

August 2021

JICA Knowledge Co-Creation Program (Long-Term)

General Information on SDGs Global Leader Program JFY2022

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

Each country may have its own schedule and/or qualifications for the program. The additional information is listed on the separated paper.

1. Background

In order to achieve SDGs, there is growing needs for developing human resources that will contribute to appropriate policy decision and its implementation for tackling development issues in respective fields. In light of this, JICA offers a new program to enhance the capacity of mid-career public officials, academic researchers and other relevant individuals, who are expected to contribute to the socio-economic development of respective countries. The program will provide participants with a special program on Japanese development experiences as well as a degree program (Master/PhD) in a Japanese university.

2. Program Outline

1	Objectives	- to foster young or mid-career personnel who contribute to tackling challenges in respective fields through political decision and implementation, and maintain long-term good relationship between Africa and Japan.
2	Language	English
3	Duration(Standard Timetable)	<p><u>September, 2022 – August, 2025 (basically)</u></p> <ul style="list-style-type: none"> - 6 months as a research student if necessary (See page 7) - In principle, 2 years for Master's Program or 3 years for Ph.D. Program (It depends on each program offered by universities) <p>[NOTES]</p> <ul style="list-style-type: none"> - Participants may not be able to arrive in Japan by September 2022, depending on the situation of the pandemic. In such case, the participants are requested to start the program through online basis from their respective countries or enrollment will be postponed until participants are allowed to come to Japan in case the university does not provide online lectures.
4	Eligible Countries	All 49 Sub-Saharan African countries
5	Eligible Applicants	<ul style="list-style-type: none"> - Young or middle Government officials or academics who wish to contribute policy formulation or implementation for tackling political and developmental issues, mainly in the fields of public policy/administration and economics. (Applicants from the private sector are not eligible to apply)
6	Relationship with the Military / the Ministry of Defense	<ul style="list-style-type: none"> - 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. - If your organization and/or your status is related to the Military or the Ministry of Defense (see the details below), it is requested to inform your status on the application form. <p>A) the Military, an active military personnel or a military personnel listed in the muster roll/military register</p> <p>B) 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</p>

		<p>C) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense</p> <p>D) an civilian organization but with military personnel or a military division within the organization</p> <p>E) 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</p>
7	Additional Program	<ul style="list-style-type: none"> - Participants who wish to participate in “Additional Program” are provided with opportunities such as the networking fair with Japanese companies, internship at Japanese companies/organizations and Japanese language seminar, etc. - Participants have an opportunity to join in Japan Development Studies Program (JICA-DSP). The program aims to know about Japan’s modernization and development experiences and its wisdom after World War II.
8	Qualifications and Requirements	Applicants must satisfy the following requirements:
	(1) Nationality	Citizens of one of the 49 Sub-Saharan African countries
	(2) Age	Less than 40 years of age (as of April 1 st , 2022)
	(3) Educational background	<ul style="list-style-type: none"> - Bachelor’s degree for Master’s degree course (equivalent to at least 16 years of academic background) - Master’s degree for Doctor’s degree course (equivalent to at least 18 years of academic background) <p>For more information, please check the website of the Universities.</p>
	(4) Working experience/ status	<p>Applicants are required:</p> <ul style="list-style-type: none"> - to have more than 6 months working experience at their current organizations, and - to obtain permission for application and securing reinstatement from their current organizations.
	(5) English language Proficiency	<ul style="list-style-type: none"> - Adequate English skills both in written and oral communication to complete the Master’s or Doctor’s course such as; TOEFL iBT :80 / CEFR :B2 (estimated score) <p>*The required level of English for admission may differ according to university</p>
(6) Others	<p>Applicants must:</p> <ul style="list-style-type: none"> - be in good health condition to complete the program, - not receive or plan to receive a scholarship offered by other organizations, and - attend the activities on the weekends once or twice par year in unavoidable circumstances. 	

3.Procedures and Required Documents for Application

Application procedures are described below.

(1) Procedures for Applicants

For the applicants who apply for FY2022, in principle, application procedures will start by JICA overseas offices’ contact with the respective countries’ governments and the other relevant organizations to provide detailed information of the program.

(2) Required Documents for Application for All Applicants

Each applicant is required to submit the following JICA’s Application Documents by the

deadline set by JICA office in the applicants' country except for Health certificate listed below (6). The applicants who pass the 3rd Selection are required to check necessary application documents set by the university where they can apply. After receiving application documents from university, the applicants need to submit them directly to the university by the deadline set by the university.

JICA's Application Documents

- (1) Application Form 【1-(1)】 consists of:
 - Personal Information
 - Declaration of desired university placement
 - Education Background
 - Present Organization and Nomination
 - Work Experience
 - Medical History
 - Declaration
 - Check List
 - Details of Current and Previous Work (Annex 1)
 - Career Plan after Graduation (Annex 2)
 - Research Plan (Annex 3)
 - Score of English examination (if you have)
- (2) Undergraduate degree graduation certificate that is officially certified.
 - * A copy of "Officially certified copies of the original" is acceptable
 - * Written in English or accompanied with official translation
- (3) Academic transcript
 - * Must contain all the grades earned in the university.
 - * A copy of "Officially certified copies of the original" is acceptable
 - * Written in English or accompanied with official translation
- (4) A copy of Valid Passport with photo (for checking nationality, name, sex, and date of birth). Valid National ID and birth certificate are acceptable if you do not have Passport. Certified English translation must be attached if ID is not written in English, French, Portuguese or Spanish)
- (5) 2 ID Photos (4 cm×3 cm) pasted on application form (Original and copy).
- (6) Health certificate to be submitted after the 4th Selection

(3) Necessity for Official Certificate of English score

Many universities require official certificate of English score (ex. TOEFL, IELTS, TOEIC) at the 4th selection. For this reason, the applicants who pass the 2nd Selection may need to have a valid score before the application's deadline of the desired university.

For the applicants who pass the 2nd Selection and do not have a valid score can take the examination only in case be required official certificate from the desired university. However, in such case the applicants must take the examination by themselves and JICA pay necessary expenses for the examination to the applicants. Subject to the schedule of examination, applicants need to pay temporarily.

If the desired university judges that the candidate possesses English proficiency equivalent to the scores above, the candidate may be qualified at the discretion of the accepting university.

(4) Withdraw of the Application

If applicants encounter the situation that needs to withdraw the application by force majeure during the selection process, the applicants need to contact with JICA office and explain the situation as soon as possible.

4. Selection Procedures

*There are no fees to be charged directly by JICA during the selection process except for English examination fee as described in 3. (3).

*Any costs incurred during the selection procedures including travel expenses, documents preparation (photos, official notification etc.) and any other personal expenses will NOT BE COVERED by JICA but should be covered by an applicant.

*The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

There are mainly following three selection processes: (A) Selection in each country, (B) Matching with Japanese universities, and (C) Selection by Japanese universities.

(A) Selection in each country

(1) 1st Selection

[Necessary Actions for Applicants for this selection]

Each applicant needs to submit JICA's Application Documents by the deadline set by JICA office in the applicants' country (basically end of September).

Period	September - October 2021 (Please check with the JICA office in the country of your nationality.)
Contents	Screening of submitted JICA's Application Documents
Objectives	To check qualifications and requirements of each applicant. To check applicants' understanding of the program objectives and working experiences/educational background in the context of the "Eligible Participants" (shown in the section 2.).
Result	Applicants who pass this selection can proceed on to the 2 nd Selection.

[NOTES]

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](#).

(2) 2nd Selection

[Necessary Actions for Applicants for this selection]

Each applicant needs to be interviewed.

Period	October - November 2021 (Please check with the JICA office in the country of your nationality.)
Contents	Interviews by JICA office, etc.
Objectives	To check applicants' capability of contributing to the achievement of the course objectives addressing Africa's development challenges after the program.
Venue	To be determined (JICA office in the country of your nationality will announce.)
Results	The applicants who pass this selection can proceed on to the 3 rd Selection.*

(B) Matching with Japanese universities (3rd Selection)

(3) 3rd Selection

Period	December 2021 - January 2022
Contents	Document screening by Japanese universities (mainly "Research Plan" of the JICA's Application Documents, the Undergraduate degree graduation certificate, and Academic transcript)
Objectives	To match applicants with university courses/supervisors
Selection	JICA will send JICA's Application Documents to the applicants' desired universities (from first choice to third choice).

	Universities will examine the documents to check if the applicant's field of study and research plan are matched with the courses/supervisors.
Result	The applicants who pass this selection can proceed on to the 4 th Selection. JICA will inform of these applicants of the name of university where the applicant can apply. The applicants then need to check and prepare university's application documents and submit them directly to the university.

(C) Selection by Japanese universities (4th Selection)

(4) 4th Selection (Final Selection)

[Necessary Actions for Applicants for this selection]

Each applicant needs to check necessary application documents set by the university where he/she can apply. Then, he/she needs to submit university's application documents directly to the university by the deadline set by the university.

During this selection process, each applicant may be interviewed depending on university's selection process.

Period	February 2022 – End of July 2022(approximately)
Contents	Screening of submitted university's application documents and interviews by Japanese universities
Objectives	To select the final candidates (to be proceeded to official approval)
Venue	If necessary, using Skype or other means for interviews
Selection	Universities will screen the applicants through submitted university's application documents and interviews.
Result	The applicants who pass this selection (and JICA adjustment if necessary) will be selected as successful candidates of the program.

[NOTES]

JICA may adjust the number of candidates after the 4th Selection based on a balance of the number of candidates from each country. Therefore, some of the applicants who pass the 4th Selection may not be selected as successful candidates of the program.

(5) Approval of the Successful Candidates

Successful candidates who pass the 4th Selection (and JICA adjustment if necessary) must be officially approved as participants of the program by the Steering Committee/the respective government and JICA. Each approved participant's status as "officially dispatched student" should be endorsed by their home countries' governments.

[NOTES]

Research students are part-time students who utilize their time to prepare for the entrance examination for a Master's/Doctor's courses in Japan. Research students are able to join lectures, receive instruction from professors and make use of university facilities. The period for being a research student is limited to six (6) months. Participants as research students are requested to study hard and take examinations for the Master's course within six (6) months. If failed, they have to return to their home country immediately.

5. Expenses to Be Borne / Not to Be Borne by JICA

JICA will provide the following expenses for participant of the program that is equivalent to similar JICA schemes.

- Tuition at Japanese university Master's Degree programs (and research student).
 - Allowances for living expenses, outfit, shipping etc. See the box below for more details.
 - A round-trip airfare
- Other costs should be covered by the participants' organizations or other individuals.

*Participants are not allowed to work while their stay in Japan.

*To invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedures in Japan by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. If the participants wish to invite families, JICA strongly recommend doing so AFTER 6 MONTHS upon arrival in Japan at the earliest.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	Every semester
Living Allowance	JPY 143,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance	JPY106,000	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 360,000 per year)	

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

**The grant which support your research, such as purchase of books or necessary equipment, participation fees for academic conference, research trips, etc. can be provided via your university. Maximum amount of grant is 30,000 yen per month (360,000 yen per year), and can be disbursed with the approval of your supervisor.

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

- (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 in the 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

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

6. Conditions for Participation

The participants are required

- (1) to strictly observe the course schedule,
- (2) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (3) not to engage in political activities, or any form of employment for profit,
- (4) 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.

(5) not to drive a car or motorbike, regardless of an international driving license possessed,

(6) to observe the rules and regulations at the place of the participants' accommodation

7. JICA's Policies

(A) Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

(B) Copyright Policy

Participants of SDGs Global leader program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.

(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.

(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for SDGs global leader program

- (1) The copyright on a work that a participant prepares for SDGs global leader program shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for SDGs global leader program's participants shall comply with the purposes and scopes approved by each copyright holder.

(C) Compliance Policy

1. JICA shall improve the transparency and fairness of its operations and financial activities in order to secure public trust.
2. JICA shall contribute to the sound development of the international economic community through development assistance in order to secure the trust of the international community.
3. JICA shall meet the needs of developing regions and swiftly and flexibly provide quality service.
4. JICA shall consider natural and social environments when conducting its operations.
5. JICA shall communicate well with various levels of society and maintain an organizational culture of transparency.

*Please refer to JICA website below regarding the detailed JICA's Compliance.

https://www.jica.go.jp/english/our_work/compliance/index.html

