

North Block, New Delhi,
Dated the 20th August, 2025.

TRAINING CIRCULAR

Subject:- **In-person** Knowledge Co-Creation Program on “**Improvement of Maternal and Child Nutrition**” from 24th November to 19th December, 2025 in Japan.

The Government of Japan has invited nominations for **In-person** Knowledge Co-Creation Program on “**Improvement of Maternal and Child Nutrition**” from 24th November to 19th December, 2025 in Japan under the Technical Assistance Programme with India. The programme is intended for central or local government officials involved in maternal newborn and child health, nutrition improvement and community health, among the SUN member countries. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Japan**, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs :

- (i) Sponsoring Government's application form (with information on Military Status) together with the **Medical History Questionnaire**.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) A photocopy of the **Passport**.
- (iv) **Organization Chart** with **Applicant's Current Designation**.
- (v) **Brief Report** on maternal and Child nutrition.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 11.09.2025 positively at the following address:-**

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi-110001.
Ph:- 011 - 2309 5082,
Email- pankaj.gangwar@gov.in
chourasia.anil@nic.in

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. WAKAMATSU Eiji, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on the website of Department of Economic Affairs, Ministry of Finance at www.dea.gov.in in under the link "Foreign Training Programmes [<https://mofapp.nic.in/training/default.aspx>].


(Soumitra N. Motilal)

Under Secretary to the Govt. of India
Tele: 23095017

1. Joint Secretary (Admn.), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Women & Child Development, Shastri Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://mofapp.nic.in/training/default.aspx>].



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

General information on

Improvement of Maternal and Child Nutrition 課題別研修「母子栄養改善」 JFY 2025

Course No.: 202411545J001

Course Period in Japan: November 24th to December 19th, 2025

Online Follow Up Program: January or February, 2026

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 June 2023, 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

Improving maternal and child nutrition is an important issue included in Goal 2 "End all forms of malnutrition" and Goal 3 "Ensure healthy lives and promote well-being for all at all ages" of the Sustainable Development Goals (SDGs). Based on international trends and JICA's Global Agenda (JGA), this program will focus on the importance of nutrition that comprehensively addresses the entire life course (mother and child, preschool, school age, adolescence, adulthood, and old age), especially from the perspective of the "first 1000 days of life (mother and child)". This course will be conducted in line with the JGA "Improving Nutrition" Cluster Strategy "Improving Nutrition Through the Life course", which focuses on "improving maternal and child nutrition".

In 2008, the Lancet published a series on maternal and child undernutrition, which provided momentum for the international community to work together to address this issue. In 2009, the Japanese government established the Scaling Up Nutrition-SUN Trust Fund at the World Bank, contributing to the launch of SUN as the international action framework. The KCCP "Improving Maternal and Child Nutrition" program has been implemented since 2014 for SUN member countries.

The objective of this course is to build capabilities to plan, implement, manage and evaluate high-quality maternal and child nutrition programs in their own countries and assigned regions. This program will focus on from the first 1,000 days to age of 5 and will develop and strengthen nutrition services provided in the health system and work with other sector to identify and promote age-and individual-appropriate nutrition and eating behaviors. The participants will learn about global trends and initiatives, as well as strategic policies and approaches in Japan, and then learn about nutrition measures as part of maternal and child health services utilizing Obihiro's rich local resources through the lectures and field visits. It will also cover prevention of non-communicable diseases (NCDs). In group work, participants will also learn from good practices in participating countries. Finally, the participants will develop an action plan which will contribute to the improvement of maternal and child nutrition in their own countries.

For what?

This course aims to strengthen the capacity necessary for planning, implementation and evaluation of the maternal and child nutrition improvement programs.

For whom?

This program is designed for central or local government officials involved in maternal newborn and child health, nutrition improvement and community health, among the SUN member countries.

How?

Participants will have opportunities to learn on global issues, effective strategies for maternal and child nutrition improvement from the experience of Japan and

participating countries through on-site visits, discussion and development of a practical mini-action Plan.

II. Description

1. Title (Course No.)

Improvement of Maternal and Child Nutrition (202411545J001)

2. Course Period

Main Program Period in Japan: **November 25th to December 18th, 2025**

Online Follow Up Program: **TBD**(Online Program will held after finishing Main program to 1month or 2month. Refer to the attached tentative program schedule)

3. Timetable for Online follow up program

Online follow up program: TBD approx. 150 min. (Japan time 17:00~)	Starting Time (Local)
● Ghana	8:00
● India	13:30
● Indonesia	15:00
● Laos	15:00
● Pakistan	13:00
● Philippines	16:00
● Sierra Leone	8:00
● Tajikistan	13:00
● Timor-Leste	17:00
Following to be connected separately due to time difference (Japan time 9:00~) ●Guatemala(-19h)	14:00

4. Target Regions or Countries

Ghana, Guatemala, India, Indonesia, Laos, Pakistan, Philippines, Sierra Leone, Tajikistan, Timor-Leste

5. Eligible / Target Organization

This program is designed for central or local government officials involved in maternal newborn and child health, nutrition improvement and community health among SUN (Scaling Up Nutrition) member countries (including the countries aiming to participate in SUN).

6. Capacity

11 participants

7. Language

English

8. Course Objectives

Participants will Learn about effective strategies and measures to provide quality maternal and child nutrition services, develop an action plan, and have the plan approved by your organization for implementation.

9. Overall Goal

SUN activities for improving maternal and child nutrition will be facilitated through the implementation of the participant's mini-action plan, thus contributing to SDGs goals 2 and 3 which crosscut to all other SDGs goals.

10. Expected Module Output and Contents

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

1) Expected Module Outputs

Expected Module Output	Subjects/Agendas	Methodology
<u>Output 1</u> To be able to explain with specific examples, effective ways to strengthen and promote nutrition services in health systems.	1)Discussions and trends in global nutrition 2)Overview of nutrition issues in Japan and nutrition policies from the perspective of health system 3)Sharing good practices on similar nutrition issues in low- and middle-income countries	Lecture Exercise and Discussion
<u>Output 2</u> To be able to explain how to work effectively with other sectors and stakeholders around health systems with specific examples.	4)Nutrition from the perspective of gender and socio-cultural equity 5)Multi-sector and multi-stakeholder collaboration emphasizing on the concept of “planetary health”	Lecture Exercise and Discussion
<u>Output 3</u> Based on 1-2 above, to be able to formulate a mini-action plan to strengthen the existing maternal and child nutrition program.	Development of action plans for improving maternal and child nutrition to be implemented by participants upon their return	Lecture Exercise and Discussion

2) Tentative program schedule (subject to change)

Date	Program	Location
Nov. 24	Arrival in Japan	Obihiro
Nov. 25- Dec.5	• Global trend, international framework and strategies on nutrition improvement • “Shokuiku” (dietary education and promotion) at school • Nutrition promotion within maternal and child health programs/ community intervention	Obihiro
Dec. 6-18	• Nutrition promotion at maternity hospitals • Brief reports/ sharing of good practices • Development of Mini-Action Plan/ presentation	Tokyo
Dec. 19	Departure from Japan	
Jan. or Feb. ,2026	Online Follow Up Program (2days)	Online

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

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

2. Nominee Qualifications

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

[Remarks] Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

(1) Essential Qualifications

- 1) Current Duties: Central or local government officials (preferably from the Ministry of Health) involved in maternal newborn and child health, nutrition improvement and community health.
- 2) Professional background: have minimum of three (3) years' experience in the field.
- 3) Educational Background: be a degree holder specializing in at least one of the following: public health, maternal health, newborn and child health/ nutrition or related fields.
- 4) Language: Have a competent command of spoken and written English proficiency.
*Since this program is discussion-based, a high level of English proficiency is required.
- 5) Health: Must be in good health to participate in the program
- 6) IT Skills: must have basic IT skills such as OS (Windows or Mac), browser, and Microsoft Office.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
*** Applicants are expected to be in good health physically since field visit is scheduled many times during this program.**
- 2) Gender consideration: 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) Related to JICA projects: Staff or members of counterpart organizations of JICA past and on-going technical cooperation projects in reproductive, maternal, newborn, and child health.

(3) Expected requirements specific for the online sessions:

- 1) Must obtain official permission from the applicant's superior (in written form)

to allow the participant to fully commit and participate in the course (to avoid the participant by being disturbed from being appointed to sudden duties)

- 2) Hardware: PC with speaker/microphone and web camera
 - 3) Software: Zoom, YouTube, Google Chrome, Google applications (Gmail), Microsoft Excel, Word and Power Point
 - 4) Internet Access/Connection: speed enough to use the software as shown in 2)
 - 5) Time availability: Required to join all the live sessions shown on page 3.
- * If you need any assistance for preparation of the learning environment, please consult the local JICA office. Please note that the JICA overseas office may not be able to assist with all requirements.

3. Required Documents for Application

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

* If you have any difficulties which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (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.

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

- (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). In case you don't have any, need to take an English interview by JICA Office.

- (4) Organization chart and the applicant's position:** to be submitted with the application form.

- (5) "Brief Report" on maternal and child nutrition:** detailed information is provided in the V. ANNEX-1.

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 **September 25th, 2025**)

- (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 October 9th, 2025.**

5. Additional Document to Be Submitted by Accepted Candidates

Accepted candidates are required to prepare an Inception Report before the Program starts. The instruction and form of the Inception Report will be provided once the applicants are accepted. The Inception Report should be sent to JICA by **October 30th, 2025**, by e-mail to obic_kccp@jica.go.jp

6. Conditions for Participation

The participants of KCCP are required

- (1) to contact the SUN focal person/ relevant SUN secretariat of the participant's country upon receiving the note of acceptance. (If the participants do not know the contact address of the SUN focal person/ lead donor or other relevant person, JICA Human Development Department will provide the information. Contact: Sakamoto.Ritsuko@jica.go.jp)
- (2) to strictly participate in all the course schedule (online and program in Japan),
- (3) to observe the rules and regulations of the program,
- (4) to confirm and ensure internet environment and stay in the designated places including the hotel arranged by JICA to participate in the online program,
- (5) to respect copyright and portrait rights. To refrain from recording and sharing the course materials (text, images, graphics and other content) available during the program except for cases with specific permission.
- (6) to record lectures and discussions are prohibited,
- (7) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (8) 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),
- (9) not to bring or invite any family members,
- (10) 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,
- (11) not to engage in political activities, or any form of employment for profit,
- (12) 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”,
- (13)** 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,
 - (14)** not to drive a car or motorbike, regardless of an international driving license possessed,
 - (15)** to observe the rules and regulations at the place of the participants' accommodation, and
 - (16)** to refund allowances/ benefits paid by JICA in case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Hokkaido Center (Obihiro)
- (2) **Program Officer:** Mr. SHIMIZU Hiroya (obic_kccp@jica.go.jp)
- (3) **Introduction of JICA Hokkaido Center (Obihiro)**
<https://www.jica.go.jp/obihiro/english/office/index.html>

2. Implementing Partner

- (1) **Name:** Japanese Organization for International Cooperation in Family Planning (JOICFP), founded in 1968, is a Japan-based NGO, active in the field of sexual and reproductive health and rights (SRHR), gender equality and women's empowerment where it works to improve the status of women, men and young people around the world. JOICFP focus on people-centered community interventions based on the lessons learned from post-war Japan. Received United Nations Population Award in 2001, Yomiuri International Cooperation Prize in 2016 and 1st Japan SDGs Partnership Award in 2017. Holds UN/ECOSOC Consultative Status since 2000.
- (2) **URL:** <http://www.joicfp.or.jp/en/>
- (3) **Contact:** hrd@joicfp.or.jp

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(s) 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: +81-155-35-1250
(where "81" is the country code for Japan, and "155" is the local area code)

JICA Tokyo Center (JICA Tokyo)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: 81-3-3485-7051
(where "81" is the country code for Japan, and "3" 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 will be provided for the participants by JICA:

- (1) Allowances for accommodation, 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 (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 “KENSU-IN GUIDEBOOK,”
(English/French/Spanish/Russian).

*Link to JICA HP (English/French/Spanish/Russian) the Website:

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

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.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
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

V. Other Information

1. Certificate

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

* It is required for participants to fully participate in the program.

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 (air temperature, pressure, wind speed, and humidity) in Obihiro and Tokyo is given below. Participants are advised to prepare appropriate clothes.

<i>Obihiro (Hokkaido)</i>		<i>Tokyo</i>
<div><div>NOVEMBER Day Night +45° +34° 29.9 inHg 4.9 mph 68 %</div><div>DECEMBER Day Night +32° +21° 29.6 inHg 6.5 mph 60 %</div></div>		<div><div>DECEMBER Day Night +55° +45° 29.8 inHg 9.8 mph 50 %</div></div>

World Weather : <https://world-weather.info/forecast/japan/obihiro/2024/>

Japan Meteorological Agency :

<https://www.data.jma.go.jp/stats/data/en/smp/index.html>

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, mini-action plan, and so on. Most of accommodations have internet access.

7. Items to be lent to participants by JICA.

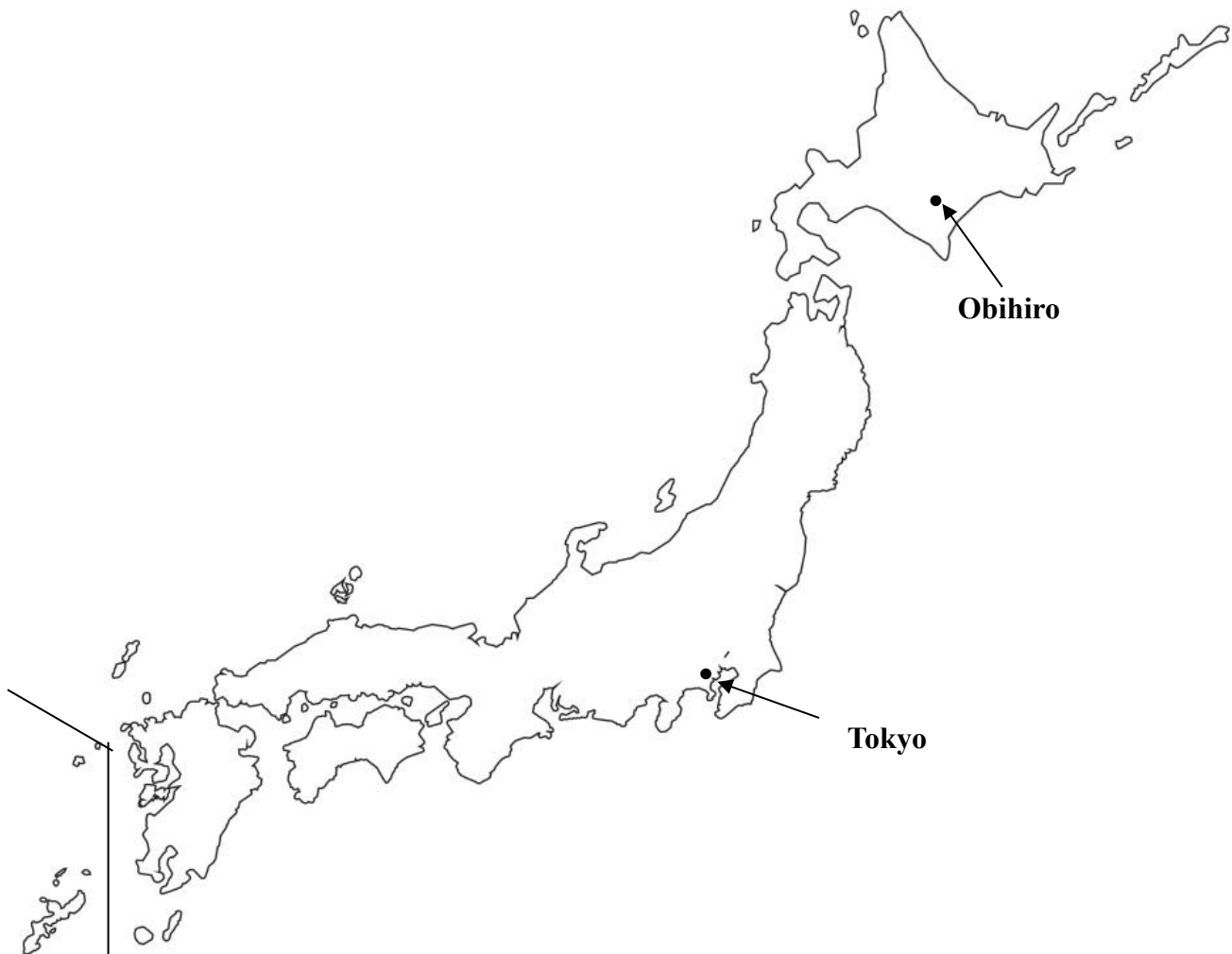
JICA provides participants with the following necessary items during the course period.

- 1) rain jackets & trousers 2) work jackets & trousers
- 3) rubber boots 4) warm jackets

8. Study Trip

Participants will move to Obihiro to Tokyo.

*Dates are subject to change.



V. ANNEX-1

Brief Report on maternal and child nutrition

All applicants are requested to prepare a Brief Report on Maternal and Child Nutrition as mentioned in III-3.-(5), This Report will be used for the screening of successful applicants as well as for the selection of the most suitable course subject for the participants. Length of this report should not exceed two pages (A4 size).

Please indicate ☒

Applicant's Name:	
Country:	
Position:	
Mobile No.(WhatsApp No.):	
Availability of internet connection *multiple answers allowed	Office: <input type="checkbox"/> Home: <input type="checkbox"/> Both: <input type="checkbox"/>
I am planning to attend online program from *multiple answers allowed	Office: <input type="checkbox"/> Home: <input type="checkbox"/> JICA: <input type="checkbox"/> Hotel: <input type="checkbox"/> Others: <input type="checkbox"/> ()
I know how to use Zoom and have experienced Zoom meetings before	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have experienced using Google Service *multiple answers allowed	Google Calendar: <input type="checkbox"/> Google Drive: <input type="checkbox"/>
I have access to the PC devise (laptop) to participate in this program (online and program in Japan)	Yes <input type="checkbox"/> No <input type="checkbox"/>
I can attach documents and send by email	Yes <input type="checkbox"/> No <input type="checkbox"/>

1. Explain the current Maternal and Child nutrition status and related problems of the country in brief.

2. Describe the problems/ challenges with which the applicant is facing in their present job concerned with maternal and child nutrition program.

3. Describe the subjects in which the applicant is particularly interested in this program and the reason.

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 (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>

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth			3. Male/Female	
4. Educational Qualifications			5. Date of Entry into Govt. Service	
6. Service to which Officer belongs			7. Date of Regular appointment	
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone : Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

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.

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.

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:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					
Office Address and Contact Information	Address:				
	Tel:	E-mail:	Fax:		

----- (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:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					

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

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)

2. Course Number: (the number as "xxxxxxxxJxxx" shown in the GI)

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

1) Name of Applicant (as shown in the passport)

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

*Applicants from Latin American and the Caribbean Countries only.

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】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

(YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
(YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
(YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
(YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
(YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities

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

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

[] No	[] Yes:
	Name of illness (), Name of medicine ()
If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.	

(b) Do you have any allergies with medicine, food, pollen, etc.?

[] No	[] Yes:
	What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ()

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

()
Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

[] No	[] Yes:
	Please specify ()

(b) Have you or/and your family members had tuberculosis?

[] No	[] Yes:
	Please specify ()

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[] No	[] Yes:
	Please specify ()

(d) Have you ever had any sleeping, eating or other disorders?

[] No	[] Yes:
	Please specify ()
	Name of medicine taken if any ()

3. Other Medical Issues/Conditions

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

--

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
-----------------------------	-------------------------------------------------------------------------------

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