



jica INDIA
NGO
DATABASE
USER MANUAL

CONSULTING PARTNER
*response*net

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WHAT IS JICA INDIA NGO DATABASE?

The JICA INDIA NGO database is a platform for non-governmental organisations a.k.a NGOs in India, segregated and divided through regions and sectors for search.

While implementing the cooperation activities in India, JICA has been recognising the importance of collaboration with NGOs for extending the outreach of JICA India's interventions. NGOs are playing a significant role in modern India. The number of NGOs have increased over the past two decades. They are running parallel to government organizations and supplementing the activities of the government.

It is essential for JICA India to develop an online platform to not only disseminate information but also facilitate matchmaking and partnerships between multilevel stakeholders in India and Japan for development projects.

To strengthen its function for facilitating networking and collaboration among Indian NGOs and Japanese NGOs/academic institution/companies and other multilevel stakeholders, JICA India conducted a study to identify eminent Indian NGOs with FCRA certification as one of its mandatory requirements.

The information in the database includes information on operational areas, donor associations, thematic areas etc. Furthermore, the database also provides the address, contact details like mailing address, office telephone number, and chief representative's contact details. This one-stop digital platform allows the users to find information about NGOs on the go.

BROAD OBJECTIVES

The NGO database is an online platform, created by JICA to bridge the gap between Japanese companies, academic institutions and investors and Indian non-profit organizations by identifying suitable partners and facilitating collaboration for implementation of development projects in India.

The NGO database will enable JICA India to disseminate relevant information, facilitate communications and encourage collaborations of Indian NGOs with Japanese organisations for various development projects.

HOME PAGE

The JICA NGO Database can be accessed on:

<https://jicaindiango.in>

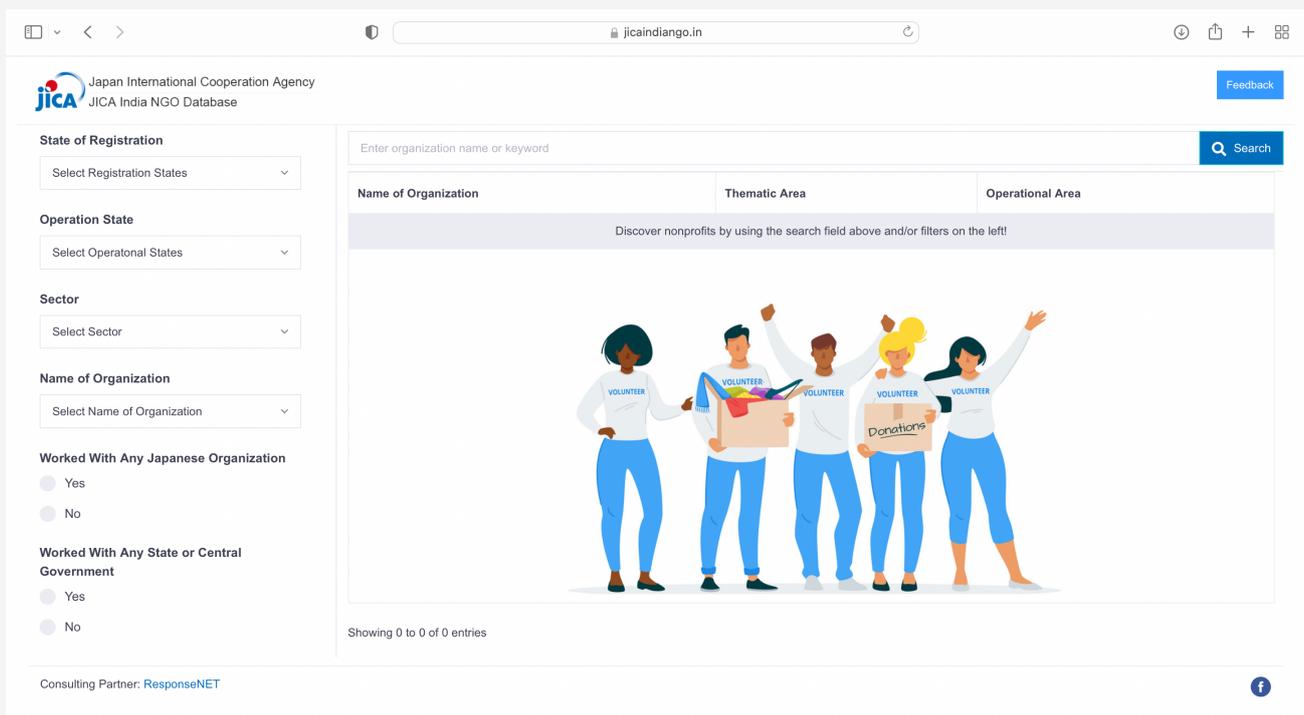
Through the above mentioned URL, the User will be directed to a page represented as below. The 'Homepage' presents the user with a series of filters to navigate their search for the desired NGO(s).

The various filter options on the Homepage have been described in detail later on in the manual.

The screenshot displays the homepage of the JICA India NGO Database. The page layout includes a search bar at the top, a navigation menu with 'Feedback' and 'Search' buttons, and a main content area with filters on the left and a search results table on the right. The filters include 'State of Registration', 'Operation State', 'Sector', 'Name of Organization', 'Worked With Any Japanese Organization', and 'Worked With Any State or Central Government'. The search results table is currently empty, showing a message: 'Discover nonprofits by using the search field above and/or filters on the left!'. Below the table is an illustration of five diverse people (three men and two women) wearing white shirts with 'VOLUNTEER' written on them, holding boxes of donations. At the bottom of the page, it says 'Showing 0 to 0 of 0 entries' and 'Consulting Partner: ResponseNET'.

HOW TO SEARCH?

The 'Search Bar' on the Homepage, allows the User to look up NGOs by typing important keywords such as operational state, sector, association with Japanese/ Indian Governments etc.

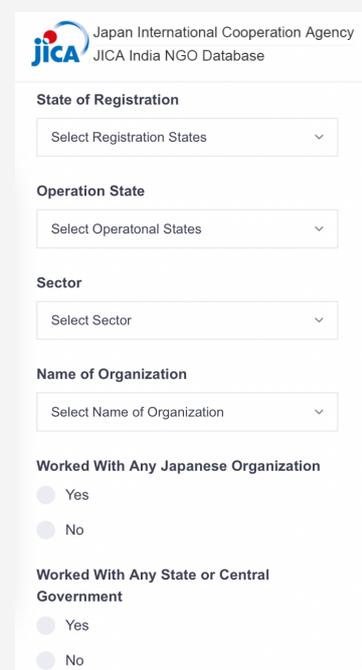


The screenshot shows the homepage of the JICA India NGO Database. The browser address bar displays 'jicaindiango.in'. The page header includes the JICA logo and the text 'Japan International Cooperation Agency JICA India NGO Database'. A 'Feedback' button is located in the top right corner. The main search area features a search bar with the placeholder text 'Enter organization name or keyword' and a 'Search' button. Below the search bar is a table with three columns: 'Name of Organization', 'Thematic Area', and 'Operational Area'. The table content is currently empty, displaying a message: 'Discover nonprofits by using the search field above and/or filters on the left!'. Below the table is an illustration of five diverse people (three men and two women) wearing white shirts with 'VOLUNTEER' written on them. They are holding a cardboard box labeled 'Donations'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries'. On the left side of the page, there are several filter sections: 'State of Registration' (dropdown menu), 'Operation State' (dropdown menu), 'Sector' (dropdown menu), 'Name of Organization' (dropdown menu), 'Worked With Any Japanese Organization' (radio buttons for Yes/No), and 'Worked With Any State or Central Government' (radio buttons for Yes/No). A 'Consulting Partner: ResponseNET' link is at the bottom left, and a Facebook icon is at the bottom right.

HOW TO SEARCH? ADVANCED SEARCH

The 'Advanced Search' section contains many filter options such as 'State of Registration', 'Sector' etc. This allows the User to navigate through the NGO list by providing more focused search categories

The User can search for NGOs by applying filter(s):



The screenshot shows the 'Advanced Search' section of the JICA India NGO Database. It features the JICA logo and the text 'Japan International Cooperation Agency JICA India NGO Database'. The filters are organized into several sections: 'State of Registration' (dropdown menu), 'Operation State' (dropdown menu), 'Sector' (dropdown menu), 'Name of Organization' (dropdown menu), 'Worked With Any Japanese Organization' (radio buttons for Yes/No), and 'Worked With Any State or Central Government' (radio buttons for Yes/No).

ADVANCED SEARCH BY AREA

The User can filter the searches according to their need, selecting the state of registration and/or operation.

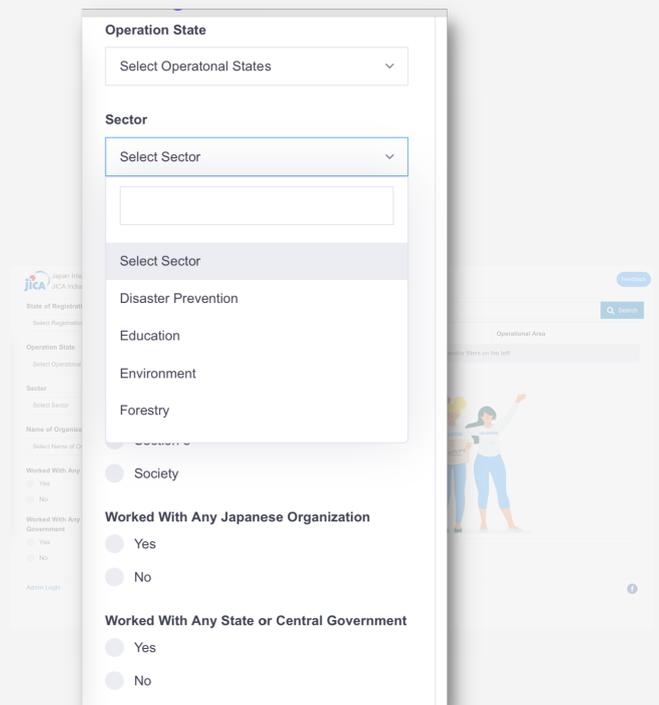
Select the state of registration of the NGO from the drop-down menu.



The screenshot shows the search filters for the JICA India NGO Database. At the top, the JICA logo and the text "Japan International Cooperation Agency JICA India NGO Database" are visible. Below this, there are two main filter sections: "State of Registration" and "Operation State". Each section contains a dropdown menu with the text "Select Registration States" and "Select Operational States" respectively, and a downward arrow icon.

ADVANCED SEARCH BY SECTOR

The User can filter the NGOs based on sector the NGOs are working in. In addition, the sectors can be selected through a drop-down list.



The screenshot shows the search filters for the JICA India NGO Database, focusing on the Sector filter. The "Sector" filter is a dropdown menu with the text "Select Sector" and a downward arrow icon. Below the dropdown, a list of sectors is displayed: "Disaster Prevention", "Education", "Environment", "Forestry", and "Society". The "Society" option is currently selected. Below the list, there are two radio button options: "Worked With Any Japanese Organization" and "Worked With Any State or Central Government", each with "Yes" and "No" sub-options. The "Yes" option for "Worked With Any Japanese Organization" is selected. At the bottom, there is an "Admin Login" link.

ADVANCED SEARCH BY ASSOCIATION

- The User can select whether the organisation has worked with any Japanese Organisations.
- The User can select whether the organisation has worked with any State or Central government.

The image shows a screenshot of a search interface. At the top, there are two filter sections: 'Filter By Zone' with radio buttons for East, West, North, and South; and 'Filter By Registration Type'. Below these, a white box contains two questions, each with 'Yes' and 'No' radio button options:

Worked With Any Japanese Organization

Yes

No

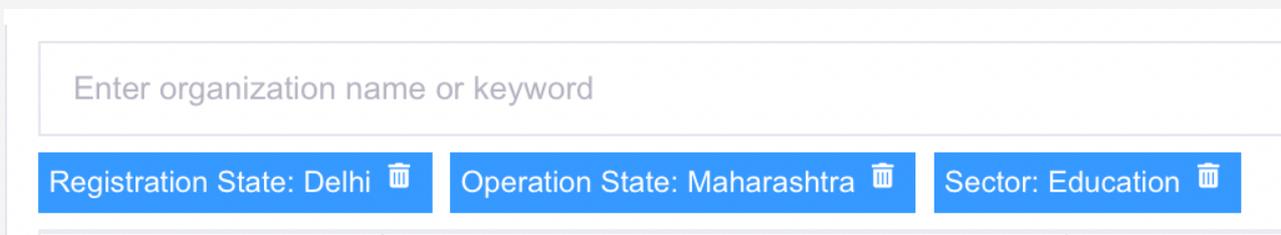
Worked With Any State or Central Government

Yes

No

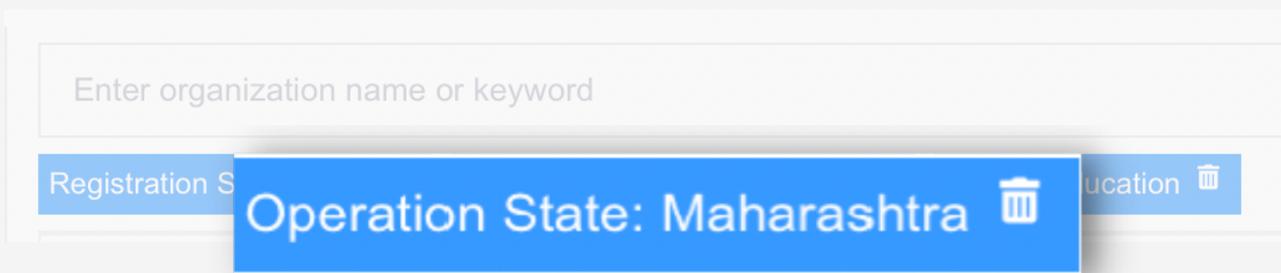
ADVANCED SEARCH APPLYING/DELETING THE FILTERS

The User can apply the filters to customise their search. Once the filters have been applied, they can be seen right below the 'Search Bar' in **blue boxes with a bin icon**.



Enter organization name or keyword

Registration State: Delhi  Operation State: Maharashtra  Sector: Education 



Enter organization name or keyword

Registration S **Operation State: Maharashtra ** ucation 

If a particular filter is not required after selection, the User can chose to delete it by clicking on the '**Bin**' icon.

Once the desired filter has been deleted, the search will refresh automatically and an updated NGO list will appear to the User.

THE DATABASE TABLE

The search or advanced search is sorted into a database table represented as below.

The database table has three main columns, namely, 'Name of Organisation', 'Thematic Area' and 'Operational Area', where NGOs information is available to the User in a single glance.

The screenshot shows the JICA India NGO Database search results page. The search criteria are: State of Registration: Assam; Search term: (empty); Registration State: Assam. The search results are displayed in a table with three columns: Name of Organization, Thematic Area, and Operational Area. The table lists 10 organizations, including Shishu Sarothi, Sanatan Unnayan Sangstha, and Indian Council For Child Welfare. The page also includes filters for Sector, Name of Organization, and whether the user has worked with Japanese or state/central government organizations.

| Name of Organization | Thematic Area | Operational Area |
|--|--|---|
| Shishu Sarothi, Centre For Rehabilitation & Training For Multiple Disability | Education, Health | Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura |
| Sanatan Unnayan Sangstha | Agriculture, Education, Health, Livelihood, Rural Development, Water Sanitation, Hygiene, Women Empowerment | Assam |
| North East Research & Social Work Networking | Disaster Prevention, Education, Health, Livelihood, Water Sanitation, Hygiene, Women Empowerment | Assam, Meghalaya |
| Indian Council For Child Welfare, Assam State Branch (ICCW) | Education, Health, Women Empowerment | Assam |
| Human Resource Development Society | Environment, Livelihood, Women Empowerment | Arunachal Pradesh, Assam |
| Human Resource Development Foundation Of South Kamrup | Agriculture, Education, Environment, Forestry, Health, Livelihood, Rural Development, Water Sanitation, Hygiene, Women Empowerment | Assam, Meghalaya |
| Gharoa | Agriculture, Education, Environment, Forestry, Health, Livelihood, Rural Development, Women Empowerment | Assam |
| Gana Chetana Samaj | Agriculture, Education, Livelihood, Rural Development, Women Empowerment | Assam |
| Committee On Socio Economic And Health Development Assam | Health | Assam |

ACTIONS

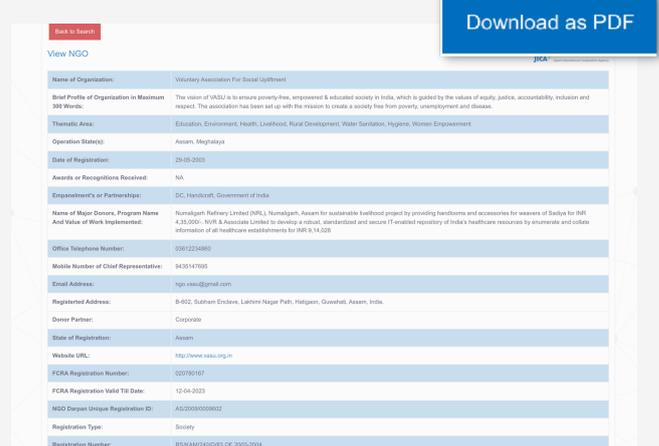
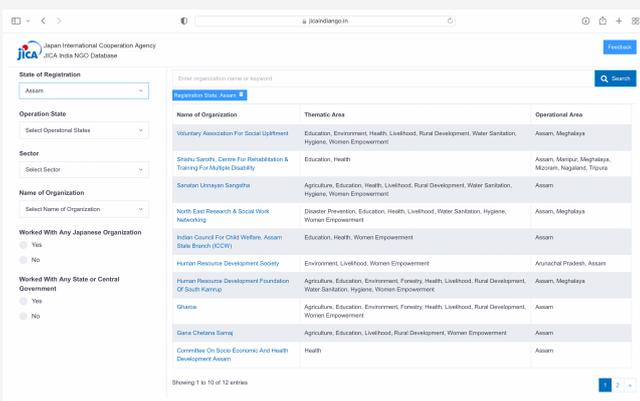
The User can take the following 'ACTIONS' the database table available on the homepage:

- View the NGO information
- Download the NGO information as PDF
- Submit a feedback

ACTIONS VIEW/DOWNLOAD

After the search is completed, the User can view or download individual NGO profile information by clicking on the name of the NGO.

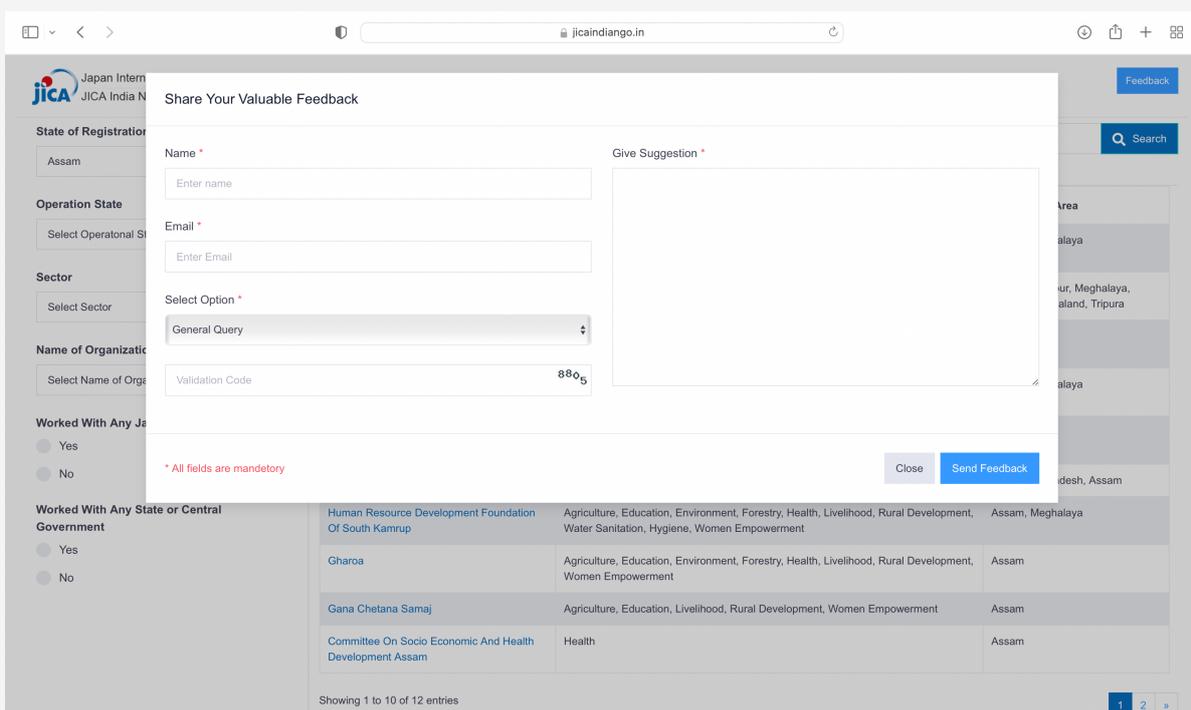
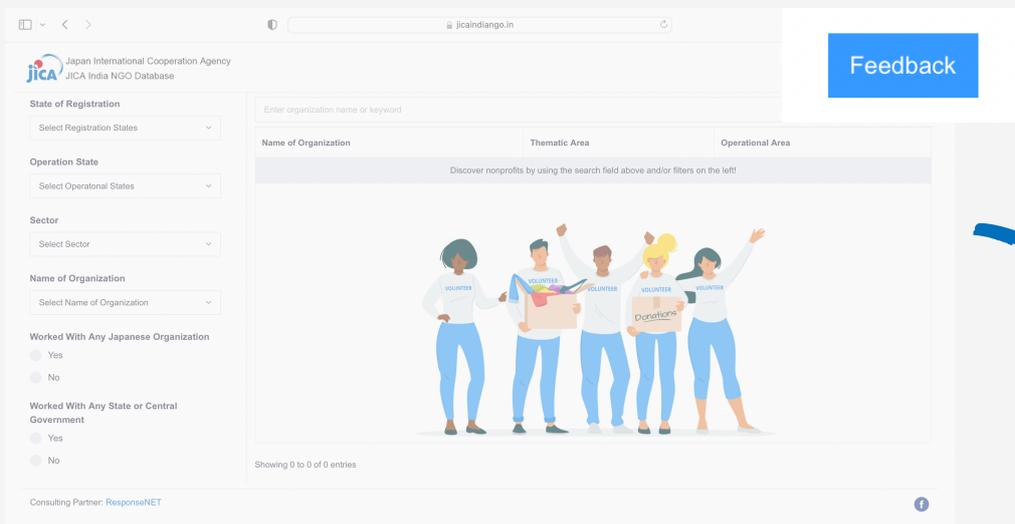
Once the User clicks on the name of the desired organisation, the NGOs profile view will open in a separate tab. This can be downloaded by clicking on the '**Download as PDF**' option that will appear in a blue box at the top-right corner of the page.



ACTIONS FEEDBACK

The User can provide feedback to the JICA NGO database Administrator by clicking on the 'Feedback' icon in blue at the top-right corner of the page

After clicking the 'feedback', the feedback page will pop-up.



ACTIONS FEEDBACK

Share Your Valuable Feedback

Name *
Enter name

Email *
Enter Email

Select Option *
General Query

Validation Code 8805

Give Suggestion *

* All fields are mandatory

Close Send Feedback

Showing 1 to 10 of 12 entries

In the box, the User can fill in the name and the email ID under the respective headings. The user can select the NGO or ‘**General Query**’ from the top down list under the ‘Select Option’ heading.” Under the ‘**Give Suggestions**’ heading, the User can type their query/feedback/suggestion and, then enter the ‘CAPTCHA’ or validation code.

All the fields are mandatory.

Once, all the fields are filed, click on the ‘**send feedback**’ option at the bottom right corner of the pop-up.

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