

August 2017

**JICA Knowledge Co-Creation Program  
(Long-Term)  
2017-2018**

**General Information for All Applicants  
on  
Pacific Leaders' Educational Assistance  
for  
Development of State  
(Pacific-LEADS)  
3<sup>rd</sup> Batch**

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 May 2015, the Japanese government hosted the 7th Pacific Islands Leaders Meeting (PALM7), where the Leaders of Japan and Pacific Islands Countries agreed to enhance cooperation with a central focus on the following areas: (1) disaster risk reduction; (2) climate change; (3) the environment; (4) people-to-people exchanges; (5) sustainable development (including human resource development); (6) oceans, maritime issues, and fisheries; and (7) trade, investment, and tourism.

With regard to sustainable development, Japanese Prime Minister Abe announced the launch of a new program entitled the Pacific Leaders' Educational Assistance for Development of State (Pacific-LEADS) in recognition of the importance of fostering upcoming generations, who will play a key role in creating the future of these countries.

## 2. Objectives

Pacific-LEADS aims to foster young leaders who play vital roles towards the resolution of development challenges in Pacific Islands Countries, as well as to further strengthen the relationships between their countries and Japan.

## 3. Program Outline

- (1) Program Title  
**Pacific Leaders' Educational Assistance for Development of States (Pacific-LEADS)**
- (2) Language of the Program: **English**

## 4. Duration

<p><b>(1) Overall Program</b></p>	<p><u>August 2015 –March 2021 ( total 5 and half years )</u></p> <p>Participants will study in Japan for the maximum period of 2 and half years. Participants will arrive in Japan in August each year from 2016 to 2018.</p>
<p><b>(2) 3rd Batch participant group's stay in Japan</b></p>	<p>Standard Timetable</p> <p><u>August 2018–March 2021</u></p> <ul style="list-style-type: none"> <li>- 6 Months as a research student if necessary (See page 7)</li> <li>- 1 or 2 years as a master's student</li> <li>- About 2-week internship at public or private entities in Japan during summer break for all participants.</li> </ul>

## 5. Number of Participants

JICA will accept approximately 100 participants. Following are the allocated numbers of participants per batch. This number is subject to change due to budgetary conditions.

Year	Batch	Number of Participants
2016	1st Batch	41 Participants
2017	2nd Batch	41 Participants (tentative)
2018	3rd Batch	33 Participants (plan)

## 6. Target Countries

14 Pacific Islands Countries (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu)

## 7. Target Participants

Main target participants are government officials/civil servants of the target countries. In some cases, persons from the private sectors and educators are also considered.

## 8. Fields of Study at Japanese Universities

In this program, participants will be accepted in any of the master's courses at Japanese universities listed in Annex 3.

Proposed research topics must be relevant to the program objectives to foster potential contributors to solve the development agendas of Pacific Island Countries, namely disaster risk reduction; climate change; the environment; sustainable development; oceans, maritime issues, and fisheries; trade, investment, and tourism; and economic policy.

## 9. Internship at Japanese Government Organizations

All participants are expected to participate in internship program at public and private entities about 2 weeks during summer break. JICA will prepare the contents and schedule of the internship in close consultation with the Participants and host organizations.

Internship programs are carried out in English. In principle, no reward or compensation should be paid to the participants or host organizations.

## 10. Qualifications and Requirements

Applicants must satisfy the following requirements:

<b>(1) Nationality</b>	- Citizen in any of the 14 Pacific Islands Countries (See 6.)
<b>(2) Age</b>	- Between 22 and 39 years of age (as of April 1 <sup>st</sup> , 2018 for the 3 <sup>rd</sup> Batch participants) in principle
<b>(3) Education</b>	- Bachelor's degree

<b>(4) Permission by the current organization</b>	Applicants are required: <ul style="list-style-type: none"> <li>- to obtain permission for application and to secure reinstatement from their current organizations.</li> </ul>
<b>(5) English - language Proficiency</b>	<ul style="list-style-type: none"> <li>- Adequate English skills both in written and oral communication to complete the master's course.</li> </ul>
<b>(6) Understanding of the Program</b>	<ul style="list-style-type: none"> <li>- Applicants are required to have clear understanding of the objectives of the Pacific-LEADS, and to have a strong will to contribute to resolving development issues in their home countries while strengthening ties with Japan after returning to their countries.</li> </ul>
<b>(7) Others</b>	Applicants must: <ul style="list-style-type: none"> <li>- be in good health condition to complete the program,</li> <li>- not receive nor plan to receive another scholarship during the program,</li> <li>- attend the activities on the weekends in unavoidable circumstances (ex. official exam)</li> </ul>

## 11. Procedures and Required Documents for Application

Each applicant is required to submit the following documents by the deadline set by JICA office in the applicants' country except for (7) which are to be submitted after 4<sup>th</sup> selection (See 16.) or official approval.

<b>Application Documents</b>	<p>(1) Application Form (Annex 2) consists of:</p> <ul style="list-style-type: none"> <li>▪ Personal Information</li> <li>▪ Education Background</li> <li>▪ Work Experiences</li> <li>▪ Details of Current and Previous Employment</li> <li>▪ Career Plan after Graduation</li> <li>▪ Declaration of desired university placement: from 1<sup>st</sup> to 2<sup>nd</sup> choice (Complete Section 1. of the form with reference to Annex 3)</li> <li>▪ Research plan</li> <li>▪ Consent for joining this program from current employer /organization</li> </ul> <p>(2) Undergraduate degree graduation certificate. * Officially certified copies of the original * Written in English or accompanied with official translation</p> <p>(3) Academic transcript * Must contain all the grades earned in the university. * Officially certified copies of the original * Written in English or accompanied with official translation</p> <p>(4) A copy of Passport with photo (for checking nationality, name, sex, and date of birth). National ID and birth certificate are acceptable if you do not have Passport. Certified English translation must be attached if ID</p>
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	<p>is not written in English)</p> <p>(5) 1 ID Photo (4 cm × 3 cm ) pasted on application form (Original and copy) and another 6 same photos.</p> <p>(6) Check List (Annex 4)</p> <p>(7) Health certificate to be submitted after the 4<sup>th</sup> Selection</p>
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Annex 1. Guidelines for the Application Form

Annex 2. Application Form

Annex 3. List of Universities

Annex 4. Check List (List of Application Documents to be submitted)

Annex 5. List of Categories, Areas, Disciplines and Research Fields

Every applicant is strongly recommended to contact professors about your research plan before submitting the application documents to avoid mismatch of research field. When you contact, be sure to follow this below;

- Title: Please state “Inquiry about Pacific-LEADS Program”
- Body: Please state your name, country and that you are an applicant of Pacific-LEADS Program

Please note that you can only contact university/professor during the application period. Delayed message cannot be accepted.

## 12. Application Period (3rd Batch)

August 2017 to October 2017 (Details are to be confirmed.)

## 13. Selection Procedures (3rd Batch)

- \* There are no fees to be charged directly by JICA/Asia SEED during the selection process.
- \* Any costs incurred during the selection procedures including travel expenses to selection venues will NOT BE COVERED by JICA in principle.
- \* The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

### (1) Screening of Submitted Application Documents

Submitted application documents are to be screened in accordance with the Qualifications and Requirements specified on Page 3-4.

### (2) 1<sup>st</sup> Selection

Period	November 2017- December 2017 (to be confirmed)
Contents	Written examinations for English (TOEFL ITP) and mathematics
Objectives	To assess applicant’s basic knowledge of English and Mathematics
Venue	To be determined
Results	The results will be provided to the Japanese universities as a reference for their decisions in the 3 <sup>rd</sup> Selection process (see below). Low scores may result

	in disqualification at the 1 <sup>st</sup> selection.
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### (3) 2<sup>nd</sup> Selection

Period	November 2017 – December 2017 (to be confirmed)
Contents	Interviews by JICA
Objectives	To check applicants' understanding of the program objectives and to select the candidates who proceed to the selection process by Japanese universities.
Venue	To be determined
Results	Applicants who do not have a clear understanding of the objectives of the program may be disqualified at the 2 <sup>nd</sup> selection.

### (4) 3<sup>rd</sup> Selection

Period	January 2018 - February 2018 (to be confirmed)
Contents	Document screening by Japanese universities (mainly "Research plan" of the Application documents and the results of the written examinations for English and mathematics at the 1 <sup>st</sup> Selection.
Objectives	To match applicants with university supervisors
Selection and Result	JICA will send application documents with the results of the English and mathematics examinations to the applicants' first-choice Japanese universities, in principle. Universities will then examine the documents to match applicants with the courses /supervisors.

### (5) 4<sup>th</sup> Selection (Final Selection)

Period	March 2018 - May 2018 (to be confirmed)
Contents	Interviews by Japanese universities (via video or web conference system)
Objectives	To select the final candidates (to be proceeded to official approval)
Venue	To be determined
Selection and Result	Each applicant will be interviewed by video or web conference by faculty members of the Japanese university.

Note: JICA may adjust the number of candidates after the 4<sup>th</sup> selection based on the budget limitation and a balance of the number of candidates from each country.

### (6) Approval of the Successful Candidates

Successful candidates who pass the 4<sup>th</sup> Selection (and JICA Adjustment if necessary) must be officially approved as participants of the program by the respective government and JICA. In other words, each approved participant's status as "officially dispatched student" should be endorsed by their home countries' governments. At this stage, every participant is requested to submit Medical history to JICA office for formal procedures.

### (7) Research Student

Some participants will be enrolled as Research students on the basis of university's decision. Research students are those who utilize their time to prepare for the entrance examination for a master's courses. 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 6 months. Participants as research students are requested to study and take examinations for the master's course within six months. If failed, he /she has to return to his/her home country.

### **(8) Program for Human Resources Development in the Mining Sector (KIZUNA program)**

Participants who wish to study in the area of Mining, Geology, etc. may be classified as applicants of a different program 'Human Resources Development in the Mining Sector (KIZUNA program)', which is also organized by JICA, and will be screened according to the selection procedures of the KIZUNA program from 3<sup>rd</sup> Selection of Pacific-LEADS. JICA will inform you when you are classified as an applicant of the KIZUNA program.

## **14. Implementation Framework**

### **(1) Advisory Committee**

Advisory Committee consists of the representatives from the related ministries and organizations in Japan, namely the Ministry of Foreign Affairs (MOFA), the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) and JICA. The committee meeting will be held annually in Tokyo in order to monitor the progress of the entire program.

### **(2) Japanese Universities**

Japanese universities which offer the master's courses in this program will take roles in candidate selection, provision of graduate education and guidance to the participants.

## **15. Expenses To Be Borne By JICA**

JICA will provide the following expenses for participant of the program.

- 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
- Expenses for support programs during the study in Japan, including the costs of observation tours and internship

Other costs should be covered by the participants' organizations or other individuals.

\* Participants are not allowed to work while their stay in Japan except the internship of the program.

\* To invite family to Japan (spouse and children only), Participants should be responsible for all expenses, necessary procedure by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. JICA

strongly recommend inviting family AFTER 6 MONTHS upon arrival in Japan.

\*Revised in July 2017

Allowance Item	Amount of payment	Frequency
Tuition	Actual cost	Each semester
Living allowance	¥2,317~¥5,052/day	Every 2 months
Air fee	Actual cost	2 times (arrival and return)
Outfit allowance (general outfit and shipping)	¥106,000	1 time (month of first arrival)
Moving allowance	¥164,000~¥224,000	1 time (when you move to apartment)
Books	¥30,000/year	Every 2 months
Interior research	¥50,000/year	Every 2 months

## 16. 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 Pacific-LEADS 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 Pacific-LEADS

- (1) The copyright on a work that a participant prepares for Pacific-LEADS 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 Pacific-LEADS, 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](https://www.jica.go.jp/english/our_work/compliance/index.html)

## 17. Contact Information

If you have any questions, you can contact to JICA office below. If there is no JICA office in your country, please find "Contact Office" for your country in the box.

Country	Contact Office	Address, Phone number, Email
Fiji	JICA Fiji Office	Level 8 , Suva Central Building, Corner of Pratt Street & Renwick Road, Suva, Fiji (Postal Address: JICA Private Mailbag, Suva, Fiji) Tel: +679-3302522 E-mail: jicafj-recept@jica.go.jp
Kiribati		
Nauru		
Tuvalu		
Republic of the Marshall Islands	JICA/JOCV Marshall Islands Office	1st Floor, PII Complex, Delap Village, Majuro Atoll, MH 96960 REPUBLIC OF THE MARSHALL ISLANDS (Postal Address: P.O.Box F, Majuro, MH 96960, REPUBLIC OF THE MARSHALL ISLANDS) Tel:(692)625-5437/5438 E-mail:ma_oso_rep@jica.go.jp
Federated States of Micronesia	JICA Micronesia Office	2nd Floor Martin's Building Kaselehlie Street, Kolonia, Pohnpei, FM 96941, The Federated States of MICRONESIA (Postal Address: P.O.Box G, Kolonia, Pohnpei FM 96941, The Federated States of MICRONESIA) Tel: (691) 320-5350 E-mail: mn_oso_rep@jica.go.jp
Republic of Palau	JICA Palau Office	George Ngirarsaol Commercial Building, Koror, REPUBLIC OF PALAU 96940 (Postal Address: P.O.Box 6047, Koror, REPUBLIC OF PALAU 96940) Tel: (680)-488-5373 E-mail: pa_oso_rep@jica.go.jp
Papua New Guinea	JICA Papua New Guinea Office	2 <sup>nd</sup> Floor, PWC Haus, Harbour City, Port Moresby, NCD, Papua New Guinea (Postal Address: P.O.Box 1660, Port Moresby, N.C.D., PAPUA NEW GUINEA) Tel:+675-321-2677 E-mail: pn_oso_rep@jica.go.jp
Cook Islands	JICA Samoa Office	Level 3, Building B, SNPF PLAZA, Beach Road, Savalalo, Apia Samoa (Postal Address: P.O.Box No.1625, Apia, SAMOA) Tel: +685-22572 E-mail: sm_oso_rep@jica.go.jp
Niue		
Samoa		

Solomon Islands	JICA Solomon Islands Office	<p>1st Floor, Solomon Islands Mutual Center Building, Town Ground, Mendana Avenue, Honiara, SOLOMON ISLANDS          (Postal Address: P.O.Box 2046, Honiara, SOLOMON ISLANDS)          Tel: +677 24170          E-mail: si_oso_rep@jica.go.jp</p>
Kingdom of Tonga	JICA Tonga office	<p>Level 3, National Reserve Bank of Tonga Building, Salote Road, Fasi-moe-Afi, Nuku'alofa, KINGDOM OF TONGA          (Postal Address: P.O.Box 413, Nuku'alofa, KINGDOM OF TONGA)          Tel: +676-23072          E-mail: to_oso_rep@jica.go.jp</p>
Vanuatu	JICA Vanuatu Office	<p>4th Floor, Air Vanuatu Building, Rue de Paris, Port Vila, VANUATU          (Postal Address: Private Mail Bag 9005, Port Vila, VANUATU)          Tel: +678-23546          E-mail: va_oso_rep@jica.go.jp</p>

