Knowledge Co-Creation Program (Group and Region Focus)

CAPACITY BUILDING For ICT PROJECT PLANNING （A）

課題別研修　ICT 案件形成能力向上（A）

Photo:JICA

Course Number:
202311442-J001

Course Period:
June 18- July 19, 2024

How do we Bring Innovation By ICT?

Acquire the Essentials of

Successful ICT projects to promote

Digital Transformation

Outline

This program is designed for government officials who are in charge of development and planning of ICT-based social services.

The aim of this program is to develop the capacity to solve the social issues with ICT. The main features of this program are;

1) **Practical project planning method**. Participants will learn the method by hands-on experience. The method can be used in planning services in various sectors; agriculture, health, education etc.

2) Through learning **ICT innovation cases** at Japanese companies/public organizations and discussion with other participants, you will deepen your insights on successful ICT projects.(Site-visits)

3) Learning up-to-date ICT technologies/digital transformation. (Lectures/Site visits)

4)Opportunities to create a global network of ICT specialists.

This program focuses on practical training and mutual learning.

Maximum participants:17
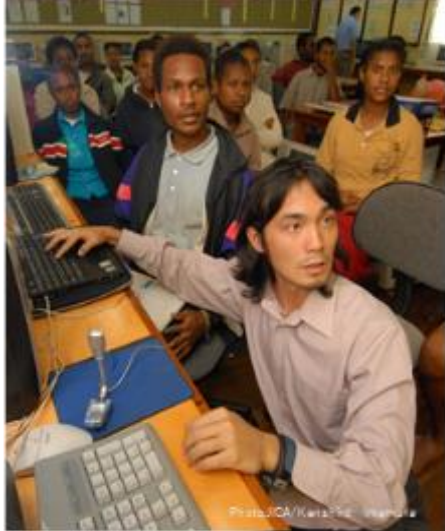
JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which 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." JICA believes that this 'Knowledge Co- Creation Program' will serve as a foundation of mutual learning process.

Contents

For What?

Background

Information and Communication Technology (ICT) can be applied in many innovative ways in the fields such as education, agriculture, health, and public service. However, ICT-oriented systems are not always well-operated or successfully introduced. This phenomenon may happen due to misunderstanding of the actual users' needs, or lack of issue analysis and cost- effectiveness analysis.
In order to avoid such failure, participants, as project planners/ICT engineers, will learn how to analyze and identify social issues and how to utilize and apply ICT.

Objectives

Participants obtain skills and improve capacities for "Project Planning" to solve various issues through the application of ICT.

To Whom?

Job Areas and Organizations

This program is designed for the government officers in charge of planning and improving the various systems of governmental organizations.

During the program, participants are required to plan an ICT project. The organizations which are planning new ICT project will be welcome.

Targeted Countries

BARBADOS, BENIN, BELIZE, BOTSWANA, CABO VERDE, COLOMBIA,COSTA RICA, DJIBOUTI, MALI, NIGERIA, PERU, RWANDA, SAINT VINCENT AND THE GRENADINES, SENEGAL, SOUTH SUDAN, TANZANIA, TRINIDAD AND TOBAGO

Where?

This is the face-to-face program, which will be held in Kansai area, Japan.
The sessions will consist of lectures, site-visits, discussions and presentations, through which you will understand ICT innovation.

When?

Period in Japan

**From June 18
To July 19, 2024**

Hokkaido

JICA
Kansai Center

Honshu
(Main Island)

Osaka
(Kansai/Itami)

Shikoku

Kyushu

How?

How to Learn

- Interactive lectures
- Q&A Session
- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations

Present Experience Study Watch Listen Experience

Interact Discuss

*You should bring **your own lap-top computer** with you, as you need one for preparation and presentation. We may use GooogleDrive and e-mails as a communication tool.

Language

English

*Participants should have good command of English.
 Discussions and team-workshops are expected.

Commitment to the SDGs

SUSTAINABLE DEVELOPMENT GOALS

3 GOOD HEALTH AND WELL-BEING
4 QUALITY EDUCATION
7 AFFORDABLE AND CLEAN ENERGY
8 DECENT WORK AND ECONOMIC GROWTH
9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
11 SUSTAINABLE CITIES AND COMMUNITIES
12 RESPONSIBLE CONSUMPTION AND PRODUCTION
16 PEACE, JUSTICE AND STRONG INSTITUTIONS
17 PARTNERSHIPS FOR THE GOALS
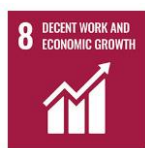
Program Structure

Expected Module Output	Subjects/Agendas	Methodology
<Before coming to Japan> Preliminary Phase	Submit the Job report Online program orientation	Self-study Online meeting
<1> To learn practical problem-solving skills	Learn the practical method of ICT project planning; identify issues, build solution hypotheses, and verify the effectivity and sustainability. Participants learn the method by hands-on experience of planning their own project to solve a social issue of their countries (in any sectors: agriculture, health, education, government etc).	Lectures/ workshop/ discussions
<2> To learn up-to-date ICT solutions/advanced technologies in Japan	-Lectures on up-to-date technologies on ICT -Site visits to experience and observe latest ICT solutions in Japan	Lectures/ Site visits/ discussions
<3> To understand the essence of successful ICT projects for innovation by case studies.	-Share and discuss the challenges of their ICT projects of each country (Job report presentation) -Site visits of Japanese companies and organizations to observe ICT services in various industries.	Lectures/ Site visits/ Discussions
<4> To prepare Action Plan and propose applicable technics / knowledge to participant's country or organization.	By using the project planning method, prepare an Action Plan and present it.	Personal guidance/ Presentation
<after going back to your country> Implementation of Action plan	Sharing the updates of each action plan.	

Required Tasks:
Participants are required to participate in all modules actively and contribute to achieving 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 (WORD):** Submit it with the application form.
   For details, please see the ANNEX.
2) **Job Report (PowerPoint):** Submit it after coming to Japan.

Participants are required to make a presentation at the beginning of the program in Japan. For details, please see the ANNEX.

3) Action Plan: Participants are required to prepare and present their Action plans by the end of the program in Japan

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

Schedule of Program

(1)Preliminary Phase in the participant's home country
Participants make the required preparation for the Program in the respective countries.
Activities
For ALL the applicants: All candidates are requested to submit the Job Report(WORD) together with the Application Form. Please see ANNEX for more details.
ONLY for the accepted participants: Participants are requested to submit the Job Report presentation data (electronic file or PowerPoint) at the beginning of the program in Japan. Please see ANNEX for more details.

(2)Core Phase in Japan	
Participants dispatched by the organizations attend the Program **(Face-to-Face)**	
Activities	
Week 1	Program Orientation
	Job report Presentation
Week 2- Week 4	Lecture, Site Visits, Workshop, Discussions (Details will be announced after acceptance)
Week 5	Action Plan Presentation
	Closing Ceremony

(3)Finalization Phase in each participant's home country
Participating organizations finalize and carry out the action plans in the respective countries.
Activities
After returning to the home country: Presentation of the drafted action plan at each participant's organization. Necessary discussions for its implementation will take place.

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.

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2. Nominee Qualifications

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

(1) Essential Qualifications

1) Current Duties: Officers/Engineers of Government organizations or public institutions (including National universities and CCIs) in charge of planning and designing ICT-related innovations.

2) Experience in the Relevant Field: have at least 2 years of experience in the field of ICT-related department.

3) Educational Background: University graduate or equivalent.

4) Language Proficiency: have competent command of spoken and written English proficiency equivalent to TOEFL iBT 80 or above　(During the program, participants are required to make 10-15minutes presentations in English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible)

5) 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 the following illnesses;   Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

1)Knowledge and interest in ICT: Applicants should have adequate knowledge of ICT and a keen interest in applying ICT in their work.

2) Age: between the ages of twenty-five (25) and fifty (50) years

3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

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3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan). Before submitting the application form, please check if all the questions are answered.
   * If you have any difficulties/disabilities which require assistance, please specify necessary assistance in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) <u>**Photocopy of Passport**</u>: You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
   *The following information should be included in the photocopy:
   Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) **English Score Sheet (photocopy):** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

(4) **Job Report(WORD):** to be submitted with the application form. Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified. For details, please see ANNEX.

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 materials must arrive at JICA Center in Japan by **May 8th 2024**)

(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 May 20th 2024**.

5. Conditions for Participation

The participants of KCCP are required
(1) to strictly observe the course schedule
(2) **not to change the air ticket** (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves. It is not allowed to change the flights(including return flights) by the participants.
(3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year)
(4) not to bring or invite any family members (except for programs longer than one year)

(5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course

(6) to observe the rules and regulations of the program implementing partners to provide the program or establishments

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

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

(9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,

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

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

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

(13) In this program, we will use GoogleDrive as a file-sharing tool. If you are not familiar with GoogleDrive, please let us know after acceptance of the program.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center**: JICA Kansai Center (JICA Kansai)

(2) **Program Officer**: Ms.KONISHI, Yoko (Yoko.Konishi@jica.go.jp)

Ms. MIKI, Kaoru (Miki.Kaoru@jica.go.jp)

2. Implementing Partner

To be determined

3. Travel to Japan

(1) Air Ticket: In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

JICA will arrange the accommodation(s) for the participants in Japan. We will announce the information of accommodations.

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping 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/english/our_work/types_of_assistance/tech/accept

6. Pre-departure Orientation

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9lSYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WlQSDjI
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Kansai Center	
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html

If the link of these URLs has expired, please access the URL below and search the necessary information from the keyword.

https://www.youtube.com/user/JICAChannel02

7.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. 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.

4. Allowances for living 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.

8. Reference

<About JICA and KCCP>
PDF: KENSHU-IN GUIDE BOOK
For more detailed terms and conditions

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

<About JICA and DX/ICT>
JICA DX home

Case studies, JICA projects on ICT and digital transformation

JICA DX HOME │ About JICA - JICA

JICA Global Agenda :Digital for Development

https://www.jica.go.jp/Resource/english/our_work/thematic_issues/digital/fp4rrb000000t57s-att/overview_01.pdf

YouTube Channel : JICA ICT and development

https://www.youtube.com/@JICAICTandDevelopment/featured

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 course 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.

Annex

JOB REPORT

All applicants are required to prepare a Job Report Document(WORD) and **submit it with Application Form.** Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified.

Accepted participants are required to make a Job report presentation by PowerPoint after coming to Japan.

ALL the Applicants

Style	Microsoft Word format , Paper Size A4 <u>Maximum 5 pages</u>
Contents	Job Report should cover following points. **1. Introduction and Background** Brief introduction of your country and its development issues. This will be useful for participants from other countries to understand your project. **3. Role of the Applicant's organization** - mission, number of staffs, organization chart etc. - Please describe your responsibilities in your organization. **3. ICT utilization in your country** Describe ICT utilization in your country. (Cell phone coverage, Internet Accessibility, Data network speed, etc.) **4. Contents of your project (very important!)** 1) Field of the project (e.g., agriculture, health, transportation, telecommunication) 2) Brief description of your project - Goal of the project, issues to be solved, contents, targeted users(and user needs) , stakeholders, budget 3) How do you use ICT in your project and the reason why

Language	English
Submission	Submit Job Report with Application Form.

ACCEPTED Participants Only

Date	1st week of the program
Time	15 minutes (Including Q&A)
Style	Microsoft ®Power Point format.
Contents	Job Report Presentation should cover the same elements as the Job Report Document. **1. Introduction and Background** **2. Role of the Applicant's organization** **3. ICT utilization in your country** **4. Contents of your project** Note: Please use some <u>tables, figures, and pictures</u> to facilitate easier understanding of the participants and lecturers.
Language	English
Submission	Bring your Job Report Presentation on CD/DVD/USB.

Correspondence

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

Further, address correspondence to:

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341   FAX: +81-78-261-0342

("81" is the country code for Japan, and "78" is the local area code)