



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

**Enhancement of Local Government Administration and  
Public Services through Participatory Local Development**

**課題別研修「地方自治体行政強化(参加型地域開発)」**

**JFY 2018**

**NO. J18-04178 / ID. 1884508**

**Course Period in Japan: From June 25<sup>th</sup>, 2018 to August 4<sup>th</sup>, 2018**

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 Program (KCCP)' 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 many countries in Asia, Africa and Latin America, decentralization has been a trend associated with notions of good governance, participatory development and capacity development of local government and community since 1990s.

One of the main functions of local government is to provide public services effectively and efficiently to improve the living standard of the communities. Improvements in service delivery cannot be separated from issues of elected representation, community participation, local government accountability and local capacity. The public services in developing countries need to be improved for the betterment of communities working together with its citizens.

This JICA Knowledge Co-creation program aims to strengthen the capability of human resources dealing with participatory local development and community participation in developing countries. This program provides participants with theories and practical methods of participatory local development as well as appropriate attitudes as local development practitioners. Participants will also learn various development practices from local governments in Japan in collaboration with different stakeholders such as communities, private companies and academic institutes.

## **For what?**

This program aims to formulate a realistic action plan which addresses specific issues or problems identified in their operation to promote participatory local development by the participants' organizations.

## **For whom?**

This program is offered to an official in charge of planning and implementation of the community development activities in local government or an official in the central government in charge of local governance.

## **How?**

Participants prepare the Project Proposal Plans which is confirmed by their organization before the program in Japan. Participants shall have opportunities to learn project planning approach using Project Cycle Management (PCM) method, to receive lectures related to local government system, and case studies in local government in Japan. The Plan will be improved to an Action Plan during the course of the program utilizing the knowledge acquired through lectures and case studies in local governments in Japan. The applying organizations are strongly recommended to implement his/her Action Plan upon his/her return from Japan.

## ***II. Description***

**1. Title (J-No.): Enhancement of Local Government Administration and Public Services through Participatory Local Development (J18-04178)**

**2. Course Period in JAPAN**

June 25<sup>th</sup> to August 4<sup>th</sup>, 2018

**3. Target Regions or Countries**

Thailand, Nepal, Bangladesh, Cote d'Ivoire, Ghana, Niger, Rwanda, Tanzania, Jordan, Belize, Guatemala

**4. Eligible / Target Organization**

This program is primarily designed for local government in developing countries. Central government that is in charge of Local Government Administration and Higher Learning Institute may also apply.

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

15 participants

**6. Language to be used in this program:** English

**7. Course Objective:**

A realistic action plan to promote participatory local development by the participants' organizations will be formulated utilizing the knowledge acquired from the program.

**8. Overall Goal:**

The stakeholders' communities are empowered in responsible areas of the participants' organizations, through implementation of a feasible action plan, which is designed in this course.

## 9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below (These components are subject to change.):

Modules	Subjects/Agendas (Tentative)	Methodology
<b>1<sup>st</sup> Week Orientation</b>	<ul style="list-style-type: none"> <li>(1) General Orientation (Japanese Economy, Politics etc.,)</li> <li>(2) Local Government System in Japan</li> <li>(3) Presentation of Project Proposal Plan</li> </ul>	Lecture /Presentation
<b>2<sup>nd</sup> Week Theory of Participatory Local Development</b>	<ul style="list-style-type: none"> <li>(1) Decentralization and Changing Trend in Local Governance</li> <li>(2) Theory of Participatory Local Development (PLD) <ul style="list-style-type: none"> <li>- Understanding concept of PLD, Local Resource Management and its utilization etc.,</li> <li>- Sharing lesson learned from the case of PLD Project at South Sulawesi, Indonesia</li> </ul> </li> </ul>	Lecture
<b>3<sup>rd</sup> Week Method of Participatory Local Development</b>	<ul style="list-style-type: none"> <li>- Understand and acquire the method of Participatory local development (PLD) (Analysis on stakeholders and problem, Development of Logical Flame work etc.)</li> </ul>	Lecture/ Workshop
<b>4<sup>th</sup> &amp; 5<sup>th</sup> Week Case Studies</b>	<ul style="list-style-type: none"> <li>(1) Case Studies in Local Government in Japan (Fukuchiyama city, Uji city and Kameoka city in Kyoto Prefecture) <ul style="list-style-type: none"> <li>- Understanding the importance of PLD (Utilization of the expertise, resources and networks in local area)</li> <li>- Understanding what is the required roles and attitudes of local government and staffs for effective PLD</li> </ul> </li> <li>(2) Case Study Workshop on PLD at Fukakusa area, Fushimi ward in Kyoto city</li> </ul>	Lecture/Site Visit/Workshop
<b>6<sup>th</sup> Week Wrap-up</b>	<ul style="list-style-type: none"> <li>(1) Preparation of Action Plan</li> <li>(2) Presentation</li> <li>(3) Evaluation Session</li> <li>(4) Closing Ceremony</li> </ul>	Consultation /Presentation /Workshop

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

#### **1. Expectations for 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 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.

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

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

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

- 1) Current Duties: be an official in charge of planning and implementation of the community development activities in local government or an official in the central government in charge of local governance. (local government officials are given high priority)
- 2) Experience in the relevant field: have more than 3 year experience in local government.
- 3) Educational Background: be a graduate of university or equivalent.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc.)
- 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) Age: between the ages of twenty-five (25) and fifty (50) years old.
- 2) Counterparts of Japan's bilateral cooperation program are prioritized.

#### **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 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) Project Proposal Plan:** to be submitted with the Application Form. Instructions are given in ANNEX (page10).

#### **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 May 11<sup>th</sup>, 2018**)

##### **(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 25<sup>th</sup>, 2018.**

#### **5. Conditions for Attendance:**

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

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

**(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 International Center

(2) **Contact:** Ms. Miyoko INOUE ([Inoue.Miyoko@jica.go.jp](mailto:Inoue.Miyoko@jica.go.jp) and [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp))

### 2. Implementing Partner:

Ryukoku University

### 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 International Center (JICA Kansai)

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

TEL: 81-78-261-0388 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 accommodation, 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, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-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 recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. The accommodations during your stay mostly have free internet access.
4. Allowances, such as for accommodation, living, clothing, 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.

## **VI. ANNEX:**

### **Project Proposal Plan and Action Plan**

**Project proposal plan is needed to be submitted with Application Form.**

#### **1. Why Project Proposal Plan?**

- a. To identify issues and challenges to be addressed by your organizations in the participatory local governance and community development.
- b. To improve proposal plan into action plan during the program in Japan in order to provide logical solutions to the identified issues.

#### **2. Necessary Procedure**

- a. This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. The theme of the Project Proposal Plan must be carefully selected and authorized by your organization. The plan can be either new Project Proposal or revision of the existing Project.
- b. The Project Proposal Plan will be developed by the nominee and submitted to JICA together with other application forms.
- c. The accepted participant will have opportunity to present his/her Project Proposal Plan during the program in Japan.
- d. The Project Proposal Plan will be reviewed and improved to an Action Plan during the program in Japan.
- e. The organizations that the participants belong to are strongly recommended to implement his/her Action Plan upon his/her return from Japan.

#### **3. Contents to be included**

(\*At least 10 pages on double-spaced A4-size paper, attached separately)

##### ➤ *Chapter I. Organization and Personal Profile*

- a. Name of Applicant (Country):
- b. Organization:  
Provide explanation of your organization and attach an organizational diagram of the department which you belong to. (Attach separately on A4-size paper if necessary)
- c. A brief explanation about the duties which you are in charge.
- d. Job History (List all positions held since graduating from university.)
- e. Government System in Applicant's Country:  
Describe the local administration system, inter-relationship between local government and central government, and between local government and local society (including community and industry).

➤ *Chapter II. Project Proposal plan*

- a. Introduction (Major challenges to be solved and objectives of your Project Proposal Plan)
- b. Background and country profile (social, cultural, economic, political, statistical and administrative information related to the major problems)
- c. History of the problems to be solved including past experiences and activities by the organization and similar activities by other organizations related to the problem (with qualitative data)
- d. Stakeholder analysis in the problems
- e. Proposed solutions (national, sub-national or local information will be important)
  - ◇ Activities and Expected Outputs
  - ◇ Inputs (Human and financial resources, and necessary technical information)
  - ◇ Decision making and coordination to implement the solutions
  - ◇ Implementation organization and schedule of the implementation
  - ◇ Expected challenges for the proposed solutions
- f. References

**4. Presentation (only accepted participants)**

At the beginning of the program in Japan, there is a presentation session.

30 minutes is allocated for each participant to make his/her presentation, including 10 minutes for the session of question and discussion.

For this session, please make a presentation in **Power-Point** and submit it right after the arrival in Japan. The submission way of your data will be informed from JICA on the 1<sup>st</sup> day of this program.

Participants should organize the presentation within 20 minutes and include the following contents to the presentation;

- a. Background and country profile (General information of country and your local government system etc.,) -10 minutes
- b. Project Proposal plan -10 minutes

After your presentation, we will allocate 10 minutes for question & discussion.

## ***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, 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 the Embassy of Japan. Further, address correspondence to:

**JICA Kansai International Center (JICA Kansai)**

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