



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

## GENERAL INFORMATION ON

**Capacity building for development and implementation of  
'Nationally Determined Contributions' in Climate Change**

**課題別研修**

**気候変動に係る「国が決定する貢献」策定・実施に向けた能力強化  
JFY 2018**

**NO. J18-04027 / ID. 1884964**

**Course Period in Japan: From July 29<sup>th</sup>, 2018 to August 11<sup>th</sup>, 2018**

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

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

# ***I. Concept***

## **Background**

Climate change is a threat to the stability, prosperity of all countries of the world and human security. The international communities adopted "Paris Agreement" at the 21st Conference (COP 21) of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) in December 2015. They set the goal of keeping the world's average temperature rise at a sufficiently lower level than 2 ° C and trying to keep it below 1.5 ° C as compared to before the Industrial Revolution.

In the Paris Agreement, entered into force November 2016, it requires all parties including developing countries put forward their best efforts to reduce total greenhouse gas emissions targeting in "nationally determined contributions" (NDCs) and strengthen these efforts to implement the activities. In order to enhance capacity for development and implementation, and secure transparency for NDCs in developing countries, this course aims to learn Japan's experience in NDCs, especially focusing on mitigation.

## **For what?**

This program aims at formulating Action Plan to strengthen policy-making/implementation system of NDCs.

## **For whom?**

This program is offered to an officer in charge of planning and implementation of NDCs to Climate Change in national governmental office.

## **How?**

Participants shall have opportunities in Japan to learn and identify approaches and strategies to strengthen their adaptive capacity for achieving sustainable development in respective countries especially focusing on international framework and policy making. Participants formulate Action Plan describing what participants will do after they go back to their home countries with putting the knowledge and ideas acquired and discussed in Japan.

## ***II. Description***

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

Capacity building for development and implementation of Nationally Determined Contributions in Climate Change (J18-04027)

**2. Course Period in JAPAN**

Duration of whole program: June to August, 2018

Preliminary Phase: June to July, 2018

Core Phase in Japan: July 29 to August 11, 2018

**3. Target Regions or Countries**

Cambodia, Vietnam, Mongolia, Antigua and Barbuda, Grenada, Saint Christopher and Nevis , Saint Lucia, Guyana, Iran, Fiji, Marshall islands, Tonga, Samoa, Dominican Republic, Saint Vincent and the Grenadines, Sudan, Serbia, Uzbekistan,

**4. Eligible / Target Organization**

This program is designed for an officer in charge of planning and implementation of NDCs to Climate Change in national governmental office.

**5. Course Capacity (Upper limit of Participants)**

18 participants

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

**7. Course Objective:**

Action Plan for NDC implementation is formulated to strengthen policy-making/ implementation system and elaborate feasible mitigation measures.

**8. Overall Goal**

National measures, arrangement of laws and coordination with local government and private sector will be facilitated in order to achieve the targets of NDC.

## 9. Expected Module Output and Contents:

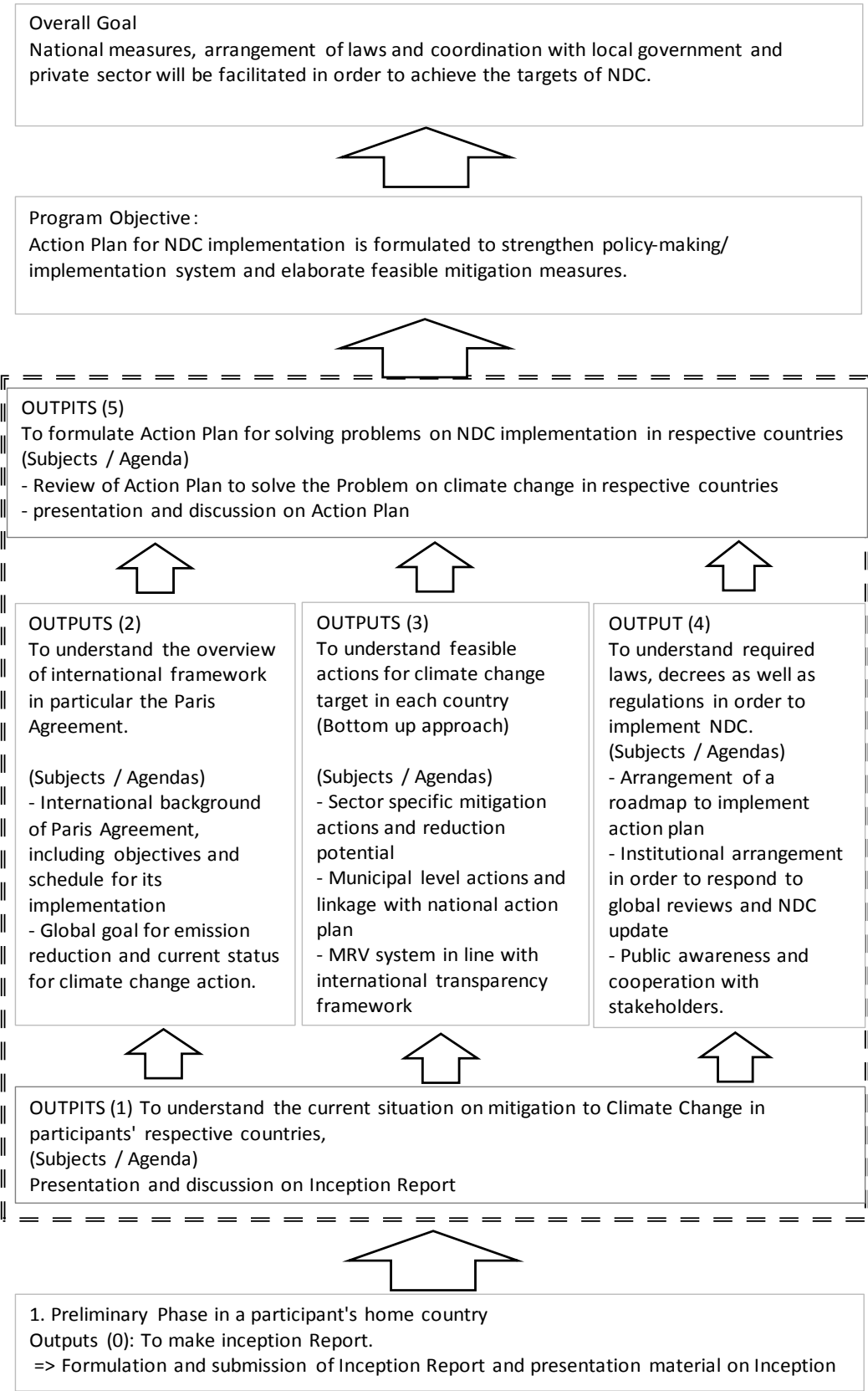
This program consists of the following components.

Details on each component are given below;

<b>(1) Preliminary Phase in a participant's home country</b> (June 2018 to July, 2018) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
To make Inception Report.	Formulation and submission of reports on current status and issues concerning NDCs in your country and your organization.

<b>(2) Core Phase in Japan</b> (July 29 to August 11, 2018) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
(1) To understand the current situation on mitigation to Climate Change in participants' respective countries	● Presentation and discussion on Inception Report	Presentation and Discussion
(2) To understand the overview of international framework in particular the Paris Agreement	● International background of Paris Agreement, including objectives and schedule for its implementation ● Global goal for emission reduction and current status for climate change action.	Lecture and Discussion
(3) To understand feasible actions for climate change target in each country (Bottom up approach)	● Sector specific mitigation actions and reduction potential ● Municipal level actions and linkage with national action plan ● MRV system in line with international transparency framework	Lecture and Discussion
(4) To understand required laws, decrees as well as regulations in order to implement NDC	● Arrangement of a roadmap to implement action plan ● Institutional arrangement in order to respond to global reviews and NDC update ● Public awareness and cooperation with stakeholders.	Lecture and Discussion
(5) To formulate Action Plan for solving problems on NDC implementation in respective countries	● Review of Action Plan to solve the Problem on climate change in respective countries	presentation and discussion

**【Structure of the Program】**



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

#### **1. Expectations from the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

1) Current Duties: **Government staff at the practical level for formulating and implementing climate change policies in national governmental office.**

2) Experience in the relevant field: **have more than 3 years' experience.**

3) Educational Background: **be university graduates or have an equivalent academic background.**

4) Language: **have a competent command of spoken and written English which is equal to TOEFL CBT 173 or more.**

(This training program includes active participation in discussions and development of Action Plan, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

5) Computer skill: **be proficient in MS Word, Excel and Power Point.**

6) Health: **must be in good health, both physically and mentally** to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

## **(2) Recommendable Qualifications**

- 1)Current Duties: be an officer in national focal point of UNFCCC, who is in charge of coordination of climate change issues in respective countries, or an officer in charge of policy making on mitigation to Climate Change.
- 2)Age: between the ages of **twenty-five (25) and fifty (50) years**

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

- (1) Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.
- (2) Photocopy of passport:** to be submitted 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.  
\*Photocopy should include the followings:  
Name, Date of birth, Nationality, Sex, Passport number and Expire date.
- (3) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS) , please attach it (or a copy) to the application form.
- (4) Inception Report:** Applicants should prepare Inception Report according to ANNEX and submit it with the Application Form. The Application Form without the proposals will be rejected.

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

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

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**.

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **May 25, 2018**)

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

After receiving the document(s) through due administrative procedures in the respective government, the respective countries' JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to JICA Center in charge in Japan, which organizes this project. Selection shall be made by JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

The organization with intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis,

consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than June 20, 2018**.

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

Before coming to Japan, only accepted participants are required to prepare the following materials;

**Presentation material on Inception Report:**

Participants will be requested to make a presentation (within 20 minutes) and discuss on their Inception Report in group discussion session at the beginning of the training program. Only accepted participants are requested to improve the contents of Inception Report. And they are requested to submit the presentation material not later than **July 13, 2018**, preferably by e-mail to the respective country's JICA Office and JICA Tsukuba ([tbicttp@jica.go.jp](mailto:tbicttp@jica.go.jp)).

**6. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.



## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Mr. YAMABE Tomohiro ([tbictp@jica.go.jp](mailto:tbictp@jica.go.jp))

### 2. Implementing Partner:

Under planning

### 3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

### 4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111, FAX: +81-29-838-1776

(where “81” is the country code for Japan, and “29” is the local area code)

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TBIC at its URL, [http://www.jica.go.jp/english/contact/domestic/pdf/tsukuba\\_facility.pdf](http://www.jica.go.jp/english/contact/domestic/pdf/tsukuba_facility.pdf)  
<https://www.youtube.com/watch?v=hKM1iTV-9Iq>

### 5. Expenses:

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, meals, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.)

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

### 6. Pre-departure Orientation:

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

## **V. Other Information**

### **1. Computer:**

Participants are strongly advised to bring own laptops to prepare Action Plan. Since this program does not provide any laptop computer for the participants.

### **2. Latest Data for NDC implementation to Climate Change issue in your country:**

Participants are recommended to bring the latest relevant data concerning Climate Change of your country in your laptop for discussion and preparation of Action Plan.

### **3. Clothes and belongings:**

Participants have opportunities to get on the trains and buses to visit relevant organizations in Japan, so please bring some clothes which are comfortable to walk as well as small bags to carry with you.

### **4. Weather condition in Tsukuba city (Data: Japan Meteorological Agency)**

	August
Temperature:	25.9°C(30.2-21.8)
Humidity:	80%
Precipitation:	129mm

END

## **VI. ANNEX:**

List of ANNEX

ANNEX I: Inception Report

## ANNEX I: Inception Report

*(To be submitted with the Application Form)*

**All of the applicants** are required to prepare Inception Report on the following issues and submit it to JICA as an attachment of application by **May 25, 2018**. Inception Report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

### 【Cover】

**Inception Report**  
**JICA Knowledge Co-Creation Program on**  
“Capacity building for development and implementation of  
Nationally Determined Contributions in Climate Change”

**Name:** \_\_\_\_\_  
**Country:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

### 【Contents】

#### **Inception Report**

#### < Main Body >

##### 1. General information on your country:

General information related to NDC is requested, e.g. geographical status of your country, weather conditions, social and economic conditions, population, emission of greenhouse gases, most vulnerable sectors to Climate Change, with particular attention to energy consumption pattern, industrial structure and forest status.

##### 2. Name of the organization and organization chart:

- i) Brief description of your organization
- ii) Role of your organization to cope with Climate Change, including activities relevant to the United Nations Framework Convention on Climate Change (UNFCCC).
- iii) Your position and duty in your organization
- iv) Brief description of your working experience

##### 3. Existing laws and regulations relevant to Climate Change:

(e.g. Natural Environment Preservation Law, Energy Conservation Law, specific law to cope with Climate Change)

\* Please describe the current situation of existing laws and regulations relevant to

Climate Change as well as listing them.

**4. Current situation on NDC implementation/preparation in your country with particular attention to Mitigation component:**

- i) Essential points of national policies and plan on NDC implementation
- ii) Essential point of other national report such as National Communication to the UNFCCC, Biennial update report (BUR) and the National Adaptation Plan (NAP).
- iii) Current status for NDC preparation and implementation in your country.
- iv) Responsible organizations on NDC implementation and their capacity. (e.g. observation, impact and vulnerable assessment, policymaking and implementation.)
- v) Planned and implemented concrete activities on NDC taken in your country.
- vi) International cooperation from donor agencies in the field of NDC implementation.
- vii) Barriers and challenges (what are most needed to implement NDC appropriately?)

**5. Find out major constraints (institutional, technical, financial or legislative) on coping with national target to Climate Change and analyze them.**

**6. Possible and feasible measures to be taken to overcome above-mentioned constraints.**

**>Remarks:**

**Only accepted applicants** are required to prepare the presentation material of Inception Report based on the one submitted with the Application Form. The deadline is **July 13, 2018.**

The presentation material should be made by **PowerPoint at maximum of 20 slides.** Participants are requested to make a presentation of Inception Report within 20 minutes per person at the beginning of the training course in Japan.

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Tsukuba International Center (JICA TSUKUBA)**  
**Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan**  
TEL: +81-29-838-1111 FAX: +81-29-838-1790