



Agence Japonaise de Coopération Internationale
Bureau en Côte d'Ivoire

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INSTRUCTION DIR/CAS.
Information.

MINISTÈRE DE L'ÉDUCATION NATIONALE
ET DE L'ALPHABÉTISATION

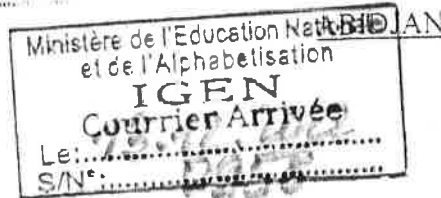
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Abidjan, le 09 décembre 2022

A Son Excellence Madame le Ministre
d'Etat, Ministre des Affaires Etrangères,
de l'Intégration Africaine et de la
Diaspora

N/Ref.: 876/08.12.2022/JICA/PL7



Objet : Offre de formation sur le 'Solving Social Challenges by Information Communication and Technology Training Program for Promotion of Digital Transformation (DX) and X-TECH'

Excellence Madame le Ministre d'Etat,
L'Agence Japonaise de Coopération Internationale (JICA) vous présente ses compliments et a l'honneur de porter à votre connaissance que, pour l'année fiscale 2022, elle offre des stages de formation dans le cadre de son programme de renforcement des capacités.

A cet effet, je prie le Ministère de bien vouloir trouver jointes à la présente, les informations relatives à la formation portant sur le thème : « **Solving Social Challenges by Information Communication and Technology Training Program for Promotion of Digital Transformation (DX) and X-TECH** ». La formation est prévue se dérouler au Japon pendant deux (2) ans pour un Master à partir d'octobre 2023 à l'école supérieure des technologies de l'information de l'Université de KOBE.

Le délai de dépôt des candidatures est fixé au **20 janvier 2023 à 15H GMT**. Les dossiers sont à soumettre par email aux adresses suivantes :

- 1) Brou-KoffiDesire@jica.go.jp et
- 2) BALO-AdelineEllaLoulrie@jica.go.jp.

Les dossiers physiques sont à déposer au Ministère des Affaires Etrangères, qui les transmettra au bureau de la JICA en Côte d'Ivoire.

Veillez agréer, Excellence Madame le Ministre d'Etat, l'expression de ma très haute considération.

WAKABAYASHI Motoharu
Représentant Résident

Ampliations :

- Ministère d'Etat, Ministère de l'Agriculture et du Développement Rural
- Ministère des Ressources Animales et Halieutiques
- Ministère de l'Economie Numérique et de la Poste
- Ministère du Commerce, de l'Industrie et de la Promotion des PME :
- Ministère des Mines et du Pétrole et de L'Energie;
- Ministère de la Santé et de l'Hygiène Publique et de la Couverture Maladie Universelle;
- Ministère de l'Education Nationale, et de l'Alphabétisation ;
- Ministère de la Communication des Médias et de la Francophonie, et de l'Economie Numérique;
- Ministère de la Construction, du Logement et de l'Urbanisme ;
- Ministère de l'Hydraulique, de l'Assainissement et de la Salubrité
- Agence Nationale de Développement Rural (ANADER)
- Agence pour le Développement de la Riziculture (ADERIZ)
- Centre National de Recherche Agronomiques (CNRA)

Pièces Jointes :

- Informations relatives à la formation
- Brochure d'Informations Générales ("General Information") GI DX and X-TECH (PDF)
- Formulaire de candidature pour DX and X-TECH (Word)



I. OBJECTIF DE LA FORMATION

Ce programme vise à développer les ressources humaines du secteur public et privé dans le domaine de l'agriculture, du développement rural, la production agricole durable, la pêche, l'aquaculture, les chaînes de valeurs et la conservation de la nature. Il vise aussi le développement d'un réseau de cadres entre les différents pays en voie de développement dans le secteur susmentionné.

II. PROFIL DES CANDIDATS

Le profil du candidat recherché est le suivant:

↓ Qualifications essentielles (voir page 4 de la brochure pour plus de détails)

- ① **Fonction/Position:** être d'une structure gouvernementale, d'une université, d'un centre de recherche ou d'une structure privée pouvant contribuer à la formulation de politiques ou leur implémentation aux fins de résoudre les questions de développement durable dans leurs domaines respectifs.
- ② **Expérience :** Avoir au moins 5 années d'expérience dans les domaines sus cités et au moins six (6) mois dans l'organisation actuelle.
- ③ **Formation :** être diplômé d'une licence ou avoir un parcours académique équivalent
- ④ **Langue :** avoir une bonne maîtrise de l'anglais (parlé et écrit). Au minimum TOEFL iBT : 80/ CEFR : B2 / IELTS : 6.5
- ⑤ **Age :** Etre âgé de 35 ans au plus au 1^{er} avril 2023
- ⑥ **Santé :** être en bonne santé physique et mentale.
- ⑦ **Autre :** Ne pas planifier ou recevoir une autre bourse d'une autre organisation.
- ⑧ **Egalité du genre et autonomisation de la femme :** la JICA encourage les candidatures féminines.

↓ Qualifications recommandées

- ①. **Les agents des structures en lien avec le programme Agriculture/Pêche/Aquaculture de la JICA** seront prioritaires (Prière de décrire dans le formulaire vos responsabilités dans le cadre du projet avec la JICA)
- ②. **Attentes vis-à-vis des participants :** avoir une personnalité enthousiaste afin de faciliter la dynamique participative au sein des groupes

III. DOSSIER DE CANDIDATURE

Les candidatures doivent être soumises à la JICA le 29 janvier 2023 à 15H GMT au plus tard au bureau de la JICA Côte-d'Ivoire. Les documents à fournir comprennent *



INFORMATIONS RELATIVES A LA FORMATION AGRINET

1. Le **Formulaire de candidature**: à remplir à la machine (les formulaires remplis à la main ne seront pas acceptés). Pour la version numérique du formulaire, envoyer un mail à l'adresse suivante : co_oso_rep@jica.go.jp
2. Copies des originaux de tous les Certificats d'Etudes supérieures de second cycle (3ème année) et de leurs traductions en anglais par un cabinet assermenté.
3. Copies des originaux de tous les relevés de notes obtenus à l'Université et de leurs traductions en anglais par un cabinet assermenté.
4. Photocopie du Certificat du Test d'Anglais
5. La **photocopie du passeport** ou de la **pièce d'identité nationale**. La photocopie doit inclure le nom, la date de naissance, la nationalité, le sexe, le numéro et la date d'expiration du passeport. Traduction en anglais exigée si le document n'est pas en anglais.
6. 2 Photos d'identité (4cmX3cm) à coller sur le formulaire de candidature
7. Certificat d'inspection médicale à soumettre après la troisième sélection.



JICA Knowledge Co-Creation Program for Long Term Participants (JICA Development Studies Program)

General Information on Solving Social Challenges by Information Communication and Technology - Training Program for Promotion of Digital Transformation (DX) and X-TECH JFY2023

長期研修 「ICTによる社会課題解決（DX・X-TECHの推進）（2023年度）」

This handout provides an overview of the mentioned program/course, which is one of Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

0. Background

What is 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.

What is JICA Development Studies Program (JICA-DSP)

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA's Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>

1. Overview

JICA provides training programs as a part of technical cooperation in many fields for strengthening a network among partner countries and Japan. In order to cater a growing demand in utilizing advanced technology to foster the socioeconomic development, JICA has established a new long-term training program ("the Program") for young government officials, academics and other talents in the target countries (see below), who will lead policy making, research activities and private businesses relating to digital transformation ("DX") and application of information communication technology ("ICT") to innovate industries ("X-TECH").

2. Objectives

- (1) To develop advanced professionals in both public and private institutions who can take the lead in DX, X-TECH, and open innovation in various fields.
- (2) To establish and maintain long term good relations between the target countries and Japan.

3. Course Outline

- (1) Accepting University:
Kobe Institute of Computing (KIC), Graduate School of Information Technology
- (2) Location: Kobe city, Hyogo Prefecture, Japan
- (3) Course Name: ICT Innovator Course
- (4) Course Objective:
The objective of this course is to acquire necessary knowledge and skills to craft ICT solutions and accelerate DX to address socioeconomic issues in various fields such as agriculture, education, health, environment, energy, public sector and economy. KIC provides a practical method called "TANKYU", to search for situation, analyze critical problems, and develop appropriate solutions with technology, business model, and project and human resource management. For more details, please refer to the link below: <https://www.kic.ac.jp/eng/innovator.html>

4. Duration

In principle, 2 years for master's course starting from October 2023 (arrival to Japan within September).

5. Number of Participants

BENIN	3
CÔTE D'IVOIRE	2
MAURITIUS	1

6. Language to be used in this Program

English

7. Eligibility

Candidate applicants must satisfy the following requirements:

- (1) Current Duties: young or middle-career government officials, prospective academics, or personnel from private institutions who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields.
- (2) Nationality: citizen of the above countries eligible for Japan's ODA
- (3) Age: Thirty five (35) years of age or under in principle (As of April 1st, 2023). However, under certain circumstances deemed to be considered, applicants over the age of 35 may become accepted. Please contact our JICA office for more information.
- (4) Educational Background: a Bachelor's Degree holder.
- (5) Language: adequate English skills both in written and oral communication to complete master's courses with skills equivalent or exceeding the following;
TOEFL iBT: 80
IELTS: 6.5
- (6) Physical Presence: must physically come to Japan to carry out research activities to complete this program.
- (7) Others: must not be receiving nor plan to receive other scholarship during the program.
- (8) Gender Equality and Women's Empowerment: Women are encouraged to apply to the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity to all applicants regardless of sexual orientation and gender identity.

8. Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the KIC admission procedures including examinations.

9. Application Guidelines

Candidate applicants must apply through the procedures as described below, which are necessary requirements by both applicant's Government and the Government of Japan for the Official Development Assistance.

(1) Procedures and Required Documents for Application:

Each applicant is required to submit the "Application Documents" listed in (2) below to JICA overseas office in charge of the applicants' country.

(2) Application Documents

1) SDGs Global Leadership Program for FY 2023 Application Form consists of:

- Personal Information
- Educational Background
- Present Organization and Nomination
- Work Experience
- Declaration
- Declaration of desired universities placement
- Research Plan
- Career Plan

2) Graduation certificate.

- * Officially certified copies of the original
- * Written in English or accompanied with official translation

3) Academic transcript

- * Must contain all the grades earned at the university attended by the applicant
- * Officially certified copies of the original transcript
- * Written in English or accompanied with official translation in English

4) Photocopy of certificate of English Test

5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).

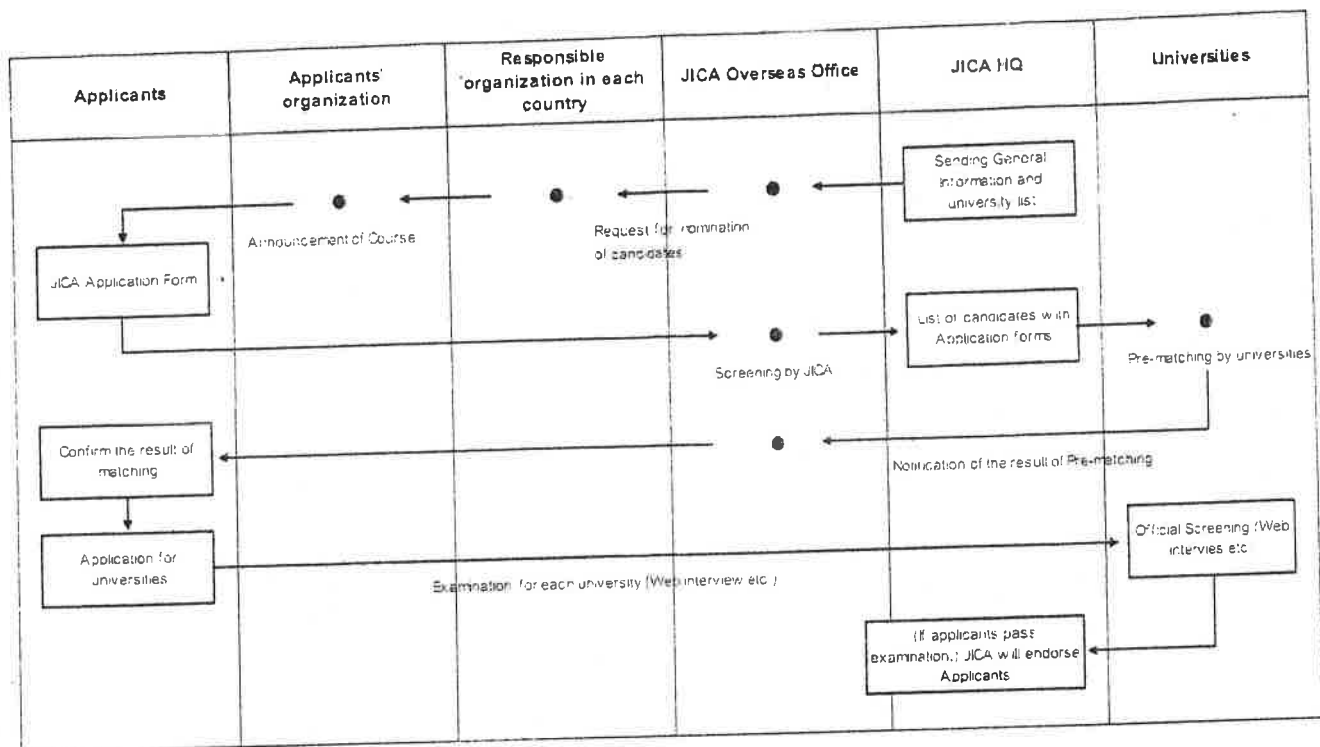
6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)

7) Health certificate (To be submitted later, but no later than 6 months before your physical arrival in Japan)

(3) Procedures in General

Based on the above documents, candidate applicants are nominated and approved by each country's government, and then approved by JICA. After this procedure, screening will be conducted at KIC. The result will be informed to the candidate applicants. The candidate applicants must follow the KIC's application procedure after its screening.

Please kindly note that KIC reserves right to reject the candidate applicants in any reason such as lack of the above required documents or assessment of your research and career plan.



10. Schedule

Dates	Process
By 3rd February, 2023	Nomination of candidate applicants in respective institutions
	Selection of candidate applicants by a responsible organization in each country
	"Application Documents" must be submitted to JICA overseas office in respective countries.
By the end of February, 2023	Screening by JICA Consultation with KIC to confirm the result of matching
March – April, 2023	Preparation for the KIC's application by candidate applicants
April – May, 2023	KIC's application procedure
May 2023	Notification of the result of the screening to candidates through JICA Overseas Offices
June - August, 2023	Preparation for study in Japan once candidate applicants pass examination
August – October, 2023	Orientation by JICA overseas office before departure
	Arrival in Japan
	Orientation by JICA HQ and KIC
	Beginning of Term

*Detailed schedule for the application and examination will be shared individually once the formal schedule is announced by KIC.

*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances

11. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g. for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance*	JPY 117,000-148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY103,750 - 106,000	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000-224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan	In accordance with the provisions of the medical insurance	

*Varies according to living area in Japan, type of accommodation, etc.

**Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

***Depending on the accommodation facility. Consultation with the university is required.

****Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.

12. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses especially:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country

- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) "National Health Insurance" fee

Note: If participant/accepted applicant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

13. Conditions for Participation

The accepted applicants/participants of KCCP are required:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that 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,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their

- stay in Japan has passed more than 6 months,
- (11) 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,
 - (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
 - (13) to observe the rules and regulations at the place of the participants' accommodation,
 - (14) not to engage in political activities, or any form of employment for profit,
 - (15) not to drive a car or motorbike, regardless of an international driving license possessed,
 - (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured 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 expenses described in the table of "11. Expenses To be borne by JICA,"
 - (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
 - (18) not to be receiving nor plan to receive another scholarship during the program,
 - (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
 - (20) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
 - (21) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.



CORRESPONDENCE

For enquiries and further information, please contact your nearest JICA office.



Japan International Cooperation Agency

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Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

Application Form for the JICA Knowledge Co-Creation Program for Long-Term Participants (JICA Development Studies Program)

OFFICIAL APPLICATION FORM

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Course Title: (Please write down as shown in the General Information)

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

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:		
Name:				
Designation / Position			Official Stamp	
Department / Division				
Office Address and Contact Information				
Address		Telephone:	Fax	E-mail

Confirmation by the organization in charge (if there is no Note Verbale/ Letter from the government nominating the applicant)¹

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:				
Designation / Position			Official Stamp	
Department / Division				

¹ 署名又は代替書類は必須であり、いずれも無い場合、研修員の受入、来日手続きが不可となるため留意すること。



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in KCCP.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.



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Part B: Information about the Nominee

(to be completed by the Nominee)

1. **Course Title:** (Please write down as shown in the General Information) (required)

[Empty text box for Course Title]

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

[Empty text box for Course Number]

Attach the nominee's photograph (taken within the last six months) here

Size: 4cm x 3cm

3. Information about the Nominee (nos. 1)-9) are all required)

1) **Name of Nominee (as in the passport)**

Family Name

[Empty text box for Family Name]

First Name

[Empty text box for First Name]

Middle Name

[Empty text box for Middle Name]

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex (for visa application)	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) **Present Position and Current Duties**

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) **Type of Organization**

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) **Passport/Visa²**

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.

² 有効なパスポートは「受入回答」遅くとも来日1か月前での必要書類であるための留置すること



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【Questionnaire on Relationship with the Military】

*If your organization and/or your status is related to the Military, please mark with YES or NO below in the () which best describes the relationship.

- (YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
- (YES / NO) 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
- (YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- (YES / NO) an civilian organization but with military personnel or a military division within the organization
- (YES / NO) 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

9) Outline of duties: Describe your current duties

[Empty box for describing current duties]

10) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

11) Others (if necessary)

[Empty box for other information]

4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		



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2) Educational Record (Higher Education) (required)

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

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	() Excellent	() Good	() Fair	() Poor
Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Certificate (Examples: TOEFL, TOEIC)				
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
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6. Expectation on the applied KCCP

1) **Personal Goal:** Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

3) **Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)



1. Research Plan³

Write a brief research plan of your proposed Master's thesis more than 700 words (minimum 3 pages).

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

- Brief explanation for your analysis of this topic.
- Brief explanation for your research methodology.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work. Necessary to include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.

!! IMPORTANT !!

- ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's course.
- ✓ It must be demonstrated that your academic background and/or job experience are sufficient enough to engage in and complete the Master's course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future job.
- ✓ If you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.

2. Career Plan after Graduation

In connection with the fields of study, please describe your idea /plan to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of SDGs Global Leadership Program which expects the participants to be leaders who share values of Japan in order to help establish and maintain mid and long - term good relations between Japan and the participants' countries



Part C: Terms and Conditions⁴

1. General Rules

The accepted applicants/participants are requested:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that 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,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (11) 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,
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) not to engage in political activities, or any form of employment for profit,
- (15) not to drive a car or motorbike, regardless of an international driving license possessed,
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured 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 expenses described in the table of "11. Expenses To be borne by JICA,"
- (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such

⁴ 記載必須「DECLARATION」欄含む。



violation, should the participants violate the laws and ordinances.

- (18) not to be receiving nor plan to receive another scholarship during the program.
- (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time.
- (20) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
- (21) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.

2. Privacy Policy

The accepted applicants/participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Personal information specified in this form will be stored, used, or analyzed by JICA only within the scope of conducting, supervising and follow-up of JICA's KCCP (long-term) (selection, coordination, travel and life support of the participants in Japan) which is stipulated in Article 40 Paragraph 3 of the Japan International Cooperation Agency Organization Regulations. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll.

Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.

JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

(2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.

However, in the following cases, we will provide personal information and will take the following measures.

(a) In the case of contracted-parties for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned parties to take safety management measures and manage it appropriately and will confirm the implementation status.

(b) In the case of uncontracted universities for the purpose of admission screening

The use of the personal information is limited to the admission screening of the applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.



(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 KCCP, the participants shall also comply with terms of use of copyrighted works 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 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



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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.



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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