

বাংলাদেশ পানি উন্নয়ন বোর্ড



পরিচালকের কার্যালয়
প্রশিক্ষণ পরিদপ্তর
পানি ভবন (২য় তলা)
৭২, গ্রীন রোড, ঢাকা-১২০৫
ফোন-০২-২২২২-৩০০২৪



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Directorate of Training
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স্মারক নং- ৪২.০১.০০০০.০২৯.২৫.৭৪৪.২২- ৩৬

তারিখ: ২৫/০৮/২০২২ খ্রিঃ

বিষয় : জাপানে অনুষ্ঠিতব্য বৈদেশিক প্রশিক্ষণে প্রার্থী মনোনয়নের লক্ষ্যে দরখাস্ত আহবান।

সূত্র : জাইকা বাংলাদেশ এর স্মারক নং- JICA (TR)-087/22 তারিখ: ২৩/০৮/২০২২খ্রিঃ।

উপর্যুক্ত বিষয় ও সূত্র স্মারকের পরিপ্রেক্ষিতে জাপানে অনুষ্ঠিত নিম্নবর্ণিত প্রশিক্ষণ কোর্সে পানি সম্পর্কিত দূর্যোগ ঝুঁকি হ্রাসকরণ, বন্যা নিয়ন্ত্রণ/ রিভার বেসিন ম্যানেজমেন্ট কাজের ০৩(তিন) বছরের অধিক অভিজ্ঞতা সম্পন্ন ০২ জন (১জন মূখ্য ও ১জন বিকল্প) সহকারী প্রকৌশলী/উপ-বিভাগীয় প্রকৌশলী মনোনয়ন প্রদানের লক্ষ্যে আগ্রহী কর্মকর্তাগণকে নির্ধারিত আবেদন ফরম প্রণয়নপূর্বক পূর্ণাঙ্গ তথ্যসহ (০৪ সেট) যথাযথ কর্তৃপক্ষের মাধ্যমে পরিচালক, প্রশিক্ষণ পরিদপ্তর, বাপাউবো, ঢাকা দপ্তরে আগামী ৩১/০৮/২০২২ খ্রিঃ তারিখের মধ্যে প্রেরণ করার জন্য আদেশক্রমে অনুরোধ জানানো হলো।

ক্রঃ নং	কোর্সের বিষয়	আয়োজনকারী সংস্থা	কোর্সের সময়সীমা	সুযোগ সংখ্যা
01.	Issue-focused Training Course on Practical Methodology for Flood Control Planning and River Basin Management in Asia Region (202107997J001)	JICA Japan	24/11/2022- 21/12/2022	01

সংযুক্তি: বর্ণনামতে।

[Signature]
(মোঃ গোলাম ফারুক)

উপপরিচালক (বৈঃপ্রঃ)

প্রশিক্ষণ পরিদপ্তর

বাপাউবো, ঢাকা।

তারিখ: ২৫/০৮/২০২২ খ্রিঃ

স্মারক নং- ৪২.০১.০০০০.০২৯.২৫.৭৪৪.২২- ৩৬(৭)

সদয় অবগতি/অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলো।

- ১। প্রধান/ প্রধান প্রকৌশলী/ অতিঃ প্রধান প্রকৌশলী.....।
- ২। সচিব, বোর্ড সচিবালয়, বাপাউবো, ঢাকা।
- ৩। পরিচালক/তত্ত্বাবধায়ক প্রকৌশলী.....।
- ৪। সিএসও টু মহাপরিচালক, বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা।
- ৫। সিনিয়র সিস্টেম এনালিস্ট, সেন্ট্রাল আইসিটি সেল, বাপাউবো ঢাকা (বোর্ডের ওয়েব সাইটে প্রকাশ করার জন্য অনুরোধ জানানো হলো)।
- ৬। নির্বাহী প্রকৌশলী, (সকল).....।
- ৭। উপ-পরিচালক/হিসাব রক্ষণ অফিসার, আঞ্চলিক হিসাব কেন্দ্র, বাপাউবো।
- ৮। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন/অর্থ/পূর্ব রিজিওন/পশ্চিম রিজিওন/পরিকল্পনা), বাপাউবো, ঢাকা।
- ৯। দপ্তর কপি/মাষ্টার নথি।

[Signature]
২৫/০৮/২০২২

প্রতীক রায়

সহকারী পরিচালক (বৈঃপ্রঃ)

প্রশিক্ষণ পরিদপ্তর

বাপাউবো, ঢাকা।



JICA (TR) - 087/22

Deputy Secretary
Japan Branch-3
Economic Relations Division (ERD)
Ministry of Finance
Sher-e-Bangla Nagar
Dhaka-1207

১৫৬৬/মপ তারিখঃ ২৬/০৬/২২
১। অমণ (পূর্ব/পশ্চিম/পরিপ্রশাসন/অর্থ)/ প্রঃ প্রকৌঃ (পরি/মনি) August 23, 2022

- ২।
- ★ অনুশিষ্ট অবগতির জন্য প্রেরণ করা হলো।
 - ★ বিধি মোতাবেক ব্যবস্থা নিন।
 - ★ পত্রের মর্মমুসারে প্রতিবেদন পেশ করুন।
 - ★ পরীক্ষা করে পেশ করুন।
 - ★ তদন্ত করে মতামত সহ প্রতিবেদন দিন।
 - ★ সভায় যোগদান করুন এবং কার্যবিবরণী অবহিত করুন।
 - ★ আলোচনা করুন।

মহাপরিচালক
২৬/০৬/২২

Subject: **Issue-focused Training Course on Practical Methodology for Flood Control Planning and River Basin Management in Asia Region (2021079971001)**

Dear Sir,

1. Announcement of Issue-focused Training Course

We are pleased to inform you about the above-mentioned course scheduled to be held **in Japan from November 24, 2022 to December 21, 2022.** We are enclosing the General Information Booklet (G.I.) on this course for your information and further necessary action.

2. Recommendation of JICA Bangladesh Office

This training course is designed for the government officials who are **Assistant Engineer / Sub Divisional Engineer in River Management, under Bangladesh Water Development Board (BWDB), Ministry of Water Resources (MoWR).**

The participant is expected to serve the same/similar position for a significant period of time after completion of training.

3. Application

1 (One) seat may be allocated for Bangladesh for this training. We request you to send 2 (Two) applications (one principal and one alternative) **by Sep 17, 2022 in accordance with the selection criteria/qualification described in the G.I. as attached.** Please pass the above information to concerned Departments of your Government and request them to send Application Form for each applicant (through ERD) to JICA Bangladesh Office.

Documents to be submitted

1) Application Form:

Application Form is attached for your reference. **Please type in the application form as handwriting is not permitted.** The Application form is also available in the below link;

<http://www.jica.go.jp/bangladesh/english/activities>

(Important Notice)

The name of the applicant in the Application Form must be same with the one that appears in his/her passport/NID. JICA will issue air tickets based on the writings of the Application Form. If there are discrepancies between the air tickets and the passport, airlines may not allow him/her to embark.

১৫৬৬/২৬/০৬/২২

প্রশিক্ষণ পরিদপ্তর, বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা।	
ডায়েরি নং- ১০৬৩	তারিখঃ ২৬/০৬/২২
☐ উপ-পরি (প্রশাসন)	☐ প্রয়োজনীয় ব্যবস্থা নিন
☒ উপ-পরি (প্রঃ প্রঃ)	☐ নথি/চিত্র/ই-নথিতে পেশা করুন
☐ উপ-পরি (স্থঃ প্রঃ)	☐ নথি/চিত্র/ই-নথিতে পেশা করুন
☐ উপ-পরি (অঃ প্রঃ)	☐ আলোচনা করুন
পত্র প্রেরণকারী	
তারিখঃ ২৬/০৬/২২	

2) **Photocopy of the Passport/NID:**

If the applicant already has a passport/NID please submit us the copy of identification page.

3) **Nominee's English Score Sheet:**

The applicant may attach any official documents of his/her English language ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

If there is no certificate, it is strongly requested that JICA Overseas Office in the recipient country have an interview with the nominee and send the result of the interview with the application form to JICA Tsukuba.

4) **Medical History and Examination Questionnaire**

5) **Gender Consideration:**

JICA is promoting Gender equality. Women are encouraged to apply for the program.

<NOTE> For taking online course, the participants shall meet the following requirements ;

- 1) Participants must be able to prepare communication devices such as PCs and tablets (as well as installation of a web conference system, if any) on their own, or by their organization.*
- 2) Participants must be able to attend the training course from their homes, offices or other appropriate locations, taking into consideration the enough Internet connection environment.*

** JICA will not provide any facility, communication and daily allowance to the participants during the online course period.*

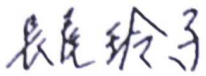
*** Please refer to G.I for further requirements.*

4. Selection Procedures

JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in 3. Application above. The screening would include a short interview with the applicant in English. If the applicant satisfies requirements, JICA Bangladesh Office will forward the application to JICA Tsukuba for final selection. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance to the training course from your country.

May we also inform you that you may contact Ms. Nurun Nahar Momo, Assistant Administrative Officer of JICA Bangladesh (MomoNurunnahar.BD@jica.go.jp) if you have any query.

Sincerely yours,



Reiko Nagao
Representative

Attachment:

☐ 2 copies of G.I

Copy for information & necessary action:

1. Senior Secretary, Ministry of Water Resources
- ✓ 2. Director General, Bangladesh Water Development Board
3. Chief Engineer, River Management, Bangladesh Water Development Board
4. Joint Secretary (Foreign Training Section), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000



Knowledge Co-Creation Program (Group & Region Focus) In Japan

General information on

**Practical Methodology for Flood Control Planning and
River Basin Management in Asia Region**

課題別研修「アジア地域における治水計画策定と流域管理の実務」

JFY 2022

Course No.: 202107997J001

Course Period in Japan: From November 24, 2022 to December 21, 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 changed to online program."

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) 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

Background

"Investing in disaster risk reduction for resilience" was emphasized as Priority 3 on "Sendai Framework for Disaster Risk Reduction 2015-2030", which was adopted in the third UN World Conference for Disaster Risk Reduction held in Sendai, 2015. To achieve this priority action for water-related disaster, it is essential to promote investment for flood control and river basin management (=DRR investment) based on practical knowledge as well as technical justification for flood control and river basin management. The purpose of the program is to obtain/improve practical skills and sense for planning and implementation of flood control and river basin management in respective countries, through learning knowledge and experience on flood control and river basin management in Japan with actual cases and model rivers such as Tone River. After completion of the program, participants are expected to apply the knowledge obtained through the program and eventually acquire the ability to formulate and implement comprehensive river basin management plan including river maintenance policy, river maintenance plan and non-structure measures.

For what?

This program aims to obtain/improve practical skills and sense for planning and implementation of flood control and river basin management.

For whom?

This program is offered to officials at Ministry or governmental agency who are responsible for planning, implementation and maintenance for flood control and river basin management.

How?

Participants shall have opportunities to enhance practical skills and knowledge for planning, implementation and maintenance for flood control and river basin management. The program offers lectures and practices and site visits on flood control and river basin management in accordance with actual process of Japan's cases. At the end of course, participants will prepare a Course Review Report by taking into consideration the methodologies and ideas acquired both by online and in Japan.

II. Description

1. **Title (Course No.)**
Practical Methodology for Flood Control and River Management in Asia Region (202107997J001)
2. **Program Period**
November 24 to December 21, 2022

**Time schedule will be provided with the notice of acceptance.
3. **Target Regions or Countries**
Bangladesh, Fiji, Indonesia, Laos, Pakistan, Philippines, Sri Lanka, Thailand, and Viet Nam
4. **Eligible / Target Organization**
Ministry or Agency in charge of planning for flood control and river basin management
5. **Capacity (Upper Limit of Participants)**
14 participants
6. **Language**
English
7. **Objective(s)**
To obtain/improve practical skills and sense for planning and implementation of flood control and river basin management for fundamental risk reduction.
8. **Overall Goal**
Flood control and river basin management plan will be formally approved by the Government and the flood control project is implemented in the participated countries.
9. **Output and Contents**
This course consists of the following components. Details on each component are given below.

(1) Preliminary Phase in a participant's home country (From mid-October to mid-November 2022)	
Inception Report Writing	•After accepted, each participant is required to prepare an <u>Inception Report</u> on damages and countermeasures/plans for flood control in the participant's country in accordance with the instructions provided with the notice of acceptance. <u>Inception Report must be submitted by November 17, 2022</u>
(2) Core Phase in Japan (From November 25 to December 20, 2022) Participants attend the Program implemented in Japan. This phase consists	

mainly of lectures, practices and site-visits which contribute to capacity building of participants on planning and implementation of flood control and river basin management.

Expected Module Output	Contents
1. To understand the basic theory on flood control.	<u>Flood control: Planning theory in own organization</u>
2. To understand the flood control and river management methods and projects for flood risk reduction through actual case in Japan.	- Flow of planning, location setting of flood control point - Character of river basin and river bed, sediment dynamism for flood control - Runoff and inundation analysis, flood discharge and basic high-water discharge - Combination of flood control facility and allocation plan of basic high-water discharge, design high-water discharge - How to decide high-water level (HWL), river channel planning, and principles of river bank planning and other considerations for facility planning - Social and Environmental Considerations - Project implementation process (budget, implementation structure etc.) - Fundamental philosophy for sequence of flood control facility construction, project evaluation and selection of the flood control plan
3. To understand the concrete ideas and methodologies on river basin management including non-structural measures as integrated flood management plan.	<u>River basin management: Involvement of stakeholders such as other related ministries for DRR mainstreaming</u> - DRM(Disaster Risk Management) and DRR(Disaster Risk Reduction) - Land use regulation and urban planning - Methodology on flood forecast and warning, flood fighting, evacuation, timeline.
4. To practice on flood control and river basin management planning.	- Workshop for actual implementation and methodology in respective countries. - Draft, present and discuss Course Review Report for improvement of planning and implementation on flood control and river basin management in participants' countries.

<Other contents to be offered: International trends related to flood control>

- Climate Change Countermeasures
- Economic analysis, Macro economy related to DRR, SDGs(Sustainable Development Goals).

*Please note that those listed components are subject to change.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) **Current Duties:** Officers at Ministry or governmental agency in charge of planning, implementation and maintenance for flood control and river basin management
- 2) **Experience in the Relevant Field:** have a working experience over three (3) years in the field of water related disaster risk reduction, flood control or river basin management.
- 3) **Educational Background:** be a graduate of university
- 4) **Language Proficiency:** have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Specific Qualifications for participation in case of online program

- 1) Have own available laptop computer during the course periods
- 2) Have access to stable internet connection (5Mbps speed)
- 3) Have basic IT environment and basic skill on internet operation such as accessibility to Zoom, Google Chrome, You Tube and so on
- 4) Secure the date for attending all lectures of online and in-Japan program
- 5) Have availability for participation regardless of the normal working hours.

- 6) Online lectures may start in early morning, late night, lunch time or holidays. If there are any concerns, JICA overseas offices can support for setting up participants' IT environment (ex. tablet or laptop PC lending, venue arrangement etc.)

(3) Recommended Qualifications

- 1) Age: be between the ages of twenty-eight (28) and fifty (50) years.
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan).
- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

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

If there is no certificate, it is strongly requested that JICA Overseas Office in the recipient country have an interview with the nominee and send the result of the interview with the application form to JICA Tsukuba.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by September 27, 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 the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 11, 2022.**

5. Additional Document(s) to Be Submitted by Accepted Candidates

Inception Report -- to be submitted by November 17, 2022

Accepted candidates are required to prepare an Inception Report (Please read Annex "Inception Report" for detailed information.) before their departure. The Inception Report should be sent to JICA by November 17, 2022, preferably by e-mail to tbictp@jica.go.jp.

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Tsukuba Center (JICA TSUKUBA)

(2) **Program Officer:** Ms. HAGIWARA Makiko (tbicttp@jica.go.jp)

2. Implementing Partner

(1) **Name:** Foundation of River & basin Integrated Communications (FRICS)

(2) **URL:** <http://www.river.or.jp/outlineoffrics.html>

3. Travel to Japan

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

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

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

TEL: +81-29-838-1111

(where "81" is the country code for Japan, and "29" is the local area code)

Please refer to facility guide of JICA TOKYO at its URL,

<https://www.jica.go.jp/tsukuba/english/office/index.html>

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation

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

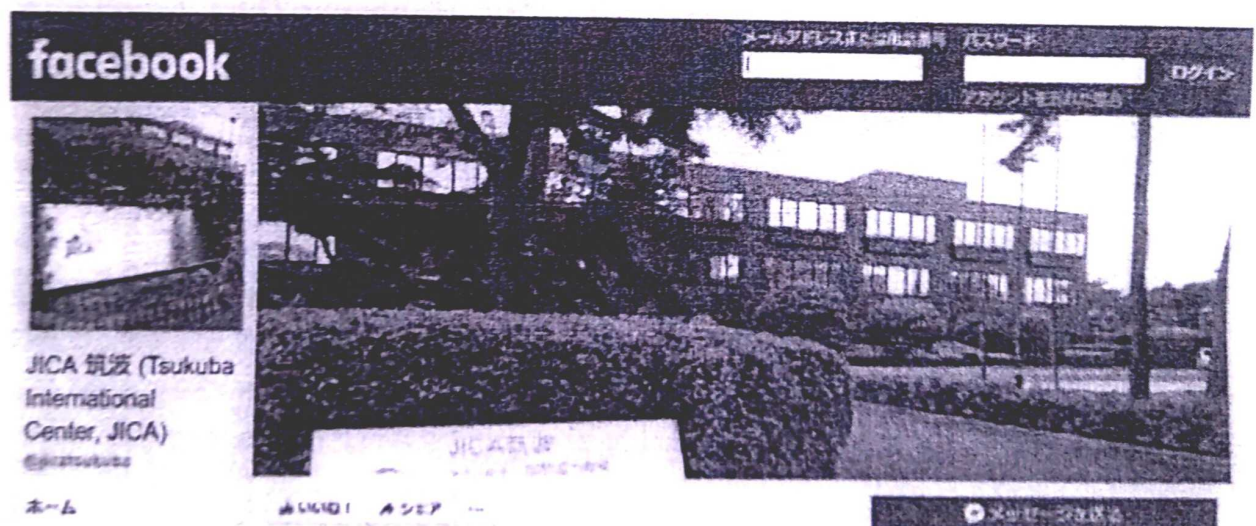
*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

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
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7I-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

V. Other Information

1. **Relevant data and statistics in your country:** Participants should collect and bring data and information of their countries in the relevant field for preparing a Course Review Report and presentation slides before the program starts.
2. **Certificate:** Participants who have successfully completed the course will be awarded an official certificate from JICA.
3. **Information of JICA:** You can check our services on our website and social media.
 - JICA Tsukuba Website:
<https://www.jica.go.jp/tsukuba/english/office/index.html>
 - JICA Tsukuba Facebook:
<https://www.facebook.com/jicatsukuba>



Annex. Inception Report (The deadline: November 17, 2022)

Each participant is going to make 10-minutes presentation on Inception Report. Please prepare your presentation material in accordance with the following guidance and submit it by email.

* For inquiries regarding the report, participants should contact JICA Tsukuba. Please note that Program Officer may contact participants directly or through JICA Offices in respective countries if receipt of Report is not confirmed by the deadline.

【Contents & Format】

- (1) Your presentation material should be written in English and be made on Microsoft PowerPoint at maximum of 15 slides.
- (2) The size of the file **MUST NOT EXCEED 3 MB (megabytes)**. Please do not paste many graphics such as photographs.

*It is recommended to bring photographs as your supporting materials with USB flash memory or your own laptop.

- (3) Contents should be as follows:

Slide 1	Title (Name of Knowledge Co-Creation Program, your name, position, organization)
Slide 2	Natural conditions of your country (climate, precipitation, geology, topography, rivers)
Slide 3	Social condition of your county (population, industries)
Slide 4	Outline of your organization (structure, mission, objective, main activities)
Slide 5	Your present duties (role, main activities)
Slide 6-7	Overview of water related disasters in your country (history, characteristics, estimated damage, comparison with other disasters)
Slide 8	Overview of countermeasures/plans for flood control in your county(including aspects of river basin management and consensus formation)
Slide 9	Overview of a river selected for your case study** (reasons of selection, natural & social features of the river)
Slide 10	Overview of past floods occurred in the selected river
Slide 11	Causes of the floods and the countermeasures considered and/or implemented for the selected river.
Slide 12	Issues to be considered in implementing the countermeasures
Slide 13	Things you wish to learn in this program
Slide 14	Current/future projects for flood control and disaster management in your country, and supports from international/ foreign organizations (World Bank, ADB: Asian Development Bank, AIIB: Asian Infrastructure Investment Bank, JICA, KOICA: Korea International Cooperation Agency, USAID: United States Agency for International Development, and so on)
Slide 15	Challenges in your current work

****What is "Case study"??**

Each participant is requested to select a river to work with during the program. A short write-up on the flood control planning of the river as well as maps, charts, data and information of the river should be prepared to support his/her case study of practical training activities. Samples of the required materials will be sent to you from the implementing partner, FRICS (Foundation of River & Basin Integrated Communications) later on.

Please watch the video on our Net Library and prepare yourself before the start of the program!

< Japan's Disaster Experiences Reflected in the Sendai Framework for Disaster Risk Reduction >

https://jica-net-library.jica.go.jp/jica-net/user/lib/contentDetail.php?item_id=10065

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

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



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 Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1119

Email: tbictp@jica.go.jp

Screening Sheet of Applicants for Knowledge Co-Creation Program (Group and Region Focus)

Country: _____
 Course Number: _____
 Course Title: _____
 Name of JICA Office: ☐ JICA Staff ☐ Project Formulation Advisors ☐ JICA Experts ☐ JICA Volunteer ☐ Consultant (Contractor)
 Screening by: ☐ JICA Staff ☐ JICA Staff in Charge: (Name) _____ [E-mail] _____

Priority #1	Grade of Recommendation #2	Name of Applicant	Name of Organization and Post (Title, Department)	Priority of Partner Gov. (if any)	Applicant's Organization #3		Language Ability Way of Confirmation		General Information		Passport Copy	Agreement of the interview with JICA Center in Japan (Skype Teams, etc.)
					Relationship to JICA Programs/Projects	Details of JICA Program/Projects (Program/Projects Name, Duration, Applicant's Role in the Program/Projects) for A/B	Level	Please write down Name of the Certificate and the Score / Details or Reasons of the Judgement if you choose Certificate or Other Interview	Please write down Details or Reasons if you choose Unfulfilled	Understanding for the Program in GI #4		
1st	A			1st	A		Excellent		Fulfilled	A	Confirmed	
Please write reasons of the choice: *If there are the documents of non-submission, please list it here.												
2nd	A			3rd	B		Good		Fulfilled	A	Applied	
Please write reasons of the choice: *If there are the documents of non-submission, please list it here.												
3rd	B			4th	C		Fair		Fulfilled	B	Confirmed	
Please write reasons of the choice: *If there are the documents of non-submission, please list it here.												
4th	C			2nd	A		Poor		Unfulfilled	B	Applied	
Please write reasons of the choice: *If there are the documents of non-submission, please list it here.												
5th	C			5th	B		Poor		Unfulfilled	C	Non-Possession	
Please write reasons of the choice: *If there are the documents of non-submission, please list it here.												

*1: If the order of the result evaluated by the JICA office differ from the partner government, please specify the reason.

Remarks (if any)

#2: Grade of Recommendation
 A: Highly Recommendable
 B: Recommendable
 C: Not Recommendable

#3: Relationship to JICA Programs
 A: Highly related with C/P of on-going, planned or previous cooperation
 B: Related with C/P of on-going, planned or previous cooperation
 C: None

#4: Understanding for the Program in GI
 A: Fully Understood
 B: Partially
 C: None

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
Form1. Official Application Form	- To be filled by you and your supervisor* - To be signed by your supervisor - Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

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

Please be advised:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in English,
- To use "√" or "x" to mark the () options,
- To attach your photographs,
- 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:

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- That your participation may be denied, if you fail to provide all required information and documents completely and on time.



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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:

Form1. 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:		Tel:	
		E-mail:	
		Fax:	

(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:			Official Stamp
Title / Position			
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



Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

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

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

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

1) Name of Applicant (as shown in the passport)

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

*Applicants from Latin American and the Caribbean Countries only.

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	☐ National Government ☐ Local Government ☐ Public Enterprise ☐ Private (profit) ☐ NGO/Private (Non-profit) ☐ University ☐ 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.

- ☐ the Military, an active military personnel or a military personnel listed in the muster roll/military register

☐ 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

☐ the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense

☐ an civilian organization but with military personnel or a military division within the organization

☐ 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

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.



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- 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

**Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION****(Self-Declaration)****1. Present Medical Status**

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

☐ No	☐ Yes: Name of illness (), Name of medicine () <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
-----------------------------	---

(b) Do you have any allergies with medicine, food, pollen, etc.?

☐ No	☐ Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ()
-----------------------------	---

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

()
<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

☐ No	☐ Yes: Please specify ()
-----------------------------	---

(b) Have you or/and your family members had tuberculosis?

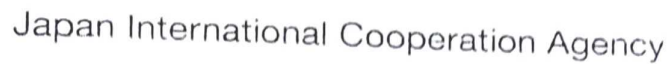
☐ No	☐ Yes: Please specify ()
-----------------------------	---

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

☐ No	☐ Yes: Please specify ()
-----------------------------	---

(d) Have you ever had any sleeping, eating or other disorders?

☐ No	☐ Yes: Please specify () Name of medicine taken if any ()
-----------------------------	--



3. Other Medical Issues/Conditions

[] No	[] Yes: Weeks of pregnancy (weeks)
--------	--

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) to discontinue 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)
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