



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 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 CBT 250 or more, in principal. (This program includes active participation in discussions, action plan formulation, thus 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 respective country's 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 agreement of her training participation.

Please ask National Staffs in JICA office 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.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **March 18, 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 project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(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 1, 2013.**

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

Inception Report -- to be submitted by **April 26, 2013**

Before coming to Japan, only accepted participants are required to prepare an **Inception Report** (detailed instruction of Inception Report will be informed at the time of sending Notice of Acceptance). The Inception Report should be sent to JICA Tsukuba International Center by **April 26, 2013**, preferably by e-mail to tbictp@jica.go.jp

6. Conditions for Attendance:

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- (1) to follow 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 accordance with 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.
- (8) to participate in the whole program including a preliminary phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9.

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IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tsukuba

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

2. Implementing Partner: The Institute for the Development of Agricultural Cooperation in Asia (IDACA)

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:

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, 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.

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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.)

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ANNEX 1

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 18th, 2013.

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:		

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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?

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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?

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		<ul style="list-style-type: none">•••••
2		<ul style="list-style-type: none">•••••
3		<ul style="list-style-type: none">•••••

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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 plans 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.

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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