

2022-2024年度課題別研修「都市計画総合」研修業務委託契約(企画競争)に係る質問事項への回答

	該当頁	該当項目	質問	回答
1	P. 4	(4)提出書類 2)見積書(概算)	概算とは、どういう意味でしょうか。	作成いただいた見積書について、契約交渉を通じて変更を依頼することもあり得ますので、概算という言葉を使っています。
2	P. 6	(3)契約交渉順位の決定方法	「なお、評価点が同じものが2者以上ある時は見積価格に基づく価格点を加点し、」とあります。通常のコンサルタント契約のプロポーザルでは技術評価点の差が2.5%以内の場合に価格点を加点すると思いますが、本案件ではプロポ評価点が同点の場合のみ価格点を加点するということでしょうか。	ご理解のとおりです。
3	P. 12	8. 研修員	参加想定国を見ると、最西のナイジェリアと、最東の東チモールでは8時間の時差がありますが、講義時間の設定は、日本時間15時～19時/ナイジェリア7時～11時/という設定を想定されていますでしょうか。	ご認識のとおりで問題ありません。
4	P. 13	10. 研修プログラム作成上の留意点(2)および(3)	一コマの講義に、二人の講師が想定されている場合、講師謝金は講義時間の半分となりますでしょうか。あるいは、それぞれの講師に、講義時間分の謝金を支払うこととなりますでしょうか。 また、発表会への参加いただく有識者については、それぞれ発表会時間分の謝金をお支払いする、としてよいでしょうか？	講師謝金について、それぞれの講師に講義時間分を支払うことで積算下さい。また検討会等について、参加いただく有識者それぞれに対し検討会等時間分の謝金を支払うことで積算下さい。
5	P. 17	11. 業務の内容 (1) 研修開始前	すでに、2022年度の研修生には、本プログラムの概要は送付されていると思いますが、事前準備について、どのような指示がされているか、共有いただくことはできませんでしょうか？	受入が内定した研修員には、10月5日までにカンントリーレポートを提出いただくことになっています。また別紙（General Informationの抜粋）ご参照下さい。
6	P. 22	参考1-3	参考資料として、2019年度、2020年度、2021年度の研修日程がありますが、詳細の資料（公開可能な講義資料、事前に研修員に配布した説明書、等）について、共有いただくことはできませんでしょうか？	著作権の関係で企画競争説明書参考4以外は公開不可となっています。
7	P. 25	(2)講義（演習・討議等）の実施に関する事項 ④	翻訳は外注可とありますが、研修監理員による翻訳は想定できるでしょうか。	契約の中で対応下さい。研修監理員による翻訳は想定していません。
8	P. 29	第3プロポーザル作成要領	(1) 応募機関の経験・能力等 1) 類似業務の経験 a) 類似業務の経験（一覧リスト） b) 類似業務の経験（個別） a)、b)それぞれの最大件数についてご教示ください。	a)については最大30件、またb)については最大3件で作成下さい。
9	P. 33	1見積書の作成について(2)＜想定される経費の費目構成＞(イ) 旅費	本案件は国内移動は受託者手配と考えてよいでしょうか。つまり、国内移動にかかる費用は研修員、研修管理員、および同行者、外部講師を対象と考えてよいでしょうか。なお、同行者は、研修員15名の議論をフォローする体制を確保するために、総括と管理者の2名での同行は可能でしょうか。	国内移動にかかる手配についてはご理解のとおりです。また研修受託者が2名同行することの可否について、必要性をご説明の上、ご提案いただくことは可能です。

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, applying organizations are requested to ensure enough time for the participants to carry out the activities of the Preliminary Phase.
- (4) Applying organizations are also expected to make the best use of the results achieved by their participants.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) **Educational Background:** be university graduates or equivalent
- 2) **Experiences:** have more than five (5) years of professional experience in city planning and/or urban development
- 3) **Current Duties:** be administrative officers in the central government officials or local administrative officials in a city with a population of 500,000 or more, responsible for the formulation of urban development policies/regulations or the implementation of urban development

programs/projects

- 4) **Age:** be forty-five (45) years of age or under, in principle
- 5) **Language:** have a high level of English language ability in speaking and writing
- 6) **Health:** must be in good health, both physically and mentally
- 7) **Technical Requirements :**

a Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, Web Conferences (Zoom), Cloud Storage (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.

b Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
*Internet access charge incurred for this course shall be borne by your organization.

c 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)

d 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 acceptance.



(2) Recommended Qualifications

1) **Gender Equality and Women's Empowerment:** Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application

(1) Application Form:

The Application Form is available at the respective countries' JICA overseas offices.

(2) Photocopy of Passport:

 or other official ID if you do not possess a passport.

(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. Procedures for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive at JICA Center in Japan by September 5, 2022)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the

organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than September 21, 2022.

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

Country Report -- to be submitted by October 5, 2022

Accepted candidates are required to prepare a Country Report (Please read Annex "Country Report" for detailed information.). The Country Report should be should be uploaded to the dedicated Website by October 5, 2022.

6. 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,
- (4) not to engage in political activities, or any form of employment for profit,
- (5) to respect copyright and portrait rights. To refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission
- (6) to observe the rules and regulations at the place of the participants' accommodation, and
- (7) not to change the program topics, and
- (8) to attend more than 70% of the Online program.