

F.No.12040/20/2021-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]  
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Block-4, Old JNU Campus, New Delhi-110067

Dated: 17.12.2021

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Vegetable Production Technology for Livelihood Improvement of Small Scale Farmers” to be held from 21.02.2022 to late March 2022 (online) and from late March 2022 to 22.09.2022 (in Japan) under the Technical Cooperation Program of the Government of Japan.**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Vegetable Production Technology for Livelihood Improvement of Small Scale Farmers” to be held from 21.02.2022 to late March 2022 (online) and from late March 2022 to 22.09.2022 (in Japan) under the Technical Cooperation Program of the Government of Japan.

2. The program aims at equipping participants with basic knowledge on Vegetable production technology and farm management, and problem solution skill, for providing effective and efficient agricultural extension services in their working areas and ultimately achieving farmers’ livelihood improvement.

3. The applying organizations are expected to nominate agricultural extension officers involved in dissemination of vegetable production technologies more than 3 years of experience in the relevant field. The officer should be university graduates (not for PhD holders); have competent command over spoken and written English; be in good health (both physically and mentally) and be between the ages of 25 and 35 years.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (**in two copies**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Government/UT in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **10.01.2022**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at [ShekarD.ID@jica.go.jp](mailto:ShekarD.ID@jica.go.jp) under intimation to DoPT at email id: [jitesh.gupta@nic.in](mailto:jitesh.gupta@nic.in) or [kailash.k@nic.in](mailto:kailash.k@nic.in). The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Government of India

Tele no: 261941 67

Copy to:

1. Secretary, Department of Agriculture Research & Education, Krishi Bhavan, New Delhi.
2. Secretary, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhavan, New Delhi.
3. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations (through the website of this Department).
4. Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
5. NIC with request to post the circular along with the JICA's circular on this Department's website.



# 【Online & In Japan】 Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

### VEGETABLE PRODUCTION TECHNOLOGY FOR LIVELIHOOD IMPROVEMENT OF SMALL SCALE FARMERS

課題別研修「小規模農家の生計向上のための野菜生産技術」

**JFY 2021**

NO. 202003112J001/ ID.202003112

Course Period:

Online: From 2022 February 21<sup>st</sup> to 2022 late March

In Japan: From 2022 late March to 2022 September 22<sup>nd</sup>

(In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.)

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) 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.

✚ JICA Knowledge Co-Creation Program (KCCP) as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this Knowledge Co-Creation Program will serve as a center of mutual learning process.

# **I. Concept**

## **Background**

The majority of the world's farms are small or very small: farms with less than 1 hectare make up 72 percent of all farms worldwide, and in many developing countries, the size of small scale farms is becoming even smaller. Yields per hectare are typically much lower in low-income countries, where smaller farms are more prevalent, than in high-income countries. Meanwhile, as the economy of developing countries grows with people's income level, their food consumption patterns change to adopt tastes and preferences for a variety of different foods, food quality and safety. In this scenario, producing vegetables to meet such new demands is expected to increase the income and improve livelihood of small scale farmers.

In these countries, however, there is not a sufficient number of extension workers who are able to provide appropriate guidance to small scale farmers, nor is there established system for training extension agents to develop their capacity. As a result, small scale vegetable farmers rarely have opportunities to receive guidance to enhance their knowledge and skills for production, distribution, and marketing.

In this program, extension officers receive technical guidance to acquire basic knowledge on vegetable production technology, farm management, marketing and distribution. Participants also have opportunities to gain exposure to and exchange ideas on the use of Information and Communication Technology (ICT) in extension services, to overcome the challenge in their respective countries.

## **For what?**

This program aims at equipping participants with basic knowledge on vegetable production technology and farm management, and problem solution skills, for providing effective and efficient agricultural extension services in their working areas and ultimately achieving farmers' livelihood improvement.

## **For whom?**

This program is designed for extension officers engaged in extension services for small scale farmers.

## **How?**

**Through online program**, as the preparatory phase of core program in Japan, participants will finalize Inception Report 2 (IR2) and select the candidate crop/ technical issue on the group field practices/ experience. He/she also takes preliminary guidance of the coursework in Japan including video/online lectures in each country using online system.

**Through In-Japan program**, this course consists of extensive field cultivation practices, group field practices/ experiments, lectures, observation trips, discussions and presentations. The curriculum of the program focuses mainly on field practices and field

studies to enhance participants' practical skills on vegetable production.

## **II. Description**

**1. Title (J-No.): Vegetable Production Technology for Livelihood Improvement of Small Scale Farmers (202003112J001)**

**2. Course Period**

Online: From 2022 February 21<sup>st</sup> to 2022 late March

In Japan: From 2022 late March to 2022 September 22<sup>nd</sup>

**<important note>**

**In the context of the COVID-19 pandemic, there is still a possibility that In-Japan program will be postponed or cancelled and switched to online-program.**

**3. Target Regions or Countries**

Philippines, Cambodia, Laos, East Timor, India, Nepal, Sri Lanka, Tonga, Tajikistan, Malawi

**4. Eligible / Target Organization**

This program is designed for central and local government organizations and non-governmental organizations that provide agricultural extension services in vegetable production for small-scale farmers.

**5. Course Capacity (Upper limit of Participants)**

12 participants

The participants for the "Online" and "In Japan" program should be the same people.

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

**7. Course Objective:**

Participants acquire knowledge on essential vegetable production technologies and basic farm management, and problem solution skills.

**8. Overall Goal :**

Participants' organizations expand effective and efficient agricultural extension services in their working areas.

## 9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below. Please note subjects and agendas are subject to changes.

Expected Module Output	Subjects/Agendas	Methodology
<b><i>Preparatory Phase in participants' home countries (J)</i></b>		
1. Participants analyze vegetable production technologies and farm management adopted by small scale farmers, identify their problems, and consider solutions.	(1) Formulation of <b>Inception Report 1</b> and <b>Inception Report 2</b>	Reports
<b><i>Core Phase "online" and "in Japan" (February 21, 2022 -September 22, 2022)</i></b>		
1. Participants analyze vegetable production technologies and farm management adopted by small scale farmers, identify their problems, and consider solutions.	(1) Presentation of Inception Reports (2) Individual Interviews	Reports Presentations Discussions
2. Participants learn cultivation and management techniques for selected fruit-, root-, and leafy-vegetables.	(1) Cultivation and management of major fruit-, root-, and leafy-vegetables (2) Cropping types for producing better quality and quantity (3) Basic production technologies from sowing seed and raising seedlings to harvesting and processing	Lectures Practices Observations Reports
3. Participants acquire basic knowledge on farm management.	(1) Basic vegetable processing techniques (2) Selection of crops and crop planning (3) Good Agricultural Practice (GAP)	Lectures Practices Observations Reports
4. Participants obtain basic knowledge on marketing and sales.	(1) Identification of market needs (2) Distribution and sales	Lectures Observations Reports
5. Participants acquire methods on agricultural extension.	(1) Agricultural extension services in Japan (2) Technology transfer (3) Guidance over farm management (4) Use of Information and Communication Technology (ICT) in agricultural extension	Lectures Practices Observations Reports

6. Participants develop comprehensive abilities to solve the problems in their respective countries.	(1) <b>Group Field Practices/ Experiments</b> (2) Practical crop managements (3) Data collection and analysis	Lectures Practices Group-experiments Reports Presentations
7. Participants createsolutions using the practical knowledge and experiences accumulated through the program.	(1) Formulation of Action Plans* (2) Presentation of Action Plans* *In-Japan program	Lectures Practices Reports Presentations

\*Subject may change depending on the entry period and conditions to Japan

### **Group field practices/ experiments:**

- Participants learn cultivation techniques for selected major vegetables through field practices. Various contents are prepared for participants to acquire abilities to solve the technical problems in their respective countries with using the practical knowledge and experiences accumulated through the program.
- This program also offers pre-designed, tailor-made field experiments to understand the process of conducting experiments including lectures on experimental designs, data analysis, and report making
- Some of the subjects of group field practices/ experiments may include but not limited to:
  - (1) Cultivation: crop rotation; soilless culture; pruning; and crop density
  - (2) Propagation: seed production; germination; and variety trial
  - (3) Fertilizer application: organic and/or chemical fertilizers; and compost effect
  - (4) Pest and disease control
- Limited number of the target crops and technical subjects of the group field practices/experiments are selected, based on the preliminary hearing on the web program phase. The target crops are also selected from the available planting resources in Northern Kanto region including Tsukuba.
- In the Core Phase in Japan, participants are going to carry out group field practices/ experiments in Japan that will contribute providing possible solutions to the existing problems analyzed in Inception Report.
- At the time of applying for the program, therefore, the accepted candidates should have good understanding over the current problems and ideas on possible solutions during the Preparatory Phase in respective countries.
- Furthermore, participants of this program are expected to utilize the knowledge and skills they acquire from the entire program, including lectures, practices and observations, when they go back to their organizations, through implementing their Action Plans.
- For your reference, see Annex II for the titles of action plans formulated by participants in the past years.

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

#### **1. Expectations from the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose. 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 program for those specific purposes.

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

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

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

- 1) Current Duties: **agricultural extension officers involved in dissemination of vegetable production technologies**
- 2) Experience in the relevant field: have **at least three (3) years'** experience in agricultural extension service activities
- 3) Educational Background: graduates of university, not for PhD holders
- 4) Language: have a competent command of spoken and written English which is equal to **TOEFL iBT 80** or more. This program includes extensive report writing, written examinations and active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- 6) Computer skill: be proficient in MS Word, Excel and Power Point, and have basic skill on internet operation (ex: Zoom, You Tube, google drive)
- 7) Stable internet connection (5Mbps) and personal computer with web camera and microphone:
- 8) Participation in on-line classes at working hours (On-line course period);  
The On-line program will be basically set between 9:00~17:00 Japan time.



## **(2) Recommendable Qualifications**

- 1) Age: since this program offers basic knowledge and skills in the relevant field, the nominee should be between the ages of twenty-five (25) and thirty-five (35) years
- 2) Gender Consideration: JICA is promoting Gender equality. Nominees of both genders are encouraged to apply for the program.

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

**(1) Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.

**(2) Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

**(3) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

**(4) Inception Report 1:** to be prepared in accordance with the format (see ANNEX I) and submitted with the application form. The report must be typewritten in English. The report is used for screening of nominees. **Those nominees who fail to submit Inception Report 1 by the deadline is not considered for selection.**

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

### **(1) Submission of the Application Documents:**

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**. After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in Japan** by **January 25, 2022**.

### **(2) Selection:**

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a

case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than January 31, 2022**.

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

**Inception Report 2**: to be submitted in consultation with the program instructors. **The format and instructions for Inception Report 2 will be provided upon the announcement of acceptance.**

**6. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
- (9) to participate fully in **the Preparatory Phase Program**: The participants of this program prepare Inception Report 2 during the online program period in their respective countries. They are going to receive instructions and guidance from the instructors through the Internet. Participants are, therefore expected to have regular access to the Internet connection and email services, to respond to inquiries from the instructors timely, and to work on the reports.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Mr. Shinsei Nagai([Nagai.Shinsei@jica.go.jp](mailto:Nagai.Shinsei@jica.go.jp))

### 2. Implementing Partner: Appropriate Agriculture International Co., Ltd.

### 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:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

### 4. Accommodation in Japan:

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

JICA Tsukuba Center (JICA Tsukuba/TBIC)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074, Japan

TEL: 81-29-838-1744 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.

### 5. Expenses:

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

(1) Allowances for accommodation, meals, 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 III. ALLOWANCES of the brochure for participants titled CHUO-KANSHU-IN GUIDE BOOK, which will be given before departure for Japan.

### 6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## V. Other Information

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA. Please note **this program does not issue a diploma or degree.**
- (2) For the promotion of mutual friendship, JICA Tsukuba encourages international exchange between JICA participants and local farmers, and participants and research institutes. Participants are expected to contribute to this effort by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.
- (3) It is strongly recommended that participants bring laptop computers. During the program, participants are required to work on computers, including preparation of different reports.
- (4) Allowances, such as for accommodation, living, clothing, and shipping, are deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is highly advised to bring some cash in order to cover necessary expenses for the first few days.
- (5) It is very important that currency is exchanged to Japanese Yen at any transit airport or International Airport in Japan at the time of participants' arrival. It is quite difficult to exchange money after this, as there is no facility near JICA Tsukuba for exchange and participants are not able to use these services during regular office hours.



Spring Grafting Workshop  
with Visitors



Practical Work



Field Presentation



Closing Ceremony

(6) You can check our location, facility and services on our website and social media.

- JICA Tsukuba website:  
<https://www.jica.go.jp/tsukuba/english/office/index.html>
- JICA Tsukuba Brochure:  
[https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba\\_profile\\_en.pdf](https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba_profile_en.pdf)
- JICA Tsukuba Facility Guide:  
[https://www.jica.go.jp/tsukuba/english/office/c8h0vm00009ylr70-att/tsukuba\\_guide.pdf](https://www.jica.go.jp/tsukuba/english/office/c8h0vm00009ylr70-att/tsukuba_guide.pdf)
- Sightseeing guide around Tsukuba:  
[https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba\\_transportation\\_sightseeing.pdf](https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba_transportation_sightseeing.pdf)
- JICA Tsukuba Facebook:  
<https://www.facebook.com/jicatsukuba>  
We post articles about our programs, the activities of the past participants, and other topics on Facebook page.
- YouTube clip Introduction of JICA Tsukuba:  
<https://www.youtube.com/watch?v=hKM1iTV-9lg&feature=youtu.be>

## **VI. ANNEX I: Inception Report**

### **Guidelines for Inception Report 1 and 2 for Knowledge Co-Creation Program on “Vegetable Production Technology for Livelihood Improvement of Small Scale Farmers”**

#### **For all applicants**

- All applicants for this program are required to submit **Inception Report 1** along with other application documents.
- **JICA does not consider those applicants who fail to submit Inception Report 1 by the closing date for application.**
- Please note **JICA may disqualify from the selection those applicants whose reports are not following the prescribed format and instructions.**
- The report must be typewritten in English (12-point Times New Roman, single-spaced, A4 size).

#### **For accepted candidates**

- The candidates who are accepted to this program are required to submit **Inception Report 2** with guidance from and consultation by instructors via e-mails.
- JICA is going to provide detailed instructions and the format for Inception Report 2 to the accepted candidates, upon their acceptance to the program.
- Participants are expected to have regular access to the Internet connection and email services, to respond to inquiries from the instructors timely, and to work on the reports before arriving in Japan.
- The report must be typewritten in English (12-point Times New Roman, single-spaced, A4 size)

**Inception Report 1**  
**for Knowledge Co-Creation Program “Vegetable Production**  
**Technology for Livelihood Improvement of Small Scale Farmers”**

For all applicants

**Your report must be type-written**

1. Basic Information	
1.1 Country	
1.2 Name	
1.3 Email address	*JICA might contact you on this email address during the selection. Please write an address you check regularly.
1.4 Organization	*Please attach the <u>organization chart</u> on the last page
1.5 Position	

**2. Explain your job experiences in the field of vegetable cultivation and extension from recent ones to old ones. Mention specific activities related to vegetable growing. Add or delete rows if necessary.**

2.1 Your <u>current work</u>			
Period (month/year)		Organization	Position
From			
To	Now		
Outline of duties:			
●			
●			
●			
2.2 Your <u>past experience</u>			
Period (month/year)		Organization	Position
From			
To			
Outline of duties:			
●			
●			
●			
Period (month/year)		Organization	Position
From			
To			

Outline of duties:

- 
- 
- 

**3. Write the years and target of your experience in the following areas of duty:**

3.1 Vegetable cultivation	Years of experience	
	Target crop(s)	
3.2 Seed production	Years of experience	
	Target crop(s)	
3.3 Extension work	Years of experience	
	Target crop(s)	
3.4 Research work	Years of experience	
	Target crop(s)	
3.5 Administrative work	Years of experience	
3.6 Government farm	Years of experience	
	Target crop(s)	
3.7 Private farm	Years of experience	
	Target crop(s)	
3.8 Teaching and instructions	Years of experience	
	At (Check box(es))	<input type="checkbox"/> University <input type="checkbox"/> Agricultural college <input type="checkbox"/> Training for farmers <input type="checkbox"/> Others (specify):

**4. What are the areas of your specialty? Check box(es).**

<input type="checkbox"/> Agronomy	<input type="checkbox"/> Breeding	<input type="checkbox"/> Disease control	<input type="checkbox"/> Extension
<input type="checkbox"/> Farm machinery	<input type="checkbox"/> Farm management	<input type="checkbox"/> Insect control	<input type="checkbox"/> Policy planning
<input type="checkbox"/> Physiology	<input type="checkbox"/> Seed production	<input type="checkbox"/> Soil and fertilizer	<input type="checkbox"/> Weed control
<input type="checkbox"/> Others (specify):			



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**5. If you have published any scientific papers, please list the major ones. Add or delete rows if necessary.**

5.1	Author(s)	
	Date/month/year published	
	Title of the paper	
	Title of the journal/periodical	
	URL (if any)	
5.2	Author(s)	
	Date/month/year published	
	Title of the paper	
	Title of the journal/periodical	
	URL (if any)	
5.3	Author(s)	
	Date/month/year published	
	Title of the paper	
	Title of the journal/periodical	
	URL (if any)	

**6. Have you had experience in cultivation of following crops? Check box(es).**

<input type="checkbox"/> Tomato	<input type="checkbox"/> Eggplant	<input type="checkbox"/> Sweet pepper	<input type="checkbox"/> Watermelon
<input type="checkbox"/> Sweet melon	<input type="checkbox"/> Cucumber	<input type="checkbox"/> Pumpkin	<input type="checkbox"/> Bitter gourd
<input type="checkbox"/> Carrot	<input type="checkbox"/> Okra	<input type="checkbox"/> Onion	<input type="checkbox"/> Green onion
<input type="checkbox"/> Cabbage	<input type="checkbox"/> Chinese cabbage	<input type="checkbox"/> Rice	<input type="checkbox"/> Maize
<input type="checkbox"/> Sorghum	<input type="checkbox"/> Wheat	<input type="checkbox"/> Potato	<input type="checkbox"/> Beans
<input type="checkbox"/> Asparagus			
<input type="checkbox"/> Others (specify):			

**7. Crops produced by small scale farmers**

7.1 What are the major crops produced by small scale farmers in your working area and are subject for agriculture extension services?

- 
- 
- 

7.2 What are the problems and challenges associated with these crops in your working area? Check box(es) that are applicable, and give explanations.

Problems	Causes / Reasons
<input type="checkbox"/> Yield is low	
<input type="checkbox"/> Quality of the products is low	
<input type="checkbox"/> Farmers' knowledge on cultivation is limited	
<input type="checkbox"/> Extension activities for cultivation technology is limited	
<input type="checkbox"/> Others (Specify):	
7.3 Expectations from the program: Choose the subjects of particular interest to you, for solving the problems analyzed above.	
7.3.1 Cultivation	
<input type="checkbox"/> Cropping pattern	<input type="checkbox"/> Plant density
<input type="checkbox"/> Hydroponics	<input type="checkbox"/> Pruning
<input type="checkbox"/> Use of mulching	<input type="checkbox"/> Training
<input type="checkbox"/> Post harvest	<input type="checkbox"/> Others (Specify):
7.3.2 Propagation	
<input type="checkbox"/> Seed production/selection	<input type="checkbox"/> Variety selection
<input type="checkbox"/> Grafting	<input type="checkbox"/> Others (Specify):
7.3.3 Growth environment	
<input type="checkbox"/> Soil property	<input type="checkbox"/> Irrigation
<input type="checkbox"/> Fertilizer <input type="checkbox"/> Chemical <input type="checkbox"/> Components <input type="checkbox"/> Organic	<input type="checkbox"/> Others (Specify):
7.3.4 Pest and diseases	
<input type="checkbox"/> Pest control <input type="checkbox"/> Chemical <input type="checkbox"/> Biological <input type="checkbox"/> Integrated Pest Management (IPM) <input type="checkbox"/> Others:	<input type="checkbox"/> Disease control <input type="checkbox"/> Chemical <input type="checkbox"/> Biological <input type="checkbox"/> Others:
<input type="checkbox"/> Banker plants	<input type="checkbox"/> Others (Specify):

**Attachment: Organization chart  
Inception Report 2**

## for Knowledge Co-Creation Program “Vegetable Production Technology for Livelihood Improvement of Small Scale Farmers”

For accepted candidates

Below are tentative contents for Inception Report 2. Accepted candidates receive detailed instructions on Inception Report 2 and the final format upon their acceptance, and are expected to prepare Inception Report 2 by the prescribed deadline. Please note these are not the final structure of the report, and subject to changes.

- 1 Country statistics
  - 1.1 Statistics of major vegetable production and productivity in your working area
  - 1.2 Statistics of vegetable seed production and supply in your country
  - 1.3 Trade volume of major vegetables
- 2 Outline of vegetable cultivation in your working area
  - 2.1 Geography, location and climate
  - 2.2 Cultivation methods, cropping patterns and cropping system
  - 2.3 Marketing and trade of vegetables
  - 2.4 Vegetable seed supply and its production in your area
  - 2.5 Land tenure system
  - 2.6 Agricultural policy
  - 2.7 Other characteristics points of agriculture in your working area (if possible)
- 3 Your organization and present job
  - 3.1 Purpose of your organization's work
  - 3.2 Outline of your present job
  - 3.3 Your experience in the relevant field (cultivation, extension work, trial work, marketing, and others)
- 4 Problems to be solved (part of your Group Filed Experiment/ Practice in Japan)
  - 4.1 Major problems to be solved related to your activities
  - 4.2 Target crops and technical issues on the problems in 4.1
  - 4.3 Background of the problems in 4.1
  - 4.4 Reasons of the problems mentioned in 4.1
  - 4.5 Prospective countermeasures taken against the problems mentioned in 4.1
  - 4.6 Expected result of countermeasures mentioned in 4.5
- 5 Attachments: Please bring the following with you when you come to Japan.
  - 5.1 **Cultivation standard** of major vegetables produced in your working area (Important): When producing vegetables, farmers should follow a set of standards for preparing soil, nursery and field, sowing, spacing, mulching, controlling weed, pests, and diseases, irrigation, applying fertilization, and so on. Such methods change depending on the climate, varieties, cropping types or modes of production (open field/ green house) and other conditions. In

Japan, the national government sets the standard for fertilization application, and each prefectural (regional) government sets standard for cultivation of major crops in accordance with the major cropping type and climate of each area. In your countries, each extension office may prepare such documents, or these standard documents may be created as a part of an agricultural or development project and program. The contents of cultivation standard may include such items as explanation on different varieties, cultivation calendar by different cropping types, fertilizer application, detailed instructions for each stage of cultivation (from sowing to harvesting), and so on. Based on these agricultural extension officers provide guidance and offer recommendations to farmers. Please bring the standard, or manuals for cultivating major vegetables produced in your working area, either by hard copies (books, booklets, or leaflets), or soft copies (digital data).

- 5.2 **Visual aids**: Participants should bring visual aids such as photographs on their working sites (e.g. photographs of plants, diseases, insects, field views, tools, irrigation, farmers, meeting, your office, etc.)

## VI. ANNEX II: Reference

### List of technical subjects and crops in the practical training/ experiments

Subject	Crop	Title
Soil nutrition	Tomato	Evaluation of three organic fertilizers on growth and yield of indeterminate Tomato in greenhouse
Seed	Onion	Variety evaluation (comparison) of Onions
Soil nutrition	Potato	Effect of different amount of nitrogen application on growth and yield of Potato
Cultivation	Cabbage	Effect of Cabbage plant density on growth, yield, and profitability
Cultivation	Various crops	Raising seedling of cabbage and watermelon using plastic container and tomato, paprika, and eggplant using cell trays
Cultivation	Fruit vegetables	Grafting for fruit vegetables
Soil nutrition	n/a	Making fermented organic fertilizer % Bokashi+
Soil nutrition	n/a	Making artificial compost from rice straw
Cultivation	n/a	Making carbonized rice husk % Untan+
Cultivation	Cabbage	Making kneaded soil block % Neridoko+ for raising seedlings
Cultivation	Paprika	Soilless culture using coir, rock wool and peat moss for Paprika production
Cultivation	Watermelon	Watermelon cultivation
Seed	Tomato	Tomato F1 hybrid seed production
Seed	Cabbage	Cabbage seed production of hybrid and open pollinated variety, and self-incompatibility test
Seed	Onion	Onion seed production
Seed	n/a	Seed treatment to prevent seed borne diseases
Post harvest	n/a	Effect of storage and packaging on the freshness of vegetables
Plant nutrition	Tomato/ Cabbage	Observation of nutrient deficiency symptoms on Tomato and Cabbage



***CORRESPONDENCE***

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

**JICA Tsukuba Center (JICA TSUKUBA)**

**Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074, Japan**

**TEL: +81-29-838-1744 FAX: +81-29-838-1776**

## 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 including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination 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 including Medical History and Examination**

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 or write in **block letters**,
  - (d) fill in the form in **English**,
  - (e) use  or ~~☐~~ 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.

### **4. Copyright policy**

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Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.





2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



### 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)

**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)**

[Empty box for Title]

**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</b> (as shown in the passport)			<b>5) Date of Birth</b> (please write out the month in English as in "April")			
<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**

[Empty box for Outline of 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.**

**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)**

**\*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 and not to claim any cost or damage due to the said 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.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither





provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

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 &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
<i>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.</i>

**2. Medical History**

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )			
<input type="checkbox"/> Other >>> Specify ( _____ )			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> 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: