



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Enhancing Access to Climate Finance

~Theory and Application for Practitioners~



Course Number: 202311658J001

Course Period: December 9, 2024- February 11, 2025



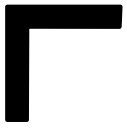
NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

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.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Enhancing Access to Climate Finance: Theory and Application for Practitioners
Course No. 202311658J001



How do we improve access to climate finance?

Gain insight to the essence of climate finance by enhancing your skills to formulate climate change project proposals, particularly development of concept notes for the GCF.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Enhancing Access to Climate Finance: Theory and Application for Practitioners
Course No. 202311658J001

Outline

1. This program aims to develop human resources who will play important role to enhance access to GCF to obtain climate funds.

2. This program will help participants to create concept notes based on the PCM and Theory of Change methods.

3. Participants can gain specific hints for creating concept notes by various instructors from GCF, UNFCCC, UNDP and Japan's government agencies, research institutes, consultants.

Duration:

From Dec 9th, 2024, to Feb 11th, 2025

Course Capacity:
16 participants



JICA Knowledge Co-Creation Program (Group and Region Focus)
Enhancing Access to Climate Finance: Theory and Application for Practitioners
Course No. 202311658J001

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.

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For What?

Background

A large amount of finance is needed to tackle climate change in developing countries. Among several climate finance, i.e., Adaptation Fund (AF), Global Environment Facility (GEF), Green Climate Fund (GCF), GCF has become the biggest climate financial mechanism. It was established in 2010 within the framework of the UNFCCC, as the operating entity of the financial mechanism. Only Accredited Entities (AEs) have access to GCF funding, and 113 AEs have been approved by GCF including JICA. GCF has approved 196 projects, of which 26 projects were formulated and submitted by Direct Access Entities (DAEs), and GCF encourages DAEs to formulate projects.

Objectives

This course, targeting the officials from National Designated Authorities (NDAs) and line ministries, aims to improve access to climate finance by enhancing their skills to formulate climate change project proposals, particularly development of concept notes for the GCF.

To Whom?

Job Areas and Organizations

This program offers **Public Sector such as Ministries and Research Institutes, NGOs and other related stakeholders** which plan to formulate and/or implement climate change mitigation, and/or adaptation projects in line with the Country's NDC priority actions/areas.
Capacity of participants: **16**

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

Targeted Countries

Cameroon, Cook Islands, Ethiopia, Fiji, Iraq, Jamaica, Kenya, Kyrgyzstan, Nepal, Pakistan, Palestine, Sri Lanka and Tuvalu

Participants who have successfully completed the program will be awarded a certificate by JICA.



When?

Online Program Period



From Dec 9, 2024
to Jan 9, 2025

All participants will be connected via e-learning system, JICA Virtual Academy & Network (JICA-VAN).

Move to Japan on Jan 13.

Face to face program in Japan



From Jan 14, 2025
to Feb 10, 2025
at JICA Tsukuba Center

Where?

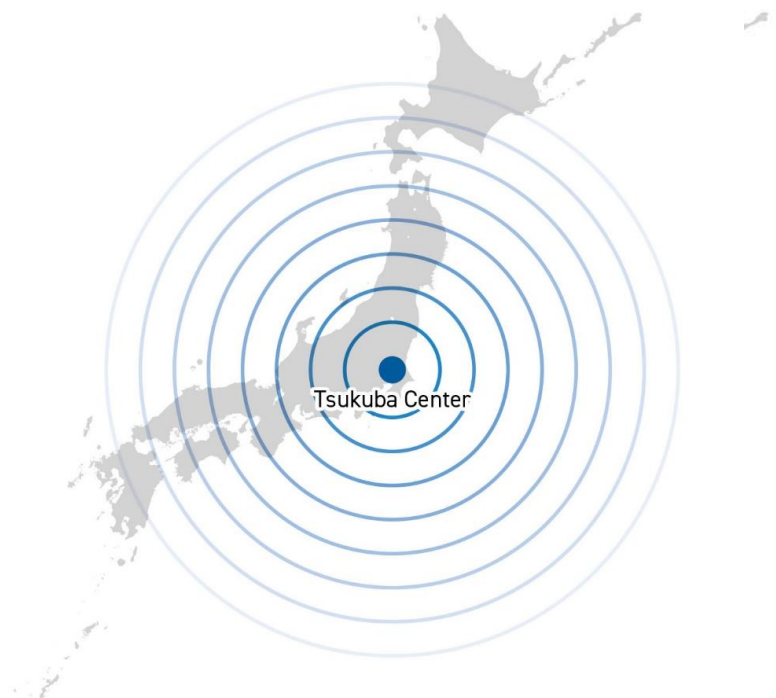
This course is carried out online first, and secondly at JICA Tsukuba Center.

<Online>

You will receive essential on-demand videos for your self-study at your office or home. As the online homeroom and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For details, see page 11.

<Face to face program in JAPAN>

Please see Annex1(Program schedule for 2023).



How?

How to Learn

- Online Self-Study
- Online Interactive Q&A Session
- Lectures
- Site Visits
- Workshops
- Discussions
- Presentations



Language

English

Commitment to the SDGs



Program Structure

1. Preparation of Inception Report (PPT) (Deadline: Nov 22)
 2. Online session (Dec 9-20, Jan 7-9)
 - (1) Orientation (Dec 9)
 - (2) Inception report presentation (Dec 10)
 3. Move to Japan (Jan 13)
 4. Face to face session in Japan (Jan 14-Feb 10)
 - (1) Orientation in Japan (Jan 14)
 - (2) Action plan presentation (Feb 10)
 - (3) Closing Ceremony (Feb 10)
-

Instructors

Mr. KATO Makoto

Overseas Environmental Cooperation Center, Japan (OECC)

He has been engaged in international climate change negotiations for many years and is an expert in capacity building and international cooperation. He has extensive experience as a lecturer and has taught several courses on climate change.



Mr. IEMOTO Satoshi

Overseas Environmental Cooperation Center, Japan (OECC)

He has been in charge of technical assistance of climate change mitigation and adaptation measures in developing countries. In collaboration with the private sector, academia, and NGOs, he has played an important role in capacity development of climate change.



JICA Senior Adviser

Dr. KAWANISHI Masato

Japan International Cooperation Agency (JICA)

He has extensive experience in climate change-related projects, and has published journal papers and books on adaptation, insurance and transparency.



Program Officer

Ms. SUDA Maiko

TSUKUBA Center
Japan International Cooperation Agency (JICA)

She joined the National Institute for Environmental Studies in 2010 and worked as a short-term expert on the project 'Development of Low Carbon Society Scenarios in the Asian Region' and participated in COP18 in 2012. She specializes in low-carbon society education in Malaysia and human resource development on nature conservation. She has worked for JICA Tsukuba since 2022.



Eligibility and Procedures

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. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Ministries, Research Institutes, NGOs and other related stakeholders which plan to formulate and/or implement climate change mitigation and/or adaptation projects in line with the Country's NDC priority actions/areas.
- 2) Experience in the Relevant Field: have five years or more experience.
- 3) Educational Background: be a university graduate or have an equivalent academic background.
- 4) Language Proficiency have a competent command of spoken and written English which is equal to TOEFL CBT 213 or more.
*This training program includes active participation in discussions and development of Action Plan/GCF Concept note, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability (e.g., TOEFL, TOEIC, IELTS).
- 5) Computer skill: be proficient in MS Word, Excel and Power Point, and have basic skill on internet operation (Zoom, Google Workspace, You Tube, Google Classroom)
- 6) Health: must be in good health, both physically and mentally, to participate in the Program.
- 7) Age: between the ages of twenty-five (25) and fifty (50) years

(2) Specific Qualifications for Online program participation

- 1) Have own available laptop computer (with microphone and camera).
- 2) Have access to stable internet connection (10Mbps speed).



- 3) Have basic skill on internet operation such as accessibility to Zoom, YouTube, etc.
- 4) Secure the date for attending all lectures of online program.
- 5) Have availability for participation regardless of the normal working hours.

Online lectures/discussion (web meeting) will be held from 17:30 to 19:30 (Japan time zone) during the online session (tentative).

If there are any concerns, JICA overseas offices will support setting up participants' IT environment (ex. tablet or laptop PC lending, venue arrangement, etc.) by answering Questionnaire. Please see ANNEX II. (Please note that JICA overseas offices may not be able to offer sufficient support.)

(3) Recommended Qualifications

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.

3. Required Documents for Application

- (1) Application Form:** The Application Form is available at **the JICA overseas 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.
*The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date.
- (3) English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) Inception Report:** Applicants should prepare Inception Report (MS Word) according to ANNEX III and submit it with the Application Form. The Application Form without the report will be rejected.
- (5) Questionnaire:** to be submitted with the application form. Fill in ANNEXII of this General Information.

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 Center in Japan** by **October 28, 2024**)

(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 November 11, 2024**.

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

Presentation material on Inception Report(PPT):

Participants will be requested to make a presentation (within 20 minutes) and discuss on their Inception Report in a group discussion session at the beginning of the program. Only accepted participants are requested to improve the contents of Inception Report, and to submit the presentation material not later than **November 22, 2024**, preferably by e-mail to the respective country's JICA Office and JICA Tsukuba (tbicttp@jica.go.jp).

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) 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 "5.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

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA TSUKUBA)
 - (2) **Program Officer:** Ms. SUDA Maiko (tbicctp@jica.go.jp)
-

2. Implementing Partner

- (1) **Name:** Overseas Environmental Cooperation Center, Japan (OECC)
 - (2) **URL:** <https://www.oecc.or.jp/en/>
-

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.
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4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)
Address: 3-6Koyadai, Tsukuba-shi, Ibaraki, 305-0074, Japan
TEL: + 81-29-838-1111, FAX: + 81-29-838-1119
(where “81” is the country code for Japan, and “29” is the local area code)
Please refer to facility information of JICA Tsukuba at its URL,
<https://www.jica.go.jp/tsukuba/english/office/index.html>

If there is no vacancy at JICA Tsukuba, JICA will arrange alternative

accommodation(s) for the participants.

5. 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 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/training/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 course, and other matters.

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

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw



7. Other Information

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) Check JICA Tsukuba's Facebook page for information on current courses or activities of the past participants: <https://www.facebook.com/jicatsukuba>

※Information below is for program in Japan

- (3) Computer: During the stay in Japan, personal computer will be necessary for preparing Job Improvement Report, presentation slides and to communicate by e-mail. It is highly recommendable for participants to bring your own private computers and conversion adapters. The electrical current in Japan is 100volts, 50cycles, and the plug shape is A type. Computer rooms in JICA Tsukuba are also available for using the internet and making necessary documents. For its OS, Windows is strongly recommended.
- (4) Goods to introduce your country. It is also recommended that participants bring photographs, drawings, traditional goods and other things such as clothes, instruments, ornaments to help them introduce their countries.
- (5) Allowance, such as for accommodation, living, clothing, are deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is highly advised to bring some cash to cover necessary expenses for the first few days.
- (6) Exchange money: It is very important that currency is exchanged to Japanese Yen at any transit airport or International Airport in Japan at the time of participants' arrival. It is quite difficult to exchange money after this, as there is no facility near JICA Tsukuba for exchange and participants are not able to use these services during regular office hours.
- (7) Wi-Fi connection outside of JICA Tsukuba: If you need internet connection outside of JICA facilities, you need to arrange Japanese SIM card and/or rental Wi-Fi router at shops of International Airport in Japan. There are no SIM card shops near JICA

Tsukuba.

8. JICA Tsukuba Information

JICA Tsukuba website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

JICA Tsukuba Facebook [<https://www.facebook.com/jicatsukuba>]

You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept

Annex

ANNEX I : Program schedule for 2023 (PDF)

ANNEX II : Questionnaire for all candidates

ANNEX III : 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 **October 28, 2024**. Inception Report should be type written 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
“Enhancing Access to Climate Finance
~Theory and Application for Practitioners~”**

Name: _____

Country: _____

Organization: _____

Position: _____

【Contents】

Inception Report

< Main Body >

1. 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

2. Existing laws and regulations relevant to Climate Change sector :

Please describe the current situation of existing laws and regulations relevant to Climate Change as well as listing them.

3. Current situation and issues concerning Access to Climate Finance in your



country:

i) Current status of major finance sources that your country is investing domestically and receiving externally to implement climate mitigation and /or adaptation projects/programs

ii) List of climate change projects planned or currently implemented in your country (including ODA and list of projects developed with the support of GCF regional/country team and/or other sources of climate finance)

4. Major constraints (institutional, technical, financial or legislative) for implementing the above-mentioned projects in line with the NDC and reasons.

5. Possible and feasible measures to overcome the above-mentioned constraints.

Initial idea on theme and contents of proposal to the GCF

Please describe one or two project ideas or concepts that you wish to develop into a GCP concept note during this training program. (Mitigation or Adaptation or Cross-cutting area?) Also, if you already discussed your ideas with your boss/colleagues, please describe their feedback too.

[Remarks]

Only accepted participants are required to prepare the presentation material for the Inception Report, based on the one submitted with the Application Form. The deadline is November 22, 2024.

The presentation material should be made by **MS PowerPoint with a maximum of 20 slides.** Participants are requested to make a presentation of Inception Report within 20 minutes per person at the beginning of the program in Core phase.

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 are 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.



Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

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

TEL: +81-29-838-1111 FAX: +81-29-838-1119

("81" is the country code for Japan, and "29" is the local area code)