Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON

CAPACITY BUILDING FOR ICT PROJECT PLANNING
(ex. e-government, e-education, e-health, e-agriculture, etc.) (A)
課題別研修「ICT 案件形成能力向上」(A)
JFY 2020
NO. 201902096J001 / ID. 201902096
Course Period in Japan: From June 7 to July 11, 2020

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

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

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

I. Concept

Background

In the world today, economic and social systems have developed intensively along with rapid expansion of Information and Communication Technology (ICT). ICT can be applied in many -often very innovative- ways in the fields such as education, agriculture, health and public service. Especially, due to the decreasing of cost for ICT devices, divergence of utilizing systems, expansion of mobile network and advancement of cloud system, ICT installation has been accelerated and the choices of ICT solutions have been widen in many countries. More and better use of ICT will be a powerful tool for further development of organizations, industries, communities and even countries.

However, ICT utilizing system are not always welcomed by people or are left untouched although they are installed to make people's life convenience and comfortable. This phenomenon may happen due to the reasons such as mismatch between actual user's needs and provider's assessment or user-unfriendliness of the system. In order to avoid such failure, participants, as a project planner, will learn how to analyze and identify social issues and how to select and apply ICT in their program.

For what?

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

For whom?

This program is designed for government officers and decision makers in charge of developing and implementing projects and services to tackle social issues using ICT.

How?

Participants will learn how to identify and analyze social issues through an unique and original active learning method called "TANKYU Practice" at Kobe Institutions of Computing (KIC). In parallel, participants will learn project formulation and selection method called "Project Cycle Management (PCM)."

The program is organized in a lecture- exercise- presentation cycle, and includes several case studies and visits to selected sites to observe the existing application of ICT.

By building on the knowledge and experience acquired through lectures and on-site visits, the participants will formulate action plans to utilize ICT in various projects corresponding to their respective countries.

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development were adopted by world leaders in September 2015 and the Agenda call for action by all countries.

As a development cooperation agency, JICA is committed to achieving the SDGs. This course aims at increasing the capacity for formulating projects to solve social issues in various fields by utilizing ICT. This will contribute not only to issue and sector related goals depending on the participants' needs but also the goal 17, partnerships for the goals.

II. Description

1. **Title (J-No.):** Capacity Building for ICT Project Planning (ex. e-government, e-education, e-health, e-agriculture, etc.) (A)   (201902096J001)

2. **Course Period in JAPAN**
   June 7 to July 11, 2020

3. **Target Regions or Countries**
   Barbados, Dominican Republic, Grenada, Saint Christopher and Nevis, Saint Vincent and the Grenadines, Trinidad and Tobago, Guyana, Botswana, Lesotho, Nigeria, Uganda, Rwanda

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

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

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

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

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

7. **Course Objective:**
   To increase the capacity of participants for formulating projects which help them to solve the social issues in various fields with utilizing ICT

8. **Overall Goal**
   Effective uses of ICT in various fields decreases information gap and facilitates efficient work.

9. Expected Module Output and Contents:

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

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

Required Tasks:

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

1) Job Report: Raising the social issues of the country that partocipant's organization/department is engaged. Submit it with the application form. Participants are required to make a presentation on this report at the beginning of program in Japan. For details, please see the ANNEX 1(P.13).

2) 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.

<Structure of the program>

(1) Preliminary Phase in the participant's home country
(Feb to June, 2020) Participants make required preparation for the Program in the respective countries.
Activities
For ALL the candidates: Formulation and submission of a Job Report. All candidates are requested to submit the Job Report together with the Application Form. <u>Please see **ANNEX 1** (Pg. 13) for more details.</u>
ONLY for the accepted participants: Formulation, submission and presentation of a Job Report Presentation. Participants are requested to submit the Job Report presentation data (electronic file) at the beginning of the program in Japan. <u>Please see **ANNEX 1** (Pg. 13) for more details.</u>

(2) Core Phase in Japan
(June 7 to July 11, 2020) *Participants dispatched by the organizations attend the Program implemented by:* **Kobe Institute of Computing (KIC)**   2-2-7 Kano-cho, Chuo-ku, Kobe, Hyogo, JAPAN
Activities

Week 1	Job report Presentation
	Up-to-date ICT Solutions Lecture on Introduction to the subject
	Up-to-date ICT Solutions Site Lecture and Tour 1
Week 2	Up-to-date ICT Solutions Site Lecture and Tour 2
	TANKYU Practice（Introduction on: What is "Tankyu Practice"）
	TANKYU Practice（Building Solution Hypothesis）
	TANKYU Practice（Hypothesis Verification #1: Customer Satisfaction & Interviewing）
	TANKYU Practice（Individual Work: Hypothesis Verification #1）
	PCM Lecture
Week 3	Up-to-date ICT Solutions Site Lecture and Tour 3
	TANKYU Practice（Hypothesis Verification #1: Customer Satisfaction & Interviewing）
	TANKYU Practice（Hypothesis Verification #2: Originality and Competitiveness）
	TANKYU Practice（Individual Work: Hypothesis Verification #2）
	TANKYU Practice（Hypothesis Verification #2: Originality and Competitiveness）
	TANKYU Practice（Hypothesis Verification #3: Budget Balance）
	TANKYU Practice（Individual Work: Hypothesis Verification #3）
	PCM Workshop
Week 4	TANKYU Practice（Individual Work: Hypothesis Verification #3）
	TANKYU Practice（Hypothesis Verification: Findings）
	TANKYU Practice（Preparing for Presentation）
	Action Plan Preparation Lecture（Objective Tree、Narrative Summary）
	Action Plan Preparation Individual Work: Objective Analysis and Narrative Summary
	Action Plan Preparation Group Discussion
Week 5	Action Plan Preparation Lecture: PDM and Project Summary Table
	Action Plan Preparation Individual Work: PDM and Project Summary Table
	Action Plan Preparation Group Discussion
	Action Plan Preparation Individual Work: Project Design
	Action Plan Preparation Individual Work: Action Plan Document
	Action Plan Presentation

(3) Finalization Phase in each participant's home country
(July to August 2020)   *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.

10. **Follow-up Cooperation by JICA:**

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

III. Conditions and Procedures for Application

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

   (1) This program is designed primarily for organizations that intend to address social issues or problems identified in their operation. Participating organizations are expected to utilize the program for those specific purposes.

   (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

   (3) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III - 2 below.

   (4) In the view of above and to maximize the impact of this program, a participating organization is expected to provide support to a participant as much as possible, as follows:

   ☐ Before departure:

   Identify organization's business challenges and define a theme for the Action Plan with the participant, which have to be along with the course concept,

   ☐ During the core Phase in Japan:

   Communicate with the participants, monitor the formulation process of the Action Plan and make sure that it aligns with organization's current priority.

   ☐ After the program:

   Support the participant in implementing his/her Action Plan.

2. **Nominee Qualifications:**

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

   (1) Essential Qualifications

      1) Current Duties:

   (a) Officers belonging to a central government dedicated to the management of ICT use, such as the ministry of ICT/communications.

   (b) Central/Local government officers in charge of promoting ICT based services such as e-government, e-education, e-agriculture, e-health, etc.

      2) Experience in the relevant field:

   More than two years of work experience. Applicant should have a basic knowledge of ICT and a keen interest in applying ICT in his/her work.

      3) Educational Background:

   University graduate or equivalent

      4) Language:

   Have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This program includes active participation in

discussions, which requires HIGH competence of English ability. Please attach a copy of official certificate for English ability such as TOEFL, TOEIC etc., if possible.)

5) **Health:**

Must be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

1) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the Program.

2) Age: Applicants are recommended between 25 and 40 years old.

3. **Required Documents for Application:**

(1) Application Form:

The Application Form is available at the respective country's JICA office (or the Embassy of Japan.)

(2) Photocopy of passport: to be submitted with the Application Form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

(3) Nominee's English Score Sheet (photocopy): to be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

(4) Job Report:

Job Report should be submitted with the Application Form. 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 1.

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

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

(1) Submission of the Application Documents:

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

（After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by April 13, 2020）

(2) Selection:

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

(3) Notice of Acceptance:

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than May 7, 2020.**

5. **Conditions for Attendance:**
   (1) to strictly adhere to the program schedule.
   (2) not to change the program purpose.
   (3) not to extend the period of stay in Japan.
   (4) not to be accompanied by family members during the program.
   (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
   (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
   (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the program expenditure depending on the severity of said violation.
   (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. **Organizer:**
    (1) Name: JICA Kansai
    (2) Contact: Ms. Yukari Hatayama (Hatayama.Yukari@jica.go.jp /
       jicaksic-unit@jica.go.jp)

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

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

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

    > JICA Kansai Center (JICA Kansai)
    >
    > Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
    > TEL: 81-78-261-0341/0383   FAX: 81-78-261-0465
    > (where "81" is the country code for Japan, and "78" is the local area code)

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

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

6. **Pre-departure Orientation:**
    A pre-departure orientation will be held at the respective country's JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

V. Other Information

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

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

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

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

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

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

ANNEX 1:

JOB REPORT

All applicants are required to prepare a Job Report Document 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.

ALL the Applicants

Style	Microsoft® Word format Paper Size A4 Maximum 5 pages
Contents	Job Report should cover following elements. **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. **2. Role of the Applicant's organization** (mission, duty, etc.) Please also describe your responsibilities in your organization. **3. ICT utilization in your country** Describe concisely ICT utilization in your country. (Cell phone coverage, Internet Accessibility, Data network speed, etc.) **4. Contents of your project** 1) Field (e.g. agriculture, health, transportation, telecommunication etc.) 2) Brief description of your project (Purpose of the project, the contents of your project, etc.) 3) How do you use ICT in your project and the reason why
Language	English
Submission	Submit Job Report with Application Form **before April 13, 2020**

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** (mission, duty, etc.) **3. ICT utilization in your country** **4. Contents of your project** Note: Please use some tables, figures and pictures to facilitate easier understanding of the participants and lecturers.
Language	English
Submission	Bring your Job Report Presentation on CD/DVD/USB.

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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

CORRESPONDENCE

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

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