



Knowledge Co-Creation Program (Group and Region Focus)

# Enhancement of Startup Ecosystem in Metropolitan Area



Course Number: 202411593J001

Course Period: (Pre-online)  
(In-Japan)

Mon. June 2 - Fri. June 6, 2025  
Sun. June 22 - Sat. July 12, 2025



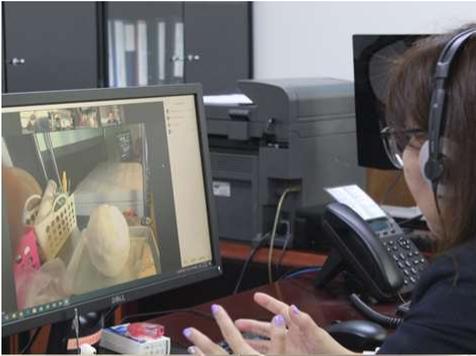
NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.  
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.  
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



# How do we develop Startup Ecosystem?

Understand the policies and measures for building and developing of startup ecosystems in Japan and the Tokyo metropolitan area to formulate and implement policies in participant's own countries, and build relationship with startup ecosystem actors and consider future collaboration.

# Outline



This program is designed for personnel of startup-related central ministries, local government, public/private incubator/accelerator/innovation hub, etc. of metropolitan area where the startup ecosystem is relatively in the middle to late growth stage.

Participants will visit and receive lectures from public/private startup ecosystem actors (central/local ministries and agencies, investors such as venture capitals (VC), incubation and acceleration facilities, research and educational institutions such as universities, companies which invest in or have business collaboration with startups, Japanese startups, etc.) and formulate an action plan while exchange information and opinions between participants.

Format: On-demand, online, face-to-face (in-Japan)

\*After completion of the online program, participants can participate in the in-Japan program.

Language: English

Course Capacity:  
10 participants (10 countries)



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated 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 foundation of mutual learning process.

# Table of contents

<b>For What?</b> .....	6
<b>To Whom?</b> .....	7
<b>When?</b> .....	8
<b>Where?</b> .....	8
<b>How?</b> .....	9
How to Learn, Language, Commitment to the SDGs .....	9
Program Structure.....	10
Program Schedule (tentative) .....	12
Management Members .....	16
<b>Voice (Past Program Alumni Comments)</b> .....	17
<b>Eligibility and Procedures</b> .....	19
1. Expectations to the Applying Organizations.....	19
2. Nominee Qualifications .....	19
3. Required Documents for Application.....	22
4. Procedures for Application and Selection .....	23
5. Additional Document(s) to Be Submitted by Accepted Candidates .....	23
6. Conditions for Participation .....	24
<b>Administrative Arrangements</b> .....	25
1. Organizer (JICA Center in Japan) .....	25
2. Implementing Partner.....	25
3. Expenses .....	25
4. Pre-departure Orientation .....	26
5. Reference.....	26
<b>For Your Reference</b> .....	27
<b>Correspondence</b> .....	29

# For What?

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## Background

Population growth and large market, social issues, possibility of DX, these factors tend to come together in developing countries. Under the situation of these factors combined, it potentially boosts technological innovation. Also, some social issues have been solved by innovative startups. Therefore, it is important to promote and to grow startups. However, the startup ecosystems which could promote and support startups, has not yet developed sufficiently in developing countries.

JICA is working on to support building and developing startup ecosystems to realize the environment in which innovative startups are continuously and autonomously created and nurtured.

This program aims participants to learn how to establish and enhance startup ecosystem and entrepreneurs, organize issues of startup ecosystem in their countries, and develop measures to strengthen startup ecosystem in their countries.

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## Objectives

- Understand the policies and measures for building and developing startup ecosystems in Japan and the Tokyo metropolitan area comparing the startup ecosystems of other major cities in Japan, and while exchanging information with its actors, be able to formulate and implement policies and measures that suit to their own countries and cities.
- Build relationships with Japanese actors and consider future collaboration.
- Formulate an action plan to enhance startup ecosystem for achieving above objectives.



# To Whom?

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## Job Areas and Organizations

This program is designed for;

- central ministries and agencies (such as Ministry of Industry or Innovation) or local government related to startups,
- public or private incubators/ accelerators/hub,
- industry associations,
- universities in charge of supporting entrepreneurs or promotion of startup ecosystems,
- startups, etc.

which is located or operating in the metropolitan area where the startup ecosystem is relatively in the middle to late growth stage.

The target is personnel who involved in the planning, implementation and management of policy measures at the target organization.

\*More than one year work experience would be appropriate, but since these organizations may have been recently established, less than a year experience would also be acceptable.

\*Participation of the semi-higher official is also welcomed.

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## Targeted Countries

Cambodia, Cote d'Ivoire, Georgia, Ghana, Laos, Mongolia, South Africa, Sri Lanka, Uganda, Zimbabwe



[note] The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

[note] Participants who have successfully completed both Online and In-Japan program will be awarded a certificate by JICA.

# When?

The target is personnel who involved in the planning, implementation and management of policy measures at the target organization.

Participants can participate in the online program from own workplace or home. However they need to have a certain IT environment and should participate from a place where they can concentrate on lectures, discussions and presentations. If participants need any support, they can consult with JICA local office.

For the in-Japan program, participants will mostly stay at JICA Tokyo Center. The program will include visits to regions outside of the Tokyo metropolitan area, such as the Chubu and Kansai regions, to deepen understanding of initiatives to enhance the startup ecosystem in the metropolitan area through learning the differences in initiatives between each area. Chubu region is known as the center of Automobile Industries and Kansai region such as Kyoto area is famous for its Traditional Industries as well as Advanced Medical Technologies.

# Where?

## Program Period



**Online (5 days)**

June 2 – June 6, 2025



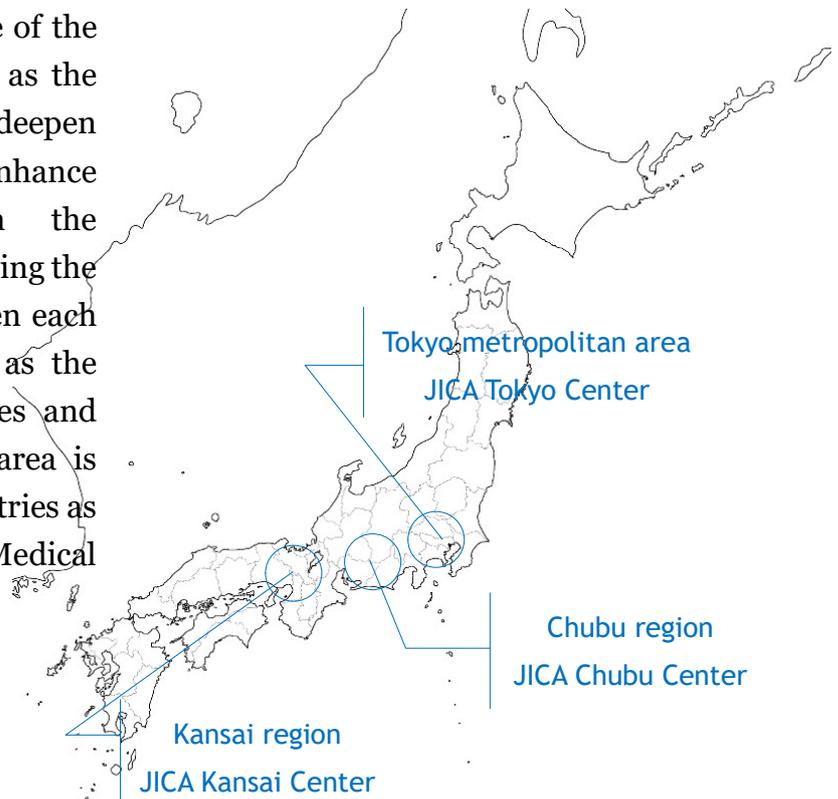
**In-Japan (21 days)**

June 22 – July 12, 2025

Arrival in Japan: Sun. June 22

Departure from Japan: Sat. July 12

*\*Please note that arrival and departure dates may vary depending on the flight schedule.*



# How?

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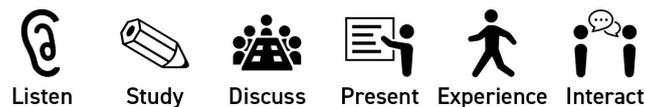
## How to Learn

### Online

- Self-study
- Making & presentation of country report
- Lectures
- Discussions

### In-Japan

- Lectures
- Site visits
- Discussions
- Individual consultation
- Making & presentation of action plan



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## Language

English

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## Commitment to the SDGs



## Program Structure

### Place and time to attend for online program

#### (1) Place

The place to take the program (On Demand/ Online) will be determined by the environment. Please inform JICA which place you would like to take the program (e.g., home, office). If you cannot find the proper place to take the program, please consult with JICA Office.

#### (2) Time for live-streaming program

The online program will be live streamed mostly between 17:00 and 20:00 in Japan time. The time in each country is as follows. Detailed schedule will be delivered with the Acceptance Notification.

All participants will be connected via Zoom in following time zones.

Japan	17:00 - 20:00
Cote d'Ivoire, Ghana	8:00 - 11:00
South Africa, Zimbabwe	10:00 - 13:00
Uganda	11:00 - 14:00
Georgia	12:00 - 15:00
Sri Lanka	13:30 - 16:30
Cambodia, Laos	15:00 - 18:00
Mongolia	16:00 - 19:00

*Please note that the online program will be held from 17:00 to 20:00 Japan Standard Time (JST). Make sure to check the time zone in your region.*

#### (3) Time for on-demand program

Participants will be able to access on-demand materials (such as archived lecture videos or on-demand materials) at any time and any place. Participants must work on assignments at home or workplace and submit their assignments by the designated deadline.

(4) Circumstance for internet connection

The online program is conducted through a platform “Zoom Webinar and/or Meeting”. It’s necessary to ensure a stable and secure internet connection to access the platform. Internet speeds of downloading and uploading are recommended approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least). Please refer to this URL for how to measure internet speed. <https://www.speedtest.net/>

**Since the lecturers will be showing materials via Zoom screen sharing, please join from a computer as much as possible. Mobile phones are not recommended.**

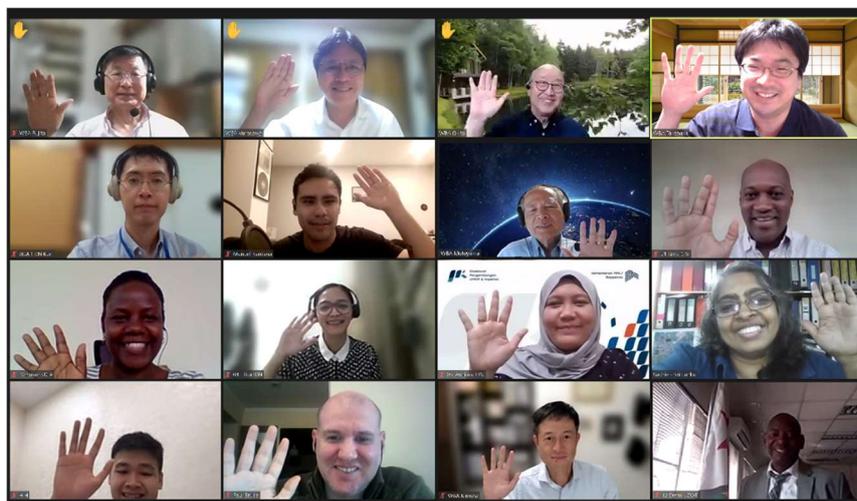
If you are not able to arrange internet connection/environment/necessary devices, please consult with JICA office in your country.

(5) Attendance requirement

**Participation in online program is an essential requirement for the completion of the course. Partial attendance is NOT allowed. If you do not participate online program fully without any proper reasons, you MAY NOT join in-Japan program.**

## Program Schedule **(tentative)**

Online Program	
Before Online Program	<ul style="list-style-type: none"> <li>▪ Assignment (Country report)</li> <li>▪ Self-study with archived lecture videos/on-demand materials</li> </ul>
Mon. June 2	<ul style="list-style-type: none"> <li>▪ Program orientation</li> <li>▪ Lectures on the promotion policies on the enhancement of startup ecosystems by Japanese government</li> <li>▪ Review/discussion</li> </ul>
Tue. June 3	<ul style="list-style-type: none"> <li>▪ Presentation of country report</li> <li>▪ Review/discussion</li> </ul>
Wed. June 4	<ul style="list-style-type: none"> <li>▪ Lectures on the promotion policies on the enhancement of startup ecosystems by the designated agency</li> <li>▪ Review/discussion</li> </ul>
Thu. June 5	<ul style="list-style-type: none"> <li>▪ Lectures on the promotion policies on the enhancement of startup ecosystems by local government</li> <li>▪ Review/discussion</li> </ul>
Fri. June 6	<ul style="list-style-type: none"> <li>▪ Lectures on the funding and exit strategy for startups</li> <li>▪ Review/discussion</li> <li>▪ Orientation for in-Japan program</li> </ul>



<b>In-Japan Program</b>	
Sun. June 22	<ul style="list-style-type: none"> <li>▪ Arrival               <ul style="list-style-type: none"> <li>➢ JICA will provide transportation from participant's country to JICA Tokyo Center</li> </ul> </li> </ul>
Mon. June 23	<ul style="list-style-type: none"> <li>▪ JICA briefing</li> <li>▪ Program orientation</li> <li>▪ Introduction of JICA's activities on the Startup Promotion</li> <li>▪ Review/discussion</li> </ul>
Tue. June 24	<ul style="list-style-type: none"> <li>▪ Lecture               <ul style="list-style-type: none"> <li>➢ Startup support measures (such as taxation, visa and regulation) (Ministry of Economy, Trade and Industry)</li> <li>➢ Utilization of intellectual property rights in startup activities (Japan Patent Office)</li> <li>➢ Trends in venture business in Japan</li> <li>➢ Entrepreneurship and venture support activities by Tokyo University</li> </ul> </li> <li>▪ Review/discussion</li> </ul>
Wed. June 25	<ul style="list-style-type: none"> <li>▪ Site visit on startup support activities in Tokyo (1)               <ul style="list-style-type: none"> <li>➢ Japan Finance Corporation</li> <li>➢ Tokyo Metropolitan Industrial Technology Research Institute</li> <li>➢ The Tokyo Chamber of Commerce and Industry</li> </ul> </li> <li>▪ Review/discussion</li> </ul>
Thu. June 26	<ul style="list-style-type: none"> <li>▪ Site visit on startup activities in major cities of the metropolitan area (1)               <ul style="list-style-type: none"> <li>➢ Yokohama city and Kawasaki city, Kanagawa prefecture</li> </ul> </li> <li>▪ Online meeting with past participants</li> <li>▪ Review/discussion</li> </ul>
Fri. June 27	<ul style="list-style-type: none"> <li>▪ Site visit on startup activities in major cities of the metropolitan area (2)               <ul style="list-style-type: none"> <li>➢ Tsukuba city, Ibaraki prefecture</li> </ul> </li> <li>▪ Lecture on investment and development projects in developing countries by private company</li> <li>▪ Review/discussion</li> </ul>

Sat. June 28	<ul style="list-style-type: none"> <li>▪ NO PROGRAM</li> </ul>
Sun. June 29	<ul style="list-style-type: none"> <li>▪ NO PROGRAM</li> </ul>
Mon. June 30	<ul style="list-style-type: none"> <li>▪ Lecture <ul style="list-style-type: none"> <li>➢ Entrepreneurial education at Institute of Science Tokyo</li> <li>➢ Startup support activities by SME consultants</li> </ul> </li> <li>▪ Site visit on startup support activities in Tokyo (2) <ul style="list-style-type: none"> <li>➢ Startup support facilities run by Tokyo Metropolitan Government</li> <li>➢ Startups</li> </ul> </li> <li>▪ Review/discussion</li> </ul>
Tue. July 1	<ul style="list-style-type: none"> <li>▪ Site visit on startup activities in major cities of the metropolitan area (3) <ul style="list-style-type: none"> <li>➢ Chiba city, Chiba prefecture</li> <li>➢ Chiba University and Startups</li> </ul> </li> <li>▪ Review/discussion</li> </ul>
Wed. July 2	<ul style="list-style-type: none"> <li>▪ Site visit on startup support activities in Tokyo (3) <ul style="list-style-type: none"> <li>➢ Accelerator/incubator/hub (SHIBUYA QWS, Startup Workspace the E.A.S.T.)</li> <li>➢ Discussion with one of the Startups</li> </ul> </li> <li>▪ Review/discussion</li> </ul>
Thu. July 3	<ul style="list-style-type: none"> <li>▪ Site visits on startup support facilities in Chubu region <ul style="list-style-type: none"> <li>➢ Aichi local governments</li> <li>➢ University</li> <li>➢ Accelerator/incubator/hub</li> <li>➢ Startups</li> </ul> </li> <li>▪ Review/discussion</li> </ul>
Fri. July 4	<ul style="list-style-type: none"> <li>▪ Site visits on startup support facilities in Kansai region <ul style="list-style-type: none"> <li>➢ Kyoto local governments</li> <li>➢ University</li> <li>➢ Accelerator/incubator/hub</li> <li>➢ Startup event</li> </ul> </li> <li>▪ Review/discussion</li> </ul>

Sat. July 5	<ul style="list-style-type: none"> <li>▪ Japanese cultural tour</li> </ul>
Sun. July 6	<ul style="list-style-type: none"> <li>▪ NO PROGRAM</li> </ul>
Mon. July 7	<ul style="list-style-type: none"> <li>▪ Site visit on startup activities in major cities in the metropolitan area (4) <ul style="list-style-type: none"> <li>➢ Saitama city, Saitama prefecture</li> <li>➢ Women's carrier development center</li> <li>➢ Startups</li> </ul> </li> <li>▪ Review/discussion</li> </ul>
Tue. July 8	<ul style="list-style-type: none"> <li>▪ Individual consultation for action plan formulation</li> </ul>
Wed. July 9	<ul style="list-style-type: none"> <li>▪ Formulating action plan (self-study)</li> </ul>
Thu. July 10	<ul style="list-style-type: none"> <li>▪ Action plan presentaion</li> </ul>
Fri. July 11	<ul style="list-style-type: none"> <li>▪ Evaluating session</li> <li>▪ Closing ceremony</li> </ul>
Sat. July 12	<ul style="list-style-type: none"> <li>▪ Departure <ul style="list-style-type: none"> <li>➢ JICA will provide transportation from JICA Tokyo Center to participant's country</li> </ul> </li> </ul>

\*This schedule is tentative and it may be changed. Details will be announced with Acceptance Notification.

\*Saturday and Sunday have no programs.



## Management Members

### Implementing Partner

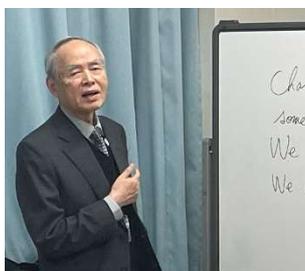
World Business Associates Co., Ltd. (WBA)

#### Course Leader

Mr. MOTOTAMA Junichiro, MBA, Ph.D.

It will be an exciting opportunity for me to see you at this Co-creation Program and to learn together with you on the Enhancement of Startup Ecosystem in Metropolitan Area.

I will be at your guide and facilitator throughout the entire course of this Program as the Course Leader. See you soon online and in Japan.



#### Course Leader

Mr. OKITA Fumio, MA

This course provides you significant learning and findings of various subjects in both remote and in-Japan program. I will support and assist you through whole program with my experiences in the field of business and industrial developments as a developer and a business consultant.



## JICA

#### Program Officer

Private Sector Development

Ms. AOYAMA Shiori

We hope you all learn about startup ecosystem development deeply and enjoy the KCCP in Japan!



#### Program Officer

Tokyo Center

Ms. ABE Kumiko

This KCCP will provide you a lot of new experiences. Let's co-create knowledge and learn together!



# Voice

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## Past Program Alumni Comments

 Ahmed EL-HALAFWY  
Egypt

The Educational Content of the Program (Both Online and Offline) was highly insightful and intensive, aligning well with my responsibilities as the General Manager of Entrepreneurship at the General Authority for Investment and Free Zones. Furthermore, several benefits from the lectures and site visits were highlighted, which can be applied in Egypt to enhance the entrepreneurship and startup ecosystem, particularly in addressing regulatory hurdles, funding challenges, and accurate valuation of startups.



 Paul Eduardo BRUCE LAMBRECHT  
Peru

Beyond the tools and contacts you will gain in the program, to be able to see the results of positive public policies will complete your vision on your game plan for your country! Immerse yourself in the process as well as in the core problems of your locality. Good Luck!





## Saulo Manuel SANTANA HERNANDEZ

Mexico

The experience of being overseas to learn is always full of learning, but walking through the cultural rich of Japan, I resume my learnings in three main areas:

1. Network improvement: The range of collaborations and the understanding of other startup ecosystems overseas and its importance in improving the local policies to acquire new links with countries that would be out of your network in another way.
2. The relevance of public policies: In the program, we analyze a lot of policies that improve the capability of the startups to survive from a vision of integrated collaboration between the different levels of power in the government merged under two points:
  1. An exit profile for startups in an integrated plan in the country, taking care of the potential and characteristics of each region
  2. A definition of startup and a strategy in collaboration with all the sectors involved in the ecosystem
3. The importance of a strategic vision that includes all the actors in the startup ecosystem: the localization of each actor and their contribution to the ecosystem as an angular piece of the project related to the startup promotion.



Take the chance! This opportunity it's not only for cultural exchange but taking the moment to connect and develop projects overseas breaking the chains of distance and improving and sharing knowledge about innovation and startup development through real and high-impact policies.

# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) 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.

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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

1) **Current Duties:** be involved in support and promotion of entrepreneurs and startup ecosystems in the metropolitan area where the startup ecosystem is relatively in the middle to late growth stage.

<public sector>

- a. Administrative officers in charge of support and promotion of entrepreneurs and startup ecosystems
- b. Staffs of business associations or educational institutes in charge of support and promotion of entrepreneurs and startup ecosystems

<private sector>

Staffs of the organizations related to startup ecosystems such as

incubator/accelerator/hub, industry associations, vc, etc.

\*Since this course aims to become able to propose policies and initiatives for building a startup ecosystem in the participant's affiliated organization, participation of the semi-higher officials (equal to the level of director in a ministry or above) is also welcomed.

**2) Educational Background:** be a graduate of university

**3) Language Proficiency:** have a sufficient ability of English for lectures, discussion, presentation, etc. (TOEFL iBT 60 or above) Please attach an official certificate for English ability such as TOEFL, IELTS, TOEIC etc, as much as possible. This program includes interactions and discussion with Japanese startup-related actors. Participants need to have a sufficient English ability for establishment relationship with them.

**4) Technical Requirements :**

a Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, Web Conferences (Zoom), Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

b Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
- Participants are required to join Online program via PC. Participating from outdoor with mobile is not preferable.

\*Internet access charge incurred for this course shall be borne by your organization. If you are not able to secure stable connection environment or necessary devices, JICA local office will support it. In that case, please fill out the Questionnaire in the Application Form.

c Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or from your office. If needed, participants can request JICA local office for their support.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher

- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

d Software (which may be required)

- Zoom Client for Meeting (<https://zoom.us/download>).

\*In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

**5) 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.

**6) Attendance:** be required to attend ALL the online program including on-demand and live sessions. Otherwise, participants will not be allowed to participate to In-Japan program. If the time zone is not suitable for the full participation in live sessions, please consult with the JICA local office in advance.

If participants will be joining the online program from their workplace, they should ensure a quiet and concentrated environment. If necessary, consult with supervisor or JICA local office.

## (2) Recommended Qualifications

1) **Age:** between the ages of twenty five (25) and fifty (50) years

2) **Experience in the relevant field:** have more than one (1) year's experience in the field of promotion of entrepreneurs or startup ecosystems. \*Since the targeted organizations may have been recently established, less than one year experience would also be acceptable.

**3) 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.

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### 3. Required Documents for Application

#### (1) Application Form:

The Application Form is available at the JICA overseas office (or the Embassy of Japan)

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

\*It is recommended that your passport be valid for more than 6 months after the last day of the program.

#### (2) Questionnaire:

to be submitted with the application form which is available at the JICA overseas office (or the Embassy of Japan)

#### (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)

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## 4. Procedures for Application and Selection

### (1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Tokyo Center by **April 21, 2025**)

### (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 **May 13, 2025****.

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## 5. Additional Document(s) to Be Submitted by Accepted Candidates

**Country Report:** to be submitted by **May 26, 2025**

Accepted candidates are required to prepare a Country Report and present it at Online program. The Country Report should be sent to JICA by due date. The format of Country Report will be sent with Acceptance Notification.

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## 6. 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, including any upgrades and using/collecting miles, even if you will be recommended by airlines) 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 "3.Expenses", "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.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tokyo Center (JICA TOKYO)
- (2) URL: <https://www.jica.go.jp/tokyo/english/office/index.html>
- (3) Program Officer: ABE Kumiko (Ms.) ([tictip@jica.go.jp](mailto:tictip@jica.go.jp))

\*In case of contact through e-mail, please add the course number “202411593J001” with your mail subject.

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## 2. Implementing Partner

- (1) Name: World Business Associates Co., Ltd.
  - (2) URL: <https://www.wba.co.jp/en>
  - (3) Course Leader: MOTOYAMA Junichiro (Mr.), Director & Senior Consultant
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## 3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses 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 GUIDE BOOK,” which is provided with PDF data or will be given before departure for Japan. (Refer to 5. Reference)

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

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/accept](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept)

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## 4. Pre-departure Orientation

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>

If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word. <https://www.youtube.com/user/JICAChannel02>

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## 5. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/Resource/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_2024\\_en.pdf](https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_2024_en.pdf)



### Website: JICA

English/French/Spanish/Russian

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



# 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.

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.



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