



(একই তারিখ ও স্মারকে প্রতিস্থাপিত)
বাংলাদেশ পানি উন্নয়ন বোর্ড
প্রশিক্ষণ পরিদপ্তর
পানি ভবন, ৭২, গ্রীন রোড, ঢাকা-১২০৫।
www.bwdb.gov.bd

নম্বর: ৪২.০১.০০০০.০০০.০২৯.২৫.০০০২.২১.২৫৬

তারিখ: ২৫ ভাদ্র ১৪৩২ বঙ্গাব্দ
৯ সেপ্টেম্বর ২০২৫ খ্রিস্টাব্দ

সার্কুলার

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, আগামী ০১/১২/২০২৫খ্রি. তারিখ হতে ৩১/০১/২০২৬খ্রি. তারিখ পর্যন্ত জাপানে অনুষ্ঠিত Group & Region-Focused Training Course on “Enhancing Access to Climate Finance~Theory and Application for Practitioners~” (202411711J001)” শীর্ষক প্রশিক্ষণ কোর্সে বাংলাদেশ পানি উন্নয়ন বোর্ড হতে ০২ (দুই) জন (০১ জন মুখ্য ও ০১ জন বিকল্প) প্রার্থী মনোনয়ন প্রদানের জন্য জাইকা হতে পত্র প্রেরণ করা হয়েছে (জাইকার পত্র)। প্রসঙ্গত উল্লেখ্য যে, বর্ণিত প্রশিক্ষণে ক্লাইমেট ফাইন্যান্স (গ্রীণ বন্ডস, ক্লাইমেট ফাইন্যান্স ম্যাকানিজম, কার্বন প্রাইসিং ইত্যাদি) বিষয়ে অভিজ্ঞতা সম্পন্ন এবং ক্লাইমেট ফাইন্যান্স সম্পর্কিত প্রজেক্ট বা পলিসি ডেভেলপমেন্ট কাজের সাথে জড়িত কর্মকর্তাগণ আবেদন করতে পারবেন। সে মোতাবেক আগ্রহী কর্মকর্তাদের জাইকা’র পত্রের নির্দেশনা মোতাবেক অনলাইনে যথাযথভাবে আবেদন করত আবেদনের প্রিন্ট কপি ও অন্যান্য আনুষঙ্গিক কাগজপত্রাদিসহ ০৪ (চার) সেট আগামী ১৬/০৯/২০২৫খ্রি. তারিখের মধ্যে যথাযথ কর্তৃপক্ষের মাধ্যমে প্রশিক্ষণ পরিদপ্তরে প্রেরণের জন্য অনুরোধ করা হলো। উল্লেখ্য, উক্ত প্রশিক্ষণ কোর্সের ব্যয়ভার Japan International Cooperation Agency (JICA) বহন করবে বিধায় এতে বাপাউবো তথা বাংলাদেশ সরকারের কোন আর্থিক বিজড়ন থাকবে না।

সংযুক্তি-বর্ণনামতে।

সকল সংযুক্তিসমূহ:

(১) জাইকার পত্র

১০-০৯-২০২৫
মোঃ মাহাবুব হোসেন
উপ-পরিচালক

নম্বর: ৪২.০১.০০০০.০০০.০২৯.২৫.০০০২.২১.২৫৬/১ (৯)

তারিখ: ২৫ ভাদ্র ১৪৩২ বঙ্গাব্দ
৯ সেপ্টেম্বর ২০২৫ খ্রিস্টাব্দ

অবগতি ও প্রয়োজনীয় (প্রযোজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। প্রধান প্রকৌশলী/অতিরিক্ত প্রধান প্রকৌশলী (সকল)....., ।
- ২। অতিরিক্ত প্রধান প্রকৌশল (পুর), প্রশিক্ষণ ও মানব সম্পদ উন্নয়ন এর দপ্তর, বাপাউবো, ঢাকা।।
- ৩। সিএসও টু মহাপরিচালক (ভারপ্রাপ্ত), মহাপরিচালক-এর দপ্তর, বাংলাদেশ পানি উন্নয়ন বোর্ড।
- ৪। তত্ত্বাবধায়ক প্রকৌশলী (সকল)....., ।
- ৫। পরিচালক (সকল)....., ।
- ৬। সিনিয়র সিস্টেম এনালিস্ট, কেন্দ্রীয় আইসিটি পরিদপ্তর, বাপাউবো, ঢাকা। (বোর্ডের ওয়েব সাইটে প্রকাশের জন্য আদিষ্টমতে অনুরোধ করা হলো।)।

৭। নির্বাহী প্রকৌশলী (সকল)....., ।

৮। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন), বাংলাদেশ পানি উন্নয়ন বোর্ড।

৯। অফিস কপি, ।



A handwritten signature in black ink, appearing to read 'Rashid', on a grey rectangular background.

১০-০৯-২০২৫

প্রতীক রায়

সিনিয়র সহকারী পরিচালক



Japan International Cooperation Agency

JICA Bangladesh

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Gulshan-1, Dhaka-1212, Bangladesh

Tel: + (880-2) 22229-1897, 22229-1899

JICA (TR) – 117/25

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

১৮৪২
১। অমপ (পূর্ব/পশ্চিম/পরি/প্রশাসন/অর্থ)/ প্রঃ প্রকৌঃ (পরি/মনি) ৩০/৮/২৫
২। অমপ (পূর্ব/পশ্চিম/পরি/প্রশাসন/অর্থ)/ প্রঃ প্রকৌঃ (পরি/মনি) August 31, 2025

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

মহাপরিচালক

Subject: Requesting Nomination for the Group & Region-Focused Training Course on “Enhancing Access to Climate Finance~Theory and Application for Practitioners” (202411111001)

Dear Ms. Nazma Ashrafi,

1. Announcement of the Training Course

We are pleased to inform you about the above-mentioned course scheduled to be held in Japan from December 1, 2025 to January 31, 2026. We are enclosing the General Information (GI) booklet on this course for your information and further necessary actions.

2. Recommendation of JICA Bangladesh Office

This training course is designed for the government officials who are Sub Divisional Engineer/ Executive Engineer in Bangladesh Water Development Board (BWDB) under Ministry of Water Resources (MoWR) who is particularly assigned to write the proposal for GCF grant. The participant is expected to serve in the same/similar position for a significant period 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 **October 7, 2025**, in accordance with the selection criteria/qualification described in *Eligibility and Procedure* section of the GI. JICA is promoting gender equality. In light of this, we kindly request for your consideration to ensure at least 50% of the nominations to be female. If it is indeed not possible, kindly provide us with the reason in writing.

Please pass this information to concerned departments of your government and request them to send the application form for each applicant (through ERD) to JICA Bangladesh Office.

We request you to kindly consult with Dr. Kazumitsu Muraoka, JICA Advisor to BWDB while nominating the participants for the training course. This consultation is imperative for applications to be accepted.

After receiving your applications, JICA will accept candidates to attend the training course (please see “4. Selection Procedure” for detailed information). The priority may differ from the GoB’s nomination.

Therefore, please issue G.O. only after JICA accepts candidates.

নং ১৮৪২	তারিখঃ ৩০/৮/২৫
☐ তত্ত্বাঃ প্রকৌঃ (পূর্ব) বিচারক, তদন্তক	☐ প্রয়োজনীয় ব্যবস্থা নিন
☐ তত্ত্বাঃ প্রকৌঃ (পূর্ব), মানব সম্পদ উন্নয়ন	☐ অবগতির জন্য
☐ পরিচালক (প্রশাসন)	☐ মতামত/প্রতিবেদন দিন
☐ পরিচালক, প্রশাসনিক একাডেমী, কাজী	☐ আলোচনা করুন
☐ অধ্যক্ষ, বাপাউরো, বাতানী, কুটিয়া	☐ উপস্থাপন করুন
☐ উপ-পরিচালক (প্রশাসন)/নিঃ প্রকৌঃ (পূর্ব)	☐ নথিভুক্ত করুন
☐ সহকারী প্রকৌঃ (পূর্ব)	
☐ সহকারী পরিচালক (প্রশাসন)	

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.

অতিরিক্ত মহাপরিচালক (প্রশাসন) এর দপ্তর, বাপাউরো, ঢাকা।	
ডায়েরী নং ১৮৪২	তারিখঃ ৩০/৮/২৫
অতিঃ প্রকৌঃ ও মানব সম্পদ উন্নয়ন/প্রশাসন/কল্যাণ/ভূমি ও রাজস্ব/নিরাপত্তা/অর্থ/উপ-পরিঃ (প্রশাসন)/উপ-পরিঃ (অর্থ)	
জরুরী/অতি জরুরী/আলাপ করুন/প্রয়োজনীয় ব্যবস্থা নিন/নথিভুক্ত পেশ করুন। নথিতে রাখুন	
পিএ	অতিরিক্ত মহাপরিচালক (প্রশাসন)

Documents to be submitted.

a. Application Form:

Application Form is attached for your reference. Please download it from the following link and type in as handwriting is not permitted:

https://www.jica.go.jp/bangladesh/english/activities/c8h0vm0000bfqifb-att/appform_kccp.docx

Please note that the name of the applicant on the application form must be the same as the one that appears in his/her passport. 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 the candidate to embark.

b. Photocopy of the Passport:

If the applicant already has a passport, please submit a copy of the identification page to us. If not, kindly prepare one by the time of application.

c. 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.

d. Inception Report:

Applicants should prepare Inception Report (MS Word) according to

ANNEX III and submit it with the Application Form. The Application Form without the report will be rejected.

e. Questionnaire:

to be submitted with the application form. Fill in ANNEXII of this General Information.

f. Medical History and Examination Questionnaire

g. Questionnaire on Previous Japanese Visa Application and Travel History

4. Selection Procedures

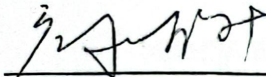
JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in the section 3 above. The screening would include a short interview with the applicant in English. If the applicant satisfies the requirements, 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 of the training course from your country.

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.

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

Sincerely yours,



Shoji Izumi
Senior Representative
JICA Bangladesh Office

Attachment:

☐ 2 copies of GI

Copy for information & necessary action:

1. Senior Secretary, Ministry of Water Resources
2. Director General, Bangladesh Water Development Board.
3. Additional Secretary (CPT Wing), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.

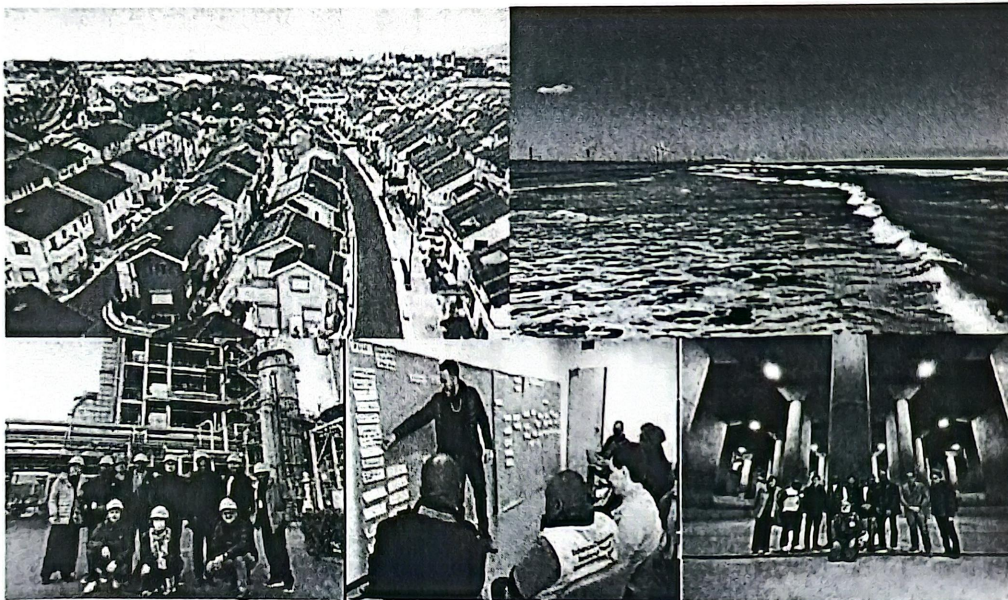


Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Enhancing Access to Climate Finance

~Theory and Application for Practitioners~



Course Number: 202411711J001

Course Period: December 1, 2025- January 31, 2026



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Enhancing Access to Climate Finance: Theory and Application for Practitioners
Course No. 202411711J001

気候資金アクセス強化－実務家向けの理論と実践



How do we improve access to climate finance?

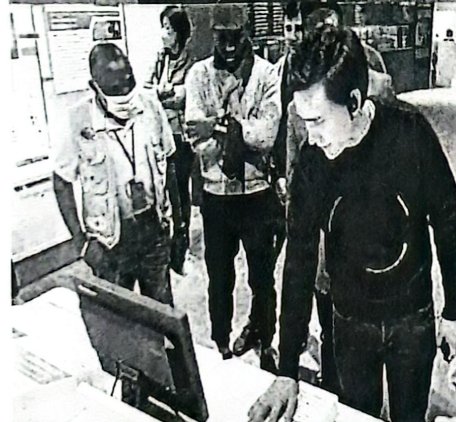
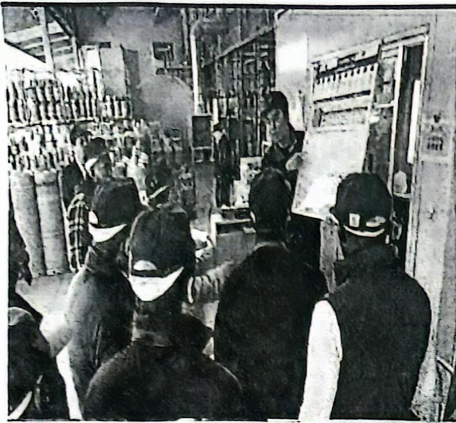
Gain insight to an essence of sustainable
regional development
more practical, more interactive,
more inspirational
from the experiences of Japan



JICA Knowledge Co-Creation Program (Group and Region Focus)
Enhancing Access to Climate Finance: Theory and Application for Practitioners
Course No. 202411711J001

気候資金アクセス強化－実務家向けの理論と実践





Outline

1. This program aims to develop human resources who will play important role to enhance access to GCF to obtain climate funds.

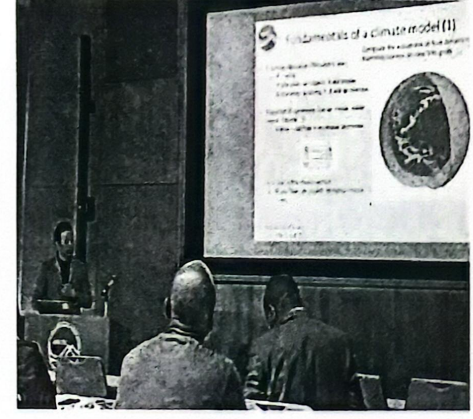
2. This program will help participants to create concept notes based on the PCM and Theory of Change methods.

3. Participants can gain specific hints for creating concept notes by various instructors from GCF, UNFCCC, UNDP and Japan's government agencies, research institutes, consultants.

Duration:

From Dec 1st, 2025, to Jan 31st, 2026

Course Capacity:
16 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated 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 foundation of mutual learning process.

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For What?

Background

A large amount of finance is needed to tackle climate change in developing countries. Among several climate finance, i.e., Adaptation Fund (AF), Global Environment Facility (GEF), Green Climate Fund (GCF), GCF has become the biggest climate financial mechanism. It was established in 2010 within the framework of the UNFCCC, as the operating entity of the financial mechanism. Only Accredited Entities (AEs) have access to GCF funding, and 113 AEs have been approved by GCF including JICA. GCF has approved 196 projects, of which 26 projects were formulated and submitted by Direct Access Entities (DAEs), and GCF encourages DAEs to formulate projects.

Objectives

This course, targeting the officials from National Designated Authorities (NDAs) and line ministries, aims to improve access to climate finance by enhancing their skills to formulate climate change project proposals, particularly development of concept notes for the GCF.

To Whom?

Job Areas and Organizations

This program offers **Public Sector such as Ministries and Research Institutes, NGOs and other related stakeholders** which plan to formulate and/or implement climate change mitigation, and/or adaptation projects in line with the Country's NDC priority actions/areas.
Capacity of participants: **16**

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Bahamas, Bangladesh, Cameroon, Ethiopia, Fiji, Jamaica, Malawi, Mauritius, Mozambique, Papua New Guinea, Philippines and Solomon Islands

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



When?

Online Program Period



From Dec 1, 2025
to Dec 17, 2025

All participants will be connected via e-learning system, JICA Virtual Academy & Network (JICA-VAN).

Move to Japan on Jan 12.

Where?

This course is carried out online first, and secondly at JICA Tsukuba Center.

<Online>

You will receive essential on-demand videos for your self-study at your office or home. As the online homeroom and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For details, see page 12.

<Face to face program in JAPAN>

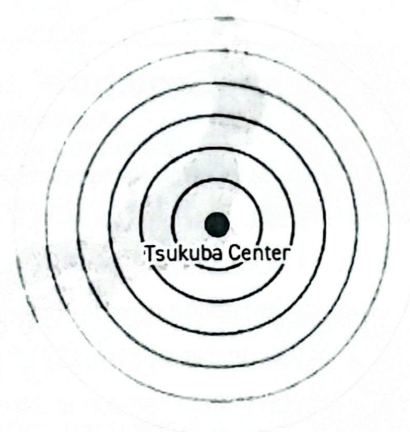
Please see Annex1(Tentative program schedule for 2025).

Face to face program in Japan



From Jan 13, 2026
to Jan 30, 2026

at JICA Tsukuba Center



How?

How to Learn

- Online Self-Study
- Online Interactive Q&A Session
- Lectures
- Site Visits
- Workshops
- Discussions
- Presentations



Listen



Watch



Study



Chat



Discuss



Present



Experience

Language

English

Commitment to the SDGs

**SUSTAINABLE
DEVELOPMENT
GOALS**



Program Structure

1. Preparation of Inception Report (PPT) (Deadline: Nov 14)
2. Online session (Dec 1-17)
 - (1) Orientation (Dec 8)
 - (2) Inception report presentation (Dec 9)
3. Move to Japan (Jan 12)
4. Face to face session in Japan (Jan 13-30)
 - (1) Orientation in Japan (Jan 13)
 - (2) Action plan presentation (Jan 30)
 - (3) Closing Ceremony (Jan 30)



JICA Knowledge Co-Creation Program (Group and Region Focus)
Enhancing Access to Climate Finance: Theory and Application for Practitioners
Course No. 202411711J001

Members in Japan

Instructors

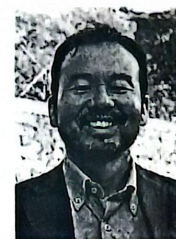
Mr. KATO Makoto
Overseas Environmental Cooperation Center, Japan (OECC)

He has been engaged in international climate change negotiations for many years and is an expert in capacity building and international cooperation. He has extensive experience as a lecturer and has taught several courses on climate change.



Mr. IEMOTO Satoshi
Overseas Environmental Cooperation Center, Japan (OECC)

He has been in charge of technical assistance of climate change mitigation and adaptation measures in developing countries. In collaboration with the private sector, academia, and NGOs, he has played an important role in capacity development of climate change.



Ms. AOKI Haruka
Overseas Environmental Cooperation Center, Japan (OECC)

She has been engaged in renewable energy project development in developing countries, with a focus on technologies such as Ocean Thermal Energy Conversion (OTEC) and green hydrogen. She has supported various aspects of project planning, including technical and economic assessments, financing strategy development, and coordination with stakeholders.



Ms. MATSUKIYO Arisa
Overseas Environmental Cooperation Center, Japan (OECC)

She has been involved in business activities related to decarbonization, international conferences on climate change, and renewable energy projects with various government agencies and private companies. She had also been worked in decarbonization-related projects at a startup company.



JICA Senior Adviser

Dr. KAWANISHI Masato

Japan International Cooperation Agency (JICA)

He has extensive experience in climate change-related projects, and has published journal papers and books on adaptation, insurance and transparency.



Program Officer

Ms. SUDA Maiko

TSUKUBA Center

Japan International Cooperation Agency (JICA)

She joined the National Institute for Environmental Studies in 2010 and worked as a short-term expert on the project 'Development of Low Carbon Society Scenarios in the Asian Region' and participated in COP18 in 2012. She specializes in low-carbon society education in Malaysia and human resource development on nature conservation. She has worked for JICA Tsukuba since 2022.



JICA 筑波



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. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Ministries, Research Institutes, NGOs and other related stakeholders which plan to formulate and/or implement climate change mitigation and/or adaptation projects in line with the Country's NDC priority actions/areas.
- 2) Experience in the Relevant Field: have five years or more experience.
- 3) Educational Background: be a university graduate or have an equivalent academic background.
- 4) Language Proficiency have a competent command of spoken and written English which is equal to TOEFL CBT 213 or more.
*This training program includes active participation in discussions and development of Action Plan/GCF Concept note, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability (e.g., TOEFL, TOEIC, IELTS).
- 5) Computer skill: be proficient in MS Word, Excel and Power Point, and have basic skill on internet operation (Zoom, Google Workspace, You Tube, Google Classroom)
- 6) Health: must be in good health, both physically and mentally, to participate in the Program.
- 7) Age: between the ages of twenty-five (25) and fifty (50) years

(2) Specific Qualifications for Online program participation

- 1) Have own available laptop computer (with microphone and camera).
- 2) Have access to stable internet connection (10Mbps speed).
- 3) Have basic skill on internet operation such as accessibility to Zoom, YouTube, etc.
- 4) Secure the date for attending all lectures of online program.
- 5) Have availability for participation regardless of the normal working hours.

Online lectures/discussion (web meeting) will be held from 17:30 to 19:30 (Japan time zone) during the online session (tentative).

If there are any concerns, JICA overseas offices will support setting up participants' IT environment (ex. tablet or laptop PC lending, venue arrangement, etc.) by answering Questionnaire. Please see ANNEX II. (Please note that JICA overseas offices may not be able to offer sufficient support.)

(3) Recommended Qualifications

Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. 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.
*It is recommended that your passport be valid for more than 6 months after the last day of the program.
- (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)
- (4) **Inception Report:** Applicants should prepare Inception Report (MS Word) according to ANNEX III and submit it with the Application Form. The Application Form without the report will be rejected.
- (5) **Questionnaire:** to be submitted with the application form. Fill in ANNEXII of this General Information.



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 **October 17, 2025**)

(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 31, 2025**.

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

Presentation material on Inception Report(PPT):

Participants will be requested to make a presentation (within 20 minutes) and discuss on their Inception Report in a group discussion session at the beginning of the program. Only accepted participants are requested to improve the contents of Inception Report, and to submit the presentation material not later than **November 14, 2025**, preferably by e-mail to the respective country's JICA Office and JICA Tsukuba (tbicttp@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", "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



Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tsukuba Center (JICA TSUKUBA)
 - (2) Program Officer: Ms. SUDA Maiko (tbicttp@jica.go.jp)
-

2. Implementing Partner

- (1) Name: Overseas Environmental Cooperation Center, Japan (OECC)
 - (2) URL: <https://www.oecc.or.jp/en/>
-

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: 3-6Koyadai, Tsukuba-shi, Ibaraki, 305-0074, Japan
TEL: + 81-29-838-1111, FAX: + 81-29-838-1119
(where “81” is the country code for Japan, and “29” is the local area code)
Please refer to facility information of JICA Tsukuba 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, 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 “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

*Link to the Website:

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept
or
<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.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	
1) English ver.	https://www.youtube.com/watch?v=SLurfKugrEw



JICA Knowledge Co-Creation Program (Group and Region Focus)
Enhancing Access to Climate Finance: Theory and Application for Practitioners
Course No. 202411711J001

Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

7. Other Information

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) Check JICA Tsukuba's Facebook page for information on current courses or activities of the past participants: <https://www.facebook.com/jicatsukuba>

※Information below is for program in Japan

- (3) Computer: During the stay in Japan, personal computer will be necessary for preparing Job Improvement Report, presentation slides and to communicate by e-mail. It is highly recommendable for participants to bring your own private computers and conversion adapters. The electrical current in Japan is 100volts, 50cycles, and the plug shape is A type. Computer rooms in JICA Tsukuba are also available for using the internet and making necessary documents. For its OS, Windows is strongly recommended.
- (4) Goods to introduce your country. It is also recommended that participants bring photographs, drawings, traditional goods and other things such as clothes, instruments, ornaments to help them introduce their countries.
- (5) Allowance, such as for accommodation, living, clothing, are deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is highly advised to bring some cash to cover necessary expenses for the first few days.
- (6) Exchange money: It is very important that currency is exchanged to Japanese Yen at any transit airport or International Airport in Japan at the time of participants' arrival. It is quite difficult to exchange money after this, as there is no facility near JICA Tsukuba for exchange and participants are not able to use these services during regular office hours.
- (7) Wi-Fi connection outside of JICA Tsukuba: If you need internet connection outside of JICA facilities, you need to arrange Japanese SIM card and/or rental Wi-Fi router at shops of International Airport in Japan. There are no SIM card

shops near JICA Tsukuba.

8. JICA Tsukuba Information

JICA Tsukuba website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

JICA Tsukuba Facebook [<https://www.facebook.com/jicatsukuba>]

You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept

Website: JICA English/French/Spanish



Video: JICA Predeparture Briefing



Website: Knowledge Co-Creation Program



Website: JICA Tsukuba



Annex

ANNEX I : Tentative program schedule for 2025 (PDF)

ANNEX II : Questionnaire for all candidates

ANNEX III: Inception Report (To be submitted with the Application Form)

All of the applicants are required to prepare Inception Report on the following issues and submit it to JICA as an attachment of application by **October 17, 2025**. Inception Report should be type written in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

【Cover】

**Inception Report
JICA Knowledge Co-Creation Program on
“Enhancing Access to Climate Finance
~Theory and Application for Practitioners~”**

Name: _____
Country: _____
Organization: _____
Position: _____

【Contents】

Inception Report

< Main Body >

1. Name of the organization and organization chart:

- i) Brief description of your organization
- ii) Role of your organization to cope with Climate Change, including activities relevant to the United Nations Framework Convention on Climate Change (UNFCCC).
- iii) Your position and duty in your organization
- iv) Brief description of your working experience

2. Existing laws and regulations relevant to Climate Change sector :

Please describe the current situation of existing laws and regulations relevant to Climate Change as well as listing them.

3. Current situation and issues concerning Access to Climate Finance in your



country:

- i) Current status of major finance sources that your country is investing domestically and receiving externally to implement climate mitigation and /or adaptation projects/programs
- ii) List of climate change projects planned or currently implemented in your country (including ODA and list of projects developed with the support of GCF regional/country team and/or other sources of climate finance)

4. Major constraints (institutional, technical, financial or legislative) for implementing the above-mentioned projects in line with the NDC and reasons.

5. Possible and feasible measures to overcome the above-mentioned constraints.

Initial idea on theme and contents of proposal to the GCF

Please describe one or two project ideas or concepts that you wish to develop into a GCP concept note during this training program. (Mitigation or Adaptation or Cross-cutting area?) Also, if you already discussed your ideas with your boss/colleagues, please describe their feedback too.

[Remarks]

Only accepted participants are required to prepare the presentation material for the Inception Report, based on the one submitted with the Application Form. The deadline is November 14, 2025.

The presentation material should be made by **MS PowerPoint with a maximum of 20 slides.** Participants are requested to make a presentation of Inception Report within 20 minutes per person at the beginning of the program in Core phase.

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 are 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.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



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.



Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

Address: 3-6, Koyadai, Tsukuba City, Ibaraki Prefecture 305-0074, Japan

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

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

Tentative schedule

研修コース名	Enhancing Access to Climate Finance ~ Theory and Application for Practitioners ~
研修コース番号	202411711J001
研修期間	2025/12/1~2026/1/31

Date	Time (JST)	Programme	Lecturer	Place/Method	
2025/12/1	10:00 ~ 11:00	Overview of UN Climate Change Funds	UNFCCC Secretariat (TBD)	Video	
2025/12/1	11:00 ~ 12:00	Overview of International Climate Finance	OECC	Video	
2025/12/2	10:00 ~ 11:00	Overview of the GCF and key points for preparing proposals	GCF Secretariat	Video	
2025/12/2	11:00 ~ 12:00	Key Elements of GCF Project Design	OECC	Video	
2025/12/3	10:00 ~ 11:00	Theory of Change log frames etc	GCF Secretariat	Video	
2025/12/3	11:00 ~ 12:00	Overview of Project Cycle Management (PCM)	IC-Net	Video	
2025/12/4	10:00 ~ 11:00	Reporting requirements under the Paris Agreement (BTR/GHG Inventory)	Akihiro Tamai (OECC)	Video	
2025/12/4	11:00 ~ 12:00	Utilising Digital Tool - Contribution to Environmental problems using Earth Observation	Remote Sensing Technology Center (RESTEC)	Video	
2025/12/5	10:00 ~ 11:00	Nature Based Solutions (Mangrove Restoration)	OECC	Video	
2025/12/5	11:00 ~ 12:00	Gender and Climate Change	JACSEC	Video	
2025/12/6					
2025/12/7					
2025/12/8	16:30 ~ 17:00	Orientation and Course Briefing - Africa	JICA, OECC	Zoom	
2025/12/8	17:00 ~ 19:00	Inception Report Presentation - Africa	JICA, OECC	Zoom	
2025/12/9	9:30 ~ 10:00	Orientation and Course Briefing - Asia, Pacific, America	JICA, OECC	Zoom	
2025/12/9	10:00 ~ 11:00	Inception Report Presentation -Asia,Pacific, America	JICA, OECC	Zoom	
2025/12/10	10:00 ~ 11:00	Cases of GCF Funding project (Timor-Leste)	Nippon Koei	Video	
2025/12/10	11:00 ~ 12:00	Cases of GCF Funding project (Maldives)	Nippon Koei	Video	
2025/12/11	10:00 ~ 11:00	Guidance for Development of Action Plan and GCF Concept Note (Session 1)	OECC	Video	
2025/12/11	11:00 ~ 12:00	Overview of Climate Change Negotiations and the Updates	OECC	Zoom (TBD)	
2025/12/12	10:00 ~ 11:00	Q&A Session with lecturers (Session1)	(TBD)	Zoom	
2025/12/12	16:30 ~ 17:30	Q&A Session with lecturers (Session2)	(TBD)	Zoom	
2025/12/13					
2025/12/14					
2025/12/15	10:00 ~ 11:00	Lecture by Senior participant (Session 1)	Graduated KCCP participant	Video	
2025/12/15	11:00 ~ 12:00	Lecture by Senior participant (Session 2)	Graduated KCCP participant	Video	
2025/12/16	10:00 ~ 11:00	Discussion with Senior participant (Africa)	Graduated KCCP participant	Zoom	
2025/12/16	16:30 ~ 17:30	Discussion with Senior participant (Asia, Pacific, America)	Graduated KCCP participant	Zoom	
2025/12/17	9:30 ~ 10:00	Review of On-Demand Video Lectures and Discussion - Africa	OECC	Zoom	
2025/12/17	10:00 ~ 11:00	Guidance for Development of Action Plan and GCF Concept Note (Session 2) (Africa)	OECC	Zoom	
2025/12/17	16:30 ~ 17:30	Review of On-Demand Video Lectures and Discussion - Asia, Pacific, America	OECC	Zoom	
2025/12/17	17:00 ~ 18:00	Guidance for Development of Action Plan and GCF Concept Note (Session 2) - (Asia, Pacific,	OECC	Zoom	
2025/12/18					
2025/12/19					
2025/12/20					
2025/12/21					
2025/12/22					
2025/12/23					
2025/12/24					
2025/12/25					
2025/12/26					
2025/12/27					
2025/12/28					
2025/12/29					
2025/12/30					
2025/12/31					
2026/1/1					
2026/1/2					
2026/1/3					
2026/1/4					
2026/1/5					
2026/1/6					
2026/1/7					

Christmas and New Year Break
(12/18~1/9)

Tentative schedule

Date	Time (JST)	Programme	Lecturer	Place/Method
2026/1/8				
2026/1/9				
2026/1/10		Preparation of Travel to Japan		
2026/1/11		Move To Japan (No Lectures)		
2026/1/12		Move To Japan (No Lectures)		
2026/1/13	10:00 ~ 12:00	Briefing	JICA	JICA Tokyo
2026/1/13	13:30 ~ 14:00	Programme Orientation	JICA	JICA Tokyo
2026/1/13	14:00 ~ 15:00	JICA's Strategy on Climate Change and JICA's action as GCF-AE	JICA地球環境部	JICA Tokyo
2026/1/13	15:00 ~ 16:00	Introduction of Existing Cases of Applying for GCF Funding	JICA地球環境部	JICA Tokyo
2026/1/14	10:00 ~ 12:00	PCM Training 1 (Overview)	IC-Net	JICA Tokyo
2026/1/14	13:00 ~ 16:00	PCM Training 2 (Stakeholder Analysis and Problem/Objective Analysis)	IC-Net	JICA Tokyo
2026/1/15	10:00 ~ 12:00	PCM Training 3 (Project Selection, Project Design Matrix (PDM) and Plan of Operation (PO))	IC-Net	JICA Tokyo
2026/1/15	13:00 ~ 16:00	PCM Training 4 (Presentation, Wrap-up)	IC-Net	JICA Tokyo
2026/1/16	10:00 ~ 12:30	Project-based Financial Evaluation and Economic Calculation Exercises	OECC	JICA Tokyo/OECC
2026/1/16	13:30 ~ 15:00	Introduction to Blended Finance: A New Integration of Development Aid and Private	(TBD)	JICA Tokyo/OECC
2026/1/16	15:15 ~ 17:00	Blended Finance in Practice: Project Formulation and Risk Management	(TBD)	JICA Tokyo/OECC
2026/1/17				
2026/1/18				
2026/1/19	10:00 ~ 11:30	Guidance for Development of Action Plan and GCF Concept Note (Session 3)	OECC 研究員	JICA Tokyo
2026/1/19	13:30 ~ 14:30	Gender and Climate Change	Japan Center for a Sustainable Environment and	OECC
2026/1/20	10:00 ~ 11:30	City-to-City Collaboration Project with Kuala Lumpur	Saitama City Government	Saitama City Hall
2026/1/20	15:00 ~ 16:00	[Site Visit] GHG Mitigation technology through F-Gas Recovery and Destruction	Emu-Zetto Co., Ltd.	Emu-Zetto Co., Ltd.
2026/1/21	13:00 ~ 15:00	[Site Visit] Green Hydrogen Production at NEDO FH2R	NEDO	NEDO Fukushima Hydrogen Energy
2026/1/21	15:30 ~ 17:00	[Site Visit] Mega Solar Project on Disaster-Affected Land	Namie Town Mega Solar Project (Yatsuta Area)	Namie Town Mega Solar Project (Yatsuta Area)
2026/1/21	9:00 ~ 10:30	[Lecture] Disaster Risk Communication	Namie Town Mega Solar Project (Yatsuta Area)	Great East Japan Earthquake and Nuclear
2026/1/22	13:00 ~ 15:00	[Site Visit] ICT-Enabled Agriculture on Decontaminated Soil	Coastal Area Agricultural Research Center (Seawall)	Coastal Area Agricultural Research Center (Seawall)
2026/1/22	15:30 ~ 17:00	[Site Visit] Disaster-Resilient Infrastructure (Seawall)	Esoma City Government	Esoma City Government
2026/1/22	8:30 ~ 10:00	Budget Allocation for Climate Resilience	Fukushima Reconstruction Agency	Fukushima Reconstruction Agency
2026/1/23	11:00 ~ 12:30	Community-Based Radiation Monitoring	Fukushima University	Fukushima University
2026/1/23	14:00 ~ 15:30	[Site Visit] Climate-Resilient Crop Trials	Fukushima Agricultural Technology Center	Fukushima Agricultural Technology Center
2026/1/24				
2026/1/25				
2026/1/26	11:00 ~ 12:30	[Site Visit] Forestry and Forest Products Research Institute (FFPRI)	Forestry and Forest Products Research Institute (FFPRI)	FFPRI
2026/1/26	14:30 ~ 17:00	[Site Visit] National Institute for Environmental Studies (NIES)	National Institute for Environmental Studies (NIES)	NIES
2026/1/27	10:00 ~ 16:00	Guidance for Development of Action Plan and GCF Concept Note (Session 4)	OECC	JICA Tsukuba
2026/1/28	10:00 ~ 12:00	Guidance for Development of Action Plan and GCF Concept Note (Session 5 - Rehearsal)	OECC	JICA Tsukuba
2026/1/28	13:00 ~ 16:00	Guidance for Development of Action Plan and GCF Concept Note (Session 6 - Finalization)	OECC	JICA Tsukuba
2026/1/29	10:00 ~ 16:00	[Final Presentation] Action Plan & Concept Note Presentation	JICA, OECC	JICA Tsukuba
2026/1/30	10:00 ~ 11:00	Evaluation Meeting	JICA, OECC	JICA Tsukuba

ANNEX II:

Questionnaire for Application

Participants are requested to submit the questionnaire including following items, together with the Application Form. In filling the questionnaire, please communicate with your organization.

1. IT Environment for Online Program (NOT used for screening)

Based on your answer, JICA will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer honestly.

1-1 Do you have a following system to attend online program at your home or office?

	Desktop or laptop PC	Desktop or Laptop or None
	Internet environment	Yes or No (OS version:)
	Stable Internet connection (10Mbps speed)	Yes or No
	PC with Microphone	Yes or No
	PC with Camera	Yes or No

1-2 Have you ever attend online / web-based training?

Yes or No

(When:)

(Organizer:)

1-3 Have you ever used those online systems below?

	JICA-VAN	Yes or No
	Zoom	Yes or No
	Microsoft Teams	Yes or No
	Google Drive	Yes or No
	Google Form	Yes or No
	Google Classroom	Yes or No
	You Tube	Yes or No

1-4 Which do you prefer, participating from your home, your office or the designated place that JICA provide such as JICA office or conference rooms, during the online training program?

1-5 Do you have professional experience in climate finance (e.g., green bonds, climate finance mechanisms, carbon pricing, etc.)? Yes or No Details:
1-6 Have you been involved in climate finance-related projects or policy development? Yes or No Details:
1-7 What specific topics or skills do you hope to learn from this training? Yes or No Details:
1-8 Please let us know if you have any concerns or questions for participating the training.

End

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 applicant and supervisor of the applicant* • To be signed by supervisor of the applicant • Official stamp of organization of the applicant is needed.
Form2. Individual Application Form	Applicant
Form3. Questionnaire on Medical Status and Restrictions	Applicant
Form4. Terms and Conditions, and Declaration	Applicant

*Supervisor: the head of the department/division of organization of the applicant.

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 attach applicant's photograph (data/actual photograph),
- (e) 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,
- (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	☒ YES ☐ NO ☐ N/A
2. Applicant's signature	Form 2, 3, 4	☒ YES ☐ NO ☐ N/A
3. Signature of supervisor of the applicant*	Form 1	☒ YES ☐ NO ☐ N/A
4. Official stamp of your organization	Form 1	☒ YES ☐ NO ☐ N/A
5. Applicant's photo	Form 3	☒ YES ☐ NO ☐ N/A
6. Relationship with the Military	Form 2	☒ YES ☐ NO ☐ N/A
7. Dietary Restrictions	Form 3	☒ YES ☐ NO ☐ N/A
8. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	☒ YES ☐ NO ☐ N/A

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

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If applicant is 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 applicant's passport (i.e., the two pages that include the applicant 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 applicant is 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 the applicant's passport (i.e., the two pages that include the applicant's photograph and the applicant's 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 the applicant's supervisor (the head of the relevant department / division of the applicant's organization).

1. Course Title (as shown in the GI)

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

3. Course Duration (DD/MONTH/YYYY)

From

-- Select--

/ -- Select--

/ -- Select--

To

-- Select--

/ -- Select--

/ -- Select--

4. Country

5. Name of Applying Organization

6. Name of the Nominee(s)

1)
2)
3)
4)

7. 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.

8. 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

--

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

(If necessary) Confirmation by the organization in charge

I, as a supervisor, 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:	-- Select-- / -- Select-- / -- Select--	Signature:	Official Stamp
Name:			
Title / Position			
Department / Division			

By Nominator (head of relevant department/division)

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	



Application form for the JICA Knowledge Co-Creation Program:

Form2. 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 applicant's
photograph
(data/actual
photograph)

(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 (for VISA application)

☐ Male ☒ Female

4) Date of Birth

Day	Month	Year	Age (as of the date of the form)
-- Select--	-- Select--		-- Select--

5) Passport/Visa

Passport possession	-- Select--	Expiry date	Day	Month	Year
USA visa possession	-- Select--	of passport	-- Select--	-- Select--	-- Select--

*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:	

7) Present Position

Organization		
Year that entered the organization	-- Select--	
Department / Division		
Title		
No. of years of service in the present position	Number of Years	From (Year)
	-- Select--	
Type of Organization	☒ National ☐ Local Government ☐ Public Enterprise ☐ Private (profit) ☐ NGO/Private (Non-profit) ☐ University ☐ Other:	
Number of employees	-- Select--	
Home Page Address		

8) Questionnaire on Relationship with the Military (FOR ALL THE APPLICANTS)

Must select!

-- Select--	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
-- Select--	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
-- Select--	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
-- Select--	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
-- Select--	Personnel of civilian organizations which have divisions to conduct military-related activities

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

part

Organization	City/ Country	Period				Position or Title and Department/Division	Brief Job Description
		From Month/Year		To Month/Year			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

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

Institution	City/ Country	Period				Degree	Major
		From		To			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

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/Study Program Title	
		From Month/Year		To Month/Year			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

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	

【Criteria for Assessment of Language Proficiency】

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 the applicant's plans to apply the lessons learned from this program to the applicant's organization.

5) Area of Interest and/or your expectation:

Specify the applicant's particular interest with reference to the contents of this program

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	



Application form for the JICA Knowledge Co-Creation Program:

Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**(Self-Declaration)****1. Present Medical Status**

- (a) Have applicant 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 doctor's letter (preferably, written in English) that describes the current status of the applicant's illness, and gives agreement to your participation in the program.</i>			

- (b) Does applicant 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 applicant had any illness such as heart, hepatic, kidney disease, etc.?

☒ NO	☐ YES
Please specify ()	

(b) Have applicant or/and the applicant's family members had tuberculosis?

☒ NO	☐ YES
Please specify ()	

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

☒ NO	☐ YES
Please specify ()	

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

☒ NO	☐ YES
Please specify ()	
Name of medicine taken if any ()	

3. Dietary Restrictions

Are there any dietary restrictions? (e.g., beef, pork, etc.)

If you have any allergies, please provide detailed information to question 1(b)

☒ NO	☐ YES
Please specify ()	

4. Other Medical Issues/Conditions

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

--

* Is applicant pregnant?

☒ NO	☐ YES	
	Weeks of pregnancy	-- Select-- weeks

The applicant certify that have read the above instructions and answered all questions truthfully and completely to the best of the applicant's knowledge.

The applicant understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

The applicant understand that this questionnaire will be checked by the people who are engaged in the program during stay in Japan.

The applicant may not be possible to purchase pharmaceuticals, medical equipment, etc. in Japan, due to Japanese laws.

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

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



Application form for the JICA Knowledge Co-Creation Program:

Form4. TERMS AND CONDITIONS

DECLARATION (to be signed by the Applicant)

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

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 below, 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	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

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
- (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
- (11) to observe the rules and regulations at the place of the participants' accommodation,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in

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 (hereinafter referred to as "Personal Information") 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 Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal Information, and to otherwise properly manage such information.

※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 scopes and/or conditions separately approved by JICA and/or the Original Author.

If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the 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 prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
- (3) The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
- (4) JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

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.