No.12040/08/2018-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 13.03.2018

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Education Finance and Administration: Focused on Basic Education Quality, Internal Efficiency and Equity” to be held in Japan from 03.06.2018 to 14.07.2018 under Technical Cooperation Program of the Government of Japan (Submission Deadline – 02.04.2018).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Education Finance and Administration: Focused on Basic Education Quality, Internal Efficiency and Equity” to be held in Japan from 03.06.2018 to 14.07.2018 under Technical Cooperation Program of the Government of Japan.

2. The program aims to enhance the knowledge and skills that would promote high quality basic education and reduce gender/geographical inequity through an in-depth knowledge of the education sector and an in-depth understanding of education administration and finance mechanism.

3. The applying organizations are expected to nominate officers who are in charge of education finance, administration, or policy related to the basic education sub-sector with more than three (3) years of experience in the relevant field. The officer should be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be serving any form of military service; should have basic computer knowledge; be between age of 25 to 45 years.

More information may be seen in the general information brochure.

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

   a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
   b) Whether cleared from vigilance angle;
   c) Age;
   d) Whether working in North East State/J&K;
   e) A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **02.04.2018**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link [http://persmin.gov.in/otraining/index.aspx](http://persmin.gov.in/otraining/index.aspx).

Under Secretary to the Government of India
Tele no: 011-26165682

To,

a) Secretary, Department of Higher Education, Shastri Bhawan, New Delhi.

b) Secretary, Department of School Education & Literacy, Shastri Bhawan, New Delhi.

c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).

d) Senior Representative, Japan International Cooperation Agency, New Delhi -110001.

e) NIC with request to post the circular along with the JICA’s circular on this Department’s website.
Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON

Education Finance and Administration:
Focused on Basic Education Quality, Internal Efficiency, and Equity

課題別研修「教育行財政−基礎教育の質、内部効率性、格差に焦点をあて−」
JFY 2018
NO. J18-04179 / ID. 1884379
Course Period in Japan: From June 3rd, 2018 to July 14th, 2018

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

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

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

Background
International education initiatives including Sustainable Development Goals (SDGs) and Education 2030 Framework for Action highlight the importance of universal primary education, education equity, and education quality. In response to these initiatives, many developing countries have been implementing decentralization policies to enhance their governments’ service delivery, including education for the poor. Moreover, many countries have implemented a free primary education policy to ensure that poor children can attend and complete primary education. Due to such policy implementations, the enrollment and completion rates in basic education have made an overall improvement in the past 25 years.

However, the issues related to the quality of education, internal efficiency and gender parity have remained in poor condition in many developing countries. For instance, UNESCO’s Global Monitoring Report 2015 tells us that less than 50 percent of countries have achieved gender parity in both primary and secondary enrollments by 2015. In addition, according to Ogawa (2015), countries such as Malawi and Uganda, which have implemented free primary education policy, have suffered hardship due to a lack of qualified teachers/textbooks and over-crowded classrooms. This is the trade-off results of the rapid expansion of enrollment in primary education due to the free primary education policy.

In order to promote quality/internal efficiency of education and reduce gender/geographic inequity, it is essential to look at education administration and finance at the national, state, district, and school levels. Since expenditure on education sector is limited and local taxes are not fully collected in many developing countries, it is important to identify and address issues related to education administration and finance from the central to local levels, and strengthen the capacity of stakeholders in the central and local governments.

For what?
The objective of the program is to enhance the knowledge and skills that would promote high quality basic education and reduce gender/geographical inequity through an in-depth knowledge of the education sector and an in-depth understanding of education administration and finance mechanism.

For whom?
This program is offered to central and/or local policy makers in charge of education planning and finance. The participants should be from those developing countries, which have already abolished primary school tuition fees, or have plans to abolish them.
The participants from countries that have been implementing policies such as conditional cash transfer (CCT) and demand-side of good governance (DSGG) can also benefit from this training.

**How?**
The program includes lectures, seminars, workshops, field visits to government education offices, and primary, junior secondary schools. Upon completion of the program, the participants will prepare an action plan to improve the quality of education and reduce the gender/geographic inequity in their own country.
II. Description

1. **Title (J-No.):** Education Finance and Administration: Focused on Basic Education Quality, Internal Efficiency, and Equity (J18-04179)

2. **Course Period in JAPAN**
   June 3rd to July 14th 2018

3. **Target Regions or Countries**
   India, Ghana, Gabon, Cote d'Ivoire, Samoa, Sri Lanka, Niger, Nepal, Papua New Guinea, Burkina Faso, Benin, Maldives and South Africa

4. **Eligible / Target Organization**
   This program is primarily offered to Ministries or departments at local governments in charge of education planning and finance.

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

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

7. **Course Objective:**
   The participants are able to: 1) elaborate a comprehensive strategy for education administration and finance to reduce gender/geographic inequity and promote the quality and internal efficiency of education in their countries; and 2) prepare an action plan to implement the strategies in their countries.

8. **Overall Goal**
   In participating countries, the basic education service is designed and provided with emphasis on good quality, internal efficiency and gender/geographic equity.
9. **Expected Module Output and Contents:**

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

| **(1) Preliminary Phase in participants’ home countries (May 2018)** |
|-----------------------------|---------------------------------------------------------------|
| *Participants/ Participating organizations prepare for drafting country report and presentation.* |
| **Expected Module Outputs** | **Training Activities**                                      |
| 1. Problems and issues on current situations of education administration/finance are preliminary analyzed. | (Before coming to Japan) Collect information and draft a country report and prepare presentation materials. *(Ref. ANNEX2)*. |

<table>
<thead>
<tr>
<th><strong>(2) Core Phase in Japan (June 3rd to July 14th 2018)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Participants dispatched by the organizations attend the Program to be held in Japan.</em></td>
</tr>
<tr>
<td><strong>Expected Module Outputs</strong></td>
</tr>
</tbody>
</table>
| 2. The current situations of each country on education administration/finance are shared and understood through the presentation of country reports and their discussion. | - Presentations and discussion of country reports (one presentation per county)  
- Review of education finance, administration, quality, equity, and internal efficiency |
| 3. Participants have an in-depth understanding of the following four topics | Lectures/Seminars/Workshops/Discussions on:  
| 1) Education finance and administration | - Education finance at central and local levels (budget/expenditure)  
- Public education management (allocation of teachers, benefit-incidence analysis)  
- Cost analysis, Cost-effectiveness, Impact analysis  
- Demand side of good governance  
- Conditional cash transfer  
- School finance/ administration |
| 2) Education statistics | - Education statistics (access, equity and internal efficiency) |
| 3) Education policy and planning | - Free primary education policy (FPE), Global Partnerships for Education (GPE), and Sustainable Development Goals (SDGs)  
- Education for Investment (e.g., rate of return to education, girls education and economic development)  
- Quality of education (e.g., students’ achievement)  
- Pre-service and in-service teacher training  
- Equity of education (gender, ethnicity, geography) and its policy making  
- Internal efficiency on education  
- Multi-sectorial approach for child-friendly environment  
- School-based management  
- Simulation model for education planning  
- Education for disadvantaged children |
| 4) Japan’s experiences in education | - Japan’s experiences in education (e.g., history, policy changes, education administration/finance, quality, school health program, school lunch program) |
4. Participants learn education administration/finance through several visits at policy level, community level and school level.  

Visits to:
- Hyogo Prefecture Education Board, Kobe City Education Board, Hyogo Education Research Institute, Asago City Education Board
- Urban Public School (Kobe University Secondary School, Kobe University Primary School)
- Urban Private School (School in Kobe City)
- Rural School (Schools in Asago City)

5. Action plans to promote quality of education, internal efficiency and gender/geographical parity in basic education are formulated based on the social contexts of each country.

- Workshop on project design matrix (log frame)
  Formulation of action plans with inputs of knowledge and skills learned through the program
  Presentation and discussion of action plans
III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:
   (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to utilize the program for those specific purposes.
   (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
   (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.
   (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications:
   Applying Organizations are expected to select nominees who meet the following qualifications.

   (1) Essential Qualifications
       1) Current Position and duties: officers who are in charge of education finance, administration, or policy related to the basic education sub-sector in the central Ministry of Education.
       2) Experience in the relevant field: have more than 3 years’ experience in the field of education finance, administration or policy.
       3) Educational Background: be a graduate of university or equivalent.
       4) Language: have a competent command of English (read, speak, write and understand). Please attach an official certificate for English ability such as TOEFL, TOEIC etc.
       5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

   (2) Recommendable Qualifications
       1) Age: between the ages of twenty-five (25) and forty-five (45) years old
3. **Required Documents for Application**

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

   (2) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
   
   *Photocopy should include the followings:
   
   Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

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

   (4) **Questionnaire:** to be submitted with the application form. Fill in **VI. ANNEX 1** of this General Information.

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

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

   Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

   (After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by April 16th, 2018.**)  

   (2) **Selection:**

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

   (3) **Notice of Acceptance**

   Notification of results will be made by the JICA office (or the Embassy of Japan) not later than **April 27th, 2018.**
5. **Document(s) to be submitted by accepted participants:**

   Country Report -- to be submitted to a contact person in JICA Kansai (Ms.Inoue: Inoue.Miyoko@jica.go.jp) by **May 18th, 2018**:

   Before coming to Japan, accepted participants are required to prepare a Country Report. Please see “Preparation and presentation of Country Report” in VII. **ANNEX 2** for details.

6. **Conditions for Attendance:**

   (1) to strictly adhere to the program schedule.

   (2) not to change the program topics.

   (3) not to extend the period of stay in Japan.

   (4) not to be accompanied by family members during the program.

   (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

   (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.

   (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the program expenditure depending on the severity of said violation.

   (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
IV. Administrative Arrangements

1. Organizer:
   (1) Name: JICA Kansai International Center
   (2) Contact: Ms. Miyoko INOUE   Email: Inoue.Miyoko@jica.go.jp and jicaksic-unit@jica.go.jp

2. Implementing Partner:
   (1) Name: Kobe University, Graduate School of International Cooperation Studies (GSICS)
   (2) Contact: Professor Keiichi Ogawa, E-mail: ogawa35@kobe-u.ac.jp, Fax: 81-78-803-7127
   (3) URL: http://gsics-ogawa.com/
   (4) Prof. Ogawa's Profile: http://www2.kobe-u.ac.jp/~ogawa35/English/e_top.htm

3. Travel to Japan:
   (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
   (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

4. Accommodation in Japan:
   JICA will arrange the following accommodations for the participants in Japan:

   JICA Kansai International Center (JICA Kansai)
   Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
   TEL: 81-78-261-0388  FAX: 81-78-261-0465
   (where "81" is the country code for Japan, and "78" is the local area code)

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

5. Expenses:
   The following expenses will be provided for the participants by JICA:
   (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
   (2) Expenses for study tours (basically in the form of train tickets)
   (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
   (4) Expenses for program implementation, including materials

   For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.
6. **Pre-departure Orientation:**
   A pre-departure orientation will be held at the respective country's JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the program, and other matters.

**V. Other Information**

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

2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.

3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan (AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.

4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.

5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
**VI. ANNEX1**

**Questionnaire**  
(to be submitted *along with Application Form*)

**Education Finance and Administration:**  
Focused on Basic Education Quality, Internal Efficiency, and Equity

### 1 Basic Information

<table>
<thead>
<tr>
<th></th>
<th>Name of participant</th>
<th>(First)</th>
<th>(Family)</th>
<th>(Middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of your organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Name of your professional status</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4 | Organization Chart to which you belong to. (If you have your organization chart, please submit with this questionnaire.)  
(Example) |         |          |          |

![Organization Chart Diagram]

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## 2 Information regarding the program in Japan

<table>
<thead>
<tr>
<th>1</th>
<th>The present situation of your country and the function of your institutions regarding the progress toward the targets for basic education sub-sector in the Education 2030 Framework for Action.</th>
</tr>
</thead>
</table>

| 2 | The major and pressing problems in basic education sub-sector faced by your country and your institutions regarding: 1) education finance; 2) education administration; 3) quality of education; 4) internal efficiency; and 5) equity of education. |
3 The lectures, practice and visits that you would like to expect and wish to have in the program in Japan.

Remarks:
This Questionnaire should be typewritten in English on A4 size paper (21cm×29.5cm) or letter size paper in single spacing at a minimum of 10 pages. You may include figures and tables.

References: Education 2030 Framework for Action (Website of UNESCO)
**VII. ANNEX2**

### Preparation and presentation of Country Report

After selection, accepted participants are requested to prepare and give a presentation on their country report during the program based on the contents described in Questionnaire submitted along with Application Form. Below is suggestion for preparation:

**Format:**
- Please use Microsoft PowerPoint® with pictures and maps for easy understanding.
- One presentation per country. If your country has two participants, please coordinate with the other participant(s) to streamline your Country Report into one presentation.
- Number of slides: about 10~15 slides.

**Language:** English

**Content:**
- General Introduction of your country
- Your role (task) in your Ministry
- Your country’s education sector strategy and plan
- Current status of basic education (primary and lower primary education) in your country:
  - Access (gross enrollment rate, net enrollment rate, gross intake rate, net intake rate);
  - Internal efficiency (promotion rate, repetition rate, dropout rate, completion rate, survival rate);
  - Quality (teacher qualification, students achievement, e.g., test scores)
  - Equity (gender, rural/urban, ethnicity);
  - Finance (budget/ expenditure, government spending on education as % of GDP, government spending on education as % of the total government expenditure, share for primary education as % of total ministry of education expenditure);
  - Management (teacher-pupil ratio, classroom-pupil ratio);
  - What are the most important basic education issues in your country (please mention three).

**Presentation time:**
- Presentation: 20 minutes per country
- Discussion among participants: 20 minutes
- Total: 40 minutes per country

**Submission:** to be submitted to a contact person in JICA Kansai (Ms. Inoue: Inoue.Miyoko@jica.go.jp) by May 18th, 2018.
Others:
- If the size your presentation data is more than 5MB, we cannot receive it due to technical problem. So, please try to make your presentation data less than 5MB. And also we cannot receive email attached with ZIP file for security reason. If you cannot manage it, please ask above mentioned contact person how to submit your data.
- Please bring Basic Education White Papers (annual reports), reports and pamphlets as well as materials such as textbooks, slides, videotapes and photographs in order to make other participants understand the situations in your country visually.
For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “adopt and adapt” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.
CORRESPONDENCE
For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Kansai International Center (JICA Kansai)
Address: 1-5-2 Wakinohama-Kaigan-dori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: +81-78-261-0388  FAX: +81-78-261-0465
Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country’s JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?
It depends on the type of training and dialogue program you are applying for.

> Application for Group and Region Focused Training Program
Official application and Parts A and B including Medical History and Examination must be submitted.

>> Application for Country Focused Training Program including Counterpart Training Program
Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted.

2) How many parts does the Application Form consist of?
The Application Form consists of three parts as follows;

Official Application
This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization
This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination
This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “required” items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form
In completing the application form, please be advised to:
(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
(b) be sure to write in the title name of the course/seminar/workshop/project accurately
according to the GI, which you intend to apply,
(c) use a typewriter/personal computer in completing the form or write in block letters,
(d) fill in the form in English,
(e) use ☑ or × to fill in the ( ) check boxes,
(f) attach a picture of the Nominee,
(g) attach additional page(s) if there is insufficient space on the form,
(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
(i) confirm the application procedure stipulated by your government, and
(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee’s name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use
Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision
JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:
(a) In cases of legally mandated disclosure requests;
(b) In cases in which the provider of information grants permission for its disclosure to a third party;
(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice
JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

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

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

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

(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.

(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.

(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for training

(1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.

(2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.
## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

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

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

| J | 0 | - |

3. **Country Name:**

4. **Name of Applying Organization:**

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

| 1) | 2) | 3) | 4) |

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

| Date: | Signature: |

| Name: | Official Stamp |

| Designation / Position |  |

| Department / Division |  |

| Office Address and Contact Information | Address: | Telephone: | Fax: | E-mail: |

---

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

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

| Date: | Signature: |

| Name: | Official Stamp |

| Designation / Position |  |

| Department / Division |  |
Part A: Information on the Applying Organization
(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.
3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following viewpoints: 1) Course requirement, 2) Capacity/Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.
Part B: Information about the Nominee
(to be completed by the Nominee)

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

<table>
<thead>
<tr>
<th>1. Title: (Please write down as shown in the General Information) (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Number: (Please write down as shown in the General Information) (required)</td>
</tr>
<tr>
<td>J</td>
</tr>
</tbody>
</table>

3. Information about the Nominee (nos. 1-9 are all required)

1) Name of Nominee (as in the passport)
   - Family Name
   - First Name
   - Middle Name

2) Nationality (as shown in the passport)

3) Sex
   - ( ) Male
   - ( ) Female

4) Religion

5) Date of Birth (please write out the month in English as in “April”)

6) Present Position and Current Duties

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Division</td>
</tr>
<tr>
<td>Present Position</td>
</tr>
<tr>
<td>Date of employment by the present organization</td>
</tr>
<tr>
<td>Date of assignment to the present position</td>
</tr>
</tbody>
</table>

7) Type of Organization

| ( ) National Governmental |
| ( ) Local Governmental |
| ( ) Public Enterprise |
| ( ) Private (profit) |
| ( ) NGO/Private (Non-profit) |
| ( ) University |
| ( ) Other ( ) |

8) Outline of duties: Describe your current duties
9) Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEL:</td>
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<tr>
<td></td>
<td>Mobile (Cell Phone):</td>
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<tr>
<td></td>
<td>FAX:</td>
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<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home</th>
<th>Address:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>TEL:</td>
</tr>
<tr>
<td></td>
<td>Mobile (Cell Phone):</td>
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<tr>
<td></td>
<td>FAX:</td>
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<tr>
<td></td>
<td>E-mail:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person in emergency</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relationship to you:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
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<tr>
<td></td>
<td>TEL:</td>
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<td></td>
<td>Mobile (Cell Phone):</td>
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<td></td>
<td>FAX:</td>
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<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

10) Others (if necessary)

4. Career Record
1) Job Record (After graduation)

<table>
<thead>
<tr>
<th>Organization</th>
<th>City/ Country</th>
<th>Period From Month/Year</th>
<th>To Month/Year</th>
<th>Position or Title</th>
<th>Brief Job Description</th>
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</thead>
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</tbody>
</table>

2) Educational Record (Higher Education)(required)

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/ Country</th>
<th>Period From Month/Year</th>
<th>To Month/Year</th>
<th>Degree obtained</th>
<th>Major</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/Country</th>
<th>Period</th>
<th>Field of Study / Program Title</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Speaking</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
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</tr>
<tr>
<td>Reading</td>
<td>( )</td>
<td>( )</td>
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<td>( )</td>
</tr>
<tr>
<td>Writing</td>
<td>( )</td>
<td>( )</td>
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<td>( )</td>
</tr>
</tbody>
</table>

Certificate (Examples: TOEFL, TOEIC)

2) Mother Tongue

3) Other languages ( )

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
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<td>( )</td>
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</tr>
</tbody>
</table>

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1 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.


1 Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

1 Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.
6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

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

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

*7. Declaration (to be signed by the Nominee) (required)
I certify that the statements I made in this form are true and correct to the best of my knowledge.
If accepted for the program, I agree:
(a) not to bring or invite any member of my family (except for the program whose period is one year or more),
(b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
(c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
(d) to refrain from engaging in political activity or any form of employment for profit or gain,
(e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
(f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
(g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
(h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

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

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither
provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2. To provide technical training to technical training trainees from developing countries under the Citizens’ Cooperation Activities.

3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
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<table>
<thead>
<tr>
<th>Print Name:</th>
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</table>
1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<p>| | |</p>
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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
</tr>
<tr>
<td>Name of Medication ( ), Quantity ( )</td>
<td></td>
</tr>
</tbody>
</table>

(b) Are you pregnant?

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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
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<tr>
<td>Months</td>
<td></td>
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(c) Are you allergic to any medication or food?

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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td></td>
</tr>
<tr>
<td>Medication</td>
<td>Food</td>
<td>Other</td>
</tr>
</tbody>
</table>

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

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

Past:

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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td></td>
</tr>
<tr>
<td>Name of illness ( ), Place &amp; dates ( )</td>
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Present:

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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td></td>
</tr>
<tr>
<td>Present Condition ( )</td>
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</tbody>
</table>

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

Past:

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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td></td>
</tr>
<tr>
<td>Name of illness ( ), Place &amp; dates ( )</td>
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Present:

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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td></td>
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<tr>
<td>Present Condition ( )</td>
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</table>

(c) High blood pressure

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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present Condition ( mm/Hg to ( mm/Hg )</td>
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</table>

(d) Diabetes (sugar in the urine)

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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present Condition ( )</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Stomach and Intestinal Disorder</th>
<th>Liver Disease</th>
<th>Heart Disease</th>
<th>Kidney Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis</td>
<td>Asthma</td>
<td>Thyroid Problem</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Infectious Disease</td>
<td>Other</td>
</tr>
</tbody>
</table>

Specify name of illness ( )

(eφ) Has this disease been cured?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(Specify name of illness)</td>
<td></td>
</tr>
</tbody>
</table>

Present Condition: ( )

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

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date: 
Signature: 
Print Name: