



【Online】
Knowledge Co-Creation
Program
(Young Leaders)
(Latin America)

General information on

SME Development and Promotion B Course

中小企業振興 B

JFY2022

Course No.: 202110237J001

Course Period :

November 8 – November 18 and December 6, 2022

***In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled**

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

JICA Knowledge Co-Creation Program (KCCP)

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

I. Concept

The “Knowledge Co-Creation Program (Young Leaders)” is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for about 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan, and
- 2) increase their willingness to resolve issues on their own.

II. Description

1. Title (Course No.)

SME Development and Promotion B Course (202110237J001)

2. Course Duration in Japan

November 8 – November 18, and December 6, 2022

3. Target Regions or Countries

Antigua and Barbuda, Barbados, Belize, Grenada, Guyana, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago

4. Target Group

- Government officers / staff of economic organizations, who are engaged in local economic development or in SME development and promotion
- Young leaders belong to counterpart organizations of the related JICA schemes

5. Number of Participants

12 participants

6. Language

English

7. Objective(s)

To acquire knowledge on Japanese experience about economic development of local communities and SMEs development and promotion, and increase their willingness to resolve issues on their own.

8. Outline

This course consists of the following components.

- Through lectures, Participants expand their basic knowledge on policy measures for SME development and promotion, and activities of enterprises in local communities in Japan.

- Through discussion with lecturers, Participants examine the applicability of Japanese experience in his/her countries' context

9. Place and Time to attend

<Tentative Schedule of the Course>

Date	Day	Time (JST)	Type	Content
11/8	Tue	08:00-10:00	Lecture Practice	Program Orientation Team Building Activity
11/9	Wed	08:00-10:00	Lecture	How to find and develop local resources Knowledge management and co-creation
11/10	Thu	08:00-10:00	Lecture Discussion	One Village One Product (OVOP) Initiative
11/11	Fri	08:00-10:00	Lecture Discussion	Case study of OVOP in Latin America
11/15	Tue	08:00-10:00	Lecture Discussion	Support of SMEs Development by universities and research institutes
11/16	Wed	08:00-10:00	Lecture	Local Community Fund
11/17	Thu	08:00-10:00	Lecture Discussion	Case study of SMEs Development in Latin America by ex-participants
11/18	Fri	08:00-10:00	Lecture	How to elaborate an Action Plan
12/6	Tue	08:00-10:00	Presentation	Action Plan Presentation

※This course is tentative and the schedule is subject to change without notice.

(1) Place

The place to take the program (Online) should be determined by the internet environment. Please inform JICA which place you would like to take part in the program (e.g. home, office). If you cannot find the proper place to take the program, please consult with JICA Office.

(2) Period and Time of the Online program (live stream)

The online program will be live-streamed on the following period.

From November 8 to November 18, and December 6, 2022

The scheduled time for the Online program is from **8:00 am to 10:00 am***.
(Japanese Standard Time)

Country	Start at	End at
Japan	8:00	10:00
Antigua and Barbuda	19:00	21:00
Guyana	19:00	21:00
Grenada	19:00	21:00
Suriname	20:00	22:00

Saint Christopher and Nevis	19:00	21:00
Saint Vincent and the Grenadines	19:00	21:00
Saint Lucia	19:00	21:00
Trinidad and Tobago	19:00	21:00
Belize	17:00	19:00
Barbados	19:00	21:00

10. Prerequisites for Internet Connection

The followings are prerequisite for participation in the Online Program.

(1) Technology Proficiency:

- Online course will be delivered using Web Conference (Zoom) and e-learning platform (to be announced) and you are supposed to attend the program from your workplace or from your home.
- In case that you have any concerns and/or problems about internet connection and the platform, please consult JICA office.

(2) Internet Connection:

- High Speed Broadband Connection (at least 1Mbps) from your office or your home. Please refer to this URL for how to measure internet speed.
<https://www.speedtest.net/>

(3) Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
- In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC, but not recommended.

11. Attendance requirement

Participation in the all online programs is an essential requirement for the completion of the course. Partial attendance is not allowed.

III. Eligibility and Procedures

1. Nominee Qualifications

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

(1) Essential Qualifications

All applicants must satisfy the following:

- 1) Nomination: be nominated by the Government in line with the procedures mentioned in 3.(1) below.
- 2) Experience in the relevant field: be involved in a field corresponding to the course mentioned in II. Description.
- 3) Age: be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language Proficiency: have a reasonable command of English and good command of spoken and written English.
- 5) Health: Have means to manage the health, both physically and mentally, to participate in the Program.

(2) Recommended Qualifications

- 1) Educational Background: It's preferable that the applicant hold a Bachelor's degree.
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

2. Required Documents for Application

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

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

(2) Photocopy of Passport: to be submitted with the application form, if you possess your passport. If not, you are requested to submit alternative official identification.

*Photocopy should include the following:

Name, date of birth, nationality, sex, passport number, and expiry date.

(3) Contact Person at Your Organization for Post-Program Survey about

KCCP for Young Leaders

You will be required to submit 'Contact Person at your Organization for Post-Program Survey about KCCP for Young Leaders' filled with the information about the appropriate person in your organization to whom JICA will send the questionnaire on the monitoring purpose of the program. The person is expected to be your supervisor or the person in your human resources department, who can observe some changes of your attitudes toward your tasks after participating in the program. See 'V. Annex'.

3. 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 require material must arrive at **JICA Center in Japan** by **September 28, 2022**)

(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 Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 14, 2022.**

4. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) **not to change the program topics.**
- (3) to participate in the whole program,
- (4) in principle, a completion certificate will be given to participants who have successfully accomplished the course by participating in all programs,

- (5) to respect copyright and portrait rights. To refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission, and
- (6) not to engage in political activities, or any form of employment for profit,

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Tokyo Center (JICA TOKYO)

(2) **Contact:** Industrial Development and Public Policy Division, JICA Tokyo Centre

(3) **E-mail:** tictip@jica.go.jp

*Please add the course number “202110237J001” to a subject of the e-mail.

2. Implementing Partner

(1) **Name:** NGO Global Agriculture Crossroad TERRAKOYA

(2) **URL:** <https://terrakoya.or.jp/>

3. Expenses

The following expenses will be provided by JICA

(1) Expenses for implementation of the online program.

(2) Expense for the participation to the program if necessary. For the details, please kindly ask at JICA office.

4. Others:

In the context of the COVID-19 pandemic, please note that there is still a possibility that the course period will be changed, shortened, or the course itself will be cancelled.

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

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

V. Annex:

Contact Person at Your Organization for Post-Program Survey about KCCP for Young Leaders

REQUEST FOR POST-PROGRAM SURVEY

JICA conducts the post-program survey about how the ex-participants have been utilizing the knowledge and skills acquired in Japan in their daily work. For this purpose, JICA would like to send the questionnaire to the participants by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to the person in their organizations; such as their supervisor or the person in their human resources department who can observe some changes of their attitudes toward their tasks after participating the program.

We would highly appreciate it if you fill in the information about the appropriate person in your organization to whom JICA can send the questionnaire on this purpose. The questionnaire will be directly sent by e-mail to you and the person mentioned below within one year after the program.

We kindly ask for your understanding and cooperation in responding to the survey.

【Name of Nominee】

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【Contact person at your organization】

(Your supervisor or a person in the human resources department, to whom JICA can send the questionnaire after the course)

Name	
Designation / Position	
Department / Division	
E-mail Address	

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 for Young Leaders is designed for young leaders expected to become future leaders in their specialized fields. Participants in the program learn about Japan's experience and technologies in the relevant fields that will be required for the future development of their own country. A variety of programs is open to young people in each field in each country.

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Tokyo Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7654