

**TRAINING CIRCULAR**

Subject : A Group Training Course in Sustainable Management of Irrigation and Drainage Project to be held in Japan from 26/7/2009 to 23/12/2009 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Sustainable Management of Irrigation and Drainage Project. The total duration of the programme is from June 2009 to September 2010, out of this, the Core Phase from 26/7/2009 to 23/12/2009, will be held in Japan. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**).

2. The Program is designed for Central or main Regional/Local Governmental (Ministry/Agency/Institution) responsible for planning, execution and management (including establishment, enhancement and activating water users' associations) on irrigation and drainage project for lowland (paddy) field or upland field.. The overall goal of the programme is that the sustainable operation and management of water facility is conducted and the agricultural productivity by irrigated agriculture is increased.
3. The Candidates should be a technical official (engineer), particularly those to plan, execute and manage the irrigation and drainage project for lowland (paddy) field or upland field; have more than 5 years' experience in the field of irrigation, civil engineering, etc.; be a University Graduate; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training; not be serving in any form of military service and be between 30 years and 45 years of age.
4. The fellowship award covers a round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from arrival to departure in 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 related 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.
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 21<sup>st</sup> May 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.
6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.
7. The applications should reach this Department through proper channel **not later than 9<sup>th</sup> June 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in

  
(A.K.Singhal)  
Director

: 2 :

1. The Secretary, Ministry of Water Resources, Shram Shakti Bhavan, New Delhi.
2. The Secretary, Ministry of Agriculture, Krishi Bhavan, New Delhi.
3. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



S No. 1 (R)

Japan International Cooperation Agency  
(Government of Japan)

No. 8/GT-CP/2009

21<sup>st</sup> May, 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Sustainable Management of Irrigation and Drainage Project will be held in Japan from 26<sup>th</sup> July, 2009 to 23<sup>rd</sup> December, 2009 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 **12<sup>th</sup> June, 2008**:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The filled in Questionnaire
- (3) The desired Application Sheet

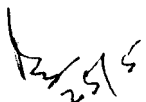
Further details are available in the General Information Booklet. It may be noted that the completed Questionnaire and Application Sheet are essential for screening of applications.

It is further informed that 14 slots have been offered globally for the above mentioned course. Therefore, 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,

  
(Yumiko Asakuma)  
Senior Representative

  
MS'S

Encl: As stated above.

Mr. R.K. Kharb  
Desk Officer  
Department of Personnel and Training  
Ministry of Personnel, Public Grievances and Pensions  
North Block  
New Delhi

UN. 59108/2009  
G-493/EC(F)/09  
25/05/09



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

SUSTAINABLE MANAGEMENT  
OF IRRIGATION AND DRAINAGE PROJECT

集団研修「かんがい排水プロジェクトの持続的管理」  
*JFY 2009*

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J09-00627 / ID.0980200

From May 2009 to September 2010

Phases in Japan: From July. 26, 2009 to December. 23, 2009

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 both Governments.

# **I. Concept**

## **Background**

Irrigation and drainage is the basic element for the agricultural development and plays important roles in stabilizing the agricultural production, increasing the land productivity, and increasing the life standard of farmers. It is, however, difficult to increase the efficiency of water use and have a sustainable impact on the irrigation and drainage project, if appropriate and consistent management is not conducted from water source to terminal facility, even though the irrigation and drainage facilities are developed.

The reasons why irrigation facilities are not fully managed are considered to be the degradation of facilities, organizational and systematic problems such as administrative organization and water users' associations, and technical problems in the field of maintenance and management due to the lack of experiences. Thus it is considered to be the urgent challenges to build the capacity of irrigation engineers and concerned organization with integrated knowledge and techniques on irrigated agriculture, to rehabilitate and reconstruct irrigation and drainage facilities, to reorganize the administrative organizations, and to establish and activate water users' associations responsible for water management and facility management by beneficiary farmers themselves.,

## **For what?**

This course is designed for irrigation engineers to enhance integrated capacity to plan, execute and manage irrigation and drainage project from the standpoint of problem solution to promote irrigated agriculture, such as irrigation and drainage system, water distribution system, establishment and enhancement of water users' associations in own countries.

As a result, considering totally both irrigation and drainage system from main facilities (dam, weir, head works, etc.) to on-farm terminal facilities, and irrigation and farming plan, it is expected that water distribution to the beneficiary farmers' field is rationally and efficiently accomplished.

## **For whom?**

This program is offered to mainly Irrigation engineers, (particularly those to plan, execute and manage irrigation and drainage project) on site, in either central government or main regional or local government.

## **How?**

Participants shall have opportunities to get various practical information and knowledge on 1) Basic techniques of irrigated agriculture, and irrigation and drainage system, 2) Water management and operation / maintenance / rehabilitation techniques of irrigation facilities, 3) Establishment of system and organization for water management and facility management, by lecture, practice / experiments and site-visits.

## ***II. Description***

### **1. Title (J-No.): Sustainable Management of Irrigation and Drainage Project (J09-00627)**

### **2. Period of program**

<b>Duration of whole program:</b>	June 2009 to September 2010
<b>Preliminary Phase:</b> (in a participant's home country)	June 2009 to July 2009
<b>Core Phase in Japan:</b>	July 26 to December 23, 2009
<b>Finalization Phase:</b> (in a participant's home country)	December 2009 to September 2010

### **3. Target Regions or Countries:**

Vietnam, Bangladesh, India, Pakistan, Sri Lanka, Brazil, Ecuador, Ethiopia, Ghana, Malawi, Uganda, Tanzania, Zimbabwe, Togo

### **4. Eligible / Target Organization :**

This program is designed for Central or main Regional / Local Governmental (Ministry / Agency / Institution) responsible for planning, execution and management (including establishment, enhancement and activating water users' associations) on irrigation and drainage project for lowland (paddy) field or upland field..

### **5. Total Number of Participants :**

12 participants from Pakistan, Tanzania, Bangladesh, Ethiopia, Zimbabwe, Brazil, Ghana, Malawi, Uganda, Togo, Vietnam, Ecuador, and India in total are expected to participate in this program. The number of participants from each country will be 1.

### **6. Language to be used in this program :** English

### **7. Program Objective:**

At the end of the program, the participants are expected to achieve the following;

Agricultural water is rationally and efficiently distributed from main facilities to beneficiary's farmer's field.

I To achieve this program objective, participants are expected in Japan;

(1-1) Relation between farming plan and irrigation plan is logically understood based on the findings of importance between irrigated agriculture and farming system,

(1-2) Basic techniques to plan and conduct efficient water management, and water circulation including drainage are understood.

(2-1) Throughout problem findings in total irrigation system, efficient water management and distribution system to farmers' field is understood.

- (2-2) Function of each facility in total irrigation system as well as water management techniques and facility maintenance techniques are understood.
- (3) For the efficient water distribution and supply to farmers' field, sustainable water management and facility management system are understood,
- (4) From the broad viewpoints such as policy and institution / system on irrigated agriculture, method of analysis and identification on faced problem, project planning and guidance to related official and beneficiary farmers are understood.

As practical output to be left in Japan, participants are required to compile Interim Report which consists of two papers;

- 1) Technical Report
- 2) Action Plan

II In participants' home country, it is also expected that the interim report, especially Action Plan mentioned above, is reported and approved by the organization concerned and implemented with ownership of participants and/or belonging organization, to achieve the program objective.

**8. Overall Goal:**

- (1) Sustainable operation and management of water facility is conducted.
- (2) Agricultural productivity by irrigated agriculture is increased.

**9. Contents:**

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

<b>(1) Preliminary Phase in a participant's home country</b> (June 2009 to July 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Making Inception report	To clarify, analyze and recognize the CONTEXT to promotion of irrigated agriculture by sustainable operation and management of irrigation water and facility, participants (accepted nominee) are requested to compile and submit the Inception Report with collecting necessary information from the three (3) levels, based on the concept of Capacity Development.

**[NOTE]** Concept of Capacity Development (CD) is defined as the process in which individual, organization, institution and society develop “abilities” either individually or collectively to respond to issues, to set the target and achieve objectives.

For promotion of irrigated agriculture, information items to be collected are sampled as follows for the reference;

Level		Items
(1) Individual Level	Farmers	<ul style="list-style-type: none"> <li>• Farming techniques</li> <li>• Techniques on water management and facility management.</li> <li>• Techniques on maintenance and rehabilitation of irrigation facilities</li> </ul>
	Official of government and related organizations to irrigation and drainage project	<ul style="list-style-type: none"> <li>• Be able to advise to farmers</li> <li>• Farming knowledge</li> <li>• Techniques on water management and facility management.</li> <li>• Techniques on maintenance and rehabilitation of irrigation facilities</li> <li>• Knowledge of how to establish and activate the water users' associations</li> </ul>
(2) Organizational Level	Farmers' organization (Water user' associations)	<ul style="list-style-type: none"> <li>• Existence and activities of water users' associations</li> <li>• Organizational structure, operation and management system</li> <li>• Charge system of water fee.</li> <li>• Activity for water management and facility management</li> </ul>
	Government and related organizations to irrigation and drainage project	<ul style="list-style-type: none"> <li>• Technical advise system to farmers</li> <li>• Organizational structure, human resource development, budget allocation</li> <li>• Activity for water management and facility management</li> <li>• Institution / Regulation / guideline related to plan, execute and manage irrigation and drainage project</li> </ul>
(3) Social and Institutional Level	<ul style="list-style-type: none"> <li>• Agricultural products distribution / marketing system</li> <li>• Agricultural and rural finance system</li> <li>• Other related actor/stakeholders such as private company, NGO, etc</li> <li>• Traditional way for irrigation.</li> </ul>	



<b>(2) Core Phase in Japan</b> (July 26, 2009 to December 23, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas (Subject to minor change)	Methodology
(1) Basic techniques of irrigated agriculture, and irrigation and drainage system	Irrigated Agriculture in Japan Farming Plan and Irrigation Outline of Water Resources Outline of Irrigation Water Management Water-use Adjustment of Rivers Irrigation Planning (Paddy field and Upland field) Drainage Planning On-Farm Water Management Watershed Hydrology Canal Flow Management	Lecture Practice Experiments
(2) Water management techniques and operation / maintenance / rehabilitation techniques of irrigation facilities	Water Storage Facilities Reservoir Water Intake Facilities Canals Pipeline Farm Ponds Operation of Canal Systems Theory of Applied Hydraulic Experiments Maintenance and Management of Irrigation Facilities Diagnosis of Facility Function Stock Management / Life Cycle Cost Construction Management for Rehabilitation Work Gates, Valves and Pump Factory Sedimentation Control	Lecture Practice Experiments Site-visits
(3) Establishment of organization and system for water management and facility management	Participatory Irrigation Management (PIM) Outline of Water Management Information Systems and the Utilization Land Improvement District (LID) Utilization of GIS Water Fee and Burden by Beneficiary Farmers Operation and Management of Water Users' Associations Farm Stay on LID farmers	Lecture Practice Experiments Site-visits
(4) Analysis and identification on faced problem, and project planning and guidance method to related official and beneficiary farmers	Agriculture of Multifunction Ethics by Engineer Writing Project Proposal Field Guidance Methodology Water Use and Environment Gender and Development Project Cycle Management (PCM) Ministry / Institution concerned to Irrigation and Drainage in Japan Making and presentation of Interim Report (Technical Report and Action Plan)	Lecture Practice / Experiments Site-visits Discussion / Presentation

<b>(3) Finalization Phase in a participant's home country</b>	
<i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Modules	Activities
Preparation to implement Action Plan	Based on participants organization's and stakeholders' consensus and approval by reporting Interim Report to them, participants finalize the Action Plan. (by March, 2010).
Making and Submission of Progress Report and Final Report	Participants implement the activities of Action Plan with ownership of participants and/or their organization.  Participants make and submit the Progress report on situation of implementation of Action Plan (by June 2010), and submit the Final report on result of implementation of Action Plan (by September, 2010).  <i>*The way and form of submission of each Report are announced afterwards..</i>

**<Structure of the program>**

1. Preliminary phase (activities in your home country): Making Inception Report.

2. Core Phase (activities in Japan):

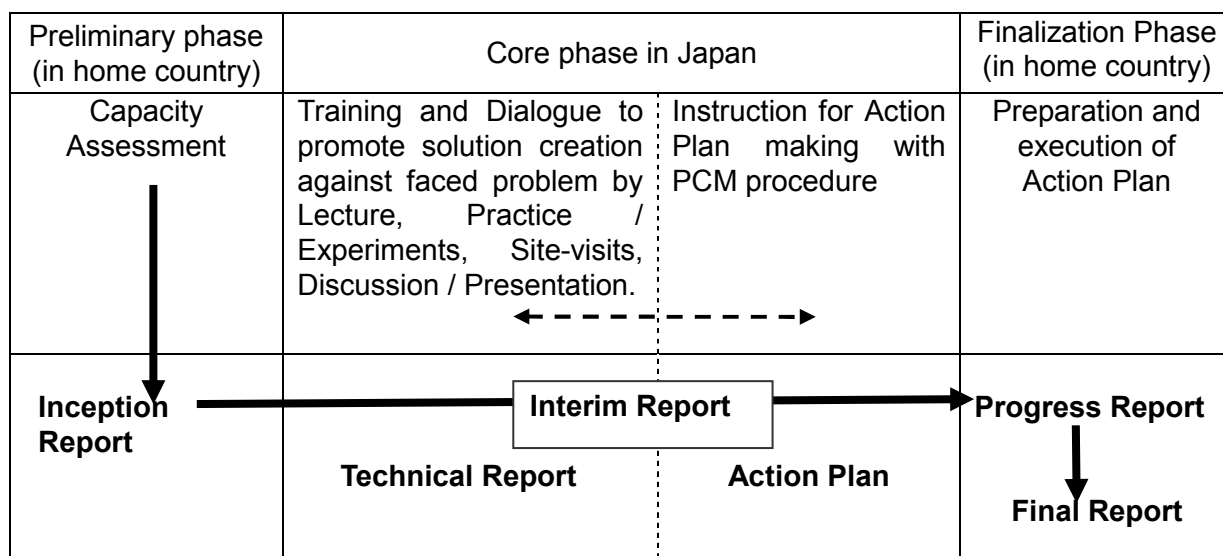
Topic outline (subject to minor changes);

- (1) Basic techniques of irrigated agriculture, and irrigation and drainage system
- (2) Water management techniques and operation / maintenance / rehabilitation techniques of irrigation facilities
- (3) Establishment of organization and system for water management and facility management
- (4) Analysis and identification on faced problem, and project planning and guidance method to related official and beneficiary farmers

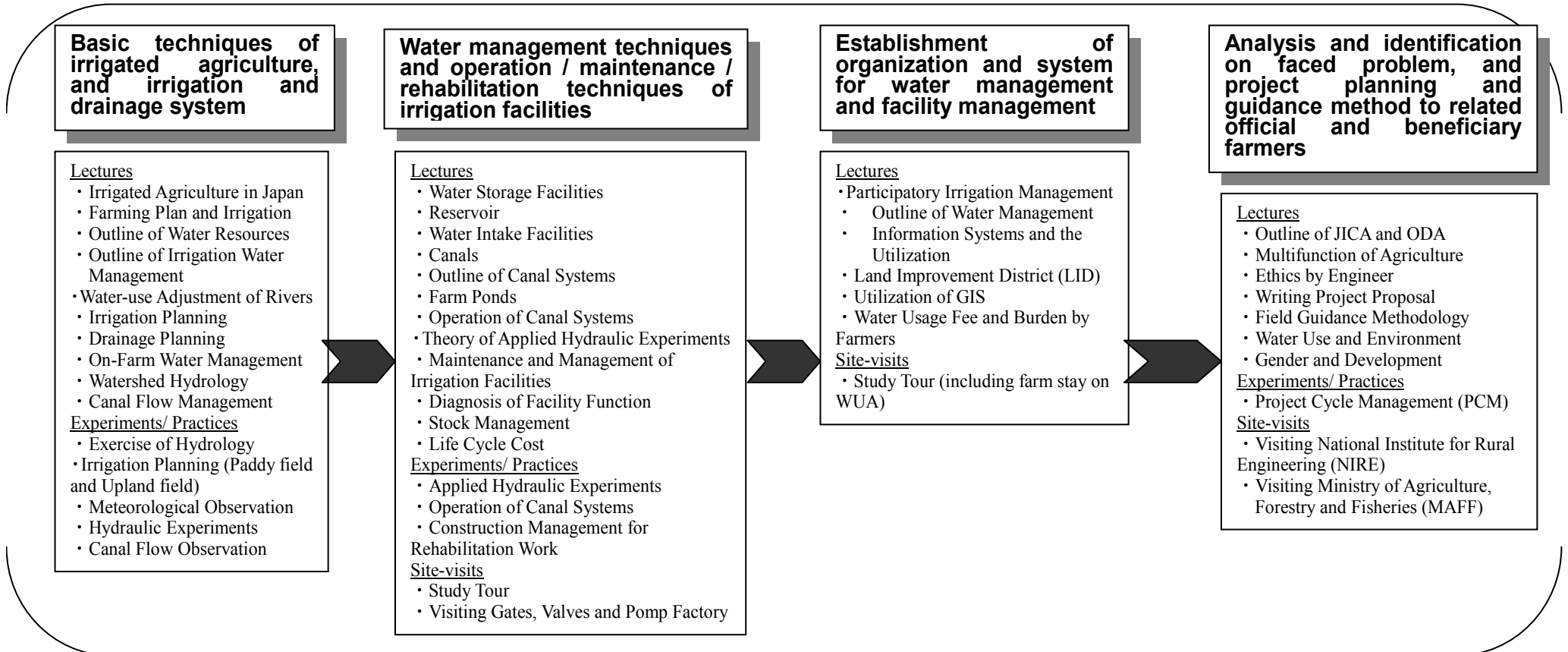
3. Final Phase (activities in home country)

Participants are expected to implement the Action Plan in Interim Report and report on progress after six (6) months and result after nine (9) months after the end of the phases in Japan.

Overall flow of the program as follows;



Structure of the Program is as following figure;



**Core Phase in Japan**

**Preliminary Phase**

< Making Inception Report >  
 To clarify, analyze and recognize the CONTEXT to promotion of irrigated agriculture by sustainable operation and management of irrigation water and facility

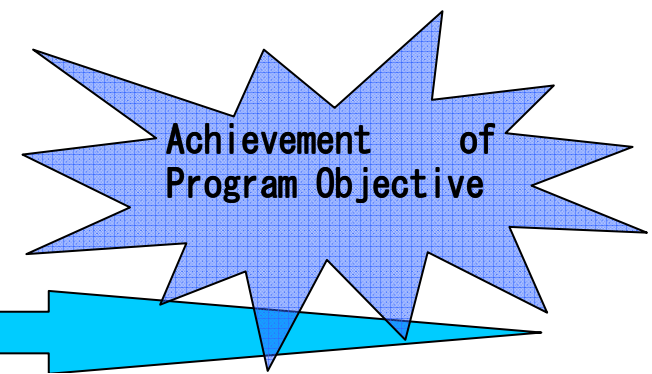
**Core Phase in Japan**

< Making Interim Report >

- Technical Report (TR)
- Action Plan (AP)

**Finalization Phase**

< Making Progress Report >  
 =>< Making Final Report >  
 (Progress and results of implementation of activities of AP)



### \* **Technical Report**

The technical report is defined as the report, which describes achievements of experiments and/or practices which each trainee has conducted, which describes the summary of references, and which all of trainees submitted and presented before the core phase in Japan finishes.

The purposes of the technical report are to summarize the results of the technical countermeasures against the problems, which participants have learned through the core phase, and to build the capacity to apply the findings to the local conditions, which participants have got in Japan.

The technical report should contribute to solution creation against your problems technically, which summarizes the specific activities, and which you will conduct after you go back to their country.

### \* **Action Plan**

Action Plan is to describe the process for solution creation against your problems, or in other words, it will promote the use of knowledge and techniques, which was acquired during the process of technical report making. The objectives are to achieve the program objective, on which this program is designed for solution creation, and to monitor and evaluate activities in finalization phase in home country. The Action Plan should be drafted and presented before the core phase in Japan finishes.

<Point to be considered in mind>

- To promote to make use of the techniques and knowledge through the process to make the technical report
- To solve the problems in organizations and/or target area which should be consistent with contents of Inception Report
- To be implemented under the capacity of participant organization in terms of material, man-power, facility, fund, etc.
- To consist of practical and feasible activities which can be realized in local condition
- To assume no input from JICA.

### **10. Follow-up Cooperation by JICA:**

In this course, JICA might extend follow-up support to participating organizations that intend to develop the result of the activities in finalization phase further. Please note that the support shall be extended selectively based on (1) Evaluation of submitted Final report on result of implementation of Action Plan (mainly whether self-effort to implement AP is done, or not) (2) Proposals from the participating organizations, and (3) Agreement of implementing by the respectively country's JICA offices.

### ***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 a technical official (engineer), particularly those to plan, execute and manage the irrigation and drainage project for lowland (paddy) field or upland field
- 2) Experience in the relevant field: have more than 5 years' experience in the field of irrigation, civil engineering, etc.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 173 or more (This program includes active participation in discussions, and compilation of many kinds of Report, thus requires proper competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 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: be between the ages of thirty (30) and fifty-five (45) years in principal

## **3. Required Documents for Application**

- (1) Application Form:** The Application Form is attached to this General Information.
- (2) 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.
- (3) Questionnaire and Application Sheet** to be submitted with the application form. Fill in ANNEX I, II of this General Information, respectively, and submit those 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: **June 12, 2009**

**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 June 26, 2009**.

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

**Inception Report:** to be submitted by **July 17, 2009**:

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX III "Inception Report". The Inception Report should be sent to JICA by July 17, 2009, preferably by e-mail to [tbicttp@jica.go.jp](mailto:tbicttp@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.



## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Mr. ISHIKAWA Takeshi (Ishikawa.Takeshi@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Under planning

(2) **Contact:** N/A

(3) **URL:** N/A

(4) **Remark:** N/A

### 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-shi, 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 map of JICA TSUKUBA at its URL, <http://www.jica.go.jp/english/contact/map/tbic.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.

## ***V. Other Information***

- (1) Core phase in Japan, Laptop Computer is provided by rental base for making kinds of report. However rental period is limited on the latter half of core phase in Japan, those has own one are requested to bring with your belonging baggage.
- (2) Compiled Inception Report and other kinds of document / material should be brought with flash memory device stored.

## ***VI. ANNEX:***

ANNEX I: Questionnaire

ANNEX II: Form of Application Sheet

ANNEX III: Form of Inception Report (Submitted by only accepted participants)





**ANNEX II**

**APPLICATION SHEET  
FOR  
THE GROUP TRAINING COURSE  
ON  
SUSTAINABLE MANAGEMENT OF IRRIGATION AND DRAINAGE PROJECT  
JFY 2009**

Name:

Organization:

Position:

**1. Your job experiences related to irrigated agriculture.**

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

**2. Your organization and present job**

(1) Organizational chart

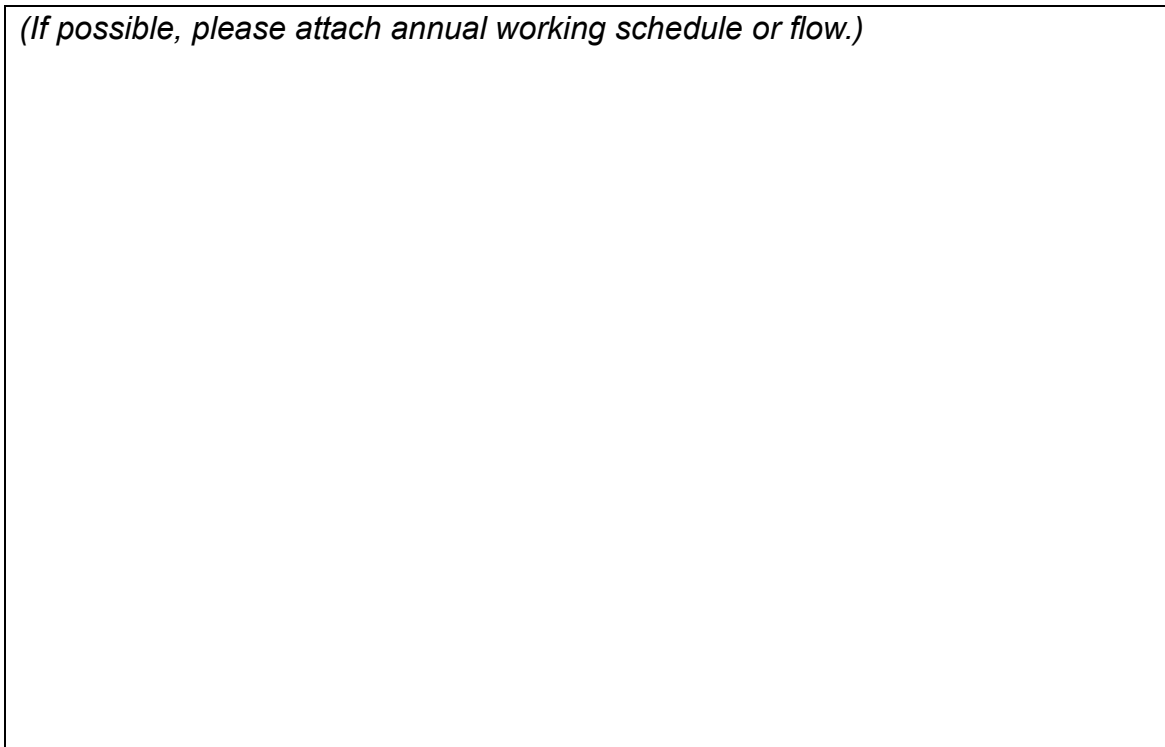
\*Please attach the organization chart, and indicate your position on it.

(2) Role / responsibilities of your organization, and assigned Department / Bureau / Division, etc.



(3) Detailed your own duties / responsibilities presently engaged

*(If possible, please attach annual working schedule or flow.)*



### 3. Faced problems related to irrigated agriculture

Subject / Field	Problems to be solved	Cause of those problems
Design of facility		
Construction Quality		
Operation and maintenance of constructed facility		
Knowledge, techniques / skill, experience, know-how, etc. of Beneficiary farmers		

<p>Related official (number, Knowledge, techniques / skill, experience, know-how, etc.)</p>		
<p>Governmental Organization (Structure, internal management and coordination mechanism, internal regulation, human resource management and assignment, allocated budget, decision making procedure, etc.</p>		
<p>Farmers' organizations / Water users' associations (Role / Function. Water fee collection, Coordination and/or cooperation with governmental organizations for water management and/or facility management, etc.)</p>		
<p>Others</p>		

End



## ANNEX III (Submitted by only accepted participants)

# Inception Report

### *©General direction for making Inception Report*

(a) Only accepted participants are requested to compile Inception Report on the following items, and submit it to the respective country's JICA office by **July 17, 2009**, or e-mail to [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp).

(b) The report should be typewritten **using MS-Word**, in English on A4 size paper (21 cm x 29.5 cm) by 12-point font, double-spaced, and less than 10 pages.

(c) If participants are more than 2 from one (1) country, this report should become **GROUP** Report compiled together with other participants from same country.

## **1. General information of agriculture in your country / region**

- 1.1 Geography
- 1.2 Topography
- 1.3 Climate
- 1.4 Development strategy / policy for irrigated agriculture
- 1.5 Statistics of major cultivated crops (total cultivated area, total amount of production, average yield, etc.)
- 1.6 Cropping patterns and/or cropping system
- 1.7 Land tenure system
- 1.8 Marketing and distribution system of products
- 1.9 *(Optional) Other characteristics points of agriculture*

## **2. Outline on the project with which you are now concerned, if any**

- 2.1 Overview of project site  
(Farmers' population, farming plan, main cultivated crops, soil condition, water source, etc.)
- 2.2 Background and purpose of the project  
(Area, duration, existing irrigation facilities, planned water distribution system, total cost, and expected results and **impact** on water management and irrigation facility)
- 2.3 Present situation of farmers' organizations/Water users' associations  
(Role and function, number of beneficiary farmers, activities, etc.)

**3. Clarification, analysis and recognition of CONTEXT to promote irrigated agriculture by sustainable operation and management of irrigation water and facility by the following Matrix (Please see the page 5/26 for your reference);**



<b>Individual Level</b> Knowledge, techniques / skill, experience, know-how, etc.			
	Present situation	Problems to be solved	Countermeasures against problems, done by yourself or your organization, up to the present
Government officials (including the participant)			
Beneficiary farmers / Target person			

<b>Organizational level</b> Administrative institution / system, Structure, internal management and coordination mechanism, internal regulation, human resource management and assignment, allocated budget, decision making procedure, etc.			
	Present situation	Problems to be solved	Countermeasures against problems, done by yourself or your organization, up to the present
Your organization (and, concerned organization, if any)			
Group / Organization of beneficiary farmers / Target person  (such as farmers cooperatives, water uses' associations, etc)			

**Social and institutional / system Level**

Legislation of law, agricultural products marketing / distribution system, extension system, agricultural and rural finance system, land improvement system, tribe or race, traditional way for irrigation, condition of concerned actor / stakeholders (cf. Private company, NGO, etc), economic condition, etc.

	Present situation	Problems to be solved	Countermeasures against problems, done by yourself or your organization, up to the present
Target area / region, or target group			

## ***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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

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

**JICA Tsukuba International Center (JICA TSUKUBA)**

**Address:** 3-6 Koyadai, Tsukuba-shi, IBARAKI 305-0074, JAPAN  
TEL: 81-29-838-1111 FAX: 81-29-838-1119

## 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 must be submitted.

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

Part B 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**

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, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> \_\_\_\_\_, or write in **block letters**,

- (d) fill in the form in **English**,
- (e) use  or “x” 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**

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#### **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.

## 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)

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

J	0		-					
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**3. Country Name:**

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**4. Name of Applying Organization:**

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**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:

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**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)**

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

J	0		-						
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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.)

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

**1) Name of Nominee (as in the passport)**

**Family Name**

**First Name**

**Middle Name**

<b>2) Nationality (as shown in the passport)</b>		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**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**

**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

<sup>1</sup> 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.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> 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.

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2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

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

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### \*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.
- (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.

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.)

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
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*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.*

### 2. Medical History

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

Past:	( ) No	( ) Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	( ) No	( ) Yes >> Present Condition ( _____ )

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

Past:	( ) No	( ) Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	( ) No	( ) Yes >> Present Condition ( _____ )

(c) High blood pressure

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes >> Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	( ) No	( ) Yes
Present:	( ) No	( _____ ) Yes >> Present Condition ( _____ )
Are you taking any medicine or insulin?		( ) No ( ) Yes

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

( ) Stomach and Intestinal Disorder	( ) Liver Disease	( ) Heart Disease	( ) Kidney Disease
( ) Tuberculosis	( ) Asthma	( ) Thyroid Problem	
( ) Infectious Disease >>> Specify name of illness ( _____ )			
( ) Other >>> Specify ( _____ )			

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness) ( _____ )
( ) Yes	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: