

No.12040/1/2014-TRG(FTC/IR)
Government of India
Ministry of Personnel, Personnel Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated – February 11, 2014

TRAINING CIRCULAR

Sub: Group Training Course in 'Development of Agricultural Cooperative and Improvement of Management Capacity' to be held in Japan from May 11 to July 19, 2014 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training programme to be held in Japan from May 11 to July 19, 2014 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims at contributing to increase of farmers' income through cooperative activities by introducing efficient management, supply systems and marketing activities. This programme is helpful to upgrade the capacity and abilities of Government Officers engaged in cooperative development by imparting them necessary knowledge and information on the role and functions of agricultural cooperative for the revitalization of rural community.

3. The programme is offered to the Section Chief/Director of Government/Agricultural Cooperative Organizations/a managerial level officer in NPO/NGO, in charge of farmers' groups, agricultural cooperative development, and extension. Programme is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Participating organizations are expected to use the programme for those specific purposes.

4. The applicant for this programme should be a Section Chief/Director of Govt./Organization/having a managerial post; having more than 3 years of experience in the relevant field; be a university graduate or same level of educational qualification; have a competent command of spoken and written English; be employed and have permission for applying to the present programme by the current employer; be under forty-five (45) years old; be in good health (both physically and mentally); not be a part of military service.

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

- a) Whether attended any foreign training programme in the past? If so, the duration/detail 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.

6. 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).

7. It is therefore requested that the nomination of suitable candidates may please be forwarded (**in duplicate**) in JICA's prescribed form (available in **persmin.nic.in**→**DOPT**→**Training Wing**→**Circular**→**JICA**) to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than **February 28, 2014**. Nominations received after the prescribed date will not be considered. The details of the programme may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (**persmin.nic.in**).



(**N.K. Wadhwa**)

Under Secretary to the Government of India

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Copy to:

- a) The Secretary, Department of Agriculture and Cooperation, Krishi Bhavan, New Delhi-110001,
- b) The Secretary, Ministry of Rural Development, Krishi Bhavan, New Delhi-110001,
- c) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

**Development of Agricultural Cooperatives and Improvement of
Management Capacity**

課題別研修「農業協同組合の組織化推進と事業運営能力の向上」

JFY2014

NO. J14-04195, ID. 1480969

Course Period in Japan: From May 11th, 2014 to July 19th, 2014

This information pertains to one of the Group and Region-Focused Training 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.

I. Concept

Background

In order to ensure that developing countries can achieve the desired economic independence, it is considered most effective to promote the nation building by giving priority to agricultural development. To realize this, it is very important to foster farmers autonomous groups coupled with arrangement of basic infrastructure conditions in the field of agriculture.

For what?

Most of developing countries have high ratio of small scale farmers. Low productivity, inefficient supply of inputs and marketing are major problems. Agricultural cooperatives are not functioning well to solve these problems. This course is aiming at contributing to increase of farmers' income through cooperative activities by introducing efficient management, supply systems and marketing activities.

For whom?

This program is offered to a person who is a section chief or director of Government / Agricultural Cooperative Organizations, and a person who is in managerial post in NPO/NGO, in charge of farmers' groups, agricultural cooperative development, and extension. This course is suitable for the countries in which cooperatives are in elementary stage.

How?

This training course aims to help upgrade the capacity and abilities of government officers engaged in cooperative development by imparting them necessary knowledge and information on the role and functions of agricultural cooperative for the revitalization of rural community. This course especially provides basic knowledge and information to develop capacity of /organize agricultural cooperatives.

II. Description

- 1. Title (J-No.): Development of Agricultural Cooperatives and Improvement of Management Capacity (J14-04195)**
- 2. Course Period in JAPAN :**
May 11, 2014 to July 19, 2014
- 3. Target Regions or Countries:** Nigeria, Philippines, Thailand, Cambodia, Timor-Leste, Bhutan, India, Uganda, Zambia, Albania, Tajikistan, Sudan, Rwanda, Nepal, Palestinian Authority, Ethiopia, Malawi
- 4. Eligible / Target Organization:**
Central / Local government, Agricultural Cooperative Organizations, related NPO/NGO including farmers' organizations currently capable of managing projects at the offices of agricultural cooperative service or planning to build agricultural cooperatives.
- 5. Course Capacity (Upper limit of Participants) :**
20 participants
- 6. Language to be used in this program :** English
- 7. Course Objective:**
The practical Action Plans to develop agricultural cooperative activities are prepared and improved for better implementation.
- 8. Overall Goal:**
Farmers' income is increased through cooperative activities by introducing efficient management, supply and marketing activities.
- 9. Expected Module Output and Contents:**
This program consists of the following components. Details on each component are given below:

< Expected Module Output >

1. The problems and tasks necessary for the development of agricultural cooperatives in the participating countries are to be identified through preparation and presentation of Inception Report.
2. The fundamentals for organizing agricultural cooperatives and the system of organizational management are to be understood by the participants.
3. The needs of education activities in agricultural cooperative are to be understood.
4. The procedures and methods of formulation of management plan of agricultural cooperatives are to be understood.
5. The system for supply of agricultural production materials and consumer goods and the methods of marketing farm products are to be understood.
6. The roles of the Government and agricultural cooperatives in developing agricultural cooperatives and agribusiness are to be understood.
7. The practical Action Plans to develop agricultural cooperative activities are to be prepared.

8. The Action Plans are to be improved by the people concerned for better implementation.

< Course Contents >

(1) Preliminary Phase in a participant's home country (from April 2014 to May 10, 2014)	
Assignment	Purpose
Inception Report Writing	Each participant is required to write Inception Report in accordance with the instructions provided when JICA answers the acceptance. This report will be the foundation of "Action Plan" which you make in Japan as output of this training course. Inception Report should be submitted by May 7 2014.

(2) Core Phase in Japan (from May 11, 2014 to July 19, 2014)	
Expected Module Output	Contents
1. The problems and tasks necessary for the development of agricultural cooperatives in the participating countries are to be identified through preparation and presentation of Inception Report.	Personal interview is to be conducted by the course instructor after presentation of Inception Report and the subject to be handled in the Action Plan is to be selected linked with the duties of the participant in his/her working place.(Discussion)
2. The fundamentals for organizing agricultural cooperatives and the system of organizational management are to be understood by the participants.	History of agricultural cooperatives, agricultural policies, various regulations in the agricultural cooperative law, member organizations and roles of the government in developing agricultural cooperatives are to be introduced.(Lecture and field visit)
3. The needs of education activities in agricultural cooperatives are to be understood by the participants.	Introduction of education activities by the unions of agricultural cooperatives, member education, farm guidance, better living guidance, and member communication at primary cooperatives.(Lecture and field visit)
4. The procedures and methods of formulation of management plan of agricultural cooperatives are to be understood.	Introduction of the methods for formulation of management plan in agricultural cooperatives such as farm management plan, business plan, personnel plan and facility plan as well as formulation of middle-long term plan in agricultural cooperatives.(Lecture and field visit)
5. The system for supply of agricultural production materials and consumer goods and the methods of marketing farm products are to be understood.	Introduction of joint purchasing system of agricultural inputs and various marketing methods of farm products such as wholesale market contract base marketing by federations and farmer's market(direct sale) by primary agricultural cooperatives.(Lecture and field visit)

6. The roles of the Government and agricultural cooperatives in developing agricultural cooperatives and agribusiness are to be understood.	Introduction of value adding activities and practice of GAP by primary agricultural cooperatives and supports by the government. Also development of commodities through research institutes and extension works are to be introduced. (Lecture and field visit)
7. The <u>practical</u> Action Plans to develop agricultural cooperative activities are to be prepared by the participants.	Personal guidance is given to the participants by instructors to support preparation of <u>practical</u> Action Plans. (Discussion)

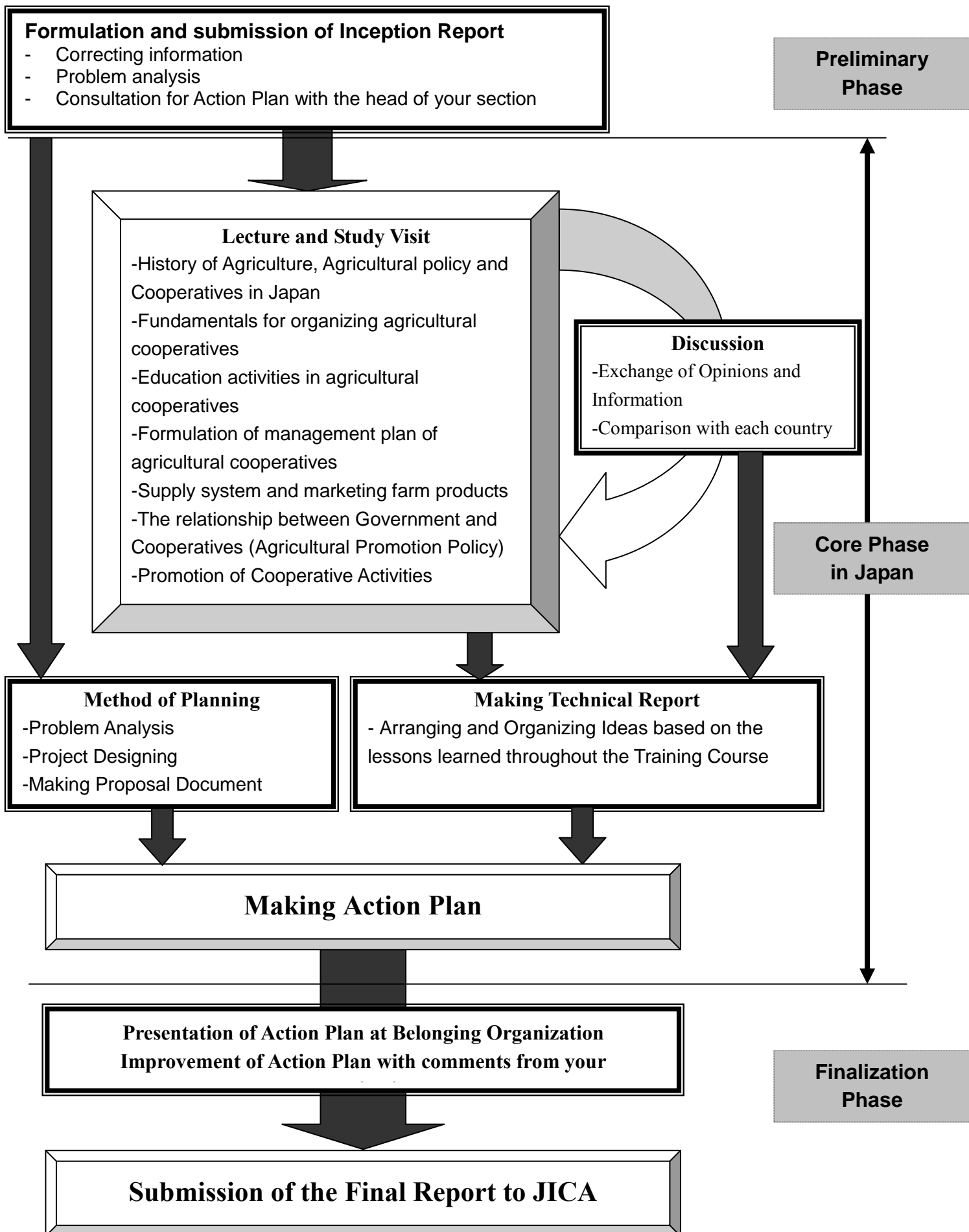
Note: This curriculum is subject to minor changes.

The training is composed of lecture, discussion, study visit and drafting of report depicting the salient features of agricultural cooperatives studied to be utilized in Action Plan as a part of final report.

- (1) In addition to lectures, audio visual aids such as video, multi-media projector are employed to deepen their understanding.
- (2) At the end of the week, participants are expected to summarize what they have studied to keep track of how much they have grasped from the study conducted and also to upgrade the presentation skills.
- (3) Background information materials will be prepared and distributed to participants in order to facilitate them to understand visiting cooperative institutions and etc. prior to study visit.
- (4) Review sessions of classroom lectures and study visits will be made to clarify some questions left unanswered. Moreover, supplementary lectures would be arranged to tailor the personalized needs of participants as they may arise.
- (5) All participants are required to submit group report (Technical Report) including action plan toward the end of the course.

(3)Finalization Phase in a participant's home country (from July 20, 2014 to October, 2014)	
Assignment	Contents
The Action Plans are to be improved by the people concerned for better implementation.	As a follow-up program, the participants are obliged to submit the improved Action Pan to JICA Tsukuba (tbictp@jica.go.jp) as Final Report after examined by persons concerned. The instructors give advices to each participant.(Personal guidance)

COURSE FLOW “Development of Agricultural Cooperatives and Improvement of Management Capacity” on JFY 2014



III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications:

Applicants should;

- 1) be a person who is a section chief or director of Government / Agricultural Cooperative Organizations, or a person who is in managerial post in NPO/NGO, in charge of farmers' groups, agricultural cooperative development, and extension.
- 2) have more than 3 years' experience in the relevant field.
- 3) have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more, in principal. (This program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 4) be employed, and have permission for applying to the present program by the current employer.
- 5) be under forty-five (45) years old
- 6) graduated from university (or same level of educational institute).
- 7) be in good health, both physically and mentally, to participate in the Program in Japan.
- 8) not be serving any form of military service

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.

1. letter of the participant's consent to bear economic and physical risks
2. letter of consent from the participant's supervisor
3. doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

(2) Application Report: Each applicant is required to write Application Report (shown as ANNEX I) and submit it to JICA Office (or the Embassy of Japan) together with the Application Form.

*The Application Form and the Application Report should be typewritten on the paper of A4 size. Both of the documents are essential materials for screening applicants.

(3) 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.

(4) 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. Procedures for Application and Selection:

(1) Submission of the Application Documents:

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

After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in Japan by **March 14, 2014.**

(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 11, 2014.**

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

Inception Report -- to be submitted by **May 7, 2014**

Before coming to Japan, only accepted candidates are required to prepare an **Inception Report** (detailed information will be provided at the time of sending Notice of Acceptance). The Inception Report should be sent to JICA by **May 7, 2014**, preferably by e-mail to **tbicttp@jica.go.jp**

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 ordinance, 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.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Ms. McGOEY Sachie (tbictp@jica.go.jp)

2. Implementing Partner:

(1) The Institute for the Development of Agricultural Cooperation in Asia (IDACA)

(2) URL: <http://www.idaca.or.jp/>

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:

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6, Koyadai, Tsukuba, Ibaraki, 305-0074, Japan

Tel.: 81(*)-29(**)-838-1111, Fax.: 81(*)-29(**)-838-1119

* Where “81” is the country code for Japan, “29” is the local area code

* If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA TSUKUBA at its URL, <http://www.jica.go.jp/english/contact/domestic/map/tsukuba.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

Compiled Inception Report and other kinds of document / material preferably should be brought with flash memory device stored.

VI. ANNEX:

ANNEX 1: Form of Application Report (Submitted with the Application Form.)

Application Report

for the Group Training Course on Development of Agricultural Cooperatives and Improvement of Management Capacity

* The Application Report should be typewritten on the paper of A4 size.

* You can expand and multiply the following column, if necessary.

* It is required to submit this report with the Application Form until March 14th, 2014.

1. Basic Information

Your Name	
Address	
E-mail address	
Belonging Organization	
Your Position in your organization	

2. Explanation of your job experiences in Agricultural Cooperatives field

Period	Organization	Position
From to		
Outline of duties:		
Period	Organization	Position
From to		
Outline of duties:		
Period	Organization	Position
From to		
Outline of duties:		

3. Duties/Missions of your organization

*Please explain duties/missions of your organization by focusing on activities for Agricultural Cooperatives.

4. Organizational chart

*Please attach your organization chart, which illustrate sections, divisions and departments in your organization and please highlight your section.

5. Your duty/role in your organization

*Please describe the following topics **as specific as possible**.

How do you support in your organization?

6. Relationship between you and Agricultural Cooperative or Farmers' Organization.

*Please describe the following topics as specific as possible.

How do you relate to or work on Agricultural Cooperatives or Farmers' Organization in your organization?

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7. Analyze matters that should be improved in your organization and give their reasons in order to develop capacities of farmer groups in a better way.

No	Matters should be improved	Reasons
1		
2		
3		

8. Explain your expectation from this training course, mentioning which techniques and knowledge you would like to improve or gain with their reasons.

(*If you mention about “enhancing your knowledge” or “gaining new skills” etc., please describe “FOR WHAT” as specific as possible.)

9. Explain your future action plans considering your analysis made in item 7 on page 14 to apply expected results of the training program in order to develop Agricultural Cooperatives and improve their management capacity in your responsible region. (Consultation with your superior and colleagues is necessary)

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 Tsukuba International Center (JICA TSUKUBA)
Address: 3-6, Koyadai, Tsukuba, Ibaraki, 305-0074, Japan
TEL: +81-29-838-1111 FAX: +81-29-838-1119