

No.12040/26/2016-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: 28/06.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Programme on “Empowerment of Rural Women” to be held in Japan from 25.09.2016 to 10.12.2016 under 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 Knowledge Co-Creation Programme on “Empowerment of Rural Women” to be held in Japan from 25.09.2016 to 10.12.2016 under Technical Cooperation Programme of the Government of Japan.

2. The programme aims to provide innovative knowledge and practical skills on empowerment of rural women reflecting good practices of Japan. The course also covers rural women’s economic, social and environmental practices.
3. The applying organizations are expected to nominate officers who are engaged in project related to empowerment of rural women with minimum 3 years of experience in this field. The applicant should be a university graduate or equivalent qualification; have competent command over spoken and written English; must be in good health (both physically and mentally); be under 45 years old. More details may be seen in the brochure.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
 - a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
 - b) Whether cleared from vigilance angle;
 - c) Age;
 - d) Whether working in North East State/J&K;
 - e) A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international 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 **26.08.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/index.aspx>



(P. K. Patnaik)

Under Secretary to the Government of India
Tele no: 011-26165682

Copy to:

- a) Secretary, M/o Women and Child Development, Shastri Bhawan, New Delhi.
- b) Secretary, D/o Rural Development, Krishi Bhawan, New Delhi.
- c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- d) Senior Representative, JICA India Office, 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

Empowerment of Rural Women

課題別研修「農村女性能力向上」

JFY2016

NO. J16-04056 ID. 1684717

Phase in Japan: From September 25, 2016 to December 10, 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 Program (KCCP)' as a New Start

In the Development Cooperation Charter which is 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

In developing countries, rural women play a vital role in agriculture, daily reproductive tasks, and/or income generating activities. However, the reality is that less value is given to their contributions, and rural women are less likely to improve and utilize their capacity to make a life better for themselves, families and communities. In these conditions, rural women remain inactive with less chance to development of their abilities. In order to improve the situation, it is necessary to disseminate practical means for empowering rural women.

For what?

Under these circumstances, the Group and Region-Focused Knowledge Co-Creation Program on “Empowerment of Rural Women” is designed to provide innovative knowledge and practical skills on empowerment of rural women reflecting good practices of Japan. In particular, “Life Improvement Approach” (LIA) which has fostered rural women to take autonomous group action, utilizing locally available existing resources for better life, is highlighted as a major topic. Besides, the course covers rural women’s economic, social and environmental practices, such as entrepreneurship and environmentally friendly activities developed from the LIA and gender-equal society which is the basis of the prosperity of Japan.

For whom?

This program is offered to officers working for rural women on life improvement, agriculture, and community development at agricultural extension offices, branch offices of Central Government, Local Government, or Non-Governmental Organizations (NGOs).

How?

The course is consisted of three (3) programs as shown below.

(1) Preparatory Program

- The Participant prepares his/her Inception Report before coming to Japan.

(2) Program in Japan

- The Participant learns good practices on empowerment of rural women in Japan through lectures, discussions, workshops and study trips and so on.
- The Participant formulates a draft Life Improvement Action Plan (LIAP) which is used as a tool to solve the problems of rural women in her/his country.

(3) Post Program

- The Participant proceeds to finalize the LIAP by getting advice through e-mail and Social Networking Service (SNS).

II. Description

1. Title (J-No.): Empowerment of Rural Women (J16-04056)

2. Course Period in Japan

September 25, 2016 to December 10, 2016

3. Target Regions or Countries

Afghanistan, India, Kenya, Liberia, Malawi, Niger, Palestinian Authority, Philippines, South Sudan, Tanzania, Timor-Leste, Togo

4. Eligible / Target Organization

This program is designed for agricultural extension offices, branch offices of Central Government, Local Government, or Non-Governmental Organizations (NGOs) which conduct capacity development and extension activities (agriculture, home economics, income generation, or community development).

5. Course Capacity (Upper limit of Participants)

14 participants

6. Language to be used in this program: English

7. Course Objective:

The participant and his/her organization authorize Life Improvement Action Plan (LIAP) optimally using existing resources for empowerment of rural women through fostering Life Improvement Practice Groups, and maximizing their effort toward achieving the goal of Life Improvement.

8. Overall Goal

Rural women's group activities for Life Improvement strengthen their capacities and empower them to bring about community revitalization.

9. Expected Module Output and Contents:

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

* This curriculum is subject to minor changes.

Subjects	Category*
«Preparatory Program»	
Expected Module Output 1	
The Participant formulates Inception Report and understands the actual situation of the target rural women in his/her own country, and identifies specific problems.	
1-1 Making an Inception Report	Self-study
«Program in Japan»	
Expected Module Output 2	
The Participant understands the process of Japanese rural development, specifically the Life Improvement Approach and explains key factors attributed to empowerment of rural women.	
2-1 Presentation of Inception Report	PQ
2-2 Agriculture, Rural Development and Stakeholders in Postwar Japan	LQ
2-3 Farmers and Japanese Agricultural Cooperatives (JA)	LQT
2-4 Cooperative Agriculture Extension System in Japan	LQ
2-5 Gender Issues in Japan	LQ
2-6 Rural Development and Gender	LQ
2-7 Policy Measures for Rural Women's Fulfillment of their Roles	LQ
2-8 Education System for Rural Women	DL
2-9 Organizing Rural Women, Fostering Women's Groups and Leadership	DEL
2-10 Life Improvement Approach (Awareness, setting goals and solving problems)	W
2-11 Development Process of Life Improvement in Japan	LQ
2-12 Countermeasures of Gender Issues in Life Improvement Approach	LQ
2-13 Nationwide Organization for Life Improvement Practice Groups and Role of Rural Women Empowerment and Life Improvement Association (WELI) for Network for Rural Women	LQ
2-14 Intensive Guidance and Ripple Effect in Life Improvement Approach	DLQ
2-15 Study Trip on Life Improvement Approach	T
2-16 Theories on Life Planning	LQ
Expected Module Output 3	
The Participant acquires practical methods for problem-solving that meet rural women's needs.	
3-1 Participatory Appraisal for Rural Women through Dramatization	W
3-2 Effective Communication Methods for Rural Women	EL
3-3 Good Practice on Community Development by Check-map in Japan	DELQ
3-4 Participatory Check-map and Vision Workshop	EL

*D: Discussion E: Exercise G: Guidance L: Lecture P: Presentation Q: Questions and answers
T: Trip/visit W: Workshop

Subjects	Category*
Expected Module Output 4	
The Participant understands rural women's economic, social and environmental activities arising from disciplined life improvement practices	
4-1 Rural Women's Entrepreneurship and Empowerment	DL
4-2 Rural Women's Entrepreneurship and Marketing	DLQ
4-3 Rural Women and Environment	DL
4-4 Rural Green Tourism by Means of Network of Life Improvement Practice Groups' Entrepreneurships	DLT
4-5 Environmental Protection Activities by Life Improvement Practice Group	LQ
4-6 Life Improvement Activity toward Promotion of Family Management Agreement	ELQ
4-7 Effects of Family Management Agreement in Gender Equality in Rural Area	DEL
4-8 Study Trip on Economic, Social and Environmental Activities : Rural Women's Entrepreneurship, Family Management Agreement and Advanced Rural Women	DLT
Expected Module Output 5	
The Participant formulates the draft Live Improvement Action Plan (LIAP) which he/she will use as a tool to solve the problems of rural women.	
5-1 Brainstorming session on LIAP	E
5-2 Problem Analysis Methods (component of Project Cycle Management)	EL
5-3 Problem Analysis on the Participant's LIAP	EW
5-4 Stakeholder Networking and Instruction on Methodology Part in LIAP	ELW
5-5 Communication Method for Completing LIAP	ELQ
5-6 Preparation of LIAP (Guidance and Individual Instruction)	DGW
5-7 Presentation of LIAP	PQ
Others	
Orientation, Individual interview, Written short test, Evaluation meeting, Closing ceremony etc.	
« Post-Program »	
Expected Module Output 6	
The Participant in collaboration with his/her organization and related stakeholders adjusts the LIAP for implementation, and finalizes it under supervision through SNS etc.	
6-1 Finalization of Life Improvement Action Plan in collaboration with his/her organization	

*D: Discussion E: Exercise G: Guidance L: Lecture P: Presentation Q: Questions and answers
T: Trip/visit W: Workshop

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 utilize 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 due preparation before dispatching their participants to Japan by carrying out the activities of the Preparatory Program Phase described in section II-9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Post-Program Phase described in section II-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties:
 - A) Extension officer or Subject Matter Specialist who is engaged in extension activities for rural women, such as life improvement (home economics), agriculture, community development, and so on.
 - B) Officer who is practically involved in a project related to empowerment of rural women
- 2) Experience in the relevant field: have over three years' experience in the above-mentioned activities
- 3) Educational Background: be university graduates, or have an equivalent educational background
- 4) Language: proficient in spoken and written English which is equal to TOEFL CBT 213 or more (This program includes active participation in discussions and development of LIAP, thus participants need high competence of English ability both in conversation and composition.)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan (Participants are expected to commute by public transportation in Tokyo. The course has several study tours and they will be walking around for the visits. Some of these visits may involve walking uphill. Physical and mental strength is essential.) Pregnant applicants are not

recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

- 1) Age: be no more than 45 years old
- 2) Computer Operation: have proficient PC skills to operate Microsoft Word, Excel and PowerPoint. (Participants are going to formulate their LIAP on personal computers. It is highly recommended that participants bring their own laptop computers with all 3 software installed.)

*In addition to female applicants, we invite male participants to apply for this course. We hope to have a well-balanced representation of people to help make this course successful.

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: to be submitted with the application form, if the Participant possesses his/her passport which he/she carries when entering Japan for this program. If not, he/she must submit its photocopy as soon as he/she obtains it.

*Photocopy should clearly show all of the following:

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

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

(4) Questionnaire: to be submitted with the application form. Fill in ANNEX III of this General Information, and submit it along with the Application Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: July 25, 2016

Note: It is requested that several candidates be nominated so that suitable participants can be selected.

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan which may be different from the date above.

(2) Selection:

- 1) After receiving the documents through proper channels from respective 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.

- 2) **JICA Center in charge might request further information from nominees** through JICA office or the embassy of Japan.
- 3) *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.*
- 4) Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than August 25, 2016.**

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

Inception Report: Before coming to Japan, accepted participants are required to prepare an Inception Report. Detailed instruction will be provided along with the official acceptance notification.

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 program 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. KURABAYASHI Miwa

(Kurabayashi.Miwa@jica.go.jp or tbictp@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Rural Women Empowerment and Life Improvement Association (WELI)

(2) **URL:** <http://www.weli.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 accommodation for the participants in Japan:

JICA Tsukuba International Center (JICA TSUKUBA/ TBIC)

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, and "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 information of TBIC at its URL, <http://www.jica.go.jp/english/contact/domestic/information.pdf>

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. JICA Tsukuba has only a limited number of computers available for participants to conduct their course work. It is thus highly recommended that participants bring their personal laptop computers. Please see Section III 2 (2) Recommendable qualifications for more details.
2. Participants are encouraged to bring photographs, drawings, traditional goods and others such as clothes, instruments, ornaments to introduce their countries.

VI. ANNEX

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ANNEX II: Sample Schedule (JFY 2015)

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**ANNEX I:
Course Concept Chart**

Overall Goal :
Rural Women's Group Activities for Life Improvement strengthen their capacities and empower them to bring about community revitalization



Purpose of the Course : The Participant and his/her organization authorize Life Improvement Action Plan (LIAP), optimizing use of existing resources for empowerment of rural women through fostering Life Improvement Practice Groups, and maximizing their effort toward achieving the goal of Life Improvement.

Preparatory Program

Output 1)
To formulate Inception Report and understand the actual situation of the target rural women in his/her own country, and identify their specific problems

- Making an Inception Report presentation

Program in Japan

Outputs 2)
To understand the process of Japanese rural development, specifically the Life Improvement Approach and explains key factors attributed to empowerment of rural women

Output 3)
To acquire practical methods for problem-solving that meet rural women's needs

Output 4)
To understand rural women's economic, social and environmental activities arising from disciplined life improvement practices

Output 5)
To formulate the draft LIAP

- Agriculture, Rural Development and Stakeholders in Postwar Japan
- Farmers and Japanese Agricultural Cooperatives (JA)
- Cooperative Agriculture Extension System in Japan
- Gender Issues in Japan
- Rural Development and Gender
- Policy Measures for Rural Women's Fulfillment of their Roles
- Education System for Rural Women
- Organizing Rural Women, Fostering Women's Groups and Leadership
- Life Improvement Approach (Awareness, setting goals and solving problems)
- Development Process of Life Improvement in Japan
- Countermeasures of Gender Issues in Life Improvement Approach
- Nationwide Organization for Life Improvement Practice Groups and Role of WELI for Network for Rural Women
- Intensive Guidance and Ripple Effect in Life Improvement Approach
- Study Trip on Life Improvement Approach
- Theories on Life Planning

- Participatory Appraisal for Rural Women through Dramatization
- Effective Communication Methods for Rural Women
- Good Practice on Community Development by Check-map in Japan
- Participatory Check-map and Vision Workshop

- Rural Women's Entrepreneurship and Empowerment
- Rural Women's Entrepreneurship and Marketing
- Rural Women and Environment
- Rural Green Tourism by Means of Network of Life Improvement Practice Groups' Entrepreneurships
- Environmental Protection Activities by Life Improvement Practice Group
- Life Improvement Activity toward Promotion of Family Management Agreement
- Effects of Family Management Agreement in Gender Equality in Rural Area
- Study Trip on Economic, Social and Environmental Activities

- Brainstorming session on LIAP
- Problem Analysis Methods (component of Project Cycle Management)
- Problem Analysis on the Participant's LIAP
- Stakeholder Networking and Instruction on Methodology Part in LIAP
- Communication Method for Completing LIAP
- Preparation of LIAP (Guidance and Individual Instruction)
- Presentation of LIAP

Post -Program

Output 6)
To adjust the LIAP for implementation, and finalize it under supervision through SNS etc.

- Effectively share and present the LIAP to related organizations as a output of the course
- Modify and adjust LIAP for implementation by utilizing advice from JICA and WELI through SNS, and finalize it
- Submit the finalized LIAP to JICA Tsukuba
- Advisors give feedback

ANNEX II: Sample Schedule (JFY 2015)

Training Program of "Empowerment of Rural Women" (J1504053)

Sep 27, 2015 - Dec 12, 2015

Date	Morning Session 10:00-12:30	Afternoon Session 13:30-16:00	Date	Morning Session 10:00-12:30	Afternoon Session 13:30-16:00	Date	Morning Session 10:00-12:30	Afternoon Session 13:30-16:00
Sep 27 Sun	Arrival (→Tsukuba)		Oct 23 Fri	Cooperative Agriculture Extension Service / Life Improvement Activities (Back to: Miyagi → Tokyo)		Nov 18 Wed	Problem Solving Methodology (PCM)	
28 Mon	Briefing (JICA Tsukuba)		24 Sat	Free		19 Thu	Problem Solving Methodology (PCM)	
29 Tue	Program Orientation	Preparation of Inception Report	25 Sun	Free		20 Fri	Problem Solving Methodology (PCM)	
30 Wed	Presentation of Inception Report		26 Mon	Rural Women Entrepreneurship and Empowerment		21 Sat	Free	
Oct 1 Thu	Outline of Japanese Agriculture	Outline of JA	27 Tue	Family Mangement Agreement (FMA) for Gender	Basic Theory of Life Planning	22 Sun	Free	
2 Fri	Outline of Cooperative Agriculture Extension System	Visit to Tsukuba-kan	28 Wed	Basic Theory of Life Planning & Workshop		23 Mon	Free (National holiday / Labor Thanksgiving Day)	
3 Sat	Free		29 Thu	Rural Entrepreneurship Practice Group- Nationwide Activities and Network	Visit to "Showa Women's University"	24 Tue	Practice: Problem Analysis for Preparation of LIAP Draft	
4 Sun	Free		30 Fri	Situation of Farm Stand (Road side station) [Visit to Yamanashi]		25 Wed	Intensive Guidance Mthod and Ripple Effect in LIA	
5 Mon	Life Improvement Movement and Development Process of Rural	How to use the RWE Course WEB Site	31 Sat	Free		26 Thu	Visit to Agriculture university and situation of groom a women successor [in Saitama]	
6 Tue	Extension activity and situation of Women Entrepreneurship of IBARAKI pref. (Move to Tokyo)		Nov 1 Sun	Free		27 Fri	Situation of Green tourism [in Saitama]	
7 Wed	Rural Development and Gender		2 Mon	Village Development by Farmers		28 Sat	Free	
8 Thu	Identifying Rural Women's Problems-through Dramatizing Method		3 Tue	Free (Natal holiday / Culture Day)		29 Sun	Free	
9 Fri	Liflmeprment:Identification of Problems and Development		4 Wed	Rural Entrepreneurship and antenna shop	Case study of Modern Rural Women's Activities	30 Mon	Fomulation of LIAP	
10 Sat	Free		5 Thu	Entrepreneurship of LIP Group	Review & Preparation for Ehime study tour	Dec 1 Tue	Fomulation of LIAP	
11 Sun	Free		6 Fri			2 Wed	Fomulation of LIAP	
12 Mon	Free (National holiday / Sports Day)		7 Sat	Free		3 Thu	Fomulation of LIAP	
13 Tue	Rural Women Entrepreneurship and Regional Development-Focusing on Marketing & Distribution		8 Sun	Free		4 Fri	Fomulation of LIAP	Situation of Farm Stand (→Tsukuba)
14 Wed	Policy Measurefor Rural Women	Gender Equality in Japan	9 Mon	[Study Tour] (Move to: Tokyo → Ehime) Rural Women Economic, Social and Environmental Activities		5 Sat	Free	
15 Thu	JA & Farming Instruction [Visit to JA Yokohama in Kanagawa]		10 Tue	Rural Women Economic, Social and Environmental Activities		6 Sun	Free	
16 Fri	Guidance on Life Improvement Action Plan(LIAP)		11 Wed	Rural Women Economic, Social and Environmental Activities		7 Mon	Submission of LIAP & Preparation for Presentation	
17 Sat	Free		12 Thu	Rural Women Economic, Social and Environmental Activities		8 Tue	Presentation of LIAP	
18 Sun	Free		13 Fri	Rural Women Economic, Social and Environmental Activities (Back to: Ehime → Tokyo)		9 Wed	Presentation of LIAP	
19 Mon	[Study Tour] (Move to: Tokyo → Miyagi) Cooperative Agriculture Extension Service / Life Improvement Activities		14 Sat	Free		10 Thu	Course Examination	Preparation for Return Home
20 Tue	Cooperative Agriculture Extension Service / Life Improvement Activities		15 Sun	Free		11 Fri	Evaluation Meeting Closing Celomoney	Preparation for Return Home
21 Wed	Cooperative Agriculture Extension Service / Life Improvement Activities		16 Mon	Project Finansial Plan / Method of Management		12 Sat	Return Home day	
22 Thu	Cooperative Agriculture Extension Service / Life Improvement Activities		17 Tue	Project Finansial Plan / Method of Management				

ANNEX III: Questionnaire for Application

Questionnaire for Application

Knowledge Co-Creation Program on Empowerment of Rural Women

1. Basic Information

Name	
Address	
E-mail address	* JICA Center in charge might contact you on this address prior to your acceptance and/or departure. Please provide the address you regularly check.
Organization	
Position	

2. Duties/Mission of your organization

*Explain duties/mission of your organization by focusing on activities for empowerment of rural women. Explain the budget, activity plan, network (partnership), and whether your organization is supported by international organization or government.

3. Organizational chart

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

4. Your duty/role in your organization

*Describe the following **as specific as possible**.

(1) How do you support rural women in your organization?

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(2) Analyze rural women's problems/challenges in target areas where you or organization cover. Provide reasons why women are facing these problems.

Problems	Problem 1	Reasons
	Problem 2	Reasons
	Problem 3	Reasons

What do you think you and your organization should do to overcome these problems?

Problem 1	
Problem 2	
Problem 3	

(3) Analyze strengths of **your organizations or your government** which can be used towards empowerment of women in target areas. Provide reasons or the sources of such strengths.

Strengths	Strengths 1	Reasons/ Sources
	Strengths 2	Reasons/ Sources
	Strengths 3	Reasons/ Sources

5. Your participation in JICA's activities

*Explain your present or possibility of future participation in JICA's activities such as Technical Cooperation Projects, Development Studies, Japan Overseas Cooperation Volunteers (JOCV), Knowledge Co-Creation Program in Japan and in the Third Countries, and Country-focused Knowledge Co-Creation Program.

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, Knowledge Co-Creation Programs, JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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)

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Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs 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 training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

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

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need 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 including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue 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 the training and dialogue program 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 the course/seminar/workshop/project 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 ~~☐~~ 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 the JICA Training and Dialogue program 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 training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. 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 the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue 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)

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program 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 the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



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 training and dialogue program, 4) Plan of organization and 5) Others.



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue 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)**

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

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

1) Name of Nominee (as in the passport)

Family Name

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First Name

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Middle Name

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

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

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**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 training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program 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 training and dialogue program. (required)

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

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

I certify that the statements I 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 the 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 the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) 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.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) 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 technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: (_____)

3. Other: Any restrictions on food and behavior due to health or religious reasons?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: