



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Establishment and Development of Farmers' Organizations

課題別研修「農民組織の設立・強化」

JFY2024

NO. 202311571J001

Course Period In-Japan: From May 26, 2024 to July 13, 2024

Depending on the circumstances, some or all the program periods may be changed or cancelled after the application has been accepted.

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be 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 June 2023, 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

Most of developing countries have high ratio of small-scale farmers. Low productivity, inefficient supply of inputs and marketing are major problems. In such conditions, it is important for small-scale farmers to organize a group to enhance productivity and make a business profitable. However, farmers' organizations and agricultural cooperatives are not functioning well to solve these problems.

For what?

This course is aiming at contributing to increase farmers' income through organizational activities by farmers' organizations or cooperatives by introducing efficient management, production, supply and marketing activities.

For whom?

This program is mainly designed for those who are government officers or those who are in managerial post in agricultural organizations, cooperatives and NPO/NGO, in charge of developing farmers' organizations, agricultural cooperatives and extension. This course is suitable for those countries in which cooperatives are at the stage where they are still elementary level in cooperative development.

How?

This program aims to help upgrade the capacity and abilities of government officers engaged in developing farmers' organizations and agricultural cooperatives. They can obtain necessary knowledge and information on the role and functions of agricultural cooperative, its management system, organizational activities in production, sales and marketing, and the needs of human resource development through various lectures. Please note that study related to livestock and fishery is not included in this program.

II. Description

1. Title (Course No.)

**Establishment and Development of Farmers' Organizations
(202311571J001)**

2. Course Duration in Japan

May 26, 2024 to July 13, 2024

3. Target Regions or Countries

Fiji, Indonesia, Laos, Malawi, México, Philippines, Sudan, Tanzania, Zambia

4. Eligible / Target Organization

Central/local government, agricultural cooperatives, farmers' organizations, related NPO/NGO currently engaging in managing projects at the offices of agricultural cooperative service or planning to build agricultural cooperatives.

5. Capacity (Upper limit of Participants)

10 participants

6. Language

English

7. Objective

Action Plan is completed for the future action in order to establish, develop and strengthen farmers' organizations including agricultural cooperatives in the participating countries.

8. Overall Goal

Farmers' income is increased through organizational activities by introducing efficient management, supply and marketing activities.

9. Output and Contents

This program consists of the following components. Details on each component are given below.

< Expected Module Output >

1. The problems and tasks necessary for the development of farmers' organizations or agricultural cooperatives in the participating countries are to be identified through preparation and presentation of Inception Report.
2. Significance and effectiveness of establishment of agricultural cooperatives and their changing roles through the years in agricultural development with contributions of governments are to be understood.
3. The fundamentals for organizing agricultural cooperatives and the system of organizational management are to be understood.
4. The needs of human resource development including fostering leadership in agricultural cooperative are to be understood.
5. The organizational activities of cooperatives in production, sales and marketing are understood.

6. Action Plan is completed for the future action in order to establish, develop and strengthen farmers' organizations including agricultural cooperatives.

< Course Contents >

(1) Preliminary Phase in a participant's home country (from March 2024)	
Assignment	Purpose
Inception Report Writing	Each participant is required to write Inception Report in accordance with the instructions provided when JICA sends the acceptance notice. Inception Report should be submitted together with application form by April 19, 2024.

Expected Module Output	Contents
1. The problems and tasks necessary for the development of farmers' organizations or agricultural cooperatives in the participating countries are to be identified through preparation and presentation of Inception Report.	Presentation of Inception report and discussion session will be held at the beginning of the program. (Discussion)
2. Significance and effectiveness of establishment of agricultural cooperatives and their changing roles through the years in agricultural development with contributions of governments are to be understood.	-History of agricultural cooperatives -Agricultural policies and development of agricultural cooperatives -The roles of the Government (including financial support)
3. The fundamentals for organizing agricultural cooperatives and the system of organizational management are to be understood.	-Various regulations in the agricultural cooperative law -Various factors for organizing members into agricultural cooperatives -System of organizational management including management plan (personnel plan, farm management plan, business plan, facility plan, mid-term plan etc.) (Lecture and field visit)
4. The needs of human resource development including fostering leadership in agricultural cooperative are to be understood	Introduction of the activities for human resource development of the members, the officials and the employees of agricultural cooperative organizations: -Education/training -Farm guidance -Ways of communication between the cooperative and the members (Lecture and field visit)
5. The organizational activities of cooperatives in production, sales and marketing are understood.	Introduction of various businesses and service of agricultural cooperatives: -Supply of production materials and consumer goods -Marketing of farm products in particular, joint marketing system -Tour of the related facilities such as collection and shipping center, direct sales shop and other

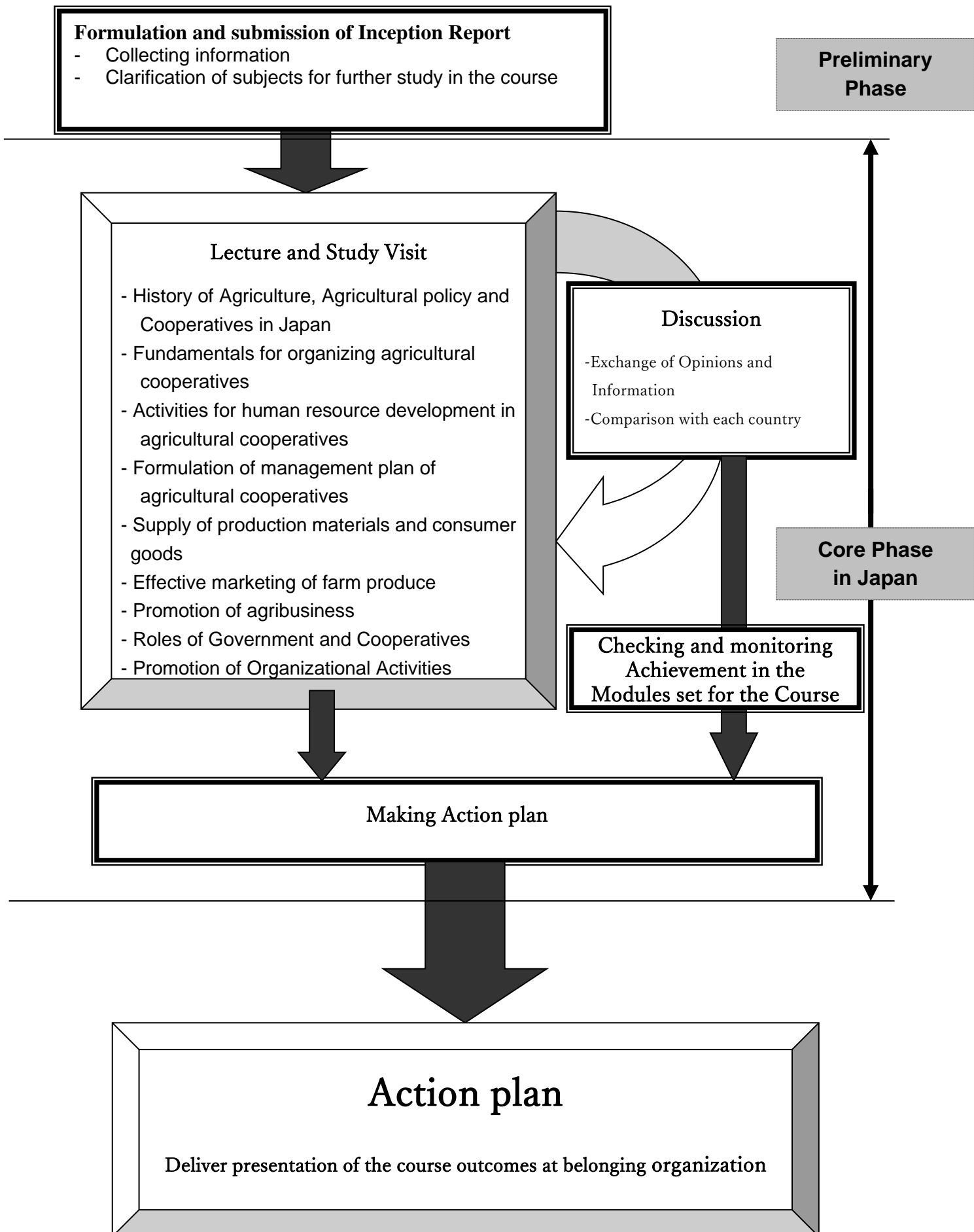
	facilities for supply, distribution and marketing. (Lecture and field visit)
6. Action Plan is completed for the future action in order to establish, develop and strengthen farmers' organizations including agricultural cooperatives.	Personal guidance is given to the participants by instructors to help facilitate them to prepare Action Plan. (Discussion) Participants are expected to present and share the report with relevant stakeholders of their organization after returning to their respective countries.

Note: This curriculum is subject to minor changes. Please note that study related to livestock and fishery is not included in the subject of this program as stated in the preceding page.

The program is composed of lecture, discussion, role playing, case study, study visits.

- (1) In addition to lectures, audio visual aids such as video, multi-media projector are employed to deepen their understanding.
- (2) At the end of the week, participants are expected to summarize what they have studied to make sure of how much they have grasped from the study conducted.
- (3) Background information materials will be prepared for distribution to participants in order to facilitate them to understand visiting cooperative institutions etc. prior to study visit.
- (4) Reflection sessions of classroom lectures and study visits will be made to clarify some questions left unanswered. Moreover, supplementary lectures would be arranged to satisfy the needs of participants as they may arise.
- (5) All participants are required to submit Action plan.

COURSE FLOW “Establishment and Development of Farmers’ Organizations” on JFY 2024



III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) 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.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be government officers or those who are in managerial post in agricultural organizations, cooperatives and NPO/NGO, in charge of developing farmers' organizations, agricultural cooperatives and extension. (Please note that study related to livestock and fishery is not included in the subject of this program.)
- 2) Experience in the Relevant Field: have more than 3 years' experience in the relevant field.
- 3) Language Proficiency: have a good command of spoken and written English. (This program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, IELTS etc., if possible)
- 4) Employment situation: be employed, and have permission for applying to the present program by the current employer.
- 5) Educational Background: graduated from university (or same level of educational institute).
- 6) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Age: be under forty-five (45) years old

- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the JICA office (or the Embassy of Japan).

(2) Inception Report: Each applicant is required to write Inception Report (shown as ANNEX 1) and submit it to JICA Office (or the Embassy of Japan) together with the Application Form.

*The Application Form and the Inception Report should be typewritten on the paper of A4 size. Both of the documents are essential materials for screening applicants.

(3) 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

(4) 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 and Inception Report: **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 **April 19, 2024.**)

(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 April 26, 2024.**

5. Conditions for Participation:

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course.

The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of “5. Expenses”, “IV. Administrative Arrangements”,

- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (11)** to observe the rules and regulations at the place of the participants' accommodation, and
- (12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Tsukuba Center (JICA Tsukuba or TBIC) (tbicttp@jica.go.jp)

(2) **Program Officer :**

Ms. AKIMOTO Nami (Akimoto.Nami@jica.go.jp)

2. Implementing Partner

(1) **Name:** Institute for the Development of Agricultural Cooperation in Asia (IDACA)

(2) **URL:** <https://www.idaca.or.jp/en/>

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

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

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, 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;

<http://www.jica.go.jp/english/contact/domestic/information.pdf>

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants.

5. Expenses:

The following expenses will be provided for the participants by JICA:

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

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

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

(4) Expenses for program implementation, including materials.

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

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

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

6. Pre-departure orientation:

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

V. Other Information

1. Computer

Participants are strongly advised to use own laptops to prepare Action Plan, since this program does not provide participants with any laptop computers.

2. Latest Data on the current situation and issues in your country

Participants are recommended to bring the latest relevant data of your country in your laptop for discussion and preparation of Action Plan.

3. JICA Tsukuba Information:

✧ JICA Tsukuba website

[〔https://www.jica.go.jp/tsukuba/english/office/index.html〕](https://www.jica.go.jp/tsukuba/english/office/index.html)

✧ JICA Tsukuba Facebook [〔https://www.facebook.com/jicatsukuba〕](https://www.facebook.com/jicatsukuba)

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



VI. ANNEX

ANNEX 1: Guideline for Inception Report (Submitted with the Application Form.)

Guideline for Inception Report

“Establishment and Development of Farmers' Organizations”

JFY2024

As the preparatory program of the training course, participants are requested to prepare an Inception Report on the following issues and submit it to JICA office (or the Embassy of Japan) April 19, 2024 The report should be in Word format, written in English.

The report is expected to be a basis for analysis of the situation of agricultural cooperatives or farmers' organizations.

This analysis will make you aware of how your observation should be made to find useful information and ideas from the program.

In the end of the program you will be requested to make a report of your learning with useful findings and ideas to contribute to your further study and activities for improvement of the situation of your country or focused area.

NOTE: Participants are requested to make a presentation on this Inception

Report using PowerPoint slides at the beginning of the course program in Japan.

You will have 20 minutes for your presentation.

1. Your organization and present job

1) Organizational diagram

*Please attach the organization chart / diagram, and indicate your position.

2) Detailed your own duties

(1) Your current duties and responsibilities in general

(2) How you are engaged in farmers' organizations and/or agricultural cooperatives

2. Basic and brief information on agriculture of your country and position of farmers' organizations /or agricultural cooperatives in agriculture and in the national economy

1) Basic Information on agriculture (production and distribution in domestic and overseas markets) including description of distribution flow of the

products from farmers to consumers by indicating what organizations are involved.

- 2) The present position of farmers' organizations and/or agricultural cooperative in agricultural production and distribution and in the national economy.

3. Subjects for Analysis of the Situation of Farmers' Organizations /or

Agricultural Cooperatives

[Note] This part is basically linked to "Expected Module Output" which is explained in page 3/21 in General Information or GI distributed for your application to the program. Therefore, the analysis made in the part will give you some directions for your observation from the program in Japan in view of the respected module, i.e., the direction for improvement of the situation you describe.

- 1) Historical background of establishment of farmers' organizations and/or agricultural cooperatives.

- (1) Background information on how first farmers' organizations and/or agricultural cooperatives were organized in your country.

(2) What laws acts, ordinances have been enacted for promotion of farmers' organizations/ or agricultural cooperatives? List up them with specific purpose.

Law. Act or Ordinance	Specific Purpose (in brief)

(3) The current policy or guideline for promotion of farmers' organizations and/or agricultural cooperatives in brief

2) Analysis of the organizational aspects of farmers' organizations or agricultural cooperatives

- Issues and challenges on organizational management including human resources for the organizations (farmers, employees, officials of the organizations, etc.)

3) Analysis of the business operation of farmers' organizations or agricultural cooperatives

- Issues and challenges on the business operation

4. Submission of a copy of farmers' organizations law, agricultural cooperatives law or any other basic laws or acts, if possible, would be much appreciated.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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.



CORRESPONDENCE

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

JICA Tsukuba Center (JICA TSUKUBA)
Address: 3-6, Koyadai, Tsukuba, Ibaraki, 305-0074, Japan
TEL: +81-29-838-1111 FAX: +81-29-838-1790