

No.12040/15/2023-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-110067
Dated: 12.07.2023

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Community Based Agribusiness Promotion Through Food Value Chain Building” to be held in Japan from 31.10.2023 to 01.12.2023 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 “Community Based Agribusiness Promotion Through Food Value Chain Building” to be held in Japan from 31.10.2023 to 01.12.2023 under the Technical Cooperation Program of the Government of Japan.

2. The course aims to strengthen analysis, planning, and implementation capacity for the establishment of high value-added food value chain from production to processing, distribution, sales, and consumption, as the case study of Tokachi, Hokkaido, one of leading agricultural areas in Japan.

3. The applying organizations are expected to nominate Chief Officer (assistant manager and subsection chief) or Higher Officer engaged in policy design or business planning and implementation management regarding production, processing, distribution, and marketing of local agricultural products in the related Agencies/Ministries with atleast 3 years experience in the relevant field. The applicant should have competent command over spoken and written English; be a university graduate; be between the ages of twenty-five (25) and fifty (50) years; must be in good health (both physically and mentally). More information may be seen in the general information brochure.

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 round-trip air tickets between the international airport 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 Medical care for participants who become ill after arriving in Japan (the costs related to preexisting 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 Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **14.08.2023**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.


12.07.2023
(Deshraj Yadav)

Under Secretary to the Government of India
Tele no: 26194167

Copy to: (Through DoPT's website)

- a. Secretary, Department of Food and Public Distribution, Govt. of India, New Delhi.
- b. Secretary, Ministry of Food Processing Industries, Govt. of India, New Delhi.
- c. Secretary, Department of Agriculture and Farmer's Welfare, Govt. of India, New Delhi.
- d. Secretary, Ministry of Cooperation, Govt. of India, New Delhi.
- e. Secretary, Ministry of Commerce and Industry, Govt. of India, New Delhi.
- f. Secretary, Department of Agricultural Research and Education, Govt. of India, New Delhi
- g. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- h. Senior Representative, JICA India Office, Hindustan Times House, New Delhi -110001.
- i. NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Community-Based Agribusiness Promotion through
Food Value Chain Building**

**課題別研修「アジア地域 フードバリューチェーン構築による地域アグリビ
ジネス振興」
JFY 2023**

Course No.: 202208313J001

Course Period in Japan: From October 31, 2023 to December 1, 2023

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) 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)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“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.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

In many Asian countries, including ASEAN countries, consumer demand for better tasting, safer, and higher quality agricultural/food products is increasing as economic growth and growing incomes.

On the other hand, in these countries, consumers do not have access to the products that meet their needs, and farmers cannot gain appropriate profit, due to inadequate transportation infrastructure, middleperson's intervention, and lack of appropriate processing systems and production plans based on market needs, etc. In addition, since the private sector as well as local governments are unable to obtain sufficient quantities of high-quality agricultural products at an appropriate time, it is difficult to increase the value of products and foods made from local agricultural products.

In order to solve these problems, the establishment of a food value chain from production to processing, distribution, sales, and consumption is expected to be one of the effective solutions.

For what?

To strengthen the capacity of organizations and institutions involved in production, distribution, and sales/marketing of agricultural products to plan and promote highly competitive food supply based on the concept of food value chain.

For whom?

Persons in charge of policy planning, business planning, implementation management, etc. related to production, processing, distribution, and marketing of agricultural products

How?

This course aims to strengthen analysis, planning, and implementation capacity for the establishment of high value-added food value chain from production to processing, distribution, sales, and consumption, as the case study of Tokachi, Hokkaido, one of leading agricultural areas in Japan.

Participants will learn practical know-how such as agricultural production based on market needs, product development utilizing the potential of local agricultural products, pricing based on market analysis, food safety based on international certification standards, and sales strategies based on consumer needs and targets.

In addition, through a regional food industry promotion strategy "Food Valley Tokachi", participants will also be introduced public-private partnership mechanisms and measures to strengthen food value chain.

II. Description

- 1. Title (Course No.)**
Community-Based Agribusiness Promotion through Food Value Chain Building (202208313J001)
- 2. Course Duration in Japan**
October 31 to December 1, 2023
- 3. Target Regions or Countries**
Cambodia, India, Indonesia, Laos, Malaysia, Philippines, Tajikistan, Viet Nam
- 4. Eligible / Target Organization**
This program is designed for Ministries and agencies, government-sponsored public corporations, producer groups, industry groups, and private sector responsible to strengthen food value chain (production-processing-distribution) of local agricultural products.
- 5. Capacity (Upper Limit of Participants)**
13 participants
- 6. Language**
English
- 7. Objective**
The ability to plan and promote the supply of competitive food based on the concept of the value chain is strengthened for the organizations/institutions involved in production, distribution, and sales/promotion of agricultural products.
- 8. Overall Goal**
Through building inclusive and sustainable food value chain in the Asian region, the livelihoods of rural residents and providing a stable food supply will be improved.
- 9. Output and Contents**
This course consists of the following components. Details on each component are given below.

(1) Preliminary Phase in the participants' home countries October 2023 (before the core phase) Preparation <i>The participants make required preparation for the program in the respective country.</i>	
Modules	Activities
Inception Report	- Preparation of Inception Report (Please see VI. Annex)

(2) Core Phase in Japan

Expected Module Output	Subjects/Agendas	Methodology
<p>1. To be able to explain the importance of building value chains for competitive food supply (safety, high quality, tasty)</p>	<ul style="list-style-type: none"> ● Outline of Agriculture in Tokachi ● Roles of value chain ● Organization and the role of agricultural cooperatives ● Collaboration of industry, government, and academia 	<p>Lecture Discussion</p>
<p>2. To be able to explain the production methods and plans of agricultural products to meet the needs of consumers</p>	<ul style="list-style-type: none"> ● Agricultural management guidance ● Market-oriented agriculture promotion (SHEP) ● Efforts of market expansion 	<p>Lecture Observation</p>
<p>3. To be able to analyze and organize points, which can lead to high value-added of agricultural products based on case study of processing of agricultural products to meet the needs of consumers, distribution of raw materials/processed products, branding and pricing of agricultural/processed products based on market analysis</p>	<ul style="list-style-type: none"> ● high value-added of agricultural products ● Branding structure ● Improvement of product safety ● Efficiency of distribution chain and pricing ● Sixth Industrialization ● Case study of sales promotion measures 	<p>Lecture Observation Discussion</p>
<p>4. To be able to develop a specific plan for improvement value chains in one's country, by applying knowledge obtained in the course based on the situation in one's own country and organizing problems/issues</p>	<ul style="list-style-type: none"> ● Problem Analysis Method ● Review, group discussion ● Action plan presentation 	<p>Practice Discussion Presentation</p>

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) **Current Duties:** chief officer (assistant manager and subsection chief) or higher engaged in policy design or business planning and implementation management regarding production, processing, distribution, and marketing of local agricultural products in the related agencies/Ministries
- 2) **Experience in the Relevant Field:** have more than **three (3) years'** experience in the above-mentioned field in principle
- 3) **Educational Background:** be a graduate of university
- 4) **Language Proficiency:** have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 72 or above (This course includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 5) **Health:** must be in good health, both physically and mentally, to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.
- 6) **Attitude Toward Participation:** Participants are required to understand the contents of this program fully and have high motivation for learning.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's

empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

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

(2) Photocopy of Passport: You should submit it 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.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) English Score Sheet: to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

(4) Inception Report: to be submitted with the application form (detailed information is provided in VI. Annex "Inception Report"), which describes overview of the systems of participants' countries in terms of the theme of this program and the current issues/problems that participants and their organizations are currently facing. The report is also used for screening of the candidates.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at **JICA Center in Japan** by **August 31, 2023**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the Embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than September 22, 2023.**

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Hokkaido Center (Obihiro)

(2) **Program Officer:** Ms. NAKAKURI Yuka (obic_kccp@jica.go.jp)

2. Implementing Partners

Obihiro University of Agriculture and Veterinary Medicine

Tokachi International Association (tentative)

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation for the participants in Japan:

JICA Hokkaido Center (Obihiro) (JICA Obihiro)

Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-2001 FAX: +81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at JICA Obihiro, or when conducting program outside Obihiro region, JICA will arrange alternative accommodations for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are **not** included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation*

A pre-departure orientation will be held at JICA overseas office (or the Embassy of Japan) in respective country, to provide Participants with details on travel to Japan, conditions of the course, and other matters.

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, and Neighborhood.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html

V. Other Information

1. Certificate

Participants who have successfully completed the program will be awarded a certificate by JICA.

2. For Your Health

It is advisable for participants to bring the household medicine. Especially in case you have or have had malaria, you are requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

3. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

		Winter		Spring			Summer		Autumn			Winter	
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperature (°C)	Maximum	3.8	7.5	16.0	25.5	27.4	32.9	33.7	31.2	31.8	29.7	17.2	5.5
	Average	-6.5	-4.7	1.2	8.3	12.9	15.9	21.2	20.5	17.9	10.8	4.9	-3.4
	Minimum	-19.7	-16.6	-9.5	-2.5	1.1	6.7	14.0	12.5	5.1	-2.1	-4.0	-18.2
Humidity (%)		72	69	69	59	73	84	86	85	80	76	72	66
Precipitation (mm)		75.5	19.5	50.0	2.0	59.5	110.0	156.5	265.5	72.0	93.5	21.0	86.5

(Japan Meteorological Agency 2022)

4. Currency Exchange

Participants are advised to exchange local currency to Japanese currency on your arrival at Narita (or Haneda) Airport, if necessary, since there is not enough time for currency exchange during the program.

5. Ceremony

The program includes some ceremonies, for which it is recommended to bring appropriate clothes.

6. Electronic Devices

Participants are strongly recommended to bring your own laptop computer, USB flash memory, and suitable conversion plug for Japanese one. During the program, participants are required to work on the computers to create reports, action plan, and so on. Most of accommodations have internet access.

7. Items to be Lent to Participants by JICA

JICA provides participants with the following necessary items during the program period:

1) warm jackets 2) work jackets & trousers 3) rubber boots

*Therefore, participants do not need to bring own items above.

8. School Visit

In order to promote international cultural exchange, all participants are invited to visit a Japanese local school and interact with the students during the program. To introduce your country, it is advisable for participants to bring items such as

(1) musical instruments, popular music CDs, traditional costume,

(2) small art crafts,

(3) digital photo data (e.g. foods, traditional dresses, houses, animals, tourist spot, and so on).

VI. Annex

Inception Report

Applicants are required to submit an Inception Report on the following issues. The Report will be used for the screening of successful applicants as well as for the selection of the most suitable training subject for the participants. Applicants should submit it to JICA overseas office (or the Embassy of Japan) in respective country with the Application Form by August 31, 2023.

(1) Purpose

- 1) To define the issues regarding the themes of this program that you and your organization face in the work. This will be your objectives of the participation in this program and should be led to the Final Report which proposes the solution of the issues.
- 2) To share your issues and backgrounds with other participants.

(2) Contents

- 1) Name and the roles of your organization/department
- 2) Introduction of your responsibility and the work of which you have been in charge for the last one year
- 3) Description for current agricultural condition in your responsible area (temperature, precipitation, soil type, main crops, typical farming system in rural areas)
- 4) Agricultural products which you would like to add high value by improving value chain (describe based on policies stated in your government, if possible)
- 5) Current value chain status of the agricultural products which you mentioned in above 4) (please describe not only advantages but also weaknesses)
- 6) Current issues/problems you are facing and ideas/approaches for solving
- 7) Your expectation for the program and the reasons

(3) Layout

It should be typewritten in English, 2-3 pages (12-point font, double spaced, A4 size paper).

(4) Presentation

The accepted participants are also requested to make a presentation at the beginning of the Core Phase. Therefore, a presentation file (e.g. MS PowerPoint) should be additionally created based on the report. The time allocation for each presentation will be about 10 minutes.

The detailed instruction of the presentation will be provided at notice of acceptance.

*It is advisable to use some materials such as pictures or other visual aids to show your country's situation.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



Contact Information for Inquiries

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

JICA Hokkaido Center (Obihiro)

Address: 1-2, Minami 6, Nishi 20, Obihiro-City, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

E-mail: obic_kccp@jica.go.jp

<https://www.jica.go.jp/obihiro/english/office/index.html>

**Application Guideline for
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> • To be filled by you and your supervisor* • To be signed by your supervisor • Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.



Japan International Cooperation Agency

CONFIDENTIAL

CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM***To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Course Title** (as shown in the GI)**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)**3. Course Duration**From to (DD/MM/YYYY)**4. Country****5. Organization****6. Name of the Nominee(s)**

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>	Official Stamp	
Department / Division	<input type="text"/>		
Office Address and Contact Information	Address: <input type="text"/>		
	Tel: <input type="text"/>	E-mail: <input type="text"/>	Fax: <input type="text"/>

(If necessary) Confirmation by the organization in charge

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:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>	Official Stamp	



Department / Division		
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Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

6) Contact Information

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】

***If your organization and/or your status is related to the Military, please mark with YES or NO below in the () which best describes the relationship.**

(YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
(YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
(YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
(YES / NO) an civilian organization but with military personnel or a military division within the organization
(YES / NO) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

***Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.**

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

2) Academic Background (University, College or Higher Education)

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

***Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					

3) Other languages ()	() Excellent	() Good	() Fair	() Poor
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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.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

Describe the issues that your organization/department intends to tackle by participating in this program.

2) Main duties of Applicant: Describe your main duties and responsibilities in relation to this program.

3) Relevant Experience of Applicant: Describe previous occupational experiences that is highly relevant in this program.

4) Your individual Goal: Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and Title/Position

Signature

3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

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* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

Date
Name and Title/Position
Signature

※Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") 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 Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information 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 the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy

- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
 Agree / Disagree

- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature