F.No.12040/11/2026-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Wing]
*****

Block-4, Old JNU Campus, New Delhi-67
Dated: .09.2026

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Project Management in Infrastructure Development for Civil Engineers" to be held in Japan from 12.01.2027 to 19.02.2027 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 12.01.2027 to 19.02.2027 under the Technical Cooperation Program of the Government of Japan.**

2. This program is designed for current and future executive officials responsible for the planning, management, and supervision of public works projects in central and local governments, as well as relevant public organizations in the target countries.

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

a) Current Duties: Applicants should be civil engineers or researchers working in central or local government agencies (excluding those primarily engaged in building and housing projects). They should be senior officials, or prospective senior officials, responsible for policy planning, project management, and the implementation of public works and infrastructure development projects.

b) Experience in the relevant field: Applicants should have at least five years of professional experience in planning, management, supervision, or implementation of infrastructure projects, such as roads, rivers, ports, and dams.

c) Educational Background: Applicants should be university graduates or have an equivalent academic background in civil engineering or a related field.

d) Age: Applicants should be under 50 years of age.

e) Applicants should have a good command of spoken and written English. It is desirable to submit an official certificate of English proficiency, such as TOEFL, TOEIC, IELTS, or an equivalent qualification, if available.

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 and living expenses; expenses for field visit and medical insurance coverage for participants who become ill after arriving in Japan. (Costs related to pre-existing illness, pregnancy, or dental treatment are not included.).

6. It is, therefore, requested that the nomination of suitable government officials/officers from CCA/State/UTs government may please be forwarded 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 **02.11.2026.** 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.

Digitally signed by
AJAY KUMAR SINHA
Date: 09-09-2026
11:28:24

(**Ajay Kumar Sinha**)
Under Secretary to the Government of India
Tele No: 011-26706306

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

a. Secretary, Cabinet Secretariat, GoI, New Delhi.
b. Secretary, Ministry of Housing and Urban Affairs, GoI, New Delhi.
c. Secretary, Ministry of Railways, GoI, New Delhi.
d. Secretary, Ministry of Road Transport and Highways, GoI, New Delhi.
e. Secretary, Ministry of Rural Development, GoI, New Delhi.
f. Secretary, Department of Land Resources, GoI, New Delhi.

g. Secretary, Ministry of Tourism, GoI, New Delhi.
h. Joint Secretary (Admin), Department of Personnel & Training, GoI, New Delhi.
i. Director, LBSNAA, Mussoorie.
j. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them)
k. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
l. 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 2026
NO. 202515087J001

Program Period in Japan: January 12, (Tue.) – February 19, (Fri.) 2027.

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)
The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *"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."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation for mutual learning.

I. Concept

Background

Many infrastructure development projects in developing countries are implemented with the support of Official Development Assistance (ODA) donors. As the number of such projects has increased, public works procedures have become more complex due to the coexistence of donor requirements and national systems. In some countries, standards and systems for technical specifications, supervision and inspection, and construction management have not yet been sufficiently established. As a result, they face various challenges in project implementation, including quality control, schedule management, and occupational safety during construction. Therefore, it is essential to strengthen the capacity of current and future executive officers responsible for infrastructure development projects in government agencies and public organizations so that they can systematically identify and address project management challenges and ensure the efficient, safe, and quality implementation of infrastructure projects.

For what?

Participants are expected to acquire practical management skills in the planning and evaluation of public works projects, enabling them to develop effective strategies for implementing infrastructure development projects.

For whom?

This program is designed for current and future executive officials responsible for the planning, management, and supervision of public works projects in central and local governments, as well as relevant public organizations in the target countries.

How?

This program consists of common subjects for all participants and covers fundamental project management knowledge and skills related to the planning, implementation, and evaluation of public works projects. At the beginning of the program, participants will review the current conditions, challenges, and issues faced by their organizations based on their Job Reports. Throughout the program, they will examine possible approaches to addressing these challenges by drawing on the knowledge and experiences shared in the training. By the end of

the program, each participant will develop an Action Plan to apply the knowledge and skills acquired through the program to their work and organization.

II. Description

1. **Title (Course number):**
   Project Management in Infrastructure Development for Civil Engineers (202515087J001)

2. **Program Period**
   January 12, (Tue.) – February 19, (Fri.) 2027.

3. **Target Regions or Countries**
   Cook Islands, Fiji, India, Indonesia, Kosovo, Laos, Malawi, Tanzania, Timor-Leste, Togo, Tonga, and 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 objective of this program is to strengthen participants' project management capacity in the planning, implementation, supervision, inspection, and evaluation of public works projects, enabling them to develop effective strategies for infrastructure development in their countries.

8. **Overall Goal:**
   Current and future executive officials of central and local governments, as well as relevant public organizations, effectively formulate and implement policies, systems, and practices for project management, contributing to the efficient, safe, and quality delivery of infrastructure development projects.

9. Expected Module Output and Contents:

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

(1) Preliminary Program (December 2026)

Participants required to prepare for participating the heading program in Japan.

Expected Output	Activities
Preparation and submission of a Job Report. *Refer to the details in 5. of III, and VI. Annex.	Prepare a Job Report describing the status and key challenges of project management in your organization.

(2) Program in Japan (January to February 2027)

Expected Module Output	Subjects/Agendas	Methodology
1) Understand Japan's infrastructure development experience and various aspects of project management in public works, including project evaluation, the application of information technology, waste recycling, and the roles and responsibilities of civil engineers.	Refer to p8. Module Output List (1)	Lectures, discussions and site visits.
2) Understand Japan's contract administration and quality control systems for construction works, including contract types and their characteristics, supervision, inspection, and standard specifications.	Refer to p8. Module Output List (2)	Lectures and discussions.
3) Understand the importance of accountability and stakeholder engagement in infrastructure development and identify approaches to gaining public understanding and support.	Refer to p8. Module Output List (3)	Lectures, site visits and practical exercises.
4) Understand the fundamentals of site management, including quality control, schedule management, and safety management.	Refer to p9. Module Output List (4)	Lectures and site visits.
5) Develop an Action Plan to apply the knowledge and skills acquired through the program to improve project management practices in their organizations.	Refer to p9. Module Output List (5)	Lectures and practical exercises.

(3) Recommended Actions after Returning Home Participants are encouraged to implement their Action Plans and disseminate the knowledge and skills acquired through the program in order to contribute to improved project management and infrastructure development in their organizations.	
Expected Output	Activities
The participant promotes the application of knowledge and skills acquired through the program and gains organizational support for the implementation of the Action Plan.	Present the Action Plan to relevant stakeholders and encourage discussions on its implementation and expected impact.

<Tentative schedule of the program>

Program in Japan: January 12, (Tue.) – February 19, (Fri.) 2027.

1st Week (*Module Output 1)*	January 12-15, 2027.	・Arrival in Japan. ・Opening Ceremony. ・JICA Briefing and Program Orientation ・Lectures and site visits. ・Discussion, question and answer sessions.
2nd- 4th Week *(Module Output 2)* *(Module Output 3)* *(Module Output 4)*	January 18-February 12, 2027.	・Lectures and site visits. ・Discussion, question and answer sessions.
5th Week *(Module Output 3)* *(Module Output 4)* *(Module Output 5)*	February 15-19, 2027.	・Lectures, question and answer sessions. ・Preparation of the Action Plan. ・Action Plan Presentation and Discussion. ・Course Evaluation Meeting. ・Closing Ceremony.

<Tentative list of lectures and Module Outputs>

(1) Project Management: (Module Output 1)

- Overview of the construction industry in Japan.
- Understanding the role of the Ministry of Land, Infrastructure, Transport and Tourism (MLIT) in infrastructure development.
- Understanding project evaluation systems in Japan.
- Application of Construction Information Modeling/Management (CIM) to improve construction productivity.
- Utilization of site management information for project implementation.
- Construction material recycling and waste management practices.
- Land acquisition and land expropriation systems for public works projects.
- Roles, responsibilities, and professional ethics of civil engineers.
- Activities of the Japan Society of Civil Engineers (JSCE), including the Code of Ethics and Continuing Professional Development (CPD).

*MLIT: Ministry of Land, Infrastructure, Transport and Tourism of Japan

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

- Overview of bidding and contracting systems for public works projects.
- International standards and practices in the construction industry.
- Bidding and contracting methods in the international construction market.
- Project planning and evaluation methodologies.
- Japan International Cooperation Agency (JICA) technical cooperation and grant aid programs.
- Japan International Cooperation Agency (JICA) loan assistance programs.
- Practical project supervision and contract administration.
- Quality control practices in construction works and related technologies.

(3) Accountability: (Module Output 3):

- Approaches and methods for building public consensus in infrastructure development projects.

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

- Construction planning and schedule management.
- Quality assurance and quality control in construction works.
- Occupational safety management.

(5) Action Plan (Module Output 5):

- Development of an Action Plan to address project management challenges in the participant's organization.
- Presentation of the Action Plan and exchange of ideas with fellow participants.
- Discussions and feedback on improving the Action Plan.

Note:

The topic and requirements of the Action Plan will be introduced at the beginning of the program. At the end of the program, each participant will present their Action Plan and engage in discussions with fellow participants to exchange ideas and receive feedback.

III. Conditions and Procedures for Application

Expectations to the Participating Organizations

1. This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for their specific purposes.

2. This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

3. As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.

4. Participating organizations are also expected to make the best use of the results achieved by their participants of this program by carrying out the activities of the Phase in Japan.

5. The participating organizations are expected to relieve the participants from their daily obligations and provide maximum consideration to let himself/herself devote in full attendance to the training course. Based on this arrangement, all applicants are requested to submit a "**Written Pledge**" (see Attachment-1) along with the Application Form.

To enter Japan, regardless of nationality, participants will need to follow the border control measures of the Government of Japan:
https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html

6. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications. It is also requested that they relieve participants from their daily obligations so that they may fully devote themselves to their assignments during the entire period in Japan.

【Remarks】Each organization is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodation will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

2-1. Essential Qualifications

1) Current Duties: Applicants should be civil engineers or researchers working in central or local government agencies (excluding those primarily engaged in building and housing projects). They should be senior officials, or prospective senior officials, responsible for policy planning, project management, and the implementation of public works and infrastructure development projects.
2) Experience in the relevant field: Applicants should have at least five years of professional experience in planning, management, supervision, or implementation of infrastructure projects, such as roads, rivers, ports, and dams.
3) Educational Background: Applicants should be university graduates or have an equivalent academic background in civil engineering or a related field.
4) Age: Applicants should be under 50 years of age. As this program covers fundamental concepts and practices of project management, preference

may be given to candidates who are expected to play greater roles in project management in the future.

5) Language: Applicants should have a good command of spoken and written English. It is desirable to submit an official certificate of English proficiency, such as TOEFL, TOEIC, IELTS, or an equivalent qualification, if available.

6) Health: must be in good health, both physically and mentally, to participate in the program.

Participant's health and safety should be most respected. Pre-existing conditions and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

a. Chronic diseases (e.g., hypertension, diabetes)

b. Conditions currently under treatment

c. Past illnesses that have been resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

a. Chronic diseases (e.g., hypertension, diabetes)

b. Conditions currently under treatment

c. Past illnesses that have been resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

*Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

**Medical expenses in Japan could be a significant financial burden when not covered by insurance.

2-2. Recommendable Qualifications

1) Computer skills: Applicants are expected to have basic computer skills, including the ability to prepare reports and presentations using Microsoft Word, Excel, and PowerPoint. The ability to use online communication and collaboration tools, such as Zoom and Google Workspace applications, is also desirable. Participants are requested to bring in their own laptop computer with internet access, to Japan.

However, applicants who do not have access to an appropriate internet environment or computer equipment are still encouraged to apply. Where necessary, JICA will provide appropriate support.

7. Required Documents for Application

1) Application Form:

The Application Form is available at the JICA Overseas Office (or the Embassy of Japan). Application Form should be typed in English in Microsoft Word format.

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS

RESTRICTION (1-(c)) of the application form. Information should be reviewed and used to arrange appropriate accommodation for the participants.

2) Photocopy of passport:
Please submit a scanned copy of the applicant's passport which he/she carries when entering Japan, together with the application form. If it cannot be submitted by the application deadline, please submit it as soon as he/she obtains it.
*The photocopy of his/her passport should include name in full, date of birth, nationality, sex, passport number and expiration date.

3) Written Pledge: Format of the Written Pledge is shown in Attachment-1. Participants who break this Written Pledge will not be eligible to complete the training program.

4) Nominee's English Score Sheet: Must be submitted together with the Application Form. Any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS) is recommended to be attached.

8. Procedures for Application and Selection

1) Submission of the Application Documents:
Closing date for applications: Please inquire at JICA Overseas Offices (or the Embassy of Japan).
JICA office in your country (or the Embassy of Japan) will collect the application forms and send them to **JICA Yokohama in JAPAN** by**: November 16, (Mon) 2026**), Japan Time.
*As mentioned in 3. (1) above, Application Form should be typed in English.

2) Selection:
Primary screening is conducted at the JICA Overseas Office (or the Embassy of Japan) after receiving official documents from your government. JICA Center (JICA Yokohama) will consult with concerned organizations in Japan in the process of final selection. Applications from organizations which are responsible for infrastructure management and have specific issues to be addressed will be highly evaluated. The Government of Japan will examine applicants who belong

to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

3) Notice of Acceptance

Notification of results shall be made by JICA Overseas Office (or the Embassy of Japan) to the respective Government by no later than **November 27, (Fri), 2026.**

9. Additional Document(s) to be Submitted by Accepted Applicants

Job Report:

Prior to the beginning of the course, the accepted applicants are required to prepare and submit a Job Report (detailed information is provided in the ANNEX "Job Report"). The Job Report should be sent to JICA Yokohama by December 14, (Mon), 2026, by e-mail to yictt1@jica.go.jp. Kindly put the course number **202515087J001** at the beginning of his/her file name.

10. Conditions for Participation

The participants of KCCP are required to;

1) strictly adhere to 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 in 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 III-4 and 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) do not 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) do not 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 "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) do not 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. SEGAWA Akiko

2. Implementing Partner

1) **Partner Ministry:**
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) **Partner Organization:**
To be announced.

3. Accommodation in Japan

JICA will arrange necessary accommodations for participants while in Japan and inform them accordingly.

4. Expenses

The following expenses will be provided by JICA during the programs held in Japan:

1) Allowances for accommodation, meals, and living expenses.
2) Expenses for field visits (basically in the form of train tickets).
3) Medical insurance coverage for participants who become ill **after** arriving in Japan. (Costs related to pre-existing illness, pregnancy, or dental treatment are **not** included.)
4) Expenses for program implementation, including materials.

5) For more details, please see “III. ALLOWANCES” of “KENSHU-IN GUIDEBOOK,” (English/French/Spanish/Russian).

*Link to the Website:

https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/forparticipants.html

5. Pre-departure Orientation

Pre-departure orientation will be held at respective country’s JICA office (or Japanese Embassy) to provide participants with details on travel to Japan, conditions of the program and other matters related to the course.

V. Other Information

References:

1. Knowledge Co-Creation Program and Life in Japan	
English version	https://www.youtube.com/watch?v=SLurfKugrEw
2. Introduction of JICA Centers in Japan	
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html

1) Laptop personal computer:
During the course, there are occasions of exercises using Microsoft Excel graphs or making reports with Microsoft PowerPoint. It is highly recommended to bring in your own laptop personal computer and USB (universal serial bus).

2) Entry Visa to Japan 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 (cash) 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 on some occasions.

5) Traditional clothing and items: There are a few occasions like closing ceremonies, when the participants may wear business/traditional clothing in Japan Phase. It is recommended to bring your business suit or national /traditional dress for closing ceremony and other events in Japan.

6) Filming permission: JICA Yokohama as well as the course's partner organizations will be filming/taking pictures of the technical training scenes for recording purposes. If any of the participants would prefer to stay away from the camera, it is recommended to be informed prior to arrival.

Attachment-1

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

Written Pledge:
JICA Knowledge Co-Creation Program
Project Management in Infrastructure Development for Civil Engineers

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:

Attachment-2

NECESSARY CONTENTS OF A JOB REPORT

All participants are required to prepare a **Job Report in English** describing the current situation and key challenges related to project management in their organizations. The report should be prepared in **PowerPoint** using the template provided by JICA and should include the information listed below. The template will be shared with the accepted participants together with the Notice of Acceptance.

1. Personal Information: Provide your full name, preferred calling name (if any), country, current organization, and current position.

2. Professional Background: Provide a summary of your professional career since graduating from university.

3. Current Organization:

1) Provide the name, e-mail address, postal address, telephone number, and fax number of your organization.

2) Describe the mandate and main functions of your organization, your current position, and your key responsibilities.

4. Challenges in Project Management:

1) Please describe any major challenges in project management that you have experienced. If there are projects that have been delayed or faced with significant difficulties, explain the possible causes and the measures taken, or proposed, to address them.

2) Please describe a past or ongoing infrastructure project in which you played an important role. What made the project successful, and what lessons were learned?

5. Current Project Management Practices in Your Country:

1) What bidding and contracting systems or methods are commonly used in your country?

2) What project evaluation systems or methods are currently in place?

3) What are the most significant challenges/problems in construction site management (e.g., schedule management, quality control, and occupational safety management), and why?

4) Please describe a project management practice or experience in your country that could be shared as a good example with other participants.

Notes:

- Each participant should prepare their own Job Report based on their professional experience and current responsibilities.
- The Job Report should focus on the participant's own experiences, observations, and opinions, rather than providing only general information about the country.
- Participants are encouraged to provide specific examples whenever possible.

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 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

Attachment-1

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

Written Pledge:
JICA Knowledge Co-Creation Program
Project Management in Infrastructure Development for Civil Engineers

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:

Attachment-2

NECESSARY CONTENTS OF A JOB REPORT

All participants are required to prepare a **Job Report in English** describing the current situation and key challenges related to project management in their organizations. The report should be prepared in **PowerPoint** using the template provided by JICA and should include the information listed below. The template will be shared with the accepted participants together with the Notice of Acceptance.

1. Personal Information: Provide your full name, preferred calling name (if any), country, current organization, and current position.

2. Professional Background: Provide a summary of your professional career since graduating from university.

3. Current Organization:

1) Provide the name, e-mail address, postal address, telephone number, and fax number of your organization.

2) Describe the mandate and main functions of your organization, your current position, and your key responsibilities.

4. Challenges in Project Management:

1) Please describe any major challenges in project management that you have experienced. If there are projects that have been delayed or faced with significant difficulties, explain the possible causes and the measures taken, or proposed, to address them.

2) Please describe a past or ongoing infrastructure project in which you played an important role. What made the project successful, and what lessons were learned?

5. Current Project Management Practices in Your Country:

1) What bidding and contracting systems or methods are commonly used in your country?

2) What project evaluation systems or methods are currently in place?

3) What are the most significant challenges/problems in construction site management (e.g., schedule management, quality control, and occupational safety management), and why?

4) Please describe a project management practice or experience in your country that could be shared as a good example with other participants.

Notes:

- Each participant should prepare their own Job Report based on their professional experience and current responsibilities.
- The Job Report should focus on the participant's own experiences, observations, and opinions, rather than providing only general information about the country.
- Participants are encouraged to provide specific examples whenever possible.