



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

General information on

**Capacity Building for ICT Project Planning
(ex. e-Government, e-Education, e-Health, e-Agriculture, etc.)**

(B)

課題別研修「ICT 案件形成能力向上 (B)」

JFY 2021

Course No.: 202006526J001

Online Course Period: From January 11, 2022 to February 25, 2022

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

In the world today, economic and social systems have developed intensively along with rapid expansion of Information and Communication Technology (ICT). ICT can be applied in many -often very innovative- ways in the fields such as education, agriculture, health and public service. Especially, due to the decreasing of cost for ICT devices, divergence of utilizing systems, expansion of mobile network and advancement of cloud system, ICT installation has been accelerated and the choices of ICT solutions have been widened in many countries. More and better use of ICT will be a powerful tool for further development of organizations, industries, communities and even countries.

However, ICT utilizing systems are not always welcomed by people or are left untouched although they are installed to make people's life convenient and comfortable. This phenomenon may happen due to the reasons such as mismatch between actual user's needs and provider's assessment or user-unfriendliness of the system. In order to avoid such failure, participants, as a project planner, will learn how to analyze and identify social issues and how to select and apply ICT in their program.

For what?

This program aims to improve capacities for "Project Planning" to solve various development issues through application of ICT tools.

For whom?

This program is designed for government officers and decision makers in charge of developing and implementing projects and services to tackle social issues using ICT.

How?

Participants will learn how to identify and analyze social issues through an unique and original active learning method called "TANKYU Practice" at Kobe Institutions of Computing (KIC).

The program is organized in a lecture- exercise- presentation cycle. By building on the knowledge and experience acquired through lectures, the participants will formulate TANKYU Practice Presentation to analyze ICT in various projects corresponding to their respective countries.

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development were adopted by world leaders in September 2015 and the Agenda call for action by all countries.

As a development cooperation agency, JICA is committed to achieving the SDGs. This course aims at increasing the capacity for formulating projects to solve social issues in

various fields by utilizing ICT. This will contribute not only to issue and sector related goals depending on the participants' needs but also the goal 17, partnerships for the goals.

SUSTAINABLE DEVELOPMENT GOALS



II. Description

1. Title (Course No.)

Capacity Building for ICT Project Planning

(ex. e-Government, e-Education, e-Health, e-Agriculture, etc.) (B)

(202006526J001)

2. Course Period

January 11 to February 25, 2022

Response to the time difference during the online program

In order to have interactive communication between lecturers and participants, all lectures in this course will be conducted Webinar using Zoom.

All participants will be connected at the same time at the Webinar in following time zones.

Japan: 4:00PM - 7:00PM (UTC+09:00)

GMT : 7:00AM - 10:00AM (UTC+00:00)

[Important Note]

Those who from the countries in the time zone between (UTC-2) and (UTC-6)
Such as; Brazil, Columbia, El Salvador and Dominican Republic

If participants from countries located in the Americas find it difficult to attend a live lesson due to time differences, watching a recording of the live lesson and submitting a short comment will be an alternative to attending the lesson.

And, if you have any question on your assignment or lecture contents, you can communicate with the Course Leader via e-mail.

However, following two (2) sessions must be attended LIVE;

- 1) Orientation session (beginning of the course)
- 2) Final report Presentation (end of the course)

For your reference, Annex 2 is the Course Schedule of previously implemented course. Fixed schedule will be shared to the accepted participants with the Notice of Acceptance. And, the contents of the course are subjected to change.

3. Target Regions or Countries

Benin, Botswana, Brazil, Colombia, El Salvador, Dominican Republic, Jordan, Lesotho, Montenegro, Nigeria, Republic of North Macedonia, Palestinian Authority, Ukraine

4. Eligible / Target Organization

This program is designed for ministries/agencies at central and/or local levels dealing with social issues which should / may be solved through ICT.

5. Capacity (Upper Limit of Participants)

13 participants

6. Language

English

7. Objective(s)

To increase the capacity of participants for formulating projects which help them to solve the social issues in various fields with utilizing ICT.

8. Overall Goal

Effective uses of ICT in various fields decreases information gap and facilitates efficient work.

9. Output and Contents

This course consists of the following components. (Subject to minor change.)

Expected Module Output	Subjects/Agendas	Methodology
<A> To learn practical problem-solving skills	"Tankyu Practice", a practical method to identify issues, build solution hypotheses, and verify them from 3 perspectives (Customer satisfaction, Originality & Competitiveness and Budget)	<Online Interactive Learning> •Presentation & Discussion using Web Conference System.
 To learn up-to-date ICT solutions for various challenges in Japan	Up-to-date ICT solutions for various challenges both by public and private sectors in Japan	<Online Interactive Learning> •Presentation & Discussion using Web Conference System. •Viewing of Pre-Recorded Lecture Video.
<C> To prepare <i>Tankyu Practice</i> Presentation and propose applicable technics / knowledge to participant's country or organization.	By using <i>Tankyu Practice</i> prepare a presentation and present it.	<Online Interactive Learning> •Consultation •Q&A consultation via E-mail.

- As you are supposed to:
 - Attend online Lectures: you will attend 2 slots of 1hour lecture for basically 2 or 3 times a week, (The frequency of lecture in a week is subjected to change due to the lecturer's schedule)
 - Prepare 1 presentation

During the program, you are responsible for time management. Please make sure that you discuss this with your supervisor in your organization, so that you have enough time to focus on your course work.

Required Tasks:

Participants are required to participate in all modules actively and contribute to achieve the goals of this program. In addition, they are also requested to complete the following tasks during each phase of the course.

1) Job Report: Raising the social issues of the country that participant's organization/department is engaged. Submit it with the application form. Participants are required to make a presentation on this report at the beginning of program in Japan. For details, please see the Annex 1 (P.12).

2) Tankyu Practice Presentation: Participants are required to prepare and present their Tankyu Practice by the end of the program.

<Structure of the program>

(1)Preliminary Phase
(September to December, 2021) Participants make required preparation for the Program in the respective countries.
Activities
For ALL the candidates: Formulation and submission of a Job Report. All candidates are requested to submit the Job Report together with the Application Form. Please see Annex 1 (P. 12) for more details.
(2)Core Phase
(January 11 to February 25, 2022) <i>Participants attend the Online Program implemented by:</i> Kobe Institute of Computing (KIC) 2-2-7 Kano-cho, Chuo-ku, Kobe, Hyogo, JAPAN
Activities
Up-to-date ICT Solutions Lecture on Introduction to the subject
TANKYU Practice
ICT for Development
Leadership Development
ICT in Agriculture
(3)Finalization Phase
(March 2022) <i>Participating organizations finalize the Tankyu Practice.</i>
Activities
After finishing the course: It is recommended to all participants to make Tankyu Practice Presentation to Their organization.

10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals including the progress of Action Plan implementation from the participating organizations,

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III - 2 below.
- (4) In the view of above and to maximize the impact of this program, a participating organization is expected to provide support to a participant as much as possible, as follows:
 - Prior to the course beginning:
Identify organization's business challenges and define a theme for the Action Plan with the participant, which have to be along with the course concept,
 - During the core Phase in Japan:
Communicate with the participants, monitor the formulation process of the Action Plan and make sure that it aligns with organization's current priority.
 - After the program:
Support the participant in implementing his/her Action Plan.

2. Nominee Qualifications

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

(1) Essential Qualifications

1) Current Duties:

- (a) Officers belonging to a central government dedicated to the management of ICT use, such as the ministry of ICT/communications.
- (b) Central/Local government officers in charge of promoting ICT based services such as e-government, e-education, e-agriculture, e-health, etc.

2) Experience in the relevant field:

More than two years of work experience. Applicant should have a basic knowledge of ICT and a keen interest in applying ICT in his/her work.

3) Educational Background:

University graduate or equivalent

4) Language:

Have a competent command of spoken and written English which is equal to

TOEFL iBT 100 or more (This program includes active participation in discussions, which requires HIGH competence of English ability. Please attach a copy of official certificate for English ability such as TOEFL, TOEIC etc., if possible.)

5) Technical Requirements for the Online Course (Computer):

Technology Proficiency:

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course may be delivered using the following services, Web Conferences (Zoom, Google Meets, MS Teams), Cloud Storage (Google Drive, Gigapod), and YouTube. (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)

Internet Connection:

- High Speed Broadband Connection (at least 2Mbps).
- * Depending on the place where you join the program, Internet access charge incurred for this course shall be borne by your or your organization.

Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

*In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.

Software (which may be required):

- Zoom Client for Meeting (<https://zoom.us/download>)

*In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

6) Health:

Must be in good health to participate in the program.

7) Attendance Requirement:

Participation in online program is an essential requirement for the completion of the course.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.

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 or Official ID: You should submit it with the application form if you possess your passport or Official ID. 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

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

(4) Job Report: to be submitted with the application form. Fill in Annex 1 (p.12) 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 November 22, 2021**)

(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 December 10, 2021.**

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) 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,
- (3) to observe the rules and regulations of the program implementing partners to provide the program or establishments.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Kansai Center (JICA Kansai)

(2) **Program Officer:**

Ms. KAWASAKI Megumi (Kawasaki.Megumi@jica.go.jp)

Ms.HATAYAMA Yukari (Hatayama.Yukari@jica.go.jp)

2. Implementing Partner (Under Planning)

(1) **Name:** Kobe Institute of Computing

(2) **URL:** <https://www.kic.ac.jp/eng/>

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html

V. Other Information

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

VI. Annex 1

JOB REPORT

All applicants are required to prepare a Job Report Document and submit it with Application Form. Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified.

ALL the Applicants

Style	Microsoft Word format Paper Size A4 Maximum 5 pages
Contents	Job Report should cover following elements. 1. Introduction and Background Brief introduction of your country and its development issues. This will be useful for participants from other countries to understand your project. 2. Role of the Applicant's organization (mission, duty, etc.) Please also describe your responsibilities in your organization. 3. ICT utilization in your country Describe concisely ICT utilization in your country. (Cell phone coverage, Internet Accessibility, Data network speed, etc.) 4. Contents of your project 1) Field (e.g. agriculture, health, transportation, telecommunication etc.) 2) Brief description of your project (Purpose of the project, the contents of your project, etc.) 3) How do you use ICT in your project and the reason why
Language	English
Submission	Submit Job Report with Application Form.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated, 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.



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Kansai Center (JICA Kansai)