



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়
স্থানীয় সরকার বিভাগ
ইউপি-২ শাখা
www.lgd.gov.bd

শেখ হাসিনার মূলনীতি
গ্রাম শহরের উন্নতি

স্মারক নং-৪৬.০০.০০০০.০১৮.২৫.০০২.১৮- ৫০২

তারিখ: ১৬ পৌষ ১৪২৭
৩১ ডিসেম্বর ২০২০

বিষয়: বৈদেশিক প্রশিক্ষণ প্রসঙ্গে।

সূত্র: জনপ্রশাসন মন্ত্রণালয়ের স্মারক নং-১৫৫, তারিখ: ২৪/১২/২০২০খ্রি:।

উপর্যুক্ত বিষয় ও সূত্রস্ব স্মারকের পরিপ্রেক্ষিতে, আগামী ১১/০১/২০২১ হতে ১২/০২/২০২১ তারিখ পর্যন্ত জাপানে অনুষ্ঠেয় Enhancement of Local Government Administration and Public Service Through Participatory Local Development শীর্ষক প্রশিক্ষণে অংশগ্রহণের লক্ষ্যে জরুরী ভিত্তিতে ১ জন মুখ্য ও ১ জন বিকল্প (মোট ২ জন) কর্মকর্তা মনোনয়ন প্রদানের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি: বর্ণনামতে।

(মো: আকবর হোসেন)
সিনিয়র সহকারী সচিব
ফোন: ৯৫১৪১৯০
up2lgd@gmail.com

মহাপরিচালক (অতিরিক্ত সচিব)
জাতীয় স্থানীয় সরকার ইনস্টিটিউট (এনআইএলজি)
২৯, আগারগাঁও, শেরেবাংলা নগর, ঢাকা।

অনুলিপি (সদয় জ্ঞাতার্থে ও কার্যার্থে):

- ১। মাননীয় মন্ত্রীর একান্ত সচিব, স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ২। সিনিয়র সচিব মহোদয়ের একান্ত সচিব, স্থানীয় সরকার বিভাগ, বাংলাদেশ সচিবালয়, ঢাকা।
- ৩। প্রোগ্রামার, স্থানীয় সরকার বিভাগ, বাংলাদেশ সচিবালয়, ঢাকা (পত্রটি ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ৪। অতিরিক্ত সচিব মহোদয়ের ব্যক্তিগত কর্মকর্তা, স্থানীয় সরকার বিভাগ, বাংলাদেশ সচিবালয়, ঢাকা।
- ৫। অতিরিক্ত সচিব (ইউপি) মহোদয়ের ব্যক্তিগত কর্মকর্তা, স্থানীয় সরকার বিভাগ, বাংলাদেশ সচিবালয়, ঢাকা।
- ৬। অফিস কপি।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
বিদেশ প্রশিক্ষণ শাখা
www.mopa.gov.bd

১৫

নম্বর : ০৫.০০.০০০০.২০২.২৫.০০৯.২০.১৫৫

তারিখ: ০৯ পৌষ ১৪২৭
২৪ ডিসেম্বর ২০২০

বিষয়: বৈদেশিক প্রশিক্ষণের সুযোগ বরাদ্দ।

সূত্র: অর্থনৈতিক সম্পর্ক বিভাগের পত্র নম্বর : ০৯.০০.০০০০.০৩৪.২৫.০০১.২০(৪)-৩৫৩

তারিখ: ১০/১২/২০২০ খ্রি.

উপর্যুক্ত বিষয়ে সূত্রস্থ স্মারকের আলোকে জাপানে অনুষ্ঠেয় নিম্নোক্ত প্রশিক্ষণের সুযোগ ৬ নং কলামে বর্ণিত মন্ত্রণালয়/বিভাগের অনুকূলে নির্দেশক্রমে বরাদ্দ প্রদান করা হলো :

ক্র. নং	প্রশিক্ষণের নাম, স্থান ও মেয়াদ	অর্থায়নকারী সংস্থা	মনোনয়ন প্রেরণের শেষ তারিখ	সুযোগ সংখ্যা	অর্থনৈতিক সম্পর্ক বিভাগ কর্তৃক প্রস্তাবিত মন্ত্রণালয়/বিভাগ
০১	০২	০৩	০৪	০৫	০৬
০১	Issue-focused Training Course on "Enhancement of Local Government Administration and Public Service Through Participatory Local Development" (201902039J001) অনলাইনে Duration : 11/01/2021 to 12/02/2021(Online)	JICA জাতীয় সরকার বিভাগ সিনিয়র সচিবের দপ্তর	০৫/০১/২০২১	০১টি	স্থানীয় সরকার বিভাগ [(এনআইএলজি) এর জন্য।]

০২। এমতাবস্থায়, এ বিষয়ে নিম্নোক্ত শর্তাবলী অনুসরণপূর্বক প্রশিক্ষণ প্রস্তাব আগামী ০৫/০১/২০২১ তারিখের মধ্যে সরাসরি অর্থনৈতিক সম্পর্ক বিভাগে প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো :

শর্তাবলী :

- বর্ণিত সুযোগ সমূহের বিপরীতে ১ জন মুখ্য ও ১ জন বিকল্প (মোট ২ জন) কর্মকর্তা মনোনয়ন প্রদানপূর্বক প্রত্যেক মনোনীত প্রার্থী কর্তৃক যথাযথভাবে পুরণকৃত নির্ধারিত ফরমের ০২ সেট (মূল কপি) এবং সংশ্লিষ্ট কাগজপত্র আগামী ০৫/০১/২০২১ তারিখের মধ্যে সরাসরি অর্থনৈতিক সম্পর্ক বিভাগে প্রেরণ করতে হবে।
- জনপ্রশাসন মন্ত্রণালয়ের ২৯/৮/৯২ তারিখের নং-৮০/৯২-৫১৮(৫০০) স্মারকে জারিকৃত বেসামরিক সরকারি কর্মকর্তাগণের বৈদেশিক প্রশিক্ষণ/উচ্চশিক্ষা সম্পর্কিত নীতি ও পদ্ধতি এবং ১২ মে ২০০৩ তারিখে প্রকাশিত জনপ্রশাসন প্রশিক্ষণ নীতিমালা সর্বশেষ সংশোধনীসহ এবং প্রধানমন্ত্রীর কার্যালয়ের ১৯ জুন, ২০১১ তারিখের নং ০৩.০৬৯.০২৫.০৬. ০০.০০৩.২০১১-১৪৪ (৫০০) সংখ্যক 'বিদেশ ভ্রমন সংক্রান্ত' পরিপত্রের মর্মানুসারে কর্মকর্তা মনোনয়ন প্রদান করতে হবে।

সংযুক্তি: প্রশিক্ষণ ব্রশিউর (৪২ পৃষ্ঠা)।

সিনিয়র সচিব,
স্থানীয় সরকার বিভাগ
বাংলাদেশ সচিবালয়, ঢাকা।

অতিঃ সচিব/প্রশাসন/উপজেলা/অডিট
নং.....তারিখ.....
অতিরিক্ত সচিব (প্রশাসন)

মু. ইকরামুল ইসলাম
সিনিয়র সহকারী সচিব
বিদেশ প্রশিক্ষণ শাখা
fi@mopa.gov.bd

ডায়েরী নং ২৮৩৬ তারিখ ৩৬/১২/২০
প্রয়োজনীয় কার্যার্থে/জ্ঞাতার্থে প্রেরিত হইল
ইপ.....১/২ শাখা
প্রশাসন-১/২ শাখা
অতিরিক্ত সচিব (ইপ)
স্থানীয় সরকার বিভাগ

সদয় অবগতি ও প্রয়োজনীয় কার্যার্থে অনুলিপি প্রেরণ করা হলো:

- সচিব, অর্থনৈতিক সম্পর্ক বিভাগ, শের-ই-বাংলানগর, ঢাকা (দু. আ.উপসচিব জাপান-৩ অধিশাখা)
- মহাপরিচালক, জাতীয় স্থানীয় সরকার ইনস্টিটিউট (এনআইএলজি), আগারগাঁও, ঢাকা।

স্থানীয় সরকার বিভাগ
প্রেরিত তারিখ ২৫/১২/২০
নম্বর ২৪৬৪

NOTE:

The course period has been changed because of the COVID-19 pandemic (original period was from May 24 to June 27, 2020).



【Online】 Knowledge Co-Creation Program (Group & Region Focus)

General Information on

Enhancement of Local Government Administration and Public Services through Participatory Local Development

課題別研修 地方自治体行政強化(参加型地域開発)

JFY 2020

Course No. 201902039J001

Online Course Period: From January 11th, 2021 to February 12th, 2021

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) 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 February 2015, stated 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 foundation of mutual learning process.

I. Concept

Background

In many countries in Asia, Africa and Latin America, decentralization has been a trend associated with notions of good governance, participatory development and capacity development of local government and community since 1990s.

One of the main functions of local government is to provide public services effectively and efficiently to improve the living standard of the communities. Improvements in service delivery cannot be separated from issues of elected representation, community participation, accountability of local government and its capacity. The public services in developing countries need to be improved for the betterment of communities' functions together with its citizens.

For what?

This JICA Knowledge Co-creation program aims to strengthen the capability of human resources dealing with participatory local development and community participation in developing countries. This program provides participants with theories and practical methods of participatory local development as well as appropriate attitudes as local development practitioners. Participants will also learn various development practices from local governments in Japan in collaboration with different stakeholders, such as communities, private companies and academic institutes.

For whom?

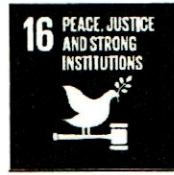
This program is offered to officers in charge of planning and implementation of the community development activities in local government and those in the central government who are in charge of local governance.

How?

Participants prepare an Inception Report for understanding problems and challenges of community development in their municipalities (or their countries) before the online program. Participants shall have opportunities to learn project planning approaches using Project Cycle Management (PCM) method, to receive lectures related to Participatory Local Development (PLD), local government system and case studies in local government in Japan. This will help participants to make a report that contemplates measures to tackle problems on local development identified at each participant's organization by utilizing the knowledge acquired through lectures and case studies on local governments of Japan. The applying organizations are recommended to implement the feasible measures after the program.

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015, which now call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This program especially contributes to realizing the goal 16, by strengthening capacity of government officers for participatory planning and implementation of local development that are inclusive and responsive to the people's needs.



II. Description

1. Title (Course No.)

Enhancement of Local Government Administration and Public Services through Participatory Local Development (201902039J001)

2. Course Period

From January 11th, 2021 to February 12th, 2021

It is expected that participants will take a course, which is approximately from one hour to one hour and half per day. Participants, therefore, may be compatible with their work.

<Important Note>

The course period has been changed because of the COVID-19 pandemic (original period was from May 24 to June 27, 2020).

In the context of the COVID-19 pandemic, please note that there is a possibility that the course period may be, changed, shortened, or the course itself cancelled.

3. Target Regions or Countries

Bangladesh, Georgia, Jordan, Myanmar, Nepal, Papua New Guinea, Sierra Leone, South Africa, South Sudan, Tanzania

4. Eligible / Target Organization

This program is designed for local governments in developing countries. Central governments that are in charge of Local Government Administration and Higher Learning Institute can also apply.

5. Capacity (Upper limit of Participants)

10 participants

6. Language

English

7. Objective(s)

A report which contemplates measures to tackle problems on local development identified at each participant's organization will be made by utilizing the knowledge acquired from the KCCP.

8. Overall Goal

The stakeholders' communities are empowered in responsible areas of the participants' organizations, through implementation of feasible measures to tackle their problems, which is designed in this course.

9. Output and Contents

This course consists of the following components. (Subject to minor change.)

Expected Modules Output	Subjects/Agendas (Tentative)	Methodology
1) Challenges and issues of local community development through participatory approach in each participant's local government are clarified and analyzed.	(1) Preparation of an inception report	-Submitting the report
2) To understand and explain the roles of local governments in local community development 3) To understand and explain theories and methods of participatory local development	(1) Local government system in Japan (2) Decentralization and changing trend in local governance (3) Theory of participatory local development(PLD) - Understanding concept of PLD, local resource management and its utilization etc. -Sharing lessons learned from a PLD Project (4) Understanding and acquiring the method of Project Cycle Management (PCM) (Analysis on stakeholders and problems, Development of Logical Flame work etc.)	-Reading power point slides and its scripts -Q&A consultation via e-mail. -Submitting feedback sheets
4) To acquire useful information on experiences of various community development projects from Japanese local government and deepen their understanding on community development	(1) Case Studies in Local Government in Japan -Understanding the importance of PLD (Utilization of the expertise, resources and networks in local area) -Understanding the required roles and attitudes of local government and staff for effective PLD	-Reading power point slides and its scripts -Q&A consultation via e-mail. -Submitting feedback sheets and reports.
5) A report which contemplates measures to tackle problems on local development identified at each participant's organization is made.	(1) Preparation of a report	-Q&A consultation via e-mail -Submitting reports and feedback from lecturers

*As you are supposed to read and watch 17 sets of lecture material (one which takes from one to one and a half per day on average), work on one self-analysis and write one

report during the program, you are responsible for time management. Please make sure that you discuss this with your supervisor in your organization, so that you have enough time to focus on your course work.

III. Eligibility and Procedures

1. Expectations for the Applying 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 utilize the program for those 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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) Current Duties: being an official in charge of planning and implementation of the community development activities in local government or an official in the central government in charge of local governance. (local government officials are given higher priority)

2) Experience in the relevant field: having more than 3 year experience in local or central government.

3) Educational Background: being a graduate of university or equivalent.

4) Language: having a competent command of English which is equal to TOEFL iBT 100 or more (Please attach an official certificate for English ability such as TOEFL, TOEIC, etc.)

5) Technical Requirements for the Online Course (Computer)

Technology Proficiency: Basic computer skills such as, sending/receiving email with attachments, and using a web browser. Online course will be delivered using the Cloud Storage (Google Drive) and partly YouTube (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills is required.)

Internet Connection: High Speed Broadband Connection (at least 2Mbps).

* Internet access charge incurred for this course shall be borne by you if you take it at home or by your organization if you take it at your office.

Hardware (Minimum Requirement):

-Regular access to a computer, either from your home or from your office.

-Operating System: Windows or Mac OS (Updated version is preferred).

-Processor: Intel Core 2 Duo or higher; 2GHz or higher

-Memory: 4GB of RAM or higher

-Hard Drive Space: 5GB free disk space

-Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)

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6) Health: must be in good health to participate in the program.

7) Attendance Requirement: Participation in online program (From approximately one hour to one hour and half per day) is an essential requirement for the completion of the course.

(2) Recommendable Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years old.
- 2) Counterparts of Japan's bilateral cooperation program are prioritized.
- 3) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA office (or the Embassy of Japan)**.

(2) Photocopy of passport: Photocopy should include Name, Date of Birth, Nationality, Sex, Passport number and Expire date.

(3) Nominee's English Score Sheet (photocopy): It should be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**.

(All required material must arrive at **JICA Center in JAPAN** by December 11, 2020)

(2) Selection:

Primary screening is conducted at JICA office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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 of 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 will be made by the JICA office (or the Embassy of Japan) **not later than December 21st, 2020**.

5. Document(s) and Data to be submitted by accepted participants:

Inception Report (maximum 10 pages of power point):

Only accepted participants need to do this preliminary task along with the instruction in ANNEX (mentioned at Page 7) and submit the following items before the start of your program on **January 8th, 2021**

6. Conditions for Participation:

Participants of KCCP required

- (1) To strictly adhere to the program schedule.
- (2) Not to change the program topics.
- (3) Not to record or share the online contents without JICA's permission

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Kansai Center (JICA Kansai)
- (2) **Programme Officer:**
Ms. Masako MURAKAM (Murakami.Masako@jica.go.jp) and
Ms Ayaka Sawai (Sawai.Ayaka@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Ryukoku University
- (2) **URL:** <https://www.ryukoku.ac.jp/english2/>

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.

VI. ANNEX:

Inception Report

Only accepted participants for this program are required to submit "Inception Report" on issues and challenges to be addressed by your organizations in the participatory local governance and community development. **The report must be submitted before the start of your course on January 8th, 2021.** The paper should be written in English.

1. Contents to be included in the report

(***Maximum 10 pages of power point** attached separately)

➤ Chapter I. Organization and Personal Profile

- a. Name of Applicant (Country):
- b. Organization:
Provide explanation of your organization and attach an organizational chart of the department which you belong to. (Attach separately on A4-size paper if necessary)
- c. A brief explanation about the duties which you are in charge.
- d. Government System in Applicant's Country:
Describe the local administration system, inter-relationship between local government and central government, and between local government and local society (including community and industry).

➤ Chapter II. Challenges on local development

- AV
- a. Introduction (Major challenges to be solved - especially the one that you would like to consider in this training program)
 - b. Background and country profile (social, cultural, economic, political, statistical and administrative information related to the major problems)
 - c. History of the problems to be solved including past experiences and activities by the organization and similar activities by other organizations related to the problem (with qualitative data)
 - d. Stakeholder analysis in the problems
 - e. Proposed solutions (national, sub-national or local information will be important)
 - ◇ Activities and Expected Outputs
 - ◇ Inputs (Human and financial resources, and necessary technical information)
 - ◇ Decision making and coordination to implement the solutions
 - ◇ Implementation organization and schedule of the implementation
 - ◇ Expected challenges for the proposed solutions
 - f. References

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner (developing) countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to developing countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to developing countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called a Training Program, and it is one of the core programs carried out in Japan. By inviting officials from developing countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving the tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to developing countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems in developing countries.

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 Kansai Center (JICA Kansai)

Address: 1-5-2, Wakino-hama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: +81-78-261-0388/ 0341 FAX: +81-78-261-0465

Tentative Course Schedule

Course Name Enhancement of Local Government Administration and Public Services through Participatory Local Development

Course Number 201902039J001

Course Period 11 January 2021 ~ 12 February 2021

Date	Expected Duration Time	Content	Study Type
11 January 2021	30 minutes	General orientation	Reading Power Point Slides and Scripts
11 January 2021	1 hour and 30 minutes	Experience of JICA on Participatory Local Development1	Reading Power Point Slides and Scripts
12 January 2021	1 hour and 30 minutes	Experience of JICA on Participatory Local Development2	Reading Power Point Slides and Scripts
13 January 2021	1 hour and 30 minutes	What is POM? : ABC to POM	Watching Lecture Video
14 January 2021	1 hour and 30 minutes	Self Analysis Work and Feedback from a Lecture	Self Analysis
15 January 2021	1 hour and 30 minutes	Self Analysis Work and Feedback from a Lecture	Self Analysis
18 January 2021	1 hour and 30 minutes	Self Analysis Work and Feedback from a Lecture	Self Analysis
19 January 2021	1 hour and 30 minutes	Local Government Administration in Japan	Watching Lecture Video
20 January 2021	1 hour and 30 minutes	Paradigm Shift in Local Development in Japan: The Change of Actors and their Roles in Local Governance	Reading Power Point Slides and Scripts
21 January 2021	1 hour and 30 minutes	New Risk, Welfare state, New engagement in Japan: The Change of Male-Breadwinner Model?	Reading Power Point Slides and Scripts
22 January 2021	1 hour and 30 minutes	Case study of Sumoto City	Reading Power Point Slides and Scripts
25 January 2021	1 hour and 30 minutes	Social Innovation in Rural Areas	Reading Power Point Slides and Scripts
26 January 2021	1 hour and 30 minutes	Agricultural Theory and Survival of Rural Areas	Reading Power Point Slides and Scripts
27 January 2021	1 hour and 30 minutes	Case study of Kameoka City	Reading Power Point Slides and Scripts
28 January 2021	1 hour and 30 minutes	Mechanism of City Planning and Participatory Community Development	Reading Power Point Slides and Scripts
29 January 2021	1 hour and 30 minutes	Restructuring of Work and Community from the Perspective of Landscape	Reading Power Point Slides and Scripts
01 February 2021	1 hour and 30 minutes	Case Study of Uji, Rokuhara and Otokoyama	Reading Power Point Slides and Scripts
02 February 2021	1 hour and 30 minutes	Introduction of Oiwake area in Hushimi District which tries to Recover from Illegal Dumping	Reading Power Point Slides and Scripts
03 February 2021	1 hour and 30 minutes	Case study of Hushimi District	Reading Power Point Slides and Scripts
04 February 2021	1 hour and 30 minutes	Theory and Practice of City Planning with Participatory Disaster Prevention	Reading Power Point Slides and Scripts
05 February 2021	1 hour and 30 minutes	Case Study of Disaster Prevention	Reading Power Point Slides and Scripts
08 February 2021	1 hour and 30 minutes	Making a Final Report	
09 February 2021	1 hour and 30 minutes	Making a Final Report	
10 February 2021	1 hour and 30 minutes	Making a Final Report	

日程表

11 February 2021	1 hour and 30 minutes	Making a Final Report	
12 February 2021	1 hour and 30 minutes	Making a Final Report	

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Guidelines of Application Form for the JICA Knowledge Co-Creation Program

The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of KCCP you are applying for.

>Application for KCCP (Group and Region Focus)

Official application and Parts A and B including Medical History must be submitted.

>>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan

Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee

This part is to be completed by the person who is nominated by the organization applying.

The applicants for KCCP (Group and Region Focus) are required to fill in every item. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of KCCP accurately according to the GI, which you intend to apply,



- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals 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 identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals 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 information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of KCCP are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected



under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for KCCP

- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.
- (3) The details of Term of Use for the Online KCCP are shown in the JICA Website : https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

**Application Form for the JICA Knowledge Co-Creation Program****OFFICIAL APPLICATION**

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)**2. Number:** (Please write down as shown in the General Information)**3. Country Name:****4. Name of Applying Organization:****5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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:			
Designation / Position		Official Stamp	
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in KCCP.



3) **Future Plan of Actions:** Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) **Selection of the Nominee:** Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Knowledge Co-Creation Program (KCCP) (Group and Region Focus) are required to fill in "Every Item". As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) (required)

2. Number: (Please write down as shown in the General Information) (required)

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee (nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

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

2) Educational Record (Higher Education) (required)

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



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied KCCP

1) **Personal Goal:** Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

3) **Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I have made in this form are true and correct to the best of my knowledge. If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for a program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (f) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (g) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information



provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide KCCP to the participants from developing countries.
2. To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to follow the Term of Use for the Online KCCP shown in the JICA Website :

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

(j) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the KCCP depending on the extent of the violation.

(k) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name:

NOTE:

The course period has been changed because of the COVID-19 pandemic (original period was from May 24 to June 27, 2020).



【Online】 Knowledge Co-Creation Program (Group & Region Focus)

General Information on

Enhancement of Local Government Administration and Public Services through Participatory Local Development

課題別研修 地方自治体行政強化(参加型地域開発)

JFY 2020

Course No. 201902039J001

Online Course Period: From January 11th, 2021 to February 12th, 2021

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) 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 February 2015, stated 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 foundation of mutual learning process.

I. Concept

Background

In many countries in Asia, Africa and Latin America, decentralization has been a trend associated with notions of good governance, participatory development and capacity development of local government and community since 1990s.

One of the main functions of local government is to provide public services effectively and efficiently to improve the living standard of the communities. Improvements in service delivery cannot be separated from issues of elected representation, community participation, accountability of local government and its capacity. The public services in developing countries need to be improved for the betterment of communities' functions together with its citizens.

For what?

This JICA Knowledge Co-creation program aims to strengthen the capability of human resources dealing with participatory local development and community participation in developing countries. This program provides participants with theories and practical methods of participatory local development as well as appropriate attitudes as local development practitioners. Participants will also learn various development practices from local governments in Japan in collaboration with different stakeholders, such as communities, private companies and academic institutes.

For whom?

This program is offered to officers in charge of planning and implementation of the community development activities in local government and those in the central government who are in charge of local governance.

How?

Participants prepare an Inception Report for understanding problems and challenges of community development in their municipalities (or their countries) before the online program. Participants shall have opportunities to learn project planning approaches using Project Cycle Management (PCM) method, to receive lectures related to Participatory Local Development (PLD), local government system and case studies in local government in Japan. This will help participants to make a report that contemplates measures to tackle problems on local development identified at each participant's organization by utilizing the knowledge acquired through lectures and case studies on local governments of Japan. The applying organizations are recommended to implement the feasible measures after the program.

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015, which now call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This program especially contributes to realizing the goal 16, by strengthening capacity of government officers for participatory planning and implementation of local development that are inclusive and responsive to the people's needs.



II. Description

1. Title (Course No.)

Enhancement of Local Government Administration and Public Services through Participatory Local Development (201902039J001)

2. Course Period

From January 11th, 2021 to February 12th, 2021

It is expected that participants will take a course, which is approximately from one hour to one hour and half per day. Participants, therefore, may be compatible with their work.

<Important Note>

The course period has been changed because of the COVID-19 pandemic (original period was from May 24 to June 27, 2020).

In the context of the COVID-19 pandemic, please note that there is a possibility that the course period may be, changed, shortened, or the course itself cancelled.

3. Target Regions or Countries

Bangladesh, Georgia, Jordan, Myanmar, Nepal, Papua New Guinea, Sierra Leone, South Africa, South Sudan, Tanzania

4. Eligible / Target Organization

This program is designed for local governments in developing countries. Central governments that are in charge of Local Government Administration and Higher Learning Institute can also apply.

5. Capacity (Upper limit of Participants)

10 participants

6. Language

English

7. Objective(s)

A report which contemplates measures to tackle problems on local development identified at each participant's organization will be made by utilizing the knowledge acquired from the KCCP.

8. Overall Goal

The stakeholders' communities are empowered in responsible areas of the participants' organizations, through implementation of feasible measures to tackle their problems, which is designed in this course.

9. Output and Contents

This course consists of the following components. (Subject to minor change.)

Expected Modules Output	Subjects/Agendas (Tentative)	Methodology
1) Challenges and issues of local community development through participatory approach in each participant's local government are clarified and analyzed.	(1) Preparation of an inception report	-Submitting the report
2) To understand and explain the roles of local governments in local community development 3) To understand and explain theories and methods of participatory local development	(1) Local government system in Japan (2) Decentralization and changing trend in local governance (3) Theory of participatory local development(PLD) - Understanding concept of PLD, local resource management and its utilization etc. -Sharing lessons learned from a PLD Project (4) Understanding and acquiring the method of Project Cycle Management (PCM) (Analysis on stakeholders and problems, Development of Logical Flame work etc.)	-Reading power point slides and its scripts -Q&A consultation via e-mail. -Submitting feedback sheets
4) To acquire useful information on experiences of various community development projects from Japanese local government and deepen their understanding on community development	(1) Case Studies in Local Government in Japan -Understanding the importance of PLD (Utilization of the expertise, resources and networks in local area) -Understanding the required roles and attitudes of local government and staff for effective PLD	-Reading power point slides and its scripts -Q&A consultation via e-mail. -Submitting feedback sheets and reports.
5) A report which contemplates measures to tackle problems on local development identified at each participant's organization is made.	(1) Preparation of a report	-Q&A consultation via e-mail -Submitting reports and feedback from lecturers

*As you are supposed to read and watch 17 sets of lecture material (one which takes from one to one and a half per day on average), work on one self-analysis and write one

report during the program, you are responsible for time management. Please make sure that you discuss this with your supervisor in your organization, so that you have enough time to focus on your course work.

III. Eligibility and Procedures

1. Expectations for the Applying 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 utilize the program for those 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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) Current Duties: being an official in charge of planning and implementation of the community development activities in local government or an official in the central government in charge of local governance. (local government officials are given higher priority)

2) Experience in the relevant field: having more than 3 year experience in local or central government.

3) Educational Background: being a graduate of university or equivalent.

4) Language: having a competent command of English which is equal to TOEFL iBT 100 or more (Please attach an official certificate for English ability such as TOEFL, TOEIC, etc.)

5) Technical Requirements for the Online Course (Computer)

Technology Proficiency: Basic computer skills such as, sending/receiving email with attachments, and using a web browser. Online course will be delivered using the Cloud Storage (Google Drive) and partly YouTube (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills is required.)

Internet Connection: High Speed Broadband Connection (at least 2Mbps).

* Internet access charge incurred for this course shall be borne by you if you take it at home or by your organization if you take it at your office.

Hardware (Minimum Requirement):

-Regular access to a computer, either from your home or from your office.

-Operating System: Windows or Mac OS (Updated version is preferred).

-Processor: Intel Core 2 Duo or higher; 2GHz or higher

-Memory: 4GB of RAM or higher

-Hard Drive Space: 5GB free disk space

-Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)

6) Health: must be in good health to participate in the program.

7) Attendance Requirement: Participation in online program (From approximately one hour to one hour and half per day) is an essential requirement for the completion of the course.

(2) Recommendable Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years old.
- 2) Counterparts of Japan's bilateral cooperation program are prioritized.
- 3) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA office (or the Embassy of Japan)**.

(2) Photocopy of passport: Photocopy should include Name, Date of Birth, Nationality, Sex, Passport number and Expire date.

(3) Nominee's English Score Sheet (photocopy): It should be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**.

(All required material must arrive at **JICA Center in JAPAN** by December 11, 2020)

(2) Selection:

Primary screening is conducted at JICA office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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 of 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 will be made by the JICA office (or the Embassy of Japan) **not later than December 21st, 2020**.

5. Document(s) and Data to be submitted by accepted participants:

Inception Report (maximum 10 pages of power point):

Only accepted participants need to do this preliminary task along with the instruction in ANNEX (mentioned at Page 7) and submit the following items before the start of your program on **January 8th, 2021**

6. Conditions for Participation:

Participants of KCCP required

- (1) To strictly adhere to the program schedule.
- (2) Not to change the program topics.
- (3) Not to record or share the online contents without JICA's permission

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Kansai Center (JICA Kansai)

(2) **Programme Officer:**

Ms. Masako MURAKAMI (Murakami.Masako@jica.go.jp) and
Ms Ayaka Sawai (Sawai.Ayaka@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Ryukoku University

(2) **URL:** <https://www.ryukoku.ac.jp/english2/>

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.

VI. ANNEX:

Inception Report

Only accepted participants for this program are required to submit "Inception Report" on issues and challenges to be addressed by your organizations in the participatory local governance and community development. **The report must be submitted before the start of your course on January 8th, 2021.** The paper should be written in English.

1. Contents to be included in the report

(***Maximum 10 pages of power point** attached separately)

➤ *Chapter I. Organization and Personal Profile*

a. Name of Applicant (Country):

b. Organization:

Provide explanation of your organization and attach an organizational chart of the department which you belong to. (Attach separately on A4-size paper if necessary)

c. A brief explanation about the duties which you are in charge.

d. Government System in Applicant's Country:

Describe the local administration system, inter-relationship between local government and central government, and between local government and local society (including community and industry).

➤ *Chapter II. Challenges on local development*

- 51
- a. Introduction (Major challenges to be solved - especially the one that you would like to consider in this training program)
 - b. Background and country profile (social, cultural, economic, political, statistical and administrative information related to the major problems)
 - c. History of the problems to be solved including past experiences and activities by the organization and similar activities by other organizations related to the problem (with qualitative data)
 - d. Stakeholder analysis in the problems
 - e. Proposed solutions (national, sub-national or local information will be important)
 - ✧ Activities and Expected Outputs
 - ✧ Inputs (Human and financial resources, and necessary technical information)
 - ✧ Decision making and coordination to implement the solutions
 - ✧ Implementation organization and schedule of the implementation
 - ✧ Expected challenges for the proposed solutions
 - f. References

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner (developing) countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to developing countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to developing countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called a Training Program, and it is one of the core programs carried out in Japan. By inviting officials from developing countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving the tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to developing countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems in developing countries.

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 Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: +81-78-261-0388/ 0341 FAX: +81-78-261-0465

Tentative Course Schedule

Course Name Enhancement of Local Government Administration and Public Services through Participatory Local Development
 Course Number 201902039J001
 Course Period 11 January 2021 ~ 12 February 2021

Date	Expected Duration Time	Content	Study Type
11 January 2021	30 minutes	General orientation	Reading Power Point Slides and Scripts
11 January 2021	1 hour and 30 minutes	Experience of JICA on Participatory Local Development1	Reading Power Point Slides and Scripts
12 January 2021	1 hour and 30 minutes	Experience of JICA on Participatory Local Development2	Reading Power Point Slides and Scripts
13 January 2021	1 hour and 30 minutes	What is POW? : ABC to PCM	Watching Lecture Video
14 January 2021	1 hour and 30 minutes	Self Analysis Work and Feedback from a Lecture	Self Analysis
15 January 2021	1 hour and 30 minutes	Self Analysis Work and Feedback from a Lecture	Self Analysis
18 January 2021	1 hour and 30 minutes	Self Analysis Work and Feedback from a Lecture	Self Analysis
19 January 2021	1 hour and 30 minutes	Local Government Administration in Japan	Watching Lecture Video
20 January 2021	1 hour and 30 minutes	Paradigm Shift in Local Development in Japan: The Change of Actors and their Roles in Local Governance	Reading Power Point Slides and Scripts
21 January 2021	1 hour and 30 minutes	New Risk, Welfare state, New engagement in Japan: The Change of Male-Breadwinner Model?	Reading Power Point Slides and Scripts
22 January 2021	1 hour and 30 minutes	Case study of Sumoto City	Reading Power Point Slides and Scripts
25 January 2021	1 hour and 30 minutes	Social Innovation in Rural Areas	Reading Power Point Slides and Scripts
26 January 2021	1 hour and 30 minutes	Agricultural Theory and Survival of Rural Areas	Reading Power Point Slides and Scripts
27 January 2021	1 hour and 30 minutes	Case study of Kameoka City	Reading Power Point Slides and Scripts
28 January 2021	1 hour and 30 minutes	Mechanism of City Planning and Participatory Community Development	Reading Power Point Slides and Scripts
29 January 2021	1 hour and 30 minutes	Restructuring of Work and Community from the Perspective of Landscape	Reading Power Point Slides and Scripts
01 February 2021	1 hour and 30 minutes	Case Study of Uji, Rokuhara and Otokoyama	Reading Power Point Slides and Scripts
02 February 2021	1 hour and 30 minutes	Introduction of Oiwa area in Hushimi District which tries to Recover from Illegal Dumping	Reading Power Point Slides and Scripts
03 February 2021	1 hour and 30 minutes	Case study of Hushimi District	Reading Power Point Slides and Scripts
04 February 2021	1 hour and 30 minutes	Theory and Practice of City Planning with Participatory Disaster Prevention	Reading Power Point Slides and Scripts
05 February 2021	1 hour and 30 minutes	Case Study of Disaster Prevention	Reading Power Point Slides and Scripts
08 February 2021	1 hour and 30 minutes	Making a Final Report	
09 February 2021	1 hour and 30 minutes	Making a Final Report	
10 February 2021	1 hour and 30 minutes	Making a Final Report	

日程表

11 February 2021	1 hour and 30 minutes	Making a Final Report	
12 February 2021	1 hour and 30 minutes	Making a Final Report	



Guidelines of Application Form for the JICA Knowledge Co-Creation Program

The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of KCCP you are applying for.

>Application for KCCP (Group and Region Focus)

Official application and Parts A and B including Medical History must be submitted.

>>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan

Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee

This part is to be completed by the person who is nominated by the organization applying.

The applicants for KCCP (Group and Region Focus) are required to fill in every item. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of KCCP accurately according to the GI, which you intend to apply,



- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals 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 identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals 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 information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of KCCP are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected



under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for KCCP

- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.
- (3) The details of Term of Use for the Online KCCP are shown in the JICA Website : https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

**Application Form for the JICA Knowledge Co-Creation Program****OFFICIAL APPLICATION**

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)**2. Number:** (Please write down as shown in the General Information)**3. Country Name:****4. Name of Applying Organization:****5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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:			
Designation / Position		Official Stamp	
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in KCCP.



Japan International Cooperation Agency

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3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.

**Part B: Information about the Nominee**

(to be completed by the Nominee)

NOTE>>>The applicants for Knowledge Co-Creation Program (KCCP) (Group and Region Focus) are required to fill in "Every Item". As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) (required)
2. Number: (Please write down as shown in the General Information) (required)

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee (nos. 1-9 are all required)**1) Name of Nominee (as in the passport)****Family Name**

First Name

Middle Name

2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

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

2) Educational Record (Higher Education) (required)

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

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	() Excellent	() Good	() Fair	() Poor
Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	() Excellent	() Good	() Fair	() Poor

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied KCCP

1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I have made in this form are true and correct to the best of my knowledge. If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for a program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (f) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (g) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information



provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide KCCP to the participants from developing countries.
2. To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to follow the Term of Use for the Online KCCP shown in the JICA Website :

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

(j) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the KCCP depending on the extent of the violation.

(k) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name: