



# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

PROJECT MANAGEMENT

IN INFRASTRUCTURE DEVELOPMENT FOR CIVIL ENGINEERS

課題別研修「社会基盤整備における事業管理」

JFY 2022

NO. 202107873-J001

Online Program Period:

October 5<sup>th</sup> - 28<sup>th</sup> 2022 and, November 7<sup>th</sup> - December 1<sup>st</sup> , 2022

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)'

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# **I. Concept**

## **Background**

Many infrastructure developments in developing countries are implemented together with ODA donor countries. In recent years, it is considered that the procedure for public works have become more complicated due to the intermingling of the ODA projects and their own systems.

There are cases that standard on specifications, supervision/ inspection system and construction management are not properly prepared, and some of these countries are facing complex issues such as quality control, schedule and safety management in construction works.

Therefore, it is necessary for current and future executive officers who are in charge of project management on infrastructure development in the central / local governments or government-affiliated organizations, to be able to improve issues systematically in order to apply to the needs or to a certain standard.

## **For what?**

Participants are expected to learn management skills on planning and evaluation of public works to be able to set up the strategies or ideas for promoting their projects effectively.

## **For whom?**

This program is designed for current and future executive officials in charge of public works management at the central / local governments, or relevant public organizations in the target countries.

## **How?**

This program consists of common subjects for all participants. It covers broad management skills on planning and evaluation. Each participant is requested to review the conditions and problems in their organization described in their Job Report at the beginning of the program. By the end of the program, they shall prepare a brief Action Plan utilizing the knowledge and technology learned through this program. (Due to prevent the COVID-19 pandemic, this program is going to be held as the online.)

## ***II. Description***

**1. Title (J-No.):**

Project Management in Infrastructure Development for Civil Engineers  
(202107873-J001)

**2. Program Period**

1<sup>st</sup> Part: from October 5<sup>th</sup> to 28<sup>th</sup>, 2022

2<sup>nd</sup> Part: from November 7<sup>th</sup> to December 1<sup>st</sup>, 2022

※For the completion of the program, all participants are requested to attend both 1<sup>st</sup> and 2<sup>nd</sup> part of the Program.

**3. Target Regions or Countries**

Brazil, Burundi, Cambodia, Egypt, Fiji, Nepal, India, Solomon, Somalia, Peru, Vietnam

**4. Eligible / Target Organization**

This program is designed for the central / local government or government affiliated organizations in charge of public works.

**5. Program Capacity (Upper limit of Participants):**

Eleven (11) participants (At least One (1) participant from each country)

**6. Language to be used in this program:**

English

**7. Program Objective:**

The aim of this program is to provide the introduction of project management skills on supervision, inspection, evaluation and accountability so that the participants can create strategies or ideas to promote their projects more effectively.

**8. Overall Goal:**

Executive officers and/or their future candidates who belong to the central / local government or governmental affiliated organizations draw up effective social systems and policies for project managements on infrastructure development.

**9. Expected Module Output and Contents:**

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

<b>(1) Preliminary Program (September 2022 )</b>	
Participants make required preparation for the Program.	
Expected Output	Activities
Job Report	<p>Make a Job Report, describing the participant’s present situation and issues in project management, which they are engaged in.</p> <p>The details are in 5. of III, and VI. Annex.</p>

<b>(2) Online Program</b>		
<b>1<sup>st</sup> part; from October 5<sup>th</sup> to 28<sup>th</sup> , 2022</b>		
<b>2<sup>nd</sup> Part; from November 7<sup>th</sup> to December 1<sup>st</sup> , 2022</b>		
Participants dispatched by their organizations attend the Program through Internet environment. This program is mainly consisting of lectures (Video or Online)		
Expected Module Output	Subjects/Agendas	Methodology
1) To learn the infrastructure development of Japan and study various aspects of project management in public works including project evaluation, information-technology application, wastes-recycling, role of civil engineer etc.	The details are as below.	Video or Online Lecture
2) To learn about contract system and quality control of construction works in Japan, including the type of contracts and their characteristics, supervision, inspection, and standard specifications.	The details are as below.	Video or Online Lecture
3) To learn about the process to obtain the support and agreement of citizens through accountability in infrastructure development.	The details are as below.	Video or Online Lecture

4) To learn introduction of site management including quality control, schedule control, safety control.	The details are as below.	Video or Online Lecture
5) To draw up a brief action plan.	The details are as below.	Online

<Tentative schedule of the Online program>

**1<sup>st</sup> Part; 5<sup>th</sup> - 28<sup>th</sup> October 2022**

1 <sup>st</sup> Week	5 <sup>th</sup> Oct.-	<ul style="list-style-type: none"><li>▪ Briefing</li><li>▪ Program orientation</li><li>▪ Online Job Report presentation</li></ul>
2 <sup>nd</sup> - 4 <sup>th</sup> Week	10 <sup>th</sup> Oct.-	<ul style="list-style-type: none"><li>▪ On-demand Video Lectures and Online Lectures &amp; E-mail or Online base Question and Answer Session</li></ul>
4 <sup>th</sup> Week	24 <sup>th</sup> Oct.-	<ul style="list-style-type: none"><li>▪ On-demand Video Lectures and Online Lectures &amp; E-mail or Online base Question and Answer Session</li></ul>

**2<sup>nd</sup> Part; 7<sup>th</sup> November – 1<sup>st</sup> December 2022**

1 <sup>st</sup> Week	7 <sup>th</sup> November.	<ul style="list-style-type: none"><li>▪ Briefing</li><li>▪ On-demand Video Lectures and Online Lectures &amp; E-mail or Online base Question and Answer Session</li><li>▪ Starting to prepare the Action Plan</li></ul>
2 <sup>nd</sup> -3 <sup>rd</sup> Week	14 <sup>th</sup> November.	<ul style="list-style-type: none"><li>▪ On-demand Video Lectures and Online Lectures &amp; E-mail or Online base Question and Answer Session</li><li>▪ Preparation of the Action Plan</li></ul>
3 <sup>rd</sup> Week	28 <sup>th</sup> November.	<ul style="list-style-type: none"><li>▪ Action Plan Preparation(Output 5)</li><li>▪ Online Action Plan Discussion(Output 5)</li></ul>

※IMPORTANT Notice

This program consists of TWO Part, and all participants are REQUIRED to attend BOTH parts of the program.

## <Tentative list of lectures>

### (1) Project Management: (Module Output 1)

- Construction Industry in Japan
- MLIT\* & Infrastructure Development
- Project Evaluation System by MLIT
- Productivity Improvement on Construction Work by CIM
- Intensive Use of Site Management Information
- Construction Recycling
- Land Acquisition in Public Works
- Land Expropriation System
- Change in Social Roles of Civil Engineers & Ethics
- Activities of JSCE (Code of Ethics and CPD)

\* MLIT : Ministry of Land Infrastructure, Transport and Tourism

### (2) Contracting System and Quality Control (Module Output 2):

- Outline of Bidding and Contracting System in Public Works
- International Standard in Construction Industry
- Bidding and Contracting Method in International Market
- Methodology of Project Planning & Evaluation
- Technical Cooperation & Grant Aid by JICA
- Loan Assistance Program by JICA
- Practical Project Supervision
- Quality Control of Respective Construction Technology

### (3) Accountability: (Module Output 3):

- Idea & Method of Social Consensus

### (4) Site Management: (Module Output 4):

- Construction Planning
- Quality Control

(5) Action Plan (Module Output 5):

- Create a brief Action plan
- Discussion on proposed Action plan

Note:

The topic of the Action plan will be shared and explained at the beginning of the program. The action plan will be shared among other participants through the presentation session at the end of the program.

An online discussion program will be set up during the program.

### ***III. Conditions and Procedures for Application***

#### **1. Expectations from the Participating 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 a Civil Engineer or a Researcher in a central or local government office (except ones in charge of building and housing works), and, be a Senior Officer or a Prospective Senior Officer in the office which deals with policy planning of project management and the implementation of projects themselves.
- 2) Experience in the relevant field: have at least two (2) years' experience in the execution of heavy infrastructure works (roads, rivers, ports, dams, etc.)
- 3) Educational Background: be a graduate of university or equivalent in the field of civil engineering.
- 4) Age: around forty (40) years old (This program provides basic project management.).
- 5) Language: be proficient in spoken and written English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.
- 6) Health: must be in good health, both physically and mentally, to participate in the program

##### **(2) Recommendable Qualifications**

- 1) Computer skills: enough skills to make their own reports and presentations (by using applications such as Microsoft Word, Excel and Power Point) and the ability to use web-based tools (such as Zoom, Google applications) are desirable.  
(There is no qualification of Internet environment and hardware for

taking this program. JICA will provide necessary support to participants, if necessary.)

- 2) Gender Consideration: JICA is promoting Gender equality. All genders are encouraged to apply to this program.

### **3. Required Documents for Application**

#### **(1) Application Form:**

The Application Form is available at **the JICA office (or the Embassy of Japan)**. \*The application form SHOULD BE TYPE-WRITTEN in ENGLISH.

#### **(2) Photocopy of passport or ID:**

Photocopy should include Name, Date of Birth, Nationality, Sex, Passport number (or ID number) and Expiry date.

#### **(3) Others:**

If the applicant has any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach a copy to the application form.

### **4. Procedures for Application and Selection :**

#### **(1) Submission of the Application Documents:**

Closing date for applications to the JICA Yokohama International Center in JAPAN:

**August 19<sup>th</sup>, 2022**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of each country to meet the final date in Japan.**

#### **(2) Selection:**

After receiving the documents through proper channels from each government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant

information in a comprehensive manner.

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 31<sup>st</sup>, 2022.**

**5. Document(s) to be submitted by accepted candidates:**

**Job Report:** to be submitted by **September 20<sup>th</sup>, 2022:**

Before beginning of this program, only accepted candidates are required to prepare a Job Report (detailed information is provided in the ANNEX "Job Report"). The Job Report should be sent to JICA by September 20<sup>th</sup>, 2022 preferably by e-mail to [yicct1@jica.go.jp](mailto:yicct1@jica.go.jp) with the subject "PROJECT MANAGEMENT IN INFRASTRUCTURE DEVELOPMENT FOR CIVIL ENGINEERS (202003186-J001) Job Report"

**6. Conditions for Attendance:**

- (1)** To strictly adhere to the program schedule.
- (2)** NOT to change the program topics.
- (3)** NOT to record or share the online contents without permission.

## **IV. Administrative Arrangements**

### **1. Organizer:**

JICA Yokohama Centre

Contact: Ms. Motoko KATAYAMA ([Katayama.Motoko@jica.go.jp](mailto:Katayama.Motoko@jica.go.jp) ,  
[yictt1@jica.go.jp](mailto:yictt1@jica.go.jp))

### **2. Implementing Partner:**

#### **(1) Ministry of Land, Infrastructure, Transport and Tourism (MLIT)**

MLIT implements comprehensive national land administration that aims to foster a healthy and rich-in-culture living environment, and the balanced development of land by the appropriate utilization of land, thus to contribute to the establishment of comfortable local communities.  
(<http://www.mlit.go.jp/english/>)

#### **(2) Infrastructure Development Institute (IDI)**

Since its establishment in 1956, Infrastructure Development Institute (IDI) has carried out activities and been engaged in projects to contribute to international understanding in the construction field, to promote economic and technological cooperation in developing regions, and to developing, operating and maintaining infrastructure for sustainable development of international society and the betterment of peoples' daily lives. IDI works in the following areas as a non-profit organization, which has a close relation with the Ministry of Land, Infrastructure, Transport and Tourism (MLIT).

- a. International Cooperation
- b. International Exchanges of Construction technology and Information
- c. Supporting Internationalization
- d. Project Identification and Formulation

Since 1969, IDI has been accepting more than 400 overseas participants from about 50 countries through various programs conducted by JICA.  
(<http://www.idi.or.jp/en/>)

### **3. Place of Attendance and Internet connection**

This program is conducted online. Therefore, the network connection is of extreme importance. Please contact the respective country's JICA office and decide the place for attending this program. Also, please take into account the Internet environment and available hardware. JICA will provide necessary

support regarding the Internet connection and hardware to all participants, if necessary.

**4. Expenses:**

Depending on the situation in the participant's country, the following expenses may be provided to the participants by JICA: Daily Allowances, Accommodation fees, or Transportation fees, etc.

## ***V. Other Information***

### **1. On-demand and Online Tools expected to use in the program:**

#### **(1) Zoom:**

##### **Main Use:**

An application developed to hold online seminars (Webinars) and meetings using a computer or smartphone.

##### **Preparation:**

Zoom can be used with camera, speaker, and microphone built into PC and smartphone. However, it is preferable to use a headset because the built-in microphone easily picks up noise and environmental sounds and causes howling.

Download and install the free Zoom application from the website.

##### **Information:**

Check the following website which provides videos about how to use Zoom.

<https://support.zoom.us/hc/en-us>

#### **(2) Google Applications (G Suite)**

**Main Use:** For achieving the progress of this program, as well as sharing documents and tasks.

##### **Preparation:**

Please Install Google Chrome in the PC which will be used through this program.

#### **(3) YouTube**

**Main Use:** For participating the on-demand Video lectures on the WEB.

### **2. Response to the time difference during the online program:**

Some Webinars or discussions will be conducted live during the program for having bilateral communications between lecturers and participants, under conditions as below;

#### **(1) Time:**

All participants will be connected online simultaneously in different time zones. There are possibilities that these online program will be set at early morning (around 6 or 7 AM) or in the evening (around 7 or 8 PM) in some time zones.

**(2) Schedule**

The fixed schedule will be shared to the accepted candidates with the Notice of Acceptance.

## **VI. ANNEX:**

### NECESSARY CONTENTS OF A JOB REPORT

**All participants** are required to prepare **a Job Report** providing information on the following subjects which they are currently engaged in. The report should be typewritten in English **on PowerPoint with format that shared from JICA** including the contents below. The format will be shared with the Notice of Acceptance.

1. Your full name and the name you go by in short. The name of your country, your present organization and your position in it.
2. Your simple business career after the graduation of the university until present.
3. Your present organization:
  - (1) The name, e-mail address, postal address, phone number and facsimile number of your office.
  - (2) The objectives of the organization, your position in it and your daily work, etc.
4. Problems in project management around you:
  - (1) If there are any problematic cases of project management which have stopped progressing or are taking inordinate lengths of time to complete, please provide your opinions on causes and countermeasures.
  - (2) Please describe in outline the most impressive past and present infrastructure projects in which your proposals or efforts was successfully conducted, if any.
5. Present project management conditions in your country:
  - (1) What are the commonly used bidding and contracting systems or methods?
  - (2) Do you have any project evaluation systems or methods?
  - (3) What is the most serious problem in the field of site management (schedule control, quality control, safety control, etc.) and why?
  - (4) You should include something related with project management in your country which is proud of, and it should be shared among participants.

<NOTE>

- Each participant SHOULD prepare their own Job Report, based on their present situation.

- The content of the Job Report SHOULD NOT be only general information on each country.
- Be particular to the experiences and opinions of each participant.

## ***For Your Reference***

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that

cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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 Yokohama International Center (JICA YOKOHAMA)**  
**Address: 2-3-1 Shinko, Naka-ku, Yokohama 231-0001, Japan**  
TEL: +81-45-663-3253 FAX: +81-45-663-3265