

No. 12040/01/2016-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 02.02.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Gender Mainstreaming Policies for Government Officers (A)" to be held in Japan from 31st May, 2016 to 5th July, 2016 under 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 "Gender Mainstreaming Policies for Government Officers (A)" to be held in Japan from 31st May, 2016 to 5th July, 2016 under Technical Cooperation Program of the Government of Japan.

2. The program aims to enhance capability of the national machinery to disseminate the perspective of gender mainstreaming and gender equality in the design, implementation, monitoring and evaluation of policies and plans in various fields. The program is offered to national gender machinery which is a central policy coordinating unit for the advancement of gender quality inside the government.

3. The applying organizations are expected to nominate those officers who are engaged in planning, implementation and/or evaluation of the gender equality or gender mainstreaming in the National Machinery with more than 5 or more years of occupational experience gender. The applicant should be a university graduate; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; recommendable age of the candidate is between 27 to 50 years.

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.

...2/-

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **25th March, 2016**. Nominations received after the prescribed date will not be considered. The details of the program (General Information Brochure) may be drawn from Ministry of Personnel, Public Grievances and Pensions' website at link <http://persmin.gov.in/otraining/Index.aspx>.


(Anil Tripathi)

Under Secretary to the Government of India
Tele no: 011-26194167

To,

- a) Secretary, Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi.
- b) Secretary, Ministry of Women and Child Development, Shastri Bhawan, New Delhi.
- c) Chief Secretaries to all the State Governments/Union Territories (with request to circulate the same amongst their related Departments/Organizations).
- d) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- e) 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

GENDER MAINSTREAMING POLICIES FOR GOVERNMENT OFFICERS (A)

課題別研修「行政官のためのジェンダー主流化政策（A）」
JFY 2016

NO. J16-04393 / ID. 1684761

Course Period in Japan: From May 31, 2016 to July 5, 2016

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 (KCC) Program’ as a New Start

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

I. Concept

Background

The idea of “mainstreaming a gender perspective,” which was formally featured in 1995 in the Platform for Action adopted in the 4th World Conference on Women, is the key strategy for promoting gender equality. Unlike conventional policies and plans that focus only on women, gender mainstreaming is about analyzing and implementing policies and initiatives in all areas from a gender point of view. It has been concluded that empowerment of women is an essential part of gender mainstreaming and strategic goals have been set accordingly. The outcome document adopted at the Special Session of the United Nations General Assembly entitled Women 2000 also refers to the outcomes of gender mainstreaming efforts and points out that there is still much left to be done for gender equality.

This is how gender mainstreaming and empowerment of women have become two core policies for gender equality that need to be implemented in tandem, like the wheels on both sides of a car. However, the world is still in the process of exploring, by trial and error, how these policies should be translated into specific measures, programs and activities. In addition, the significance of this new shift in policy of gender mainstreaming has yet to be widely recognized.

In Japan, the Basic Law for a Gender-equal Society, established in 1999, and the Basic Plan for Gender Equality, established in December 2000, set out the framework of gender mainstreaming, according to which initiatives are currently being developed and implemented. At the same time, individual local governments are also working on the preparation of relevant ordinances and gradually putting gender mainstreaming into practice.

For what?

This program aims to enhance capability of the national machinery to disseminate the perspective of gender mainstreaming and gender equality in the design, implementation, monitoring and evaluation of policies and plans in various fields.

For whom?

This program is offered to national gender machinery which is a central policy coordinating unit for the advancement of gender quality inside the government.

How?

This program will introduce participants to specific examples of how policies and plans have been established, implemented, and evaluated in gender mainstreaming efforts by national and regional governments in Japan. Also, it will provide them with the depth of knowledge and practical methods required for gender mainstreaming through lectures, workshops and observations.

II. Description

1. Title (J-No.)

Gender Mainstreaming Policies for Government Officers (A) (J1604393)

2. Course Period in JAPAN

May 31, to July 5, 2016

3. Target Regions or Countries

El Salvador, India, Kenya, Palestinian Authority, Papua New Guinea, Serbia, and Timor Leste

4. Eligible / Target Organization

This program is designed for national gender machinery (central and local branches) which is a central policy coordinating unit for the advancement of gender quality inside the government.

5. Course Capacity (Upper limit of Participants)

10 participants

6. Language to be used in this Course

English

7. Course Objective

A program that accelerates gender mainstreaming is planned and implemented in a participant's belonging organization.

8. Overall Goal

A gender equality perspective is incorporated in all policies at all levels and at all stages in the participants' countries.

9. Expected Module Output and Contents

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

(1) Preliminary Phase in a participant's home country <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Submission of Country Report in Power Point format	Formulation and <u>submission of Country Report in Power Point format.</u>

(2) Core Phase in Japan (June 6, 2016 to July 5, 2016)*Participants dispatched by the organizations attend the Program implemented in Japan.*

Expected Module Output	Subjects/Agendas	Methodology
1. Be able to explain basic concept and methods of gender mainstreaming.	(1) Gender Mainstreaming Policies , (2) Gender Statistics	Lecture Discussion
2. Be able to explain good practices of Japanese central and local government in order to make effective policies for mainstreaming gender in participants' home countries.	(1) Gender Equality Administration (2) Gender Projects of JICA (3) Promotion of Gender Mainstreaming Policies in Local Government (4) Activities of Kitakyushu Forum on Asian Women (KFAW)* (5) Activities of Kitakyushu Municipal Gender Equality Center "MOVE"*	Lecture Discussion Observation*
3. Be able to understand the situation of mainstreaming gender in various fields, and consider applicability in the participants' home countries.	(1) CEDAW (Convention on Elimination of All forms of Discrimination Against Women) and Its Implementation in Japan (2) Women and Peace* (3) Women and Violence(,) (4) Women and Health (5) Gender Mainstreaming in Media (6) Gender Mainstreaming in Nursery* (7) Gender Mainstreaming in School Education , * (8) Gender Mainstreaming in Agricultural Village* (9) Exchange Meeting on Gender Mainstreaming with Japanese Citizens	Lecture Discussion Observation*

Expected Module Output	Subjects/Agendas	Methodology
4. Be able to acquire skills to design, implement, and evaluate the program with gender perspective logically.	(1) Country Report Presentation (Sharing Challenges in Gender Mainstreaming)** (2) Gender Sensitive Training and Gender Analysis (3) Gender Responsive PCM (Project Cycle Management) (4) Formulation and Presentation of Action Plan**	Lecture Discussion Workshop Presentation**

(3)Finalization Phase in a participant's home country

Participating organizations produce Progress Report by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
Action Plan on mainstreaming gender is approved in the participant's organization after the training.	Application and implementation of Action Plan back in the participant's country and submission of its Progress Report to the respective country's JICA office(or Embassy of Japan).

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project 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 project 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 the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section **II-9**.
- (4) If there are more than one qualified candidate, the applying organizations are recommended to nominate both male and female.**

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: government officers engaged in planning, implementation and/or evaluation of the gender equality or gender mainstreaming in the National Machinery.
- 2) Experience in the relevant field: have **more than 5 years** of occupational experience in gender.
- 3) Educational Background: be a university graduate or those who have equivalent knowledge.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL PBT 500 (CBT 173, iBT 61) or above, or the Cambridge First Certificate (This program includes active participation in discussions and action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the program in Japan.
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

Age: Between the ages of twenty-seven (27) and fifty (50) years

3. Required Documents for Application

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

*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

letter of the participant's consent to bear economic and physical risks

letter of consent from the participant's supervisor

doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

(2) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

(4) **Country Report (Annex):** to be submitted with the Application Form. Application Form without the Country Report can not be accepted.

4. Procedures for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Center in JAPAN: **April 8, 2016.**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than April 28, 2016**

5. Document(s) to be submitted by accepted candidates.

Country Report in Power Point format - Before coming to Japan, only accepted candidates are required to prepare the Country Report in Power Point format. **Details will be informed to the accepted participants at the acceptance letter.**

6. Conditions for Attendance

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
- (9) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section ***II-9*** and section ***III-5***.

IV. Administrative Arrangements

1. Organizer

- (1) **Name:** JICA Kyushu International Center (KIC)
- (2) **Contact:** kictp@jica.go.jp

2. Implementing Partner

Under arrangement

3. Travel to Japan

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan.

[KITAKYUSHU]

JICA Kyushu International Center (JICA KYUSHU / KIC)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

[TOKYO]

JICA Tokyo International Center (JICA TOKYO / TIC)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC/TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/index.html>

5. Expenses

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

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

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Reports Presentation

(1) Country Report

As written in the previous page, each applicant is required to submit his/ her Country Report with Application Form. Then, accepted participants will have a presentation on his/ her Country Report at the earlier stage of the training course in order to share information on gender issue with other participants as well as instructors. Details for the Country Report Presentation will be informed to the accepted participants with the acceptance letter.

(2) Action Plan

Accepted participants will have a presentation on his/her Action Plan at the end of the training course. Action plan is to express ideas and plans, which will be carried out after the return of the countries, reflecting the knowledge and method each participant acquired from the training. Participants are highly recommended to have prior discussions within office and prepare for the theme and the content of his/her Action Plan.

(3) Progress Report

Participants are required to write an implementation status report on his/her own Action Plan and submit it as his/her Progress Report to JICA Offices within 3 to 6 months after returning to home countries. Please refer to ***Annex II*** for the format.

(4) Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

Annex

Gender Mainstreaming Policies for Government Officers (A) (JFY 2016)

Country Report

Name:
Country:
Name of Organization
E-mail:
FAX:

Remark: The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report should be limited to 2 pages.

(1) Organizational structure of National Machinery (or organization which you belong to)
*Present the organizational structure in a chart and show your position in the chart.

(2) Your position in the national gender machinery and job descriptions

(3) Major national policies/plans on promotion of gender equality which are currently implemented in your country (e.g. National Policy on Gender Equality and National Action Plan on Gender Equality, etc.)

(4) Priority issues in the above the current national policies/plans. Mention three issues.

(5) Three major challenges/obstacles in mainstreaming gender in your country

(6) The countermeasure(s) for the above problem, which is now being implemented or is planned to be carried out

(7) Specific Problems related to gender mainstreaming that you want to address in your position in your organization

(8) Specific actions that you want to take in solving the problems mentioned in (7)

Annex : Progress Report(sample)

Date: XX August 2016

To Resident Representative of JICA Kyushu

Gender Mainstreaming Policies for Government Officers (A) in JFY 2016

On behalf of XXXXXXXX (Your organization) , I, the undersigned, hereby report that we have completed Group Training Program “*Gender mainstreaming Policies for Government officers*”. Please kindly find the followings for what we have achieved in the program.

1. Achievement of the program objective

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2. Description of finalization phase(Implementation of Action Plan)

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3. Future actions

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4. Comments on this program, if any

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Best regards,

Signature:

Name:

Title and Organization

Attachment:

<Remarks>

*A Progress Report will be submitted by a participating organization, not by an individual participant. In case two or more organizations participate in the same training program and make different products, each participating organization is requested to submit the report.

**An attachment to a Progress Report will be the final product of a training program. It would be draft dissemination plan, draft material, draft operational improvement plan, draft policy paper, and others. A participating organization is requested to submit the final product to JICA about two or three months after programs in Japan.

***The above report format is subject to be changed. The new report format will be distributed through JICA office in respective country after the return of the training course.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



CORRESPONDENCE

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

JICA Kyushu International Center (JICA Kyushu)
Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka
805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979