



বাংলাদেশ পানি উন্নয়ন বোর্ড
প্রশিক্ষণ পরিদপ্তর
পানি ভবন, ৭২ গ্রীন রোড, ঢাকা-১২০৫।
www.bwdb.gov.bd



নম্বর: ৪২.০১.০০০০.০০০.০২৯.৯৯.০০০১.২৬.৫০
তারিখ: ২ ফাল্গুন ১৪৩২ বঙ্গাব্দ
১৫ ফেব্রুয়ারি ২০২৬ খ্রিস্টাব্দ

বিজ্ঞপ্তি

বিষয়: JICA এর অর্থায়নে জাপানে অনুষ্ঠেয় Group & Region-Focused Training Course on “Water Disaster Risk Reduction” (202515164-J001) শীর্ষক প্রশিক্ষণ কোর্সে আবেদনের বিজ্ঞপ্তি।

এতদ্বারা সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে Japan International Cooperation Agency (JICA) এর অর্থায়নে আগামী ১১/০৫/২০২৬ খ্রি. তারিখ হতে ১৩/০৬/২০২৬ খ্রি. তারিখ পর্যন্ত Group & Region-Focused Training Course on “Water Disaster Risk Reduction” (202515164-J001) শীর্ষক প্রশিক্ষণ কোর্সে বাংলাদেশ পানি উন্নয়ন বোর্ড হতে ০২ (দুই) জন (০১ জন মুখ্য ও ০১ জন বিকল্প) নির্বাহী প্রকৌশলী/ উপ-বিভাগীয় প্রকৌশলী মনোনয়ন প্রদানের জন্য জাইকা হতে পত্র প্রেরণ করা হয়েছে। অগ্রহী কর্মকর্তাদের সংযুক্ত জেনারেল ইনফরমেশন অনুসরণ পূর্বক আবেদন করত আবেদনের ০৪ (চার) সেট কপি সংশ্লিষ্ট প্রয়োজনীয় কাগজপত্রাদিসহ আগামী ১৯/০২/২০২৬ খ্রি. তারিখের মধ্যে প্রশিক্ষণ পরিদপ্তরে প্রেরণের জন্য অনুরোধ করা হলো। প্রসঙ্গত উল্লেখ্য যে বর্ণিত প্রশিক্ষণের যাবতীয় ব্যয়ভার জাইকা বহন করবে বিধায় এতে বাপাউবো তথা বাংলাদেশ সরকারের আর্থিক সংশ্লিষ্টতা থাকবে না।

সংযুক্তি: বর্ণনামতে।

সংযুক্তি: ১ প্রস্তুত সংযুক্তি।

১৫-০২-২০২৬
প্রতীক রায়
সিনিয়র সহকারী পরিচালক

বিতরণ: জ্ঞাতার্থে/জ্ঞাতার্থে ও কার্যার্থে:

- ১। প্রধান প্রকৌশলী/অতিঃ প্রধান প্রকৌশলী (সকল),।
- ২। তত্ত্বাবধায়ক প্রকৌশলী (সকল),।
- ৩। পরিচালক (সকল),।
- ৪। সিএসও টু মহাপরিচালক, বাপাউবো, ঢাকা।
- ৫। সিনিয়র সিস্টেম এনালিস্ট, কেন্দ্রীয় আইসিটি পরিদপ্তর, বাংলাদেশ পানি উন্নয়ন বোর্ড (বোর্ডের ওয়েবসাইটে প্রকাশের জন্য আদিষ্টমতে অনুরোধ করা হলো।)
- ৬। নির্বাহী প্রকৌশলী (সকল),।
- ৭। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন), বাংলাদেশ পানি উন্নয়ন বোর্ড এবং
- ৮। অফিস, কপি।

JICA (TR) - 006/26

১। অফিস (পূর্ব/পশ্চিম/পূর্ব-পশ্চিম/অর্থ/অর্থ) / থাঃ থেকেঁস (পরিচয়) / মপ তারিখঁস

১০/০২/২৬

February 1, 2026

২। অনুলিপি অক্ষতির জন্য প্রেরণ করা হলো।

৩। বিধি মোতাবেক ব্যবস্থা নিন।

৪। প্রেরণ মর্মান্তুরে প্রতিবেদন পেশ করুন।

৫। পরীক্ষা করে পেশ করুন।

৬। তদন্ত করে মতামত সহ প্রতিবেদন দিন।

৭। শভাব যোগদান করুন এবং স্বার্থবিদ্ধদলী অবস্থিত করুন।

৮। জালাপ করুন।

Mr. Md. Ali Afroz
 Deputy Secretary
 Japan Branch-3
 Economic Relations Division (ERD)
 Ministry of Finance
 Sher-e-Bangla Nagar, Dhaka-1207

Subject: Requesting Nomination for the Group & Region-Focused Training Course on "Water Related Disaster Risk Reduction" (202515164-J001)

তারিখ নং	তারিখ :
তারিখ নং ২৬	তারিখ : ১০/০২/২৬
অতিঃ প্রকৌশল প্রাস্ট/ত্বরণ প্রাকৌশল মাস্ট/পরিচালক, বোর্ড/কপ/সংগীয়/শৃঙ্খলা/প্রশিক্ষণ/কল্যাণ/চুমি ও রাজীয়/নিরাপত্তা/সংযোগ/উপ-পরিঃ (প্রশাসন)/উপ-পরিঃ (আইন)	
জরুরী/অতি জরুরী/আলাপ করুন/প্রয়োজনীয় ব্যবস্থা/নথিতে পেশ করুন। নথিতে রাখুন	
পিএ	অতিরিক্ত মর্ম পরিচালক (প্রশাসন)

Dear Mr. Md. Ali Afroz,

1. Announcement of the Training Course

We are pleased to inform you about the above-mentioned course scheduled to be held in Japan from **May 11 to June 13, 2026**. We are enclosing the General Information (GI) booklet on this course for your information and further necessary actions.

2. Recommendation of JICA Bangladesh Office

This training course is designed for the government officials who are Executive Engineer / Sub divisional Engineer under Bangladesh Water Development Board (BWDB), Ministry of Water Resources. The participant is expected to serve in the same/similar position for a significant period after completion of training.

3. Application

1 (one) seat may be allocated for Bangladesh for this training. We request you to send 2 (two) applications (one principal and one alternative) by **March 02, 2026**, in accordance with the selection criteria/qualification described in *Eligibility and Procedure* section of the GI. JICA is promoting gender equality. In light of this, we kindly request for your consideration to ensure at least 50% of the nominations to be female. If it is indeed not possible, kindly provide us with the reason in writing.

Please pass this information to concerned departments of your government and request them to send the application form for each applicant (through ERD) to JICA Bangladesh Office.

We request you to kindly consult with JICA Advisor, Dr. Kazumitsu Muraoka while nominating the participants for the training course. This consultation is imperative for applications to be accepted.

After receiving your applications, JICA will accept candidates to attend the training course (please see "4. Selection Procedure" for detailed information). The priority may differ from the GoB's nomination. Therefore, please issue G.O. only after JICA accepts candidates.

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to the relevant ministries.

প্রশিক্ষণ পরিদপ্তর বাংলাদেশ পালি উন্নয়ন বোর্ড, ঢাকা।	
ডাইরি নং- ৮৮	তারিখ: ১০/০২/২৬
<input type="checkbox"/> উপ-পরিঃ (প্রশাসন)	<input type="checkbox"/> প্রয়োজনীয় ব্যবস্থা নিন
<input checked="" type="checkbox"/> উপ-পরিঃ (বৈঁচ্ছিক)	সংক্ষেত পেশ করুন
<input type="checkbox"/> উপ-পরিঃ (চুক্তি)	
নথি নথি	

অতিঃ প্রদান প্রকৌশলী, প্রশিক্ষণ ও মানব সম্পদ উন্নয়ন দপ্তর নং ৭৭	তারিখ: ১০/০২/২৬
<input type="checkbox"/> তত্ত্ব প্রকৌশল (পুরু) বিমিটা মাই, ডাঃ মানব সম্পদ উন্নয়ন দপ্তর	<input type="checkbox"/> অবগতিসহ নথি
<input type="checkbox"/> তত্ত্ব প্রকৌশল (পুরু), মানব সম্পদ উন্নয়ন দপ্তর	<input type="checkbox"/> অবগতিসহ নথি
<input type="checkbox"/> পরিবালক (প্রশিক্ষণ)	<input type="checkbox"/> মতামত/প্রতিবেদন দিন
<input type="checkbox"/> অবগতিসহ নথি	<input type="checkbox"/> আদালপ করুন
<input type="checkbox"/> অবগতিসহ নথি	<input type="checkbox"/> উপায়পন করুন
<input type="checkbox"/> অবগতিসহ নথি	<input type="checkbox"/> নথিতৃত্ব করুন
<input type="checkbox"/> উপ-পরিচালক (প্রশাসন)/নিঃ প্রয়োজনীয় (পুরু)	<input type="checkbox"/> অবগতিসহ নথি
<input type="checkbox"/> সহকারী প্রকৌশলী (পুরু)	<input type="checkbox"/> নথিতৃত্ব করুন
<input type="checkbox"/> সহকারী প্রকৌশলক (প্রশাসন)	<input type="checkbox"/> নথিতৃত্ব করুন
<input type="checkbox"/> পি.এ.	<input type="checkbox"/> নথিতৃত্ব করুন
<input type="checkbox"/> এস.এ.এ./ ডি.ই.ও	<input type="checkbox"/> নথিতৃত্ব করুন
আবেদন প্রকৌশল	

Documents to be submitted.

a. Application Form:

Application Form is attached for your reference. Please download it from the following link and type in as handwriting is not permitted:

https://www.jica.go.jp/english/overseas/bangladesh/activities/04_6.html

Please note that the name of the applicant on the application form must be the same as the one that appears in his/her passport. JICA will issue air tickets based on the writings of the application form. If there are discrepancies between the air tickets and the passport, airlines may not allow the candidate to embark.

b. Photocopy of the Passport:

If the applicant already has a passport, please submit a copy of the identification page to us. If not, kindly prepare one by the time of application.

c. Nominee's English Score Sheet:

The applicant may attach any official documents of his/her English language ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

d. Medical History and Examination Questionnaire

e. Questionnaire on Previous Japanese Visa Application and Travel History

4. Selection Procedures

JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in the section 3 above. The screening would include a short interview with the applicant in English. If the applicant satisfies the requirements, JICA Bangladesh Office will forward the application to JICA Tsukuba for final selection. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance of the training course from your country.

May we also inform you that you may contact Ms. Nurun Nahar Momo, Senior Assistant Program Officer of JICA Bangladesh (MomoNurunnahar.BD@jica.go.jp) if you have any query.

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.

Sincerely yours,



SHOJI Izumi

Senior Representative
JICA Bangladesh Office

Attachment:

2 copies of GI

Copy for information & necessary action:

1. Secretary, Ministry of Water Resources
2. Director General, BWDB
3. Additional Secretary (CPT Wing), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000
4. Dr. Kazumitsu Muraoka, JICA Advisor to BWDB.

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Water Related Disaster Risk Reduction

- PRAZO DE INSCRIÇÃO NO BRASIL:
26/02/2026
- EMAIL PARA ENVIO DA INSCRIÇÃO:
jicabr-training@jica.go.jp



Course Number: 202515164-J001

Course Period: May 11 - June 13, 2026



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

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

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

How do we reduce water related disaster risk?

Gain insight to an essence of making policies
and implementing measures on flood control
and flood risk reduction
from the experiences in Japan.

Outline

This program is designed for administrative officials responsible for water related disaster risk reduction, flood control, sediment control and river basin management.

Japan has many steepest rivers of the world, and lectures and exercises will be offered by the professionals in the said fields, such as the Ministry of Land, Infrastructure, Transport and Tourism of Japan.

Participants can enhance the abilities to formulate measures and measures to reduce the damage in their own countries by learning about Japan's long accumulated experiences in river planning and improvements.



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

Table of Contents

For What?

(Background, Objectives)	6
--------------------------------	---

To Whom?

(Job Areas and Organizations, Targeted Countries)	6
---	---

When?

(Program Period)	7
------------------------	---

Where?

(Place Where the Program Take Place)	7
--	---

How?

(How to Learn, Language, Commitment to the SDGs)	8
--	---

(Program Structure)	8-9
---------------------------	-----

(Instructors, Program Officer)	9
--------------------------------------	---

Voice

(Past Program Alumni Comments)	10
--------------------------------------	----

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications)	12-13
--	-------

(Required Documents for Application)	12
--	----

(Procedures for Application and Selection)	13
--	----

(Additional Document(s) to Be Submitted by Accepted Candidates)	14
---	----

(Conditions for Participation)	14
--------------------------------------	----

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner , Travel to Japan, Accommodation in Japan, Expenses, Pre-departure Orientation)	16-17
---	-------

For Your Reference

(JICA and Capacity Development, Japanese Development Experience)	18
--	----

Correspondence

(For Enquires and Further Information)	20
--	----

For What? To Whom?

Background

Water related disasters have caused serious damage worldwide in recent years. Followed by rapid global warming, it is expected that climate change will further aggravate the impacts of those disasters, particularly in developing countries. There is a pressing need for those countries to enhance their knowledge and capacities for effective flood risk reduction in order to confront water related disasters and mitigate the damage.

Japan has long accumulated its know-how on flood control by implementing structural measures. Japan's knowledge and approaches could be a help for mitigating the damage in developing countries.

Objectives

The program aims to strengthen participants' own capabilities to make/develop policies and implement measures to reduce water related disaster risk through learning policies and systems on flood control in Japan.

Job Areas and Organizations

This program is designed for central or local government organizations responsible for water related disaster risk reduction, flood control, sediment control, or watershed management.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Bahamas, Bangladesh, Barbados, Brazil, Bosnia and Herzegovina, Cambodia, Djibouti, Jamaica, Pakistan, Somalia, South Africa, Sri Lanka, Sudan

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

When? Where?

Face To Face in Japan

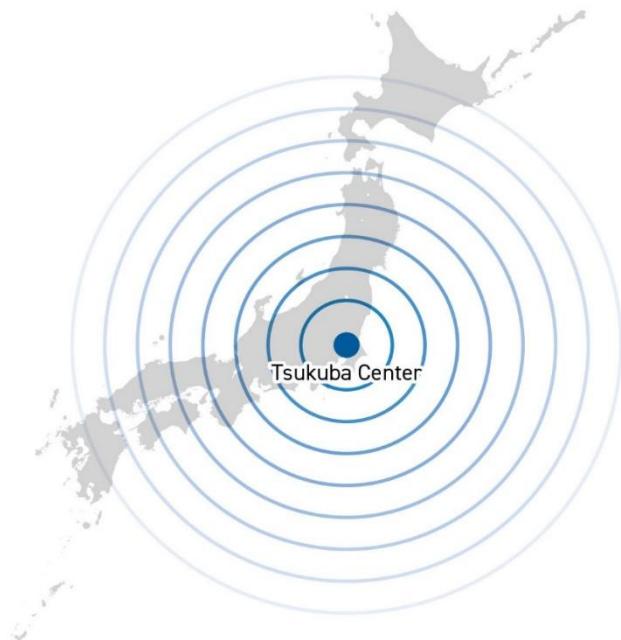


From May 11, 2026
to June 13, 2026

This course is carried out face-to-face (in Japan), organized by JICA Tsukuba Center.

JICA Tsukuba Center (JICA Tsukuba) is located in Tsukuba City, Ibaraki prefecture, known as the "science city." JICA Tsukuba focuses on Knowledge Co-Creation Programs in the field of Disaster Risk Reduction, Agriculture and so on. More than 600 participants from many developing countries stay in and around the Center every year to join the programs.

Welcome to JICA Tsukuba! Our smiles and hospitality are waiting for you.



How?

How to Learn

- Lectures
- Observations
- Discussions
- Presentations

Language

English

Commitment to the SDGs



Program Structure

Day 1

Program orientation / Course Orientation: to clarify issues and opportunities concerning water related disaster risk reduction in home country.

Day 2

Inception report presentation: to share flood control issues and policies, flood risk reduction projects currently being implemented in your country among participants and course leaders.

Day 3 - 7

Lectures on river planning management policy in Japan, river planning in Japan, impact on climate change on flood disasters, measures for sediment disaster

prevention, technologies for dam construction and upgrading dams under operation, etc.

Day 8- 11

Observations (Site visits).

Day 12- 25

Lectures & observations.

Day 26

Action Plan Presentation /Evaluation Meeting and Closing Ceremony

Members in Japan

Implementing Partner

Mr. Kondo Osamu



Department of Water Resources & Disaster Risk Reduction Research
Infrastructure Development Institute-Japan (IDI)

JICA Officer (Headquarters)

Ms. YASUI Hitomi

Disaster Risk Reduction Team1, Disaster Risk Reduction Group,
Global Environment Department,
Japan International Cooperation Agency (JICA)



JICA Program Officer

Ms. AKIMOTO Nami

TSUKUBA Center
Japan International Cooperation Agency (JICA)



Voice

Past Program Alumni Comments

Ms. STAVREVSKA PANAJOTOVA Anela (2023)
Republic of North Macedonia

The course had a good balance of theory, practice, observations, lectures, and workshops.

There was a varied learning environment in Tokyo, Nagoya, and Tsukuba.

There were many opportunities to visit the sites, and I was able to share many experiences with participants from developing countries and with resource persons in JAPAN.

You can gain not only experience but also inspiration to find solutions to problems.

Please don't miss out on this once-in-a-lifetime experience.



▪ Group Photo of 2023



▪ Digest & Message from ex-participants in 2025 (YouTube link)

[【Digest&Message】 2025_JICA Tsukuba_KCCP "Water Related Disaster Risk Reduction"](#)

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (4) 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 2. below.
- (5) 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 Organization is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate

modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

- 1) Current Duties: a member of central or local government organization in charge of water related disaster risk reduction, flood control, sediment control, or river basin management. The nominee should be in a mid-level to managerial position, and/or is expected to be in the near future, involved in the decision-making process of planning/development and implementation of policies in the relevant field.
- 2) Job Experience: has a working experience over five (5) years in the field of water related disaster risk reduction, flood control, sediment control or river basin management
- 3) Educational Background: be a university graduate or equivalent in the fields of river engineering and civil engineering.
- 4) Language Proficiency: proficient in spoken and written English which is equal to TOEFL CBT 213 or more. This program includes active participation in discussions and development of Action Plan, thus requires high competence of English ability both in conversation and composition. Attach an official certificate for English ability such as TOEFL and TOEIC to the application form if possible
- 5) To be proficient in Microsoft Word, Excel and Power Point
- 6) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Work: be able to work at least 2 years after the course to execute Action Plan.
- 2) Age: be between the ages of twenty-eight (28) and forty (40) years.
- 3) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment and

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

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
*The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date.
*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)

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 **March 12, 2026**)

(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 April 13, 2026.

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

Inception Report (presentation file) -- to be submitted by April 24, 2026.

Accepted candidates are required to prepare an Inception Report (MS PPT) before the start of the program. The Inception Report should be sent to JICA by April 24, 2026, preferably by e-mail to tbictp@jica.go.jp

Instructions how to make the PPT will be provided after "Notice of Acceptance".

If the file size exceeds 20MB, please change the file from PPT to PDF.

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the program topics,
- (3) not to record or share the contents without permission.
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (5) 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),
- (6) not to bring or invite any family members (except for programs longer than one year),
- (7) 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,
- (8) to observe the rules and regulations of the program implementing partners

to provide the program or establishments,

(9) not to engage in political activities, or any form of employment for profit,

(10) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3. Expenses", "Administrative Arrangements",

(11) 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,

(12) not to drive a car or motorbike, regardless of an international driving license possessed,

(13) to observe the rules and regulations at the place of the participants' accommodation, and

(14) to refund allowances or other benefits paid by JICA in case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA TSUKUBA)
- (2) **Program Officer:** Ms. AKIMOTO Nami (tbictp@jica.go.jp)

2. Implementing Partner

Name: Infrastructure Development Institute-Japan (IDI)

URL: [IDI-JAPAN](#) | IDI-JAPAN contribute to the development of world wide social infrastructures with outstanding consulting skills and remarkable experiences.

3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be given before departure for Japan.

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

https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_2024_en.pdf

or

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

4. Pre-departure Orientation

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

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

5. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_2024_en.pdf

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>

Website: JICA

English/French/Spanish/Russian

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

Website: Brochure for JICA Tsukuba Center

English

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

Video: Welcome to JICA Tsukuba

Introduction of JICA Tsukuba

<https://www.youtube.com/watch?v=hKM1iT-9Ig>

For Your Reference

JICA and Capacity Development

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

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

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

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



Correspondence

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

Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

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

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

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



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 applicant and supervisor of the applicant*• To be signed by supervisor of the applicant• Official stamp of organization of the applicant is needed.
Form2. Individual Application Form	Applicant
Form3. Questionnaire on Medical Status and Restrictions	Applicant
Form4. Terms and Conditions, and Declaration	Applicant

*Supervisor: the head of the department/division of organization of the applicant.

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 attach applicant's photograph (data/actual photograph),
- 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,
- 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. Applicant's signature	Form 2, 3, 4	
3. Signature of supervisor of the applicant*	Form 1	
4. Official stamp of your organization	Form 1	
5. Applicant's photo	Form 3	
6. Relationship with the Military	Form 2	
7. Dietary Restrictions	Form 3	
8. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	

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

Note for Applicants from Latin American and the Caribbean Countries:

(1) If applicant is 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 applicant's passport (i.e., the two pages that include the applicant 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 applicant is 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 the applicant's passport (i.e., the two pages that include the applicant's photograph and the applicant's detailed passport information).

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



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration (DD/MONTH/YYYY)

From / / To / /

4. Country

5. Name of Applying Organization

6. Name of the Nominee(s)

1)
2)
3)
4)

7. 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.

8. Expectation and Future Plan of Actions

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.

--	--	--	--	--

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

(If necessary) Confirmation by the organization in charge

I, as a supervisor, 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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							

By Nominator (head of relevant department/division)

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					



Application form for the JICA Knowledge Co-Creation Program:

Form2. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title (as shown in the GI)

Attach applicant's photograph
(data/actual photograph)

(taken within
the last six months)

Size: 4.5x3.5cm

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

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)

4) Date of Birth

Day	Month	Year	Age (as of the date of the form)
-----	-------	------	--

-- Select--	-- Select--		-- Select--
-------------	-------------	--	-------------

5) Passport/Visa

Passport possession	-- Select--	Expiry date of	Day	Month	Year
USA visa possession	-- Select--		-- Select--	-- Select--	-- Select--

*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:	

7) Present Position

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

8) Questionnaire on Relationship with the Military (FOR ALL THE APPLICANTS)

Must select!

-- Select--	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster)
-- Select--	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
-- Select--	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
-- Select--	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or
-- Select--	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			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

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

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

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 required to fill in this part

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

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)	
Listening	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
Speaking	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
Reading	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
Writing	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)	()
2) Mother Tongue	()
3) Other languages	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor

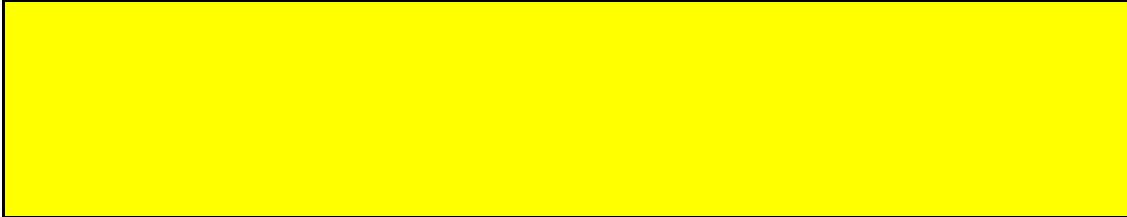
【Criteria for Assessment of Language Proficiency】

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

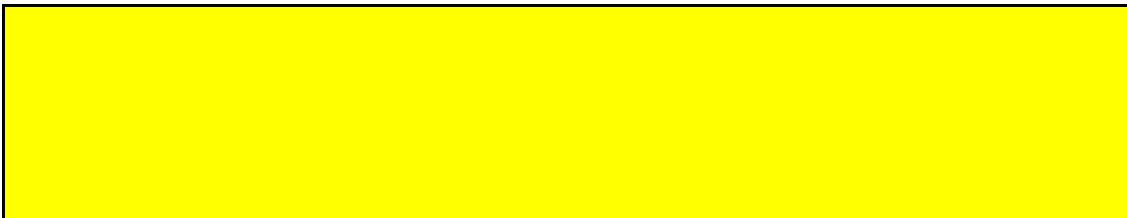
1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

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

A large, solid yellow rectangular box with a thin black border, used to redact the answer to the first question.

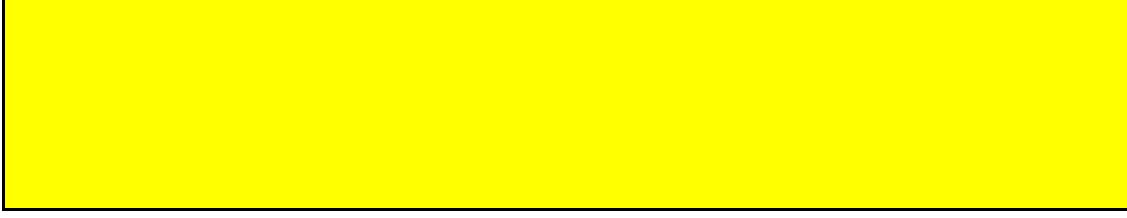
2) Main duties of Applicant:

Describe your main duties and responsibilities in relation to this program.

A large, solid yellow rectangular box with a thin black border, used to redact the answer to the second question.

3) Relevant Experience of Applicant:

Describe previous occupational experiences that is highly relevant in this program.

A large, solid yellow rectangular box with a thin black border, used to redact the answer to the third question.

4) Your individual Goal:

Elaborate on the applicant's plans to apply the lessons learned from this program to the applicant's organization.

5) Area of Interest and/or your expectation:

Specify the applicant's particular interest with reference to the contents of this program

By Applicant

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					



Application form for the JICA Knowledge Co-Creation Program:

Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**(Self-Declaration)****1. Present Medical Status**

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

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Name of illness	Name of medicine
<i>If yes, please attach doctor's letter (preferably, written in English) that describes the current status of the applicant's illness, and gives agreement to your participation in the program.</i>	

(b) Does applicant have any allergies with medicine, food, pollen, etc.?

<input checked="" type="radio"/> NO	<input type="radio"/> 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.

())
<i>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.</i>

2. Medical History

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

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ()	

(b) Have applicant or/and the applicant's family members had tuberculosis?

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ()	

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

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ()	

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

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ()	
Name of medicine taken if any ()	

3. Dietary Restrictions

Are there any dietary restrictions? (e.g., beef, pork, crustaceans, etc.)

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ()	

4. Other Medical Issues/Conditions

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

--	--

* Is applicant pregnant?

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Weeks of pregnancy -- Select-- weeks	

The applicant certify that have read the above instructions and answered all questions truthfully and completely to the best of the applicant's knowledge.

The applicant 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.

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

The applicant may not be possible to purchase pharmaceuticals, medical equipment, etc. in Japan, due to Japanese laws.

By Applicant

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					

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



Application form for the JICA Knowledge Co-Creation Program:

Form4. TERMS AND CONDITIONS

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth below.
 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 below, 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	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					

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
- (6) ~~courses~~ 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
- (11) to observe the rules and regulations at the place of the participants'
- (12) to refund allowances or other benefits paid by JICA in the case of a change in

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

(3) Security Notice

JICA takes measures required to prevent the divulgance, 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.