

F.No.12040/15/2024-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 Delhi-67

Dated:29 .05.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Facility Cultivation Techniques of Vegetable for Market Oriented Value Addition, Production Stability and Increase” to be held from 17th September to 11th October, 2024 (online) and from 14th October to 14th December 2024 (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 “Facility Cultivation Techniques of Vegetable for Market Oriented Value Addition, Production Stability and Increase” to be held from 17th September to 11th October, 2024 (online) and from 14th October to 14th December 2024 (in Japan) under the Technical Cooperation Program of the Government of Japan.

2. The aim of this program is to disseminate market-oriented farming methods and facility cultivation techniques to small-scale farmers and agricultural product distributors in the participant's working area. For this purpose, this course focuses on the collection of market information, improvement of farming plans based on the analysis of market information, and facility cultivation techniques to realize such improvement through lectures and practical programs at JICA Tsukuba, as well as study tours to domestic regions in Japan that can be used as references.

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

i) Current Duties: Officials of public agencies that conduct vegetable production techniques extension.

ii) Experience in the relevant field: He/She must have at least 5 years work experience in agricultural extension or cultivation techniques.

iii) Educational Background: He/She must be a graduate of university or have an equivalent academic background

iv) English Language Qualification: He/She must have a competent command of English.

iv) Health: He/She must be in good health (Both physically and mentally).

v) Age: He/She must be in the age of thirty (30) to forty-five (45) years.

vi) 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 and **more details of the program may be seen in the brochure.**

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

- (a) Whether he/she has attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether he/she is cleared from vigilance angle;
- (c) Age;
- (d) Whether he/she is 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; Accommodation arranged by JICA; allowances for meals, living expenses and stopover; expenses for JICA study tours and medical care for participants who become ill after arriving in Japan (the costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is 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 **12.07.2024**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be taken from the website of DoPT.



(Deshraj Yadav)

Under Secretary to the Government of India
Tele No: 011-26194167

Copy to: - (Through DoPT's website).

- a. Secretary, Department of Agriculture Research & Education, GoI, New Delhi.
- b. Secretary, Department of Agriculture & Farmers Welfare, GoI, New Delhi
- c. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- d. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- e. NIC with request to post the circular along with the JICA's circular on this Department's website.



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Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Facility Cultivation Techniques of Vegetable for Market-Oriented Value Addition, Production Stability and Increase



Course Number: 202311581J001

Course Period: September 17- December 14, 2024

Online Program Period: September 17 - October 11, 2024

Face-to-Face Program Period: October 14 - December 14, 2024

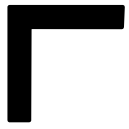


NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

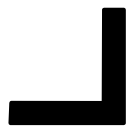
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

市場志向による付加価値及び生産安定・増加のための野菜の施設栽培技術



How can we utilize facility cultivation to produce horticultural crops that meet market needs?

Gain insight to the adaptation of market-oriented farming methods and facility cultivation techniques to small-scale farmers.



Outline

The aim of this program is to disseminate market-oriented farming methods and facility cultivation techniques to small-scale farmers and agricultural product distributors in the participant's working area. For this purpose, this course focus on the collection of market information, improvement of farming plans based on the analysis of market information, and facility cultivation techniques to realize such improvement through lectures and practical programs at JICA Tsukuba, as well as study tours to domestic regions in Japan that can be used as references.

The sessions will be held online and in Japan. All sessions are carried out in English.

The period of the program is from September 17- December 14, 2024
Course Capacity:
12 participants



JICA KnowlCo-Creation JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated 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 foundation of mutual learning process.

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For What?

Background

In developing countries such as Southeast Asia region and elsewhere, consumer demand for food products is expanding and their needs are diversifying as the incomes of the wealthy and middle class increase in line with economic growth. Although food production in these countries is mainly carried by small-scale farmers, the current situation is not sufficiently conducive to improving the income of small-scale farmers because they do not sufficiently practice horticultural management to meet market needs (product, timing, quantity, and quality).

This KCCP program aims to promote the practice and dissemination of market-oriented facility cultivation in developing countries, and to contribute to the improvement of small-scale farmers' incomes and the development of food value chains (FVCs).

Objectives

To acquire the knowledge and skills necessary for participants to disseminate market-oriented farming methods and facility cultivation techniques based on the analysis of issues in each region.

Expected outputs

1. To analyze the current situation and challenges related to facility cultivation in the country.
2. To acquire the knowledge to collect and analyze information on the market needs (product, timing, quantity, and quality) in the working area.
3. To acquire the knowledge and experience to understand the characteristics of facility cultivation and to explain them to stakeholders in the working area.
4. To acquire the knowledge to improve/modify existing farming plans based on the results of market needs analysis and utilizing the advantage of the features of facility cultivation.
5. To develop an action plan for the introduction of market-oriented facility cultivation in the working area.

To Whom?

Job Areas and Organizations

Public institutions that conduct vegetable production techniques extension.

*Officers in a position to supervise and prepare work plans of agricultural extension officers is recommended.

Targeted Countries

Bangladesh, Cambodia, Egypt, Ghana, India, Kyrgyz Republic, Laos, Mongolia, South Sudan and Sudan

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

When?

Online Program Period



From September 17, 2024
to October 11, 2024

All participants will be connected via Zoom to see on-demand videos and Q&A sessions.

Face-to-Face Program Period



From October 14, 2024(arrival)
to December 14, 2024(departure)



Where?

This course is carried out online first, and secondly at JICA Tsukuba Center.

<Online Program>

You will join the Zoom sessions or video watching at your office or home. As the online lectures and Q&A sessions are going to be held to assist your learning process, you are required to have a certain IT environment. For detail, see page11.

<Face to face program in JAPAN>

Lectures and field practice on facility cultivation and FVC, as well as visits to Japanese case studies. In this program, various 'Protected Cultivation' methods, such as mulching and tunnel cultivation, are also addressed. These techniques are aimed at stabilizing the growing environment for crops



How?

How to Learn

- Online/on-demand Lectures
- Online Interactive Q&A Session
- Face-to-Face Lecture/ Interactive Q&A Session
- Field Visits
- Discussions
- Presentations



Language

English

Commitment to the SDGs



Program Structure

Online Program (September 17 ~ October 11)

- Pre-briefing of the course
- Interviews with local farmers and market
- On-demand Lectures about FVCs & facility cultivation
- Inception Report Preparation

In Japan Program (October 14 ~ December 14)

- Program orientation & Course orientation
- Briefing
- Inception Report Presentation
- Lecture, Field Work, Workshop, Field Visit, Discussion
- Action plan Presentation
- Closing Ceremony
- Evaluation Meeting



Management Members

Instructors (more to be confirmed)

Course Leader

Mr. NAKADA Shunichi

Senior Advisor

Economic Development Department, JICA

His specialities are in Agriculture policy, rural development, food safety. He worked for Ministry of Agriculture for 25years before working for JICA.

Message: In the history of Japanese agriculture development, greenhouse cultivation have contributed significantly to improve quality of Japanese diet as well as rural economy through establishment of year-round supply system. I believe many of your country also have similar opportunity as many country is currently in the transition process from staple dependent diet to more diversified diet.



Course Adviser

Mr. NUMATA Mitsuo

Technical Advisor

Tsukuba Center, JICA

His specialities are in crop cultivation, agricultural extension and safety agricultural production such as GAP initiatives.

Message: Facility cultivation plays an important role in ensuring stable supply and producing high-quality agricultural products. It is very effective means of increasing farmers' profits, so I hope that the information provided through the training course will be very useful to local farmers.



Course Adviser

Dr. HAYASHI Hisayoshi

Technical Advisor

Tsukuba Center, JICA

His specialities are agronomy, crop production systems, higher education, practical teaching, experimental design, data analysis, and so on.

Message: The objective of this course is to learn cultivation techniques for producing high quality vegetables, especially through facility-based cultivation, and to make an action plan on how vegetable farmers in your own country can increase production, add value, and income by adopting these techniques. In addition to the training, you will also learn about Japanese food and culture. There is no one here who knows you. This is your great opportunity to change yourself. Please take many challenges in many ways.



Implementing Partner

Sanyu Consultants Inc. (SCI)

SANYU CONSULTANTS INC. (SCI) was founded in 1962 as "Sanyu Consultants International Inc." following the successful completion of the Aichi Irrigation Project, the first and the largest regional agricultural water resources development project implemented in Japan after World War II.



SCI has provided consulting services both domestically and internationally. As for overseas projects, SCI provides feasibility studies, detailed design, construction supervision and operation guidance all over the world in the fields of agricultural and rural development, agricultural mechanization, agribusiness, and relevant institutional development. SCI also specialized in water resources development such as irrigation and drainage works, dam construction, water supply, disaster prevention works and climate change adaptation.

Program Officer

Ms. OCHIAI Chikako

Japan International Cooperation Agency (JICA)
Tsukuba Center

Message: In this program, we focus on facility cultivation techniques based on the market needs obtained from the Food Value Chain analysis. Let's gain a new perspective on your work through discussions with the lecturer and other participants. I look forward to meeting you!



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. Participating 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.
 - (3) As this course is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation by carrying out the activities of the preliminary phase.
 - (4) Participating organizations are also expected to make the best use of the action plan in the respective country.
-

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Officials of public agencies that conduct vegetable production techniques extension.
*Officers in a position to supervise and prepare work plans of agricultural extension officers is recommended.
- 2) Experience in the Relevant Field: have at least 5 years work experience in agricultural extension or cultivation techniques.
- 3) Educational Background: be a graduate of university or have an equivalent academic background
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 79 or above (This program

includes active participation in discussions and development of Action Plan, which require high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

5) Technical Requirements:

a. Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, Web Conferences (Zoom), Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

b. Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
- * Internet access charge incurred for this course shall be borne by your organization.

c. Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

d. Software (which may be required)

- Zoom Client for Meeting (<https://zoom.us/download>)
- * In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

- 6) 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. If JICA find it difficult to participate in the program for health reasons, the participants shall be returned from Japan during the program. (Annex 2)

(2) Recommended Qualifications

- 1) Persons who are already involved (or will be involved) in JICA or other agency's related Technical Cooperation Schemes or Initiatives.



- 2) Age: between the ages of thirty (30) and forty-five (45) years
- 3) 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) **Questionnaire:** to be submitted with the application form. Fill in Annex of this General Information.

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 **July 26, 2024.**

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government.

Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than August 9 2024.**

5. Additional Document(s) to Be Submitted by Accepted Candidates

Accepted candidates are required to make a Inception Report by joining the pre-program and implementing the farmer's interview before coming to Japan.

6. 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 "3.Expenses", "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.

(13) to comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for KCCP. Especially, participants are strictly prohibited to record online lectures or use contents providing during the program without permissions. Participants may also sign a copyright agreement.



Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA Tsukuba or TBIC)
 - (2) **Program Officer:** Ms. OCHIAI Chikako (tbicctp@jica.go.jp)
-

2. Implementing Partner

- (1) **Name:** SANYU CONSULTANTS INC.
 - (2) **URL:** <http://sanyu.tcp.jp/english/index.html>
-

3. Travel to Japan

- (1) **Airfare:** In principle, JICA would cover a round-trip economy-class ticket between an international airport designated by JICA and Japan.
 - (2) **Travel insurance:** Coverage applies from arrival to departure in Japan. Therefore, travel time outside Japan (including baggage damaged during arrival flight in Japan) will not be covered.
-

4. Accommodation in Japan

In principle, JICA would organize the following accommodation(s) for participants in Japan

JICA Tsukuba Center (JICA Tsukuba) Address: 3-6, Koyadai, Tsukuba City, Ibaraki Prefecture 305-0074, Japan TEL: +81-29-838-1111 FAX: +81-29-838-1119 ("81" is the country code for Japan, and "29" is the local area code). Please refer to the JICA Tsukuba installation guide. tsukuba_guide.pdf (jica.go.jp)

If no space is available at JICA Tsukuba, JICA would arrange alternative accommodation for participants.

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses 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):

[The Knowledge Co-Creation Program \(KCCP\) | Our Work | JICA](#)

6. Pre-departure Orientation

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

*YouTube videos of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below. You can image KCCP program if you watch below.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

7. Reference



Website: JICA

English/French/Spanish/Russian

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



Website: Brochure for JICA Tsukuba Center

English

<https://www.jica.go.jp/tsukuba/english/office/others/brochure.html>

JICA Tsukuba

Accommodation

JICA Tsukuba Center works as a base of this training program. The Center is equipped with accommodation facilities for JICA training participants.

For study tours taking place far from the Center, JICA will arrange hotels for the participants.



Lobby



Accommodation Bldg.



Lecture Room



PC Room



Restaurant



Gymnasium

Climate

Tsukuba enjoys four distinctive seasons, and you are recommended to prepare adequate clothing for the season in which you will participate in the program.

Spring

March, April, May

Max Temp: 24.2°C | Min Temp: 0.0°C

Summer

June, July, August

Max Temp: 31.3°C | Min Temp: 14.6°C

Fall

September, October, November

Max Temp: 29.3°C | Min Temp: 8.3°C

Winter

December, January, February

Max Temp: 13.6°C | Min Temp: -2.8°C

Face to face program starts in mid-October and ends in mid-December. It will be very cold, so bring appropriate clothing.

Annex

ANNEX1 : Questionnaire for all candidates

【Remarks】

Only accepted participants are required to prepare the Inception Report, based on the pre-program and farmer's interview.

The detail would be noticed after the notice of acceptance.

ANNEX2 : CERTIFICATE OF HEALTH



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.



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.



Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

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

TEL: +81-29-838-1111 FAX: +81-29-838-1119

("81" is the country code for Japan, and "29" is the local area code)

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:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in **English**,
- To use “√” or “x” to mark the () options,
- To attach your photographs,
- 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:

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- 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