Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON

CAPACITY BUILDING FOR ICT PROJECT PLANNING
(ex. e-government, e-education, e-health, e-agriculture, etc.)
課題別研修「ICT 案件形成能力向上」
JFY 2017
NO. J17-04114 / ID. 1784572
Course Period in Japan: From June 11th, 2017 to July 15th 2017

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

'JICA Knowledge Co-Creation (KCC) Program' 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

In the world today, economic and social systems have been developed intensively along with a rapid development of Information and Communication Technology (ICT). ICT can be applied in many -often very innovative- ways in the fields such as education, agriculture, health and public service. More and better use of ICT would be powerful tool to help promoting the further development of organizations, industries, communities and even countries.

This program is designed for the participants who are responsible for designing and implementing projects against social issues in governmental institutions which could be solved by applying ICT. In this program, participants will learn how to analyze and identify social issues through an active learning model "TANKYU Practice", by a repetition of "lectures → exercises → presentations", using case studies to experience problem-solving close to the actual real-world practice. Participants will also learn how to formulate a project as well as get some knowledge on up-to-date ICT solutions through the site visit in Japan. Knowledge and skills learned during the program should be incorporated in and reflected on the setting up of action plan for promoting ICT in the participants' respective countries. Effective implementation of action plans in the participants' respective countries will be the ultimate goal.

For what?

This program aims to improve capacities to solve various development issues through application of ICT tools.

For whom?

This program is offered to persons who are engaged in social issues such as administrators, governmental officers, counterparts of JICA projects, etc.

How?

Participants shall have opportunities in Japan to receive lectures, go to field visits, attend workshops etc. related to the program objective. Participants will also formulate an action plan describing what the participant will do after they go back to home country with the knowledge and ideas acquired and discussed in Japan.

II. Description

1. **Title (J-No.):** Capacity Building for ICT Project Planning (ex. e-government, e-education, e-health, e-agriculture, etc.) (J1704114)

2. **Course Period in JAPAN**
   June 11 to July 15, 2017

3. **Target Regions or Countries**
   Angola, Indonesia, Ecuador, Cook Islands, Kosovo, Saint Christopher and Nevis, Thailand, Togo, Pakistan, Vanuatu, Barbados, Palestinian Authority, Fiji, Brazil, Viet Nam, Botswana, Morocco, Jordan, Rwanda, Lebanon

4. **Eligible / Target Organization and Participants**

(1) Target Organizations：
   This program is designed for ministries/agencies at central and/or local levels dealing with social issues which should / may be solved through ICT.

(2) Target Participants:
   Target participants of this course are those who have strong will and motivation to solve social issues and make a breakthrough by innovatively integrating ICT to their duties. As for some essential qualifications for nominees, please see section III-2.

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

6. **Language to be used in this program**
   English or Japanese with English interpretation

7. **Course Objective:**
   To improve the capacity to develop ICT projects which help solve development issues of various fields effectively and efficiently by learning mainly 2 components, namely;
   1. Up-to-date ICT solutions for various challenges in Japan;
   2. Practical skills for problem analysis and issue based problem-solving.

8. **Overall Goal**
   Effective use of ICT in various fields are promoted.

9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/Agendas	Methodology
<A> To learn practical problem-solving skills	"Tankyu Practice", a practical method to identify issues, build solution hypotheses, and verify them from 3 perspectives (Customer satisfaction, Originality & Competitiveness and Budget)	Lectures/ group discussions
<B> To learn up-to-date ICT solutions for various challenges in Japan	Up-to-date ICT solutions for various challenges both by public and private sectors in Japan	Lectures/ observations/ discussions
<C> To prepare Action Plan and propose the applicable technics / knowledge to participant's country or organization.	Preparation and presentation of action plans.	Lectures/ Personal guidance

Required Tasks:

Participants are required to participate in all modules actively and contribute to achieve the goals of this program. In addition, they are also requested to complete the following tasks during each phase of the course.

1) Job Report: Introduction and raising the issues of your country/organization. Submit it with your application form. Participants are required to make a presentation on this report at the beginning of program in Japan. For details, please see the ANNEX 1.

2) Action Plan: Participants are required to prepare and present their Action plans by the end of the program.

After going back to each country, participants are recommended to revise the Action plan through consultation in/ outside of their organizations and implement it by their own responsibilities.

10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals including the progress of Action Plan implementation from the participating organizations,

III. Conditions and Procedures for Application

1. **Expectations for the Participating Organizations:**

   (1) This program is designed primarily for organizations that intend to address social 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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III - 2 below.

2. **Nominee Qualifications:**

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

   (1) Essential Qualifications

      1) Current Duties:

   (a) Central government officials working for the ministry in charge of promotion of ICT.

   (b) Central/local government officials in charge of promotion of ICT in the fields such as e-government, e-education, e-health, e-agriculture, etc.

      2) Experience in the relevant field:
   Have more than 2 years' experience in the field of promotion of ICT or have equivalent level of knowledge.

      3) Educational Background:
   Applicants should be university graduates of the relevant field or equivalent.

      4) Language:
   Have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This program includes active participation in discussions, which requires HIGH competence of English ability. Please attach a copy of official certificate for English ability such as TOEFL, TOEIC etc., if possible.)

      5) Health:
   Must be in good health, both physically and mentally, to participate in the program in Japan. 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: Applicants are recommended between 25 and 40 years old.

3. **Required Documents for Application:**
   (1) Application Form:
   The Application Form is available at the respective country's 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 (copy): to be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).
   (4) Job Report:
   Job Report should be submitted with the Application Form since it is going to be used for screening process as a reference material. For details, please see ANNEX 1.

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 <mark>April 7, 2017</mark>）
   (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 <mark>April 25, 2017</mark>.**

5. **Conditions for Attendance:**
   (1) to strictly adhere to the program schedule.
   (2) not to change the program purpose.

(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
   (2) Contact: Mr. Naoki Yoshikawa (Yoshikawa.Naoki@jica.go.jp /
      jicaksic-unit@jica.go.jp)

2. **Implementing Partner:**
   (1) Name: Kobe Institute of Computing
   (2) URL: https://www.kic.ac.jp/en/innovator/

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:　81-78-261-0386　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), and
   (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 participation in 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 highly recommended to bring laptop computers for your convenience. During the program, participants are required to work on the computers, including preparation of Action Plans, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 14 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 / traveler's check in order to cover necessary expense for this period.

5. It is very important that 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.

6. Participants are requested to bring athletic shoes and a backpack (or small suitcase). Athletic shoes are necessary for field visit and a backpack (or small suitcase) is necessary when you make a short trip to other cities. (so that you don't need to carry everything)

ANNEX 1:

NECESSARY CONTENTS OF JOB REPORT

All applicants are required to prepare a Job Report and submit it with Application Form. It will be used as a reference material for selection process. The contents of the program will be adjusted in reference to the Job Report.

< A > Job Report Document

(a) Style
- Job Report should be described in Microsoft® Word format.(A4 maximum 5 pages)
- Job Report should cover following elements.
    1. Introduction and Background
        Background information of the focused social issue. This will be useful for other participants from various countries to understand your issue.
    2. Role of the Applicant's organization (mission, duty, etc)
    3. Social issues to be solved by applying ICT in your country
        1) Domain (e.g. agriculture, solving traffic congestion etc.)
        2) Challenges and obstacles in the domain specified above
        3) Goal to be realized by applying ICT
    4. ICT Utilization
        Ideas for the possible solution by applying ICT (entire structure of the proposed system(s), technologies and human resources)

(b) Language
English

(c) Submission
All applicants are required to submit this with application form before April 7, 2017.

< B > Job Report Presentation

(a) Presentation Date, Place and Time
- Presentation session is planned to be held in the first week of the program.
- Each participant is requested to make a presentation in 15 minutes.

(b) Style
- Prepare a presentation in Microsoft ®Power Point format.
- Please use some tables, figures and pictures to facilitate easier understanding of the participants and lecturers.

(c) Submission
Bring your Job Report Presentation on CD/DVD/USB stick.

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 Embassy of Japan.
Further, address correspondence to:

JICA Kansai International Center (JICA Kansai)
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
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