

No.34/7/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 16 February 2009

TRAINING CIRCULAR

Subject : A Group Training Course in Empowerment of Rural Women, to be held in Japan from 24/05/2009 to 08/08/2009 (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 Empowerment of Rural Women. The total duration of the programme is from April 2009 to November 2009, out of this, the Core Phase, from 24/5/2009 to 8/8/2009, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The course is designed to provide innovative knowledge and practical skills on empowerment of rural women and is meant for Branch Offices of Central Government, Local Government or Non-Governmental Organization (NGO).
3. The candidate should be in Branch offices of Central Government, Local Government or Non-Governmental Organization and hold the post of either (i) an Extension officer or Subject Matter Specialist who is engaged in extension activities for rural women, such as life improvement (home/economic), agriculture/community development etc., (ii) officer who is practically involved in a project related to empowerment of rural women; have over 3 years' of experience in the above mentioned activity; be a university graduate or have an equivalent academic background; have sufficient English ability in reading, listening, writing and speaking; be in good health, both physically and mentally to undergo the training; not be serving in the military and not be more than 45 years of age.
4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; 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). 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 Circular dated 10<sup>th</sup> February 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.
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 19<sup>th</sup> March 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

  
(Trishaljit Sethi)  
Director

1. Ministry of Women & Child Development, Shastri Bhavan, New Delhi.
2. Ministry of Panchayati Raj, Krishi Bhavan, New Delhi.
3. Department of Agriculture & Cooperation, Krishi Bhavan, New Delhi.
4. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations under them]

5. Director (Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.

No. 7/GT-CP/2009

10<sup>th</sup> February, 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Empowerment of Rural Women will be held in Japan from 24<sup>th</sup> May, 2009 to 8<sup>th</sup> August, 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 27<sup>th</sup> March, 2009.

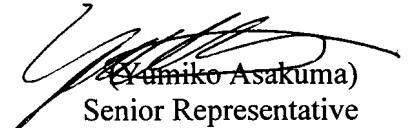
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The filled in Questionnaire.

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

It is further informed that 9 slots are available globally for the said 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,



(Yumiko Asakuma)  
Senior Representative

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.

Copy to

Ms. Arun Prabha, Under Secretary (PMU and Trg.), Department of Economic Affairs, Ministry of Finance, North Block, New Delhi.

S-O (DOP T)

123/Personnel  
12/2/09



# TRAINING AND DIALOGUE PROGRAMS

**Empowerment of Rural women (A)**  
**集団研修「農村女性能力向上 (A)」**  
***JFY 2009***

**<Type: Solution Creation / 類型: 課題解決促進型>**  
**NO. J09-00631 / ID. 0980889**

**From April 2009 to November 2009**  
**Phases in Japan: May 24th, 2009 to August 8th, 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**

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

## **For what?**

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

## **How?**

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

### (1) Preparatory Program

- The Participant is involved in self-study including a baseline survey by following the “Guidance on Preparatory Program”.

### (2) Training Program in Japan

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

### (3) Post Program,

- The Participant proceeds to finalize the LIAP by getting advice through e-mail and a web site of the training course\*

\*It is a useful tool to provide all information related to the course, such as learning materials, study trip information, action plans of ex-participants, photos and results of ex-participant’s performance etc.

(Refer to the web side: <http://www.rwe-jicatraining.org/>)

## **II. Description**

**1. Title (J-No.): Empowerment of Rural women (J09-00631 )**

**2. Period of program**

<b>Duration of whole program:</b>	April ,2009 to November 2009
<b>Preparatory Program:</b> (in the participant's home country)	April ,2009 to May 23, 2009
<b>Training Program in Japan:</b>	May 24,2009 to August 8, 2009
<b>Post -Program:</b> (in the participant's home country)	August 9,2009 to November 2009

**3. Target Regions or Countries**

Albania, Tajikistan, Pakistan, Afghanistan, Palestine, Yemen, Morocco, India and Mexico

**4. Eligible / Target Organization**

Branch offices of Central Government, Local Government or Non-Governmental Organization (NGO)

**5. Total Number of Participants**

10 participants

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

**7. Program Objective:**

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

\*Expected Module Outputs are shown in the table in I-9.

**8. Overall Goal**

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

## 9. Expected Module Output and Contents:

This program consists of the following curriculum.

\* This curriculum is subject to minor changes.

Subjects	Category*
<p><b>《Preparatory Program》</b></p> <p><b>Expected Module Output 1</b></p> <ul style="list-style-type: none"> <li>• The Participant understands an outline of Life Improvement Activities that Japanese rural women have performed, and compares it with cases in his/her own country</li> <li>• The Participant conducts a brief baseline survey in order to understand the actual situation of the target rural women in his/her own country, and identifies their specific problems.</li> </ul>	
<p>1-1 Introduction of Life Improvement Approach</p> <p>1-2 Baseline Survey</p> <p>1-3 Making an Inception Report</p>	<p>self-study</p> <p>self-on site survey</p> <p>self-study</p>
<p><b>《Training Program in Japan》</b></p> <p><b>Expected Module Output 2</b></p> <p>The Participant understands the process of Japanese rural development, specifically the Life Improvement Approach, and gets to explain key factors attributed to empowerment of rural women.</p>	
<p>2-1 Presentation of Inception Report</p> <p>2-2 Agriculture, Rural Development and Stakeholders in Postwar Japan</p> <p>2-3 Cooperative Agriculture Extension System in Japan</p> <p>2-4 Development Process of Life Improvement in Japan</p> <p>2-5 Life Improvement Approach (Awareness, setting goals and solving problems)</p> <p>2-6 Organizing Rural Women, Fostering Women's Groups and Leadership</p> <p>2-7 Policy Measures for Rural Women's Fulfillment of their Roles</p> <p>2-8 Intensive Guidance and Ripple Effect in Life Improvement Approach</p> <p>2-9 Nationwide Organization for Life Improvement Practice Groups and Role of WELI for Network for Rural Women</p> <p>2-10 Rural Development and Gender</p> <p>2-11 Farmers and Japanese Agricultural Cooperatives (JA)</p> <p>2-12 Countermeasures of Gender Issues in Life Improvement Approach</p> <p>2-13 Improvement of Dietary Habit</p> <p>2-14 Adaptation of Life Improvement Approach into Uganda Context, a case of Uganda ex-participant</p> <p>2-15 The Center for the Advancement of Working Women</p> <p>2-16 Study Trip on Life Improvement Approach</p>	<p>PQ</p> <p>LQ</p> <p>LQ</p> <p>LQ</p> <p>W</p> <p>LED</p> <p>LQ</p> <p>LQ</p> <p>LQ</p> <p>LD</p> <p>TLQ</p> <p>LE</p> <p>LET</p> <p>LD</p> <p>TQ</p> <p>TLD</p>
<p><b>Expected Module Output 3</b></p> <p>The Participant acquires practical methods for problem-solving that meet rural women's needs.</p>	
<p>3-1 Participatory Appraisal for Rural Women through Dramatization</p> <p>3-2 Effective Communication Methods for Rural Women</p> <p>3-3 Good Practice on Community Development by Check-map in Japan</p> <p>3-4 Participatory Check-map and Vision Workshop</p>	<p>W</p> <p>LE</p> <p>LQ</p> <p>LW</p>

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

Subjects	Category*
<b>Expected Module Output 4</b>	
The Participant understands rural women's economic, social and environmental activities arising from disciplined life improvement practices	
4-1 Development of Dietary Improvement Activity into Women Entrepreneurship	LE
4-2 Local Resources and Rural Women Entrepreneurship	LQ
4-3 Rural Women's Entrepreneurship and Empowerment	LD
4-4 Rural Women's Entrepreneurship and Marketing	LD
4-5 Rural Green Tourism by means of Network of Life Improvement Practice Groups' Entrepreneurships	LD
4-6 Adaptation of Network of Life Improvement Practice Groups' Entrepreneurship into Uganda Context, a case of Uganda ex-participant	LD
4-7 Rural Women and Environment	LD
4-8 Environmental Protection Activities by Life Improvement Practice Group	LQ
4-9 Life Improvement Activity toward Promotion of Family Management Agreement	LQE
4-10 Effects of Family Management Agreement in Gender Equality in Rural Area	LED
4-11 Study Trip on Economic, Social and Environmental Activities: Rural Women's Entrepreneurship, Family Management Agreement and Advanced Rural Women	TLD
<b>Expected Module Output 5</b>	
The Participant masters how to use the Website of the JICA-WELI training course and make good use of it for building a network among ex-participants, JICA and WELI	
5 How to utilize website of the training course	LE
<b>Expected Module Output 6</b>	
The Participant formulates the draft Live Improvement Action Plan (LIAP) which they will use as a tool to solve the problems of rural women.	
6-1 Problem Analysis Methods (some part of Project Cycle Management)	LE
6-2 Brainstorming session on Life Improvement Action Plan	E
6-3 Problem Analysis on the Participant's Life Improvement Action Plan	EW
6-4 Stakeholder Networking and Instruction on Methodology Part in Life Improvement Action Plan	LEW
6-5 Lessons Learned from Action Plan Project from Turkish ex-participant through Remote TV Communication	D
6-6 Preparation of Life Improvement Action Plan (Guidance and Individual Instruction)	GWD
6-7 Presentation of Life Improvement Action Plan	PQ
<b>Others</b>	
Opening ceremony, Closing ceremony, Orientation, Individual interview, Written short test, Evaluation meeting, etc.	
<b>«Post -Program»</b>	
<b>Expected Module Output 7</b>	
The Participant in collaboration with his/her organization and related stakeholders adjust the Life Improvement Action Plan (LIAP) for implementation, and finalize it under supervision from JICA and WELI through JICA-WELI Website and TV conferences etc.	
7 Finalization of Life Improvement Action Plan in collaboration with his/her organization	

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



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

#### **1. Expectations 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 Preparatory Program described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Post -Program described in section II -9.

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

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

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

- 1) Present Organization  
Branch offices of Central Government, Local Government or Non-Governmental Organization (NGO)
- 2) Title/Post:
  - A) Extension officer or Subject Matter Specialist who is engaged in extension activities for rural women, such as life improvement (home economic), agriculture, community development etc.
  - B) Officer who is practically involved in a project related to empowerment of rural women
- 3) have over three year's experience in the above-mentioned activity
- 4) be university graduates, or have an equivalent educational background
- 5) have sufficient English ability in reading, listening, writing, and speaking
- 6) Health:  
must be in good health, both physically and mentally, to participate in the Program in Japan (Participants are expected to commute by public transportation in Tokyo. The course has several study tours and they are requested to walk around for the visits. Physical and mental strength is essential.)

※Pregnancy : Pregnant participant is strictly requested to complete the required procedures before departure in order to minimize the risk for her health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of permission from the participant's supervisor ③letter of consent from her Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

7) Must not be serving any form of military service.

## **(2) Recommendable Qualifications**

1) Age: be no more than 45 years old

## **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.

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

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

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

Closing date for application to the JICA Center in JAPAN: **March 27, 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 April 10, 2009**

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

**Inception Report :** Before coming to Japan, only accepted participants are

required to participate in the Preparatory Program and to prepare an Inception Report (detailed information will be informed together with official acceptance notification).

**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 Program prior to the program in Japan and Post-Program .
- (8) For applying organizations: to instruct their nominees to carry out the activity described in section II -9, after receiving notice of acceptance for their nominees.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Ms. KOJIMA Sae (Kojima.Sae@jica.go.jp)

### 2. Implementing Partner:

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

(2) **Contact:** Ms. TOMIZAWA Hitomi (tomizawa@weli.or.jp)

(3) **URL:** HP of WELI (Japanese): <http://www.weli.or.jp/>

HP of the Course : <http://www.rwe-jicatraining.org/>,

E-mail of the Course : [welikaizenweli@rwe-jicatraining.org](mailto:welikaizenweli@rwe-jicatraining.org)

### (4) Remark:

WELI was established in 1957, since then, it has played a crucial role in support of national and local government service for improvement of living standards of farm households in rural areas in Japan. The service has been extended to enhance the standing of rural women nowadays, and WELI has been responsible for the course as a training institution since 1980.

The main services are as follows:

1. Publishing of technical materials such as brochures
2. Correspondence education
3. Domestic and overseas training
4. Other services that related to improvement of rural living standards.

### 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, 305-0035, Japan  
TEL: +81-29-838-1111, FAX: +81-29-838-1776  
(where "81" is the country code for Japan, and "29" is the local area code)

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA TSUKUBA at its URL: <http://www.jica.go.jp/english/index.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.

# **VI. ANNEX:**

List of ANNEX

- ANNEX I: Course Concept Chart
- ANNEX II: Sample Schedule (JFY 2008)
- ANNEX III: Questionnaire for Application
- ANNEX IV: Inception Report (Preparatory Program)

**ANNEX I :  
Course Concept Chart**

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

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

**Preparatory Program**

**Output 1)**

To understand an outline of Life Improvement Activities

To conduct a brief baseline survey and understand the actual situation of the target rural women in his/her own country, and identifies their specific problems.

- ❑ Introduction of Life Improvement Approach
- ❑ Baseline Survey
- ❑ Making an Inception Report

**Trainings Program in Japan**

**Outputs 2)**

To understand the process of Japanese rural development, specifically the Life Improvement Approach, and gets to explain key factors attributed to empowerment of rural women.

- ❑ Agriculture, Rural Development and Stakeholders in Postwar Japan
- ❑ Development Process of Life Improvement in Japan
- ❑ Life Improvement Approach (Awareness, setting goals and solving problems)
- ❑ Organizing Rural Women, Fostering Women's Groups and Leadership
- ❑ Policy Measures for Rural Women's Fulfillment of their Roles
- ❑ Adaptation of Life Improvement Approach into Uganda Context, a case of Uganda ex-participant etc.

**Output 3)**

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

- ❑ Participatory Appraisal through Dramatization
- ❑ Participatory Check-map and Vision Workshop
- ❑ Effective Communication Methods for Rural Women etc.

**Output 4)**

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

Rural Women's Entrepreneurship

- ❑ Development of Dietary Improvement Activity into Women Entrepreneurship
- ❑ Local Resources and Rural Women Entrepreneurship
- ❑ Rural Women's Entrepreneurship and Empowerment etc.

Rural Green Tourism

- ❑ Rural Green Tourism by means of Network of Life Improvement Practice Groups' Entrepreneurships
- ❑ Environmental Protection Activities by Life Improvement Practice Group etc.

Family Management Agreement

- ❑ Life Improvement Activity toward Promotion of Family Management Agreement
- ❑ Effects of Family Management Agreement in Gender Equality in Rural Area etc.

**Output 5)**

To master how to use the Website of the JICA-WELI training course and make good use of it for building a network among ex-participants, JICA and WELI .

- ❑ How to utilize website of the training course etc.

**Output 6)**

To formulate the draft LIAP which they will use as a tool to solve the problems of rural women.

- ❑ Problem Analysis Methods
- ❑ Brainstorming session on Life Improvement Action Plan
- ❑ Stakeholder Networking
- ❑ Preparation of Life Improvement Action Plan (Guidance and Individual Instruction) etc.

**Post -Program**

**Output 7 )**

The participant in collaboration with his/her organization and related stakeholders adjust the (LIAP) for implementation, and finalize it under supervision from JICA and WELI through JICA-WELI Website and TV conferences etc.

- ❑ Guidance and Individual Instruction through e-mail
- ❑ Group Instruction through website and mailing list
- ❑ Finalization of Life Improvement Action Plan in collaboration with his/her organization

## ANNEX II : Sample Schedule (JFY 2008)

### Training Program of Empowerment of Rural Women (May 25 – Aug 9, 2008)

Time :10:00–17:00

Date	Morning Session	Afternoon Session	Date	Morning Session	Afternoon Session	Date	Morning Session	Afternoon Session
May 25 Sun	Arrival (→Tsukuba)		20 Fri	Home stay in farmer's house		16 Wen	Effective Communication Methods	
26 Mon	Briefing & Program Orientation (JICA Tukuba)		21 Sat	Home stay in farmer's house (→)Tokyo		17 Tur	Later the title will be decided 生活改善活動と生活設計(吉田)	Guidance on LIAP
27 Tue	Course Orientation・Opening Ceremony・ Individual Interview		22 Sun			18 Fri	Gender Equality, Family Management Agreement, and Advanced Rural Women	
28 Wen	Preparation of Inception Report Presentation		23 Mon	Development of Dietary Improvement Activity into Women Entrepreneurship		19 Sat		
29 Tur	Inception Report Presentation		24 Tue	Improvement of Dietary Habit (Saitama)		20 Sun		
30 Fri	Inception Report Presentation		25 Wen	Project Cycle Management (PCM) [Planning]		21 Mon		
31 Sat			26 Tur	Project Cycle Management (PCM) [Planning]		22 Tue	Study Trip to ○○ prefecture	
June 1 Sun			27 Fri	Practice on how to use the RWE Course WEB site 【TIC】		23 Wen	Gender Equality, Family Management Agreement, and Advanced Rural Women	
2 Mon	Agriculture and Rural Development in Postwar Japan		28 Sat			24 Tur		
3 Tue	Agriculture Extension System in Japan	Development Process of Life Improvement in Japan	29 Sun			25 Fri		
4 Wen	Life Improvement Approach (Identifying, Setting and Solving Problems)		30 Mon	Local Recourse and Rural Women entrepreneurship		26 Sat		
5 Tur	Life Improvement Approach and Facilitation		7/ 1 Tue	Entrepreneurship and Green Tourism		27 Sun		
6 Fri	Farmers and Agricultural Cooperatives		2 Wen	Rural Women's Entrepreneurship and Empowerment		28 Mon	Formulation Operational Improvement Plan【TIC】	
7 Sat	(→Tokyo)		3 Tur	Participatory Rural Appraisal (through dramatization)		29 Tue	Formulation Operational Improvement Plan【TIC】	
8 Sun			4 Fri	Intensive Guidance and the Dissemination of the Ripple Effect		30 Wen	Formulation Operational Improvement Plan【TIC】	
9 Mon	Guidance on LIAP	Policy Measures for Rural Women	5 Sat			31 Tur	Formulation Operational Improvement Plan【TIC】	
10 Tue	Rural Development and Gender /The Trend toward Gender Equality in the United Nations and Japan		6 Sun			1 Fri	Formulation Operational Improvement Plan【TIC】	
11 Wen	Good Practices and the Factor Analysis		7 Mon	Brainstorming session on Operational Improvement Plan		2 Sat		
12 Tur	Development of Leadership	Nationale Organizations and Network for Rural Women and Role of WELI	7 Tue	Study Trip to ○○ prefecture		3 Sun		
13 Fri	Life Improvement Activities and Gender Issue (from WID approach toward Empowerment Approach)・Wrap up of the week		8 Wen	(Rural Women Entrepreneurship)		4 Mon	Submission of Operational Improvement Plan 【TIC】	
14 Sat			9 Tur			5 Tue	Presentation of Operational Improvement Plan	
15 Sun	(Toky→Hiroshima→Yamaguchi )		10 Fri			6 Wen	Presentation of Operational Improvement Plan	
16 Mon	Study Trip to Yamaguchi Prefecture		12 Sat			7 Tur	Evaluation Examination 【TIC】	Individual Interview【TIC】
17 Tue	(Extension System, Role of Extension Officers and Activities of Life Improvement Group)		13 Sun			8 Fri	Evaluation Meeting【TIC】	Closing Ceremony, Farewell Party 【TIC】
18 Wen			14 Mon	(→Nagano) Check-map and Vision Workshop		9 Sat	Departure	
19 Tur			Move to in farmer's house		15 Tue	Check-map and Vision Workshop (→Toky)		

## **Questionnaire for Application**

### **The Group Training Course on Empowerment of Rural Women**

#### **1. Basic Information**

Name	
Address	
E-mail address	
Organization	
Position	

#### **2. Duties/Mission of your organization**

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

#### **3. Organizational chart**

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



4. Your duty/role in your organization

\*Please describe the following topics **as specific as possible**.

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

--

(2) Please analyze rural women’s problems/challenges and strengths in target areas where you or organization cover.

Problems	Problem 1	Reasons
	Problem 2	Reasons
	Problem 3	Reasons
What do you think to overcome these problems?		
Problem 1		
Problem 2		
Problem 3		

Strengths	Strengths 1	Reasons
	Strengths 2	Reasons
	Strengths 3	Reasons

**5. Your participation in JICA's activities**

\*Please explain your present or possibility of future participation in JICA's activities such as Technical Cooperation Projects, Development Studies, Japan Overseas Cooperation Volunteers (JOCV), Training Program in Japan, Training Program in the Third Countries, and In Country Training Program.

## **ANNEX IV: Inception Report**

**Detailed information (contents and format, etc.) will be given to the selected applicants together with the acceptance notice.**

## *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 inquiries and further information, please contact a JICA office or Embassy of Japan, or address correspondence to:

### **JICA Tsukuba International Center (JICA Tsukuba)**

Address: 3-6, Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, JAPAN

Tel: +81-(0)29-838-1111

Fax: +81-(0)29-838-1776

Email: [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp)

## 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:**

--

**4. Name of Applying Organization:**

--

**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

-----

**Confirmation by the organization in charge (if necessary)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			



## Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

### 1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

### 2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

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



**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**

## Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

**1. Title:** (Please write down as shown in the General Information) **(required)**

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

**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)**

--

**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.

--

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

--

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

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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 ( _____ )
--------	---

(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)
	Present Condition: ( _____ )



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

--

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: