

Ouagadougou, le 23 juin 2021

A

**Monsieur le Secrétaire Général du  
Ministère des Affaires Etrangères, de la  
Coopération, de l'Intégration Africaine  
et des Burkinabè de l'Extérieur  
- OUAGADOUGOU -**

**Objet :** Offre de Stage au Japon pour l'année 2021

**Réf :** JICA/2021/BF

00070035

**Monsieur le Secrétaire Général,**

Dans le cadre de l'exécution du programme de l'Aide Publique au Développement du gouvernement du Japon au titre de l'année fiscale 2021, la JICA envisage accueillir des candidats Burkinabè répondant aux conditions requises, pour un Programme de Co-crédation de Connaissances intitulé : « *Soil Diagnosis and Improvement Technology for Sustainable Agricultural Production* ». Ce programme se déroulera du **22 septembre au 16 novembre 2021 en ligne et en anglais**. Toutefois, dans le contexte sanitaire mondial actuel, il faut noter que la période des cours pourrait être modifiée, raccourcie ou les cours même peuvent être annulés.

Dans ce cas spécifique, le profil idéal de candidature sera celui **d'un chercheur, un ingénieur ou un agent de vulgarisation spécialisé dans l'analyse des sols et le diagnostic dans le domaine de l'agriculture**. Les candidatures féminines sont encouragées.

En outre, chaque candidat devra répondre aux conditions essentielles suivantes :

- Avoir plus de trois (03) années d'expérience dans le domaine d'analyse des sols et d'orientation technique de culture pour les agriculteurs ;
- Avoir un diplôme universitaire ou équivalent, cependant ne pas être titulaire d'un diplôme de Doctorat dans ledit domaine ;
- Etre âgé de moins de 50 ans ;
- Avoir une bonne maîtrise de la langue anglaise (TOEFL iBT\* 72 or more) ;
- Etre de bonne santé physique et morale ;

Les autres critères et conditions, ainsi que le dossier de candidature sont décrits dans la brochure officielle d'informations générales jointe en annexe à la présente lettre. Il est souhaitable que chaque candidat prenne connaissance des instructions et recommandations qui y sont mentionnées.

...

A la fin du programme de formation, chaque stagiaire est tenu de soumettre un rapport de formation et un plan d'action à la JICA. Le plan d'action devra s'intégrer dans ses activités habituelles. En outre, il devra faire une restitution de son plan d'action au sein de son service afin de partager les connaissances acquises au cours de la formation.

Chaque dossier de candidature devra comporter :

- Le formulaire de candidature dûment rempli (rempli à l'ordinateur) en Anglais,
- La photocopie du passeport de service si disponible dans le cas contraire une photocopie de la CNIB;
- Un document attestant du niveau en anglais (TOEFL, TOEIC, IELTS)

Afin de créer des conditions de promotion et d'échanges d'expériences entre les anciens stagiaires Burkinabè de la JICA, le stagiaire est invité à adhérer à l'Amicale des Anciens Stagiaires et Boursiers de la JICA (ASB/JICA).

Je vous prie de bien vouloir prendre toutes dispositions pour que les dossiers de candidature dûment remplis parviennent à la JICA **au plus tard le 13 août 2021**.

Les candidats désirant plus d'informations pourront prendre attache avec le bureau local de la JICA sis à la Zone Zaca, Intersection de la Rue de la Grande Mosquée et de la Rue de l'Intégrité, Immeuble Tassembédo Harouna, numéro de téléphone : 25 33 06 68 à 71.

Je vous remercie pour votre bienveillante collaboration et vous prie de recevoir, Monsieur le **Secrétaire Général**, l'expression de ma parfaite considération.

**N.B.** : les candidats sont priés de lire attentivement la brochure officielle d'informations générales avant de remplir le formulaire de candidature.

**Pièces jointes :**

- Brochure d'informations générales sur le programme,
- Formulaire de candidature.



Adjointe au Représentant Résident

東郷 真里奈

**Ampliation :**

MAECIABE  
SG/MAAHM



**【Online】**  
**Knowledge Co-Creation**  
**Program**  
**(Group & Region Focus)**

GENERAL INFORMATION ON

**Soil Diagnosis and Improvement Technology**  
**for Sustainable Agricultural Production**  
**課題別研修「持続的農業生産のための土壌診断と土壌改良技術」**  
**JFY 2021**

NO. 202003067J001 / ID. 202003067

Online Program Period : From September 22, 2021 to November 16, 2021

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

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

In the Development Cooperation Charter which was released from the Japanese Cabinet on 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**

Proper agricultural practices require the improvement and dissemination of soil analysis and diagnosis techniques in order to achieve appropriate farmland fertilization control and higher unit crop yields. Efforts toward the practice of sustainable agriculture are also needed. Countries where fertilizers are not sufficient require the introduction of simple fertility management techniques such as the effective use of livestock excreta and crop residue, as realized by cooperation between crop farmers and livestock farmers.

This training program aims to enhance soil diagnosis ability by conducting soil survey and soil sampling in the field, as well as by analyzing the soil from physical, chemical and biological aspects. Participants also learn knowledge and skills of farm management for sustainable agricultural production, with fertilizer application based on soil diagnosis and evaluation of composts and its effective use.

## **For what?**

This program is designed to disseminate and instruct soil survey, soil diagnosis (physical, chemical and biological), and soil improvement techniques for sustainable agriculture.

## **For whom?**

This program is offered to researchers, engineers and extension officers related to soil analysis and diagnosis in the agricultural organizations.

## **How?**

Participants will have the opportunities to have 1) lectures, 2) practices, 3) discussions focused on the agricultural characteristic of this field, crops and upland farming, in order to achieve the program objective. Participants will also formulate an activity plan describing what the participants will do after the program applying the knowledge and techniques acquired and discussed in the program.

The program will be conducted by online session which includes online guidance and on-demand lectures and discussions.

## II. Description

1. **Title (J-No.):**  
Soil Diagnosis and Improvement Technology for Sustainable Agricultural Production (202003067J001)
2. **Online Program Period :** From September 22, 2021 to November 16, 2021
3. **Target Regions or Countries**  
Burkina Faso, Gabon, Rwanda, Timor-Leste, Viet Nam, Yemen, Zambia
4. **Eligible / Target Organization**  
This program is designed for an agriculture related organization which is implementing / will implement soil analysis and diagnosis.
5. **Course Capacity (Upper limit of Participants)**  
8 participants
6. **Language to be used in this program:**  
English
7. **Course Objective:**  
Soil survey, soil diagnosis (physical, chemical, and biological), soil improvement techniques and its application for farm management are shared in the target organizations
8. **Overall Goal**  
Soil analysis, diagnosis, and improvement techniques used by the target agricultural organizations are to be improved.
9. **Expected Module Output and Contents:**  
This program consists of the following components: Details on each component are given below.

<b>(1) Preliminary phase</b>	
Inception Report is formulated. Please refer to <i>VI. ANNEX: Attachment-1</i> .	

<b>(2) Core phase: online session</b>	
Expected Modules Outputs	Subjects/Agendas
i) To be able to explain the natural and man-caused conditions influencing soil formation and productivity.	<ul style="list-style-type: none"> <li>•Agriculture and soil in Tokachi and the world</li> <li>•Characteristic and problem of tropical soil</li> <li>•Discussion on each country's agriculture</li> </ul>

ii) To be able to explain the concepts and methods of soil diagnosis to achieve the quality and yield improvement of agricultural products.	<ul style="list-style-type: none"> <li>• Basic of soil diagnosis and its utilization</li> <li>• Soil survey, soil analysis (including the introduction of non-destructive analysis)</li> <li>• Introduction of soil analysis with airborne imagery</li> <li>• Physical, chemical and biological properties and analysis method</li> </ul>
iii) To be able to explain proper farm management for sustainable agriculture, with fertilizer application and usage of organic matter for sustainable agriculture.	<ul style="list-style-type: none"> <li>• Soil improvement techniques and material</li> <li>• Water quality analysis</li> <li>• Effective compost production and utilization</li> <li>• Linkage of crop cultivation or control technique</li> </ul>
iv) To make activity plan with knowledge and skills acquired in order to solve the problems faced.	<ul style="list-style-type: none"> <li>• Discussion on Activity Plan</li> <li>• Presentation of Activity Plan</li> </ul>

The schedule is subject to change due to the coordination of curriculum.

<b>(3) Finalization phase</b>
<ol style="list-style-type: none"> <li>1. Knowledge and techniques acquired in the program is shared in participant's supervisor, colleague and persons concerned.</li> <li>2. Activity Plan will be discussed within the organization of participants, then modified and implemented.</li> </ol>

### ***III. Conditions and Procedures for Application***

#### **1. Expectations from the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project 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 project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### **2. Nominee Qualifications:**

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

### **(1) Essential Qualifications**

- 1) Current Duties: be engaged in soil analysis, soil diagnosis or extension work based on soil diagnosis techniques
- 2) Experience in the relevant field: have more than 3 years' experience in the fields of soil analysis and technical guidance of cultivation for farmers.
- 3) Educational background: be a university graduates or equivalent, however not be a doctor's degree holder in the relevant field
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT\* 72 (CBT\*\* 200/PBT\*\*\* 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).  
\*iBT: Internet-Based Testing/ \*\*CBT: Computer-Based Testing/  
\*\*\*PBT: Paper-Based Testing,
- 5) Health: must be in good health, both physically and mentally, to participate in the Program.
- 6) Attitude toward participation: Nominees who shall be regarded that they understand the contents of this program fully and have high motivation for learning through their Application form, Questionnaire and Inception report.

### **(2) Recommendable Qualifications**

- 1) Age: preferably less than fifty (50) years
- 2) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

### **(3) Expected requirements\* specific for the online course;**

- 1) Hardware: PC or tablet with speaker/microphone and web camera
- 2) Software: Zoom, YouTube, GIGAPOD, Google workspace, Google Chrome/ Microsoft Edge/ Internet Explorer, Microsoft Excel/ Word/ Power Point, PDF, E-mail.
- 3) Internet Connection: speed enough to use as shown in 2) software above
- 4) Time availability: willingness to join the live session from 16:00 to 19:00 pm JST of September 22nd and November 16th.

\*If you need any assistance for preparation of the learning environment, please consult the local JICA office. Please note that the JICA office may not be able to assist with all requirements.

## **3. Required Documents for Application**

- (1) Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.
- (2) Photocopy of passport:** to be submitted with the application form, if you possess your passport. If you do not have a passport, please submit photocopy

of alternative official identification.

\*Photocopy should include the followings:

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

**(3) Inception Report and Questionnaire:** to be submitted with the application Form. Detailed information is provided in Attachment-1 and Attachment-2.

**(4) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

#### 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 August 20, 2021**)

##### **(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 September 1, 2021**.

#### 5. Conditions for Attendance:

**(1)** to strictly adhere to the program schedule.

**(2)** not to change the program topics.

**(3)** not to share videos, textbooks, materials, etc. used in this training or use them for any other purpose.

**(4)** to refrain from engaging in any political activities

**(5)** to observe Japanese laws and ordinances.



- (6) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA. If you cannot use stable internet connection at your office or home, JICA Office will arrange an accommodation.

## ***IV. Administrative Arrangements***

### **1. Organizer:**

(1) **Name:** JICA Hokkaido (Obihiro)

(2) **Contact:** Program Division for Eastern Hokkaido (jicaobic@jica.go.jp)

### **2. Implementing Partner:**

Obihiro University of Agriculture and Veterinary Medicine

### **3. Expenses:**

The following expenses will be provided for the participants by JICA:

#### **Online Program**

(1) Expenses related to the online program will be paid according to the regulations of JICA Office, if necessary.

(2) Details will be provided at the time of notification of acceptance.

## ***V. Other Information***

### **1. Certificate**

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

## **VI. ANNEX:**

### **Attachment-1**

#### **Inception Report**

With the Application Form, the applicants should submit an Inception Report on their current job.

**This Report will be used for the screening of successful applicants as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Inception Reports and Questionnaires to the Application Form will not be duly considered.**

##### **a. Purpose**

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

##### **b. Contents**

- (1) Name of applicant
- (2) Name of country
- (3) Name of organization
- (4) Organization chart
- (5) Roles of the organization and the department to which the applicant belongs
- (6) Introduction of work that the applicant has been in charge of for the last one year
- (7) Problems with which the applicant is facing in their present job in terms of soil management
- (8) Subjects in which the applicant is particularly interested on this program and the reasons

##### **c. Layout**

Typewritten in English, 3-5 pages (12-point font, A4 size paper)

##### **d. Presentation**

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's agricultural situation.

**Questionnaire about Basic Agricultural Information of your responsible area**

Country: \_\_\_\_\_

Name: \_\_\_\_\_

Please answer following questions within 5 pages' report and submit it with the Application Form.

- (1) Monthly average of temperature, precipitation and evaporation for a year
- (2) Topographic condition of agricultural land :area and its ratio of flat land (less than 3°), gentle slope land (3°-8°), and slope land(8°-15°)
- (3) Category of cultivation and its ratio: rice, upland crops, fruits, vegetables, etc.,
- (4) Species of upland crops, cropping sequence, yield per 0.1 hectares
- (5) Size of farm land per farm household
- (6) Amount of fertilizer applied for farm land per 0.1 hectares
- (7) Provide the distribution map and classification table of the main soils in your country, as well as analytical values for your physical and chemical properties, if available
- (8) Name of official methods of soil physical and chemical analysis used at your institution(or in your country)
- (9) Method and criteria of soil diagnosis used in your country, provide also examples for them
- (10) Soil improvement technology used in your country
- (11) The way of dissemination in agricultural techniques especially related to soil diagnosis in your country

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training 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 the Embassy of Japan.

Further, address correspondence to:

**JICA Hokkaido (Obihiro)**

Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210    FAX: +81-155-35-1250

**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
<b>Form1. Official Application Form</b>	<ul style="list-style-type: none"> <li>• To be filled by you and your supervisor*</li> <li>• To be signed by your supervisor</li> <li>• Official stamp of your organization is needed.</li> </ul>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	You

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

**Please be advised:**

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use "v" or "x" to mark the ( ) options,
- (e) To attach your photographs,
- (f) 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:**

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) 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. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

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

**Note for Applicants from Latin American and the Caribbean Countries:**

- (1) If you are 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 your passport (i.e. the two pages that include your 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 you are 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 your passport (i.e. the two pages that include your photograph and your 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:

**Form 1. OFFICIAL APPLICATION FORM**

\*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. **Course Title** (as shown in the GI)

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

3. **Course Duration**

From  to  (DD/MM/YYYY)

4. **Country**

5. **Organization**

6. **Name of the Nominee(s)**

1)	3)
2)	4)

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

**(If necessary) Confirmation by the organization in charge**

I 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:		Signature:	
Name:			
Title / Position			Official Stamp
Department / Division			





Application form for the JICA Knowledge Co-Creation Program

**Form2. NOMINATION FROM THE ORGANIZATION**

\*To be signed by your supervisor (the head of the relevant department / division of your organization).

**1. 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.

**2. Expectation and Future Plan of Actions**

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature





**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:

\*Please fill it out from country code for telephone, mobile, and fax number.

**7) Present Position**

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

**【Questionnaire on Relationship with the Military】**

\*If your organization and/or your status is related to the Military, please mark with  or X below in the ( ) which best describes the relationship.

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <input type="checkbox"/> an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register <input type="checkbox"/> the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <input type="checkbox"/> an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment
--



Japan International Cooperation Agency

**CONFIDENTIAL**



**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		

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

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

**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		Field of Study / Program Title
		From Month/Year	To Month/Year	

**4) Language Proficiency (Self-Assessment)**

1) Language to be used in the course (as shown in GI)				
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)				



2) Mother Tongue				
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor

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.

- 2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

- 3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

- 4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and  
Title/Position

Signature







**3. Other Medical Issues/Conditions**

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

\* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (                  weeks)
-----------------------------	---

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant

Date

  
  

Name and  
Title/Position

  
  

Signature

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



## **Form5. TERMS AND CONDITIONS**

### **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 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) not to quit 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 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.

### **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 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 identifying information and other materials in accordance with the provisions of this Privacy Policy.

#### (2) Limitations on Use and Provision

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

#### (3) Security Notice

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

**\*Information Security Policy of JICA in relation to Personal Information Protection**

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
  - Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
1. To provide the KCCP to Participants.
  2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
  3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※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 scope approved by each copyright holder.  
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

#### **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.

### **DECLARATION** (to be signed by the Applicant)

• I understand and fully agree to the following terms and conditions set forth above.

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 above, 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

Name and  
Title/Position

Signature