies)** to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **13.11.2024**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Deshraj Yadav)

Under Secretary to the Government of India
Tele No: 011-26706310

Copy to: - (Through DoPT's website).

- a. Secretary, Ministry of Housing and Urban Affairs, Gol, New Delhi.
- b. Secretary, Ministry of Railways, Gol, New Delhi.
- c. Secretary, Ministry of Road Transport and Highways, Gol, New Delhi.
- d. Secretary, Ministry of Rural Development, Gol, New Delhi.
- e. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- f. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- g. NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

PROJECT MANAGEMENT
IN INFRASTRUCTURE DEVELOPMENT FOR CIVIL ENGINEERS
課題別研修「社会基盤整備における事業管理」
JFY 2024
NO. 202311607-J001

Course Period: January 13th (Mon.) – February 14th (Fri.) 2025.

Program Period in Japan: January 14th (Tue) – February 13th (Thu.) 2025.

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan, based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation Program (KCCP)'

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Many infrastructure developments in developing countries are implemented together with ODA donor countries. In recent years, it is considered that the procedure for public works have become more complicated due to the intermingling of the ODA projects and their own systems.

There are cases that standard on specifications, supervision/ inspection system and construction management are not properly prepared, and some of these countries are facing complex issues such as quality control, schedule and safety management in construction works.

Therefore, it is necessary for current and future executive officers who oversee project management on infrastructure development in the central / local governments or government-affiliated organizations, to be able to improve issues systematically in order to apply to the needs or to a certain standard.

For what?

Participants are expected to learn management skills on planning and evaluation of public works to be able to set up the strategies or ideas for promoting their projects effectively.

For whom?

This program is designed for current and future executive officials in charge of public works management at the central / local governments, or relevant public organizations in the target countries.

How?

This program consists of common subjects for all participants. It covers broad management skills on planning and evaluation. Each participant is requested to review the conditions and problems in their organization described in their Job Report at the beginning of the program. By the end of the program, they shall prepare a Action Plan utilizing the knowledge and technology learned through this program.

II. Description

1. Title (J-No.):

Project Management in Infrastructure Development for Civil Engineers
(202311607-J001)

2. Program Period

January 14th (Tue) – February 13th (Thu.) 2025.

3. Target Regions or Countries

Cameroon, India, Indonesia, Liberia, Madagascar, Malawi, Papua New Guinea, Tanzania, Timor-Leste, Tuvalu, Vanuatu, Vietnam.

4. Eligible / Target Organization

This program is designed for the central / local government or government affiliated organizations in charge of public works.

5. Program Capacity (Upper limit of Participants):

12 participants

6. Language to be used in this program:

English

7. Program Objective:

The aim of this program is to provide the introduction of project management skills on supervision, inspection, evaluation, and accountability so that the participants can create strategies or ideas to promote their projects more effectively.

8. Overall Goal:

Executive officers and/or their future applicants who belong to the central / local government or governmental affiliated organizations draw up effective social systems and policies for project managements on infrastructure development.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

(1) Preliminary Program (December 2024)		
Participants required to prepare for participating the heading program in Japan.		
Expected Output	Activities	
Job Report ※The details are in 5. of III, and VI. Annex	Make a Job Report, describing the participant's present situation and issues in project management, which they are engaged in.	
(2) Program in Japan (January & February 2025)		
Expected Module Output	Subjects/Agendas	Methodology
1) To learn the infrastructure development of Japan and study various aspects of project management in public works including project evaluation, information-technology application, wastes-recycling, role of civil engineer etc.	The details are as below.	Lecture, Discussion and Observation
2) To learn about contract system and quality control of construction works in Japan, including the type of contracts and their characteristics, supervision, inspection, and standard specifications.	The details are as below.	Lecture, Discussion
3) To learn about the process to obtain the support and agreement of citizens through accountability in infrastructure development.	The details are as below.	Lecture, Observation and Practice
4) To learn introduction of site management including quality control, schedule control, safety control.	The details are as below.	Lecture and Observation
5) To draw up own action plan.	The details are as below.	Lecture and Practice
(3) Finalization Program in a participant's home country		
Participants share the outputs of the Program in their respective organizations		
Expected Output	Activities	
To share the Action Plan in the participating organization.	Make a presentation of the action plan.	

<Tentative schedule of the program>

Program in Japan: **January 14th (Tue) – February 13th (Thu.) 2025.**

<p>1st Week (<i>Module Output 1</i>)</p>	<p>Jan 13th</p>	<ul style="list-style-type: none"> ▪ Arrival in Japan ▪ Opening Ceremony ▪ JICA Briefing and Program Orientation ▪ Lectures & Site Visit ▪ Discussion, Question and Answer Session
<p>2nd- 4th Week (<i>Module Output 2</i>) (<i>Module Output 3</i>) (<i>Module Output 4</i>)</p>	<p>Jan 20th - Feb 3rd</p>	<ul style="list-style-type: none"> ▪ Lectures & Site Visit ▪ Discussion, Question and Answer Session
<p>5th Week (<i>Module Output 3</i>) (<i>Module Output 4</i>) (<i>Module Output 5</i>)</p>	<p>Feb 10th</p>	<ul style="list-style-type: none"> ▪ Lectures and site visit ▪ Observation, Question and Answer Session ▪ Preparation of the Action Plan ▪ Action Plan Preparation ▪ Action Plan Presentation & Discussion

<Tentative list of lectures and Module Outputs >

(1) Project Management: (Module Output 1)

- Construction Industry in Japan
- MLIT* & Infrastructure Development
- Project Evaluation System by MLIT
- Productivity Improvement on Construction Work by CIM
- Intensive Use of Site Management Information
- Construction Recycling
- Land Acquisition in Public Works
- Land Expropriation System
- Change in Social Roles of Civil Engineers & Ethics
- Activities of JSCE (Code of Ethics and CPD)

* MLIT : Ministry of Land Infrastructure, Transport and Tourism

(2) Contracting System and Quality Control (Module Output 2):

- Outline of Bidding and Contracting System in Public Works
- International Standard in Construction Industry
- Bidding and Contracting Method in International Market
- Methodology of Project Planning & Evaluation
- Technical Cooperation & Grant Aid by JICA
- Loan Assistance Program by JICA
- Practical Project Supervision
- Quality Control of Respective Construction Technology

(3) Accountability: (Module Output 3):

- Idea & Method of Social Consensus

(4) Site Management: (Module Output 4):

- Construction Planning
- Quality Control

(5) Action Plan (Module Output 5):

- Make own Action plan
- Presentation on own Action plan among participants
- Discussion on proposed Action plan

Note:

The topic of the Action plan will be shared and explained at the beginning of the program. The action plan will be shared among other participants through the presentation session at the end of the program.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- 1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- 2) In this connection, applying organizations are expected to nominate the most qualified applicants to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- 3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

2-1. Essential Qualifications

- 1) **Current Duties:** be a Civil Engineer or a Researcher in a central or local government office (except ones in charge of building and housing works), and be a Senior Officer or a Prospective Senior Officer in the office which deals with policy planning of project management and the implementation of projects themselves.
- 2) **Experience in the relevant field:** have at least 5 years' experience in the execution of heavy infrastructure works (roads, rivers, ports, dams, etc.)
- 3) **Educational Background:** be a graduate of university or equivalent in the field of civil engineering.
- 4) **Age:** to be under 50 years old (This program provides basic project management.).
- 5) **Language:** be proficient in spoken and written English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.
- 6) **Health:** must be in good health, both physically and mentally, to participate in the program

2-2. Recommendable Qualifications

- 1) Computer skills: enough skills to make their own reports and presentations (by using applications such as Microsoft Word, Excel and Power Point) and the ability to use web-based tools (such as Zoom, Google applications) are desirable.

(There is no qualification of Internet environment and hardware for taking this program. JICA will provide necessary support to participants, if necessary.)

- 2) Gender Equality and Women's Empowerment:
<1>Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
<2>JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

1) Application Form:

The Application Form is available at **the JICA office (or the Embassy of Japan)**. *The application form SHOULD BE TYPE-WRITTEN in ENGLISH.

2) Photocopy of passport or ID:

Photocopy should include Name, Date of Birth, Nationality, Sex, Passport number (or ID number) and Expiry date.

- 3) **Written Pledge:** Format/template of the Written Pledge is shown in Attachment-2. Participants who attend the programs committing against the contents of the written pledge, will not be considered as a member with successful completion of the program.

- 4) **Nominee's English Score Sheet:** to be submitted with the application form, any official document of English ability is highly appreciated. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection:

1) Submission of the Application Documents:

Closing date for applications: **Please confirm the local deadline with the JICA office (or the Embassy of Japan) in the respective country.**

(All required material must arrive from the JICA overseas office to **JICA Yokohama Center in Japan** by **November 25th (Mon) 2024**)

*As mentioned in 3. (1) above, Application Form should be typed in English.

2) Selection:

After receiving the documents through proper channels from each government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than November 29th 2024**.

5. Document(s) to be Submitted by Accepted Applicants:

Job Report:

Before beginning of this program, only accepted applicants are required to prepare a Job Report (detailed information is provided in the ANNEX "Job

Report"). The Job Report should be sent to JICA by December 20th 2024 preferably by e-mail to yictt1@jica.go.jp with the subject "Your Country Name, PROJECT MANAGEMENT IN INFRASTRUCTURE DEVELOPMENT FOR CIVIL ENGINEERS (202311607-J001) Job Report"

6. Conditions for Attendance:

[Equipment required for participants]

After entering Japan, you will be staying in a hotel during the KCCP program.

Please note that you will need to prepare your own PC and bring it to Japan.

The participants of KCCP are required;

- 1) strictly adhere the program schedule,
- 2) not to change the program topics,
- 3) not to record or share the online/paper-based contents without permission of JICA and its implementing partners,
- 4) participate the whole program including the preparatory phase. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and III-5,
- 5) not to change the air ticket (as well as flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- 6) fully understand that leaving Japan during the course period (to return to home country, etc.) is not allowed,
- 7) not to bring or invite any family members,
- 8) carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- 9) observe the rules and regulations of the program implementing partners to provide the program or establishments,
- 10) not to engage in political activities, or any form of employment for profit,
- 11) discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in 3) of "5. Expenses", "IV. Administrative Arrangements",

- 12) return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- 13) not to drive a car or motorbike, regardless of an international driving license possessed,
- 14) observe the rules and regulations at the place of the participants' accommodation, and
- 15) refund allowances or other benefits paid by JICA in the case of a change in schedule.

[Conditions on deliverables by participants]

- 1) not to put JICA logo on Inception Report, Action Plan, and any other documents to be created for this training course.
- 2) to accept that JICA does not necessarily represent any statements written in participants' deliverables.

7. Presentation of Certificate

Participants who have successfully completed the program will receive a Certificate of Completion by JICA.

IV. Administrative Arrangements

1. Organizer:

JICA Yokohama Centre Training Division, (yictt1@jica.go.jp)

Contact Officer: Ms.Motoko KATAYAMA (Katayama.Motoko@jica.go.jp)

2. Implementing Partner:

1) Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

MLIT implements comprehensive national land administration that aims to foster a healthy and rich-in-culture living environment, and the balanced development of land by the appropriate utilization of land, thus, to contribute to the establishment of comfortable local communities. (<http://www.mlit.go.jp/english/>)

2) Infrastructure Development Institute (IDI)

Since its establishment in 1956, Infrastructure Development Institute (IDI) has carried out activities and been engaged in projects to contribute to international understanding in the construction field, to promote economic and technological cooperation in developing regions, and to developing, operating and maintaining infrastructure for sustainable development of international society and the betterment of peoples' daily lives. IDI works in the following areas as a non-profit organization, which has a close relation with the Ministry of Land, Infrastructure, Transport and Tourism (MLIT).

- a. International Cooperation
- b. International Exchanges of Construction technology and Information
- c. Supporting Internationalization
- d. Project Identification and Formulation

Since 1969, IDI has been accepting more than 400 overseas participants from about 50 countries through various programs conducted by JICA. (<http://www.idi.or.jp/en/>)

3. Place of Attendance and Internet connection

This program is conducted online. Therefore, the network connection is of extreme importance. Please contact the respective country's JICA office and decide the place for attending this program. Also, please take into account the Internet environment and available hardware. JICA will provide necessary support regarding the Internet connection and hardware to all participants, if necessary.

4. Accommodation in Japan:

In terms of necessary accommodations for the participants while in Japan, JICA will arrange and inform the participants accordingly.

5. Expenses:

The following expenses will be provided for the participants by JICA:

- 1) Allowances for accommodation, meals, living expenses, outfit, and shipping,
- 2) Expenses for study tours (basically in the form of train tickets)
- 3) Free Medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included) and,
- 4) Expenses for program implementation, including course materials.

For more details, please see pp. 16-25 of the brochure for participants titled "KENSU-IN GUIDEBOOK," which will be given to the accepted applicants before (or at the time of) the pre-departure orientation.

*Link to JICA website (English):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

V. Other Information

Reference:

1. *Link to JICA Website (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



2. *YouTube of “Knowledge Co-Creation Program and Life in Japan” are viewable from the link below.

Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7I-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4

- 1) Laptop personal computer:
During the course, there are occasions of exercises using graphs of Microsoft Excel or making reports with Microsoft PowerPoint. It is highly recommended to bring in your own laptop personal computer and USB (universal serial bus).
- 2) Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.
- 3) Allowances will be deposited to your temporary bank account in Japan two business days after your arrival in Japan. It is advisable to bring along your cash for some amount of money for the first few days after your arrival. Please note that it is very important to have your bank notes/checks exchanged into Japanese Yen (JPY) in cash at any international airport when you can. You may not have enough time to exchange money due to busy training schedule when in need.
- 4) Business cards are useful to introduce yourselves to other participants and to Japanese people at some occasions.

VI. ANNEX:

NECESSARY CONTENTS OF A JOB REPORT

All participants are required to prepare **a Job Report** providing information on the following subjects which they are currently engaged in. The report should be typewritten in English **on PowerPoint with format that shared from JICA** including the contents below. The format will be shared with the Notice of Acceptance.

1. Your full name and the name you go by in short. The name of your country, your present organization, and your position in it.
2. Your simple business career after the graduation of the university until present.
3. Your present organization:
 - 1) The name, e-mail address, postal address, phone number and facsimile number of your office.
 - 2) The objectives of the organization, your position in it and your daily work, etc.
4. Problems in project management around you:
 - 1) If there are any problematic cases of project management which have stopped progressing or are taking inordinate lengths of time to complete, please provide your opinions on causes and countermeasures.
 - 2) Please describe in outline the most impressive past and present infrastructure projects in which your proposals or efforts was successfully conducted, if any.
5. Present project management conditions in your country:
 - 1) What are the commonly used bidding and contracting systems or methods?
 - 2) Do you have any project evaluation systems or methods?
 - 3) What is the most serious problem in the field of site management (schedule control, quality control, safety control, etc.) and why?
 - 4) You should include something related with project management in your country which is proud of, and it should be shared among participants.

<NOTE>

- Each participant SHOULD prepare their own Job Report, based on

their present situation.

- The content of the Job Report SHOULD NOT be only general information on each country.
- Be particular to the experiences and opinions of each participant.

For All Applicants: to be submitted together with the Application Form

**Written Pledge:
JICA Knowledge Co-Creation Program
The Total Planning of Airport Construction, Management and
Maintenance**

To the Director of Training Program Division, JICA Yokohama

■ **Applicant**

Pledge:

I have certainly read the General Information and will strictly adhere to the written description and concentrate on the entire training program by organizing my daily obligations.

Date:	Signature:
	Print Name: NOTE: This name will be printed on the certificates of the program

■ **Confirmation by the organization in charge**

Pledge:

I will relieve his/her daily obligations and give maximum consideration to his/her full attendance at the program.

Date:	Signature:
	Print Name:

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that

cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Yokohama International Center (JICA YOKOHAMA)
Address: 2-3-1 Shinko, Naka-ku, Yokohama 231-0001, Japan
TEL: +81-45-663-3253 FAX: +81-45-663-3265

**Application Guideline for
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> • To be filled by you and your supervisor* • To be signed by your supervisor • Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					
Office Address and Contact Information	Address:				
	Tel:	E-mail:	Fax:		

(If necessary) Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					

Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION***To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Reason for nominating the Applicant**

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)**2. Course Number:** (the number as “xxxxxxxxJxxx “shown in the GI)

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant**1) Name of Applicant (as shown in the passport)**

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname**First Name****Middle Name**

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No		<input type="text"/>	<input type="text"/>	<input type="text"/>

*Applicants from Latin American and the Caribbean Countries only.

6) Contact Information

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

(YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
(YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
(YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
(YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
(YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

**Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.*

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

2) Academic Background (University, College or Higher Education)

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

**Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.*

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					

3) Other languages ()	() Excellent	() Good	() Fair	() Poor
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Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

Describe the issues that your organization/department intends to tackle by participating in this program.

2) Main duties of Applicant: Describe your main duties and responsibilities in relation to this program.

3) Relevant Experience of Applicant: Describe previous occupational experiences that is highly relevant in this program.

4) Your individual Goal: Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date
Name and Title/Position
Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness (_____), Name of medicine (_____)
	<i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>

(b) Do you have any allergies with medicine, food, pollen, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____)
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(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

<input type="checkbox"/> No	<input type="checkbox"/> Yes: (_____)
	<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(b) Have you or/and your family members had tuberculosis?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____) Name of medicine taken if any (_____)
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3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

--

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

Date
Name and Title/Position
Signature

※ Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy

- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
 Agree / Disagree

- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature