

No.12040/17/2013-FTC (Trg.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
(Training Division)

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated 22<sup>nd</sup> March, 2013

TRAINING CIRCULAR

Subject: **Group Training Course on 'Agricultural Infrastructure Improvement in Upland Crop Farming Areas for Rural Development' to be held in Japan from April, 2013 to December, 2013 (Core Phase in Japan from 14<sup>th</sup> May 2013 to 3<sup>rd</sup> August, 2013).**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation of the Government of Japan has invited applications for the above programme to be held in Japan from 14<sup>th</sup> May 2013 to 3<sup>rd</sup> August, 2013.

2. This programme aims to equip the participants with knowledge and skill of proper construction planning and design, and technology selection. Upland crop farming areas will be mainly covered in this programme.

3. This programme is offered to leading civil engineers with experience in surveying, planning, construction management or infrastructure management for agricultural infrastructure improvement (i.e. irrigation, drainage, agricultural land improvement, disaster prevention) in crop field farming; should have experience of more than three years in relevant field; be under fifty (50) years of age; be university graduates or equivalent; must not be serving in any form of military service; have competent command of spoken and written English which is equal to TOFEL; be in good health, both physically and mentally, to participate in the program in Japan.

4. In addition to the above, the following information in respect of the nominated officers may please be furnished while forwarding the nomination:

- 1) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- 2) Whether clear from vigilance angle?
- 3) Age;
- 4) Whether working in North East State/J&K;
- 5) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round- trip air ticket between an international airport designated by JICA; 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). The participants are not allowed to take any family member during the training course.

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6. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria.

7. The nomination details should be submitted (**in duplicate**) in the JICA's prescribed proformas duly authenticated by the Department concerned along with the Job Report.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than **1<sup>st</sup> April, 2013**. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**), which is available in "What is New" under the Department of Personnel and Training.



(N.K. Wadhwa)

Under Secretary to the Government of India

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Copy to:

1. The Secretary, Ministry of Agriculture, Krishi Bhavan,  
Dr. Rajendra Prasad Road, New Delhi-110001
2. The Secretary, Ministry of Rural Development Krishi Bhavan,  
Dr. Rajendra Prasad Road, New Delhi-110001
3. All State Governments/Union Territories (with the request to circulate it amongst the related organizations).
4. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION

**Group Training Program  
“Agricultural Infrastructure Improvement  
in Upland Crop Farming Areas  
for Rural Development”**

**集団研修「農村開発のための畑地帯における農業基盤整備」  
JFY 2013**

**<Type: Trainers' Training Program / 類型:人材育成普及型>  
NO. J-1300654 / ID. 1380903**

From May 14, 2013 to August 3, 2013

This information pertains to one of the Training and Dialogue Programs 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 the Governments of recipient countries and Japan.

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## **I. Concept**

### **Background**

One of the major factors behind low agricultural productivity in developing countries is underdeveloped agricultural infrastructure. Undeveloped land, even if fertile, leads to a failure to expand areas of irrigated land or to convert land with poor drainage into farmland. In addition to issues of soil conservation, there are also cases of inefficient use of farmland, such as forced planting of crops on steep slopes. Even when development projects are launched, not all of them are completed successfully. A lack of expertise or environmental and social considerations in planning, design or execution management phases gives rise to various problems, e.g., canals where water does not flow as planned, unused agricultural reservoirs, delayed construction and relatively high construction costs. These problems are largely caused by significant shortages of leading engineers with expertise and techniques needed for drawing up proper project plans, design, construction management and quality control in the field of agricultural infrastructure improvement (e.g., irrigation, agricultural land improvement and agricultural land disaster prevention). Accordingly, human resource development at public institutions that execute such projects under direct management is a top priority in developing countries where the system of private consultants and contractors has not yet been fostered.

### **For what?**

This program aims to equip training participants with knowledge and skill of proper construction planning and design, and technology selection. Upland crop farming areas are mainly covered in this program.

### **For whom?**

This program is offered to leading engineers with experience in survey, planning, design, and construction management for agricultural infrastructure improvement (i.e., irrigation, drainage, agricultural land improvement, disaster prevention).

### **How?**

Major components of the program are lectures, practicals and field visits. Participants will also make an Interim Report describing what the participant will do after they go back to their home country putting the knowledge and ideas acquired and discussed in Japan among other participants into their on-going activities.



No.19/GT-CP/2013

51001CR

March 06, 2013

Mr. N.K. Wadhwa  
Under Secretary (Training)  
Department of Personnel and Training  
Training Division  
Block No. 4  
Old JNU Campus  
New Mehrauli Road  
New Delhi

①

**Subject: Group Training Course – Agricultural Infrastructure Improvement in Upland Crop Farming Areas for Rural Development**

Dear Mr. N. K. Wadhwa,

We would like to inform you that the captioned Group Training Course will be held in Japan from May 14, 2013 to August 03, 2013 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **April 05, 2013**:-

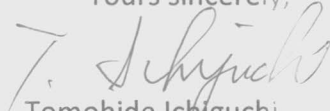
- (1) The Application Form together with the medical history questionnaire
- (2) The desired Inception Report
- (3) The desired filled questionnaire

Further details are available in the General Information Booklet. It may be noted that the completed the desired Inception Report and filled questionnaire are essential for screening of application.

It is further informed that 10 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

  
Tomohide Ichiguchi  
Senior Representative

*Recd to Mr. N.K. Wadhwa  
2  
14/3  
S.O. (Acad)  
for Mr. Wadhwa*

Encl: As stated above.

## **II. Description**

**1. Title (J-No.): Agricultural Infrastructure Improvement in Upland Crop Farming Areas for Rural Development (J-1300654)**

**2. Period of Program:**

**Duration of whole program:** April to December, 2013

**Preliminary Phase:** April to May, 2013

(in a participant's home country)

**Core Phase in Japan:** May 14 to August 3, 2013

**Finalization Phase:** August to March, 2014

(in a participant's home country)

**3. Target Countries:**

Malawi (1 person), Philippines (1 person), Myanmar (1 person), Bhutan (1 person), Afghanistan (1 person), Zimbabwe (1 person), Mozambique (1 person), Bangladesh (1 person), India (1 person)

**4. Eligible / Target Organizations:**

Organizations related to agricultural infrastructure improvement (i.e., irrigation, drainage, agricultural land improvement, disaster prevention)

**5. Total Number of Participants:** 10 participants

**6. Working Language:** English

**7. Program Objective:**

Expertise on construction plans and execution management is shared with engineers in organizations implementing agricultural infrastructure improvement projects, and the consideration of the actual construction project is initiated.

**8. Overall Goal:**

The capability of organizations implementing agricultural infrastructure improvement projects to draft plans, to work out designs and to perform execution management is improved.

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**9. Expected Module Output and Contents:**

This program consists of the following components.

<b>(1) Preliminary Phase in a participant's home country</b> (April to May, 2013) Participating organizations make required preparation for the program in the respective country.	
Expected Module Output	Activities
Inception Report is formulated.	Formulation and submission of Inception Report. Please refer to section VI-Attachment-1.

<b>(2) Core Phase in Japan</b> (May 14 to August 3, 2013) Participants dispatched by the organizations attend the program implemented in Japan, and make an Interim Report by the end of the core phase in Japan.	
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Expected Module Output	Subjects/Agendas	Methodology
1. Participants will be able to identify challenges in their own countries with regard to the legal system, processes up to the drafting of plans, project implementation systems, environmental considerations, etc.	<ul style="list-style-type: none"> <li>- Overview of Administrative Organizations</li> <li>- PCM Workshop</li> <li>- Overview of Agriculture in Tokachi Region</li> <li>- Food Situation and Legal System</li> <li>- Organization of Agricultural Cooperatives</li> <li>- Climate of Tokachi and Agricultural Hydrology</li> <li>- Outline of Land Improvement District</li> </ul>	Lectures, field visits and practice
2. Participants will be able to make judgments about the appropriateness of infrastructure improvement projects in terms of technical levels, economic efficiency, and environmental and social considerations.	<ul style="list-style-type: none"> <li>- Farming Program and Project Effect</li> <li>- Agricultural Land Disaster Prevention Project</li> <li>- Upland Field Irrigation Facilities</li> <li>- Observation of Shinryu Land Improvement District</li> <li>- National Agricultural Land Reclamation and Readjustment Project</li> <li>- Planning and Designing of Dam</li> <li>- Animal-waste-driven Biogas Plant</li> <li>- Utilization of Artificial Satellite for Agriculture</li> <li>- Orientation of Applying Technologies and Land Improvement District System Acquired in the Training through Case Studies</li> <li>- Construction Cost Estimating and Scheduling</li> <li>- Kakogawa Water System Regional Agricultural Water Use Facility</li> <li>- Aichi Canal</li> <li>- Project Implementation and Environmental Measures (including Eco-system)</li> <li>- Agricultural Research Institution and</li> </ul>	Lectures, field visits and practice

	<p>Agricultural Machinery</p> <ul style="list-style-type: none"> <li>- Opened Rural Area and Farm-Inn</li> </ul>	
<p>3. Participants will be able to explain typical construction methods in agricultural infrastructure improvement projects as well as highly versatile expertise and techniques.</p>	<ul style="list-style-type: none"> <li>- Soil in Tokachi (1) (Overview)</li> <li>- Soil in Tokachi (2) (Soil Moisture Characteristics)</li> <li>- Protection Forests and Erosion Control in Tokachi Region</li> <li>- Farmland Reclamation Project</li> <li>- Farm Road Improvement Project</li> <li>- Drainage Channels and Underdrainage</li> <li>- Irrigation and Drainage Project</li> <li>- Field Irrigation</li> <li>- Field Irrigation (Planning and Design of Terminal Facilities)</li> <li>- Prefecture-operated Agricultural Infrastructure and Rural Development Project</li> <li>- Planning and Design of Head Work</li> <li>- Planning and Design of Irrigation Pipelines (1) (2)</li> <li>- Property and Utilization of Engineering Materials (Soil)</li> <li>- Property and Utilization of Engineering Materials (Concrete)/Ground Survey for Design</li> </ul>	<p>Lectures, field visits and practice</p>
<p>4. Participants will be able to explain expertise and techniques with regard to execution management and safety measures.</p>	<ul style="list-style-type: none"> <li>- Concrete Materials and Handling of Concrete</li> <li>- Process Description Method</li> <li>- Construction Planning and Safety Measures</li> <li>- Progress Control and Quality Control</li> </ul>	<p>Lectures, field visits and practice</p>

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

(August, 2013 to March, 2014)

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

Expected Module Output	Activities
To examine the Interim Report and submit the Final Report	Application and implementation of the Interim Report back in the participant's country and submission of the Final Report by March, 2014 to the respective country's JICA office.



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### **III. Conditions and Procedures for Application**

#### **1. Expectations for 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 program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, the participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

#### **2. Nominee Qualifications:**

Applying organizations are expected to select nominees who meet the following qualifications:

Participants who should;

- (1) Current duties: be leading civil engineers with experience in surveying, planning, construction management or infrastructure management for agricultural infrastructure improvement (i.e., irrigation, drainage, agricultural land improvement, disaster prevention) in crop field farming,
- (2) Experience in the relevant fields: have more than three (3) years of practical experience,
- (3) Age: be under fifty (50) years of age.
- (4) be nominated by their government in accordance with procedures mentioned in IV. below,
- (5) Educational background: be university graduates or equivalent,
- (6) Language: competent command of spoken and written English, which is equal to TOEFL iBT\* 72 (CBT\*\* 200/PBT\*\*\* 533) or more (The program is conducted wholly in the medium of English, therefore participants are requested to have sufficient English ability).  
\*iBT: Internet-Based Testing/ \*\*CBT: Computer-Based Testing/  
\*\*\*PBT: Paper-Based Testing,
- (7) Health: must be in good health, both physically and mentally to participate in the Program in Japan.

(8) Must not be serving any form of military service.

**3. Required Documents for Application:**

**(1) Application Form:** The Application Form is available at the respective country's JICA office or 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 agreement of his/her training participation.

Please ask National Staffs in JICA office for the details.

**(2) Inception Report:** to be submitted with the Application Form. (Detailed information is provided in section VI-Attachment-1)

**(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), please attach it (or a copy) to the application form.

**(4) Questionnaire on PC class:** to be submitted with the Application Form. (See section VI-Attachment-2)

**4. Procedure for Application and Selection:**

**(1) Submitting the Application Documents:**

Closing date for application to the JICA Center in Japan: April 5, 2013

**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 document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

**(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 April 15, 2013.**

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**5. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate in 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 sectionII-9.

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## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Hokkaido International Center in Obihiro (OBIC)

(2) **Contact:** Mr. Shunichi Murakami (Murakami.Shunichi@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Obihiro Development and Construction Department, Hokkaido Regional Development Bureau, Ministry of Land, Infrastructure and Transport

(2) **URL:** <http://www.hkd.mlit.go.jp/eng/index.html>

### 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:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

Hokkaido International Center in Obihiro (OBIC)

Address: Nishi 20-jo, Minami 6-chome 1-2, Obihiro, Hokkaido, 080-2470, Japan

TEL: 81-155-35-2001 FAX: 81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at OBIC, JICA will arrange alternative accommodations for the participants.

### 5. Expenses:

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

(1) Allowances for accommodation, 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 p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

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

### 2. School visit & Home visit

For the purpose of the promotion of international cultural exchange, this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

(1) musical instruments, and/or popular music CDs,

(2) crafts,

(3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

### 3. Courtesy call to Obihiro city & Ceremony

The program includes courtesy call to Obihiro city and some ceremonies, for which it is recommended to bring appropriate clothes.

### 4. Medical history

In case you have or have had malaria, you are requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

### 5. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

		Winter		/ Spring		/ Summer			/ Autumn			/ Winter	
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temperature (°C)	Maximum	-2	-1	3	11	18	20	24	25	21	15	8	1
	Average	-8	-7	-2	5	11	15	18	20	16	10	3	-4
	Minimum	-14	-13	-7	0	5	10	15	16	12	4	-2	-9
Humidity (%)		70	69	67	66	69	79	83	82	79	73	68	69
Precipitation (mm)		42	31	50	61	80	86	94	139	140	92	68	40

(Average from 1971 to 2000)