



Knowledge Co-Creation Program (Young Leaders)

General information on

**Primary/Secondary Education
(Education Administration) A**
初／中等教育(教育行政)コース (Online & In Japan)
JFY2023
Course No.: 202210371J001

Course Period

Online: October 3, 2023 – October 11, 2023
In Japan: October 12, 2023 – October 26, 2023
Online Presentation: January 2024

This information pertains to one of the JICA Knowledge Co-Creation Programs (Young Leaders) 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.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“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.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

The “Knowledge Co-Creation Program (Young Leaders)” is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan, and
- 2) increase their willingness to resolve issues on their own.

II. Description

1. Title (Course No.)

Primary/Secondary Education (Education Administration) A (202210371J001)

2. Course Duration Online and in Japan

Online: October 3 – October 11, 2023

In Japan: October 12 – October 26, 2023

Online Presentation: January 2024

3. Target Countries

Georgia, Kyrgyzstan, Tanzania, Rwanda, Uganda, and Uzbekistan

4. Target Group

- The central/local government administrators in charge of primary/secondary education
- Counterparts in JICA projects and JICA Volunteers in the relevant fields

5. Number of Participants

10 participants

6. Language

English

7. Objective(s)

This program aims to contribute to solving problems in participants' own country through providing participants with the basic principles and characteristics of primary/secondary education in Japan.

In this program, the participants are expected

- (1) Reviewing his/her work (current situation), to identify his/her challenges in the field of primary/secondary education administration and systems,
- (2) to understand the origins of primary/secondary education administration and systems in Japan,

- (3) To obtain the basic knowledge about the practice of primary/secondary education in the Hokuriku region (classroom management, teacher education, cooperation with local communities, etc.), and
- (4) Based on the learnings in the Program, to clarify what measures must be taken to address issues in the organization or country to which the participants belong.

8. Outline

This program consists of the following components.

Subjects/Agendas	<ol style="list-style-type: none"> 1. Job Report Presentation 2. Overview: Primary/Secondary education administration and system in Japan/Hokuriku region 3. Lectures and Site-visits <ol style="list-style-type: none"> 1) Teacher training institution 2) Primary/secondary schools 3) Special needs school 4) Board of Education 5) PTA activities 4. Program Summary Report Presentation 5. Post-Online Program: presentation of post-program activities
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<Tentative Schedule of the Program>

Date	Contents
Oct 4-11, Pre-Online Program (zoom)	Preparation for "Pre-Online Program" <ul style="list-style-type: none"> - Self-introduction course overview - Sharing challenges faced by each participant - Explanation of preparation for the program in Japan - Job Report consultation
Oct 12, Thu	Arrival in Hokuriku
Oct 13, Fri	JICA briefing, opening ceremony Program orientation
Oct 14, Sat	Preparation for Job Report Presentation
Oct 15, Sun	Preparation for Job Report Presentation
Oct 16, Mon	Job Report Presentation and Discussion Lecture: Educational Administration in Japan and Characteristics of education in Hokuriku region
Oct 17, Tue	Lecture: Educational Administration in Hokuriku at Prefectural level Lecture and Visit: Teacher Training at Prefectural level
Oct 18, Wed	Lecture: Educational Administration in Hokuriku at Municipal level (city, town, village level) Lecture: Educational Reform in Nanto city
Oct 19, Thu	Visit: a public primary school Visit: the World Heritage site of Gokayama Village
Oct 20, Fri	Visit: a public junior high school Workshop: preparation for presentation of program summary report
Oct 21, Sat	Exchange program
Oct 22, Sun	Day-off
Oct 23, Mon	Visit: a special needs school Workshop: exchange of opinions with local residents
Oct 24, Tue	Lecture: Challenges facing education in Japan Workshop: Program review workshop

	Preparation for presentation of program summary report
Oct 25, Wed	Presentation: Program summary report Closing ceremony Evaluation meeting
Oct 26, Thu	Departure from Hokuriku
Jan 2024 Post-Online Program (zoom)	Presentation: Post-program activities

※This schedule is tentative, and the subjects can be changed without notice.

III. Eligibility and Procedures

1. Nominee Qualifications

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

(1) Essential Qualifications

All applicants must satisfy the following:

- 1) Nomination: be nominated by the Government of your country in line with the procedures mentioned in 3.(1) below.
- 2) Experience in the relevant field: be involved in a field corresponding to the program mentioned in II. Description.
- 3) Age: be from twenty-five (25) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language Proficiency: have a good command of spoken and written English.
- 5) Technical Requirements:
 - a. Technology Proficiency
 - Basic computer skills such as preparing a PowerPoint presentation, sending/receiving email with attachments, and using a web browser.
 - Online Program is delivered using the following services, Web Conferences (Zoom), Cloud Storage (GIGAPOD), YouTube and other online platforms may be used. 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).
 - * Internet access charge incurred for this Program shall be borne by your organization.
 - c. Hardware (Minimum Requirement)
 - Regular access to a computer, either from your home or from your office.

- 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. (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 Zoom is not authorized by your IT administrator and/or your office computer, 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.

(2) Recommended Qualifications

- 1) Experience Visiting/Living in Japan: It's preferable that the applicant has not made any previous visits to Japan
- 2) Educational Background: It's preferable that the applicant hold a Bachelor's degree.
- 3) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. 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.

2. 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.

(2) 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

(3) Job Report: Job Report on the main issues concerning the targeted field in your country must be submitted. It will be a material for Problem Analysis session in the program. Detailed information is provided in the Annex I.

(4) Contact Person at Your Organization for Post-Program Survey about KCCP for Young Leaders

You will be required to submit 'Contact Person at your Organization for Post-Program Survey about KCCP for Young Leaders' filled with the information about the appropriate person in your organization to whom JICA will send the questionnaire on the monitoring purpose of the program. The person is expected to be your supervisor or the person in your human resources department, who can observe some changes of your attitudes toward your tasks after participating in the program. See ANNEX-2.

3. 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 require material must arrive at **JICA Hokuriku in Japan** by August 15, 2023)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Hokuriku 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 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 August 25, 2023.**

4. Additional Document(s) to Be Submitted by Accepted candidates

Job Report -- to be submitted by **September 1, 2023**

Accepted candidates are required to prepare a Job Report (Please read IV. Annex, **Annex-1** "Job Report" for detailed information). The Job Report should be sent to JICA by **September 1, 2023**, preferably by e-mail to Miyake.Nobuko@jica.go.jp

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the program schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the program period (to return to home country, etc.) is not allowed,
- (4) not to bring or invite any family members,
- (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 program,
- (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 program. 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 "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the program 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.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Hokuriku Center (JICA HOKURIKU)

(2) **Program Officer:** Ms. Nobuko Miyake (Miyake.Nobuko@jica.go.jp)

2. Implementing Partner

(1) **Name:** Think Locally Act Globally (NGO)

(2) **URL:** <https://ttag.jimdofree.com/> (in Japanese)

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

JICA will arrange the accommodation(s) for the participants in Japan.

5. Expenses

The following expenses will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of 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 will be given before departure for Japan.

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

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/program/index.html

6. 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 program, and other matters.

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html
JICA Tohoku	https://www.jica.go.jp/tohoku/english/office/index.html
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html
JICA Hokuriku	https://www.jica.go.jp/hokuriku/english/office/index.html
JICA Chubu	https://www.jica.go.jp/chubu/english/office/index.html
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html
JICA Chugoku	https://www.jica.go.jp/chugoku/english/office/index.html
JICA Shikoku	https://www.jica.go.jp/shikoku/english/office/index.html
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html
JICA Okinawa	https://www.jica.go.jp/okinawa/english/office/index.html

V. Other Information

1. Personal computer

It is highly recommended for participants to bring Personal computer (Laptop Computer) to prepare and/or revise Inception Report and Action Plan

As Japanese electric outlet is Type-A, if the participants would like to bring own computer, it is necessary to bring a Type-A adaptor also. Japanese voltage is 100V, frequency is 50/60Hz.



2. Wear

It is recommended for participants to bring the wear for autumn and an umbrella referring the temperature and precipitation table below.

And please bring formal wear for ceremony. It depends on you whether you bring ethnic costume or suits as formal wear.

3. Climate in Kanazawa

MONTHLY AVERAGES												
Month	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Average Temperature(C)	3.7	3.6	6.5	12.2	16.9	20.9	25.1	26.6	22.2	16.7	11.3	6.5
Highs(C)	6.8	6.7	10.5	16.6	21.4	24.5	28.7	30.4	26	21	15.3	10
Lows(C)	0.8	0.6	2.7	7.9	12.6	17.7	22.2	23.1	19	13	7.4	3.2
Precipitation(mm)	266	184	153	143	154	193	226	164	241	188	267	287

* 0 C = 32F (F = 9/5C+32) --- 10 C = 50 F --- 20 C = 68 F --- 30 C = 86 F

4. Participants should bring about 200 US dollars for an unexpected situation.

VI. Annex:

Annex-1: Job Report (format)

1. Nominee's information	
Name of nominee	
Name of Country	
Name of nominee's organization	
Details of nominee's work/duty	
2. Self-introduction	
3. About your country in brief (Location, population, culture, etc.)	
4. Your profession and task in your organization	
5. Challenges that your country is facing in primary/secondary education	
6. Challenges that you are facing in your professional position	
7. What do you expect from this JICA Knowledge Co-Creation program course ?	

ANNEX 2- Contact Person at Your Organization for Post-Program Survey about KCCP for Young Leaders

REQUEST FOR POST-PROGRAM SURVEY

JICA conducts the post-program survey about how the ex-participants have been utilizing the knowledge and skills acquired in Japan in their daily work. For this purpose, JICA would like to send the questionnaire to the participants by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to the person in their organizations; such as their supervisor or the person in their human resources department who can observe some changes of their attitudes toward their tasks after participating the program.

We would highly appreciate it if you fill in the information about the appropriate person in your organization to whom JICA can send the questionnaire on this purpose. The questionnaire will be directly sent by e-mail to you and the person mentioned below within one year after the program.

We kindly ask for your understanding and cooperation in responding to the survey.

【Name of Nominee】

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【Contact person at your organization】

(Your supervisor or a person in the human resources department, to whom JICA can send the questionnaire after the program)

Name	
Designation / Position	
Department / Division	
E-mail Address	

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 Program 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 for Young Leaders is designed for young leaders expected to become future leaders in their specialized fields. Participants in the program learn about Japan's experience and technologies in the relevant fields that will be required for the future development of their own country. A variety of programs is open to young people in each field in each country.

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 program, 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.



Contact Information for Inquiries

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

[JICA Hokuriku Center \(JICA Hokuriku\)](#)