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|---|--|----------|
| To compile an Action Plan which presupposes its adoption and application to his/her own country | <ul style="list-style-type: none"> <li>• Case study on overseas agricultural infrastructure improvement and rural development project</li> <li>• Project Cycle Management (PCM)</li> <li>• Making Action Plan</li> </ul> | Practice |
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|---|---|
| <b>(3) Finalization Phase in a participant's home country</b><br><i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i> |   |
| Expected Module Output  | Activities  |
| Authorization of Action Plan  | Re-examination and authorization in own country of administrative scenario and submit it as a Final Report. |

**<Structure of the program> \* Refer the following diagram.**

This program is aiming to "improve comprehensive problem-solving ability for infrastructure development related to agricultural and rural development in rural areas".

Organization which participants are belonging to, should understand necessity of consistent laws and systems (investigation, planning, designing and estimation, construction, maintenance) for the implementation of infrastructure development projects by Government (Ministry / Agency) concerned to agricultural administration, and a comprehensive approach that considers diverse viewpoints, as Common challenges.

Participants should draft the Action Plan which is final output program in Japan. "Action Plan" ⇒ An administrative scenario for the establishment of laws and systems and/or development of project plans that Government (Ministry / Agency) concerned to agricultural administration, should implement in order to improve agricultural productivity and farmers' living conditions.

**【Examples of Scenario】**

Draft (or proposal) on

1. Laws, measures and guidelines
2. Improvement plans for organizational system
3. Development plans / strategies for target areas and groups
4. Project plans

### **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 use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make 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.

##### **(1) Essential Qualifications:**

- 1) Current Duties: be (Administrative / Technical) officials (if possible, holding Head / Manager position in section) in charge of formulating law and system to implement infrastructure development related to agricultural and rural development
- 2) Experience in the relevant field: have more than 7 years of experiences working in Governmental (Ministry / Agency) concerned to agricultural administration, and/or related organization
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Must not be serving any form of military service.

##### **(2) Recommendable Qualifications:**

- 1) Expectations for the Participants: N/A
- 2) Age: less than 55 years old

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

Inception Report -- to be submitted by **February 16, 2013**

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX-2 "Inception Report." The Inception Report should be sent to JICA or the Japan International Cooperation Center by **February 16, 2013**, preferably by e-mail to [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp)

**6. 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 the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.
- (8) 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.

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 kind documents preferably should be brought with flash memory devices stored.

## ***VI. ANNEX***

ANNEX-1: Reference sheet for application

ANNEX-2: Form of Inception Report (submitted by only accepted participants by February 16, 2013.)

Irrigation and Drainage Improvement (incl. Water Resource Development, Water Facility Development)

Agricultural Land Consolidation

Farm Road Improvement

Rural Community Sewerage Improvement

Integrated Rural Development

Hilly and Mountainous Areas Development

Agricultural Land Disaster Prevention

Operation and Maintenance Works of Constructed Facilities

Environmental and/or Natural Resources Conservation / Circulation on Agricultural Water, Land, etc.

Others (if any)

**Individual Level**

cf. Knowledge and/or Techniques

|  | Problems to be solved | Current capacity against Problems | Required capacity against Problems |
|--|-----------------------|-----------------------------------|------------------------------------|
| Government officials (including the participant) in the organization |                       |                                   |                                    |
| Beneficiary farmers / Target person                                  |                       |                                   |                                    |

**Social institutions and system level, on target / beneficiary area)**

cf. Traditional way and method of irrigation, agricultural products marketing / distribution system, agricultural and rural development finance system, condition of other concerned actor / stakeholders (cf. private company, NGO, etc), etc.

|  | Problems to be solved | Current capacity against Problems | Required capacity against Problems |
|--|-----------------------|-----------------------------------|------------------------------------|
| Target area,<br>(or<br>community of<br>target group) |                       |                                   |                                    |

END

3. Skeletal essentials of an Action Plan (⇒**An administrative scenario to attain “Program Objective”: to plan comprehensive infrastructure development project for agricultural and rural development, or to establish law and institutional systems to implement infrastructure development**, based on the Article 2 and 4 on submitted Reference Sheet for Application.

*(Please check the box of the chosen one, and mention outlines.)*

Draft (or proposal) on Laws, systems and guidelines

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Improvement plans for organizational system

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Development plans / strategies for target areas / groups

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Project plans

- Tentative Title
- Background and Justification
- Expected Contents

Other ideas

END





***CORRESPONDENCE***

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

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