



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Participatory Local Social Development (PLSD)
- An Emerging Discipline for Sustainable Local
Development through Functional Collaboration
between Local Government and People**
課題別研修「参加型地域社会開発(PLSD)—行政と地域住民の協働に
よる持続可能な地域社会開発の理論と実践」

JFY 2026

Course No.: 202514933J001

Course Period in Japan: From August 6, 2026 to September 16, 2026

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.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, 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

Background

In the field of social development, number of programs and projects has presently been undertaken in developing countries. Particularly, Participatory Approach (PA) has largely been adopted in those activities because of its effectiveness on promoting people's participation in needs identification, decision-making, and capability building.

However, satisfactory level of achievements have not yet witnessed in terms of people's empowerment and institutional building that would be conducive to laying foundation for self-reliant and sustainable development. Faced with those situations, the specific characteristics of a local societal system and its indigenous mechanisms of resource utilization and management are particularly focused. They are fundamental conditions and social venues, where social development projects are to be formulated and implemented.

In response to meet the pressing needs and requirement, JICA established the program on the new approach of Participatory Local Social Development (PLSD) in 1998 and has continuously been offering the program, in close collaboration with Mr. Ohama, the founder of PLSD, Former Associate Professor at Nihon Fukushi University.

For what and how?

The PLSD program is relevant and effective to those projects that are aiming at consolidating the basis for Sustainable Development by way of adopting Participatory Approach toward Empowerment of Local Society, as it aims for capability building of local society toward self-reliant and sustainable development and institutional development among stakeholders.

This will be achieved by this program to provide an opportunity for suitable officers/staffs to learn the theoretical framework and practical strategies, in order to enhance their capability of project planning and management compatible with the specific characteristics and conditions of a local societal and community system in their respective areas and countries.

Studies based on Japanese experiences in project planning and management that is from the collaboration between local governments and local communities would be useful and instrumental. It helps the participants understand the core points of this program and to attain the above-mentioned goals.

For whom?

This program is offered to organizations conducting and facilitating local social development projects/programs, and its officers/staff in charge.

The examples of local social development program/projects compatible with the PLSD approach are often found in the field of community development and local autonomy promotion in general, and irrigation and cooperative development, income generation,

safety drinking water management, environmental protection and preservation, community forestry in particular, and so on.

The organizations can be local governments, governmental agencies, NGOs/CBOs, research institutes (including universities and colleges) and so on. The organizations are required to have clear plans to support and utilize the learnings from the participating staff to this program.

What is PLSD?

(1) The Objective of PLSD

The grand objective of PLSD is to facilitate the process of social capability building and institutional mechanism strengthening of a local society as a whole toward self-reliant, sustainable development, by way of analyzing the particular structure-functional characteristics of a target local societal system, of generating tactful policy measures based on the uniqueness identified, as well as of deploying participatory approach of experience-based learning for capability building and institutional linkage building in accordance with the prevailing condition and situation.

With the view to realize the said objective, the concrete and specific objectives are to be given as follows

- 1) To analyze and identify, from the structure-functional viewpoint, the potentials and constraints for development of a local societal system;
- 2) To generate rational and strategic policy framework and measures in accordance with the analysis of a local societal system; and
- 3) To enhance the utility of Participatory Approach (PA) in terms of capability building and institutional development in project activities, through the integration between the structure-functional analysis of a local societal system and the PA's experience-based learning method.

(2) Core Essence and Key Concepts of Participatory Approach (PA)

PA aims at the empowerment of a local people to be a main actor for development. In pursuit of this objective, many tactful measures must be deployed in order to effectively carry out strategic tasks. The key concepts PA focuses and upholds are;

- (1) Conscientization,
- (2) Organization Building,
- (3) Capability Building and
- (4) Networking.

All of these compose the integral part and parcel of people's empowerment, and are interrelated one another in the process of activities.

It is of vital importance of us to understand that these are to be attained through people's experience-based learning process through their direct participation. This is

actually the core essence of PA. People's participation in needs identification, decision-making and project implementation is important and meaningful only when it is understood in the above context. People's empowerment through experience-based learning in the continuous process of reflection and action is the most salient contribution of PA.

(3) Importance of Understanding the Local Societal System

It is obvious that capability building and institutional mechanism strengthening are of vital importance for self-reliant and sustainable development. However, no prototype approach ever taken so far could yet be good enough to sufficiently attain the said prerequisites. For a local society/community has its own particular, unique characteristics in terms of capabilities, experiences, mechanisms, and rules for resource management in substantial daily life, resultant from its respective local societal setups and conditions. These would make the very basis for any development activities, and must duly be given appropriate attentions and seriously considered during the whole process of undertakings. To properly pursue the tasks to consolidate the basis and to ensure the process for self-reliant and sustainable development, it would be the most salient, essential gist and/or milestone for our new challenge.

To be more specific, a local society/community has its own so-called SELF-ORGANIZING CAPABILITY (SOC) to manage their livelihood activities in ever changing societal setups and conditions for collective survival. The contents and levels of SOC naturally differ from one another in accordance with respective local societal system prevailing and working therein. To understand the real SOC of target society/ community, PLSD would introduce five (5) sub concepts, namely;

- (1) Three Development Elements,
- (2) Household Elements,
- (3) Local Societal System,
- (4) Functional Typology of Local Community System and
- (5) Socio-Geographical Unit.

These are interrelated and interwoven with one another to finally construct the whole picture of SOC. These concepts would help us properly analyze the potentialities and constraints of target society/community for development, and then facilitate the rational, reasonable policy and project formulation.

(4) Elements and Factors for Viable Development

The above discussions on the Participatory Approach and the Self-Organizing Capability of a Local Societal System would aptly be integrated, around the elements and factors of a viable development, into a versatile model of interlinkage, which would serve as basic framework to capture the essential aspects of any activities or undertakings. It could even widely be applied for the analysis of a household, a social group, a local community, a government organization etc. All the more important is that it would enable us to grasp those mentioned above in terms of their structural and

functional context, as well as of the unanimous framework to discuss project activities and their societal basis all together. Then, it would eventually lead us to reasonable determination to rational interventions toward successful project formulation and implementation.

The fundamental elements here in this context are (1) Resources, (2) Organization, (3) Norms, while the factors imply (4) Capabilities and (5) Institutional Linkage. With Organization at its center, Resources and Norms are to be set in vertical line. Then, Capabilities and Institutional Linkage are to be arranged in a horizontal line. The horizontal and vertical lines finally compose the network and/or linkage of elements and factors as the base line scope and framework of PLSD perspective. This model drawing the interlinkage/interrelations of elements and factors for self-reliant and sustainable development is so-called DIAMOND MODEL.

PA's four (4) major focuses as well as Self-Organization Capability (SOC)'s five sub concepts are all well embraced and integrated in harmonious linkage and balance in the Diamond Model discussed herewith. This wider and deeper scope and perspective for the development actually make PLSD so outstanding and different from conventional lopsided theories and tool-oriented methodologies.

II. Description

1. Title (Course No.)

Participatory Local Social Development (PLSD) - An Emerging Discipline for Sustainable Local Development through Functional Collaboration between Local Government and People (202514933J001)

2. Course Duration in Japan

August 6 to September 16, 2026

3. Target Regions or Countries

Bhutan, Indonesia, Kyrgyz, Nepal, Pakistan, Sierra Leone, Sudan and the Philippines

4. Eligible / Target Organization

This program is offered to organizations currently conducting and facilitating local social development, and its officers/staff in charge of ongoing local social development projects, which are willing to adopt Participatory Approach and focus on particular reality/uniqueness of a local society and community toward empowerment of a local society.

The examples of local social development projects/programs compatible with the PLSD perspective and approach are often found in the field of community development and local autonomy promotion in general, and irrigation and cooperative development, income generation, safety drinking water management, environmental protection and preservation, community forestry in particular, and so on.

*The organizations can be local governments, governmental agencies, NGOs/CBOs, research institutes (including universities) and so on. The organizations are required to have clear vision and plans to support and utilize the learnings from the

participating staff to this program.

*This PLSD is not so suitable and may not be beneficial for officers/staffs in charge of the other nature and approach of project that are market economy development and privatization, peace building and social welfare to war victims, or, simply infrastructure building etc.

5. Capacity

8 participants

6. Language

English

7. Objective(s)

Participants would obtain the innovative perspective, framework, approaches and methods on the Sustainable Local Development, so that they could formulate reasonable projects that would not only fit into local realities, but also effectively realize the improvements therein through eliciting and fostering participatory collaboration between local government and people.

8. Overall Goal

The participants will be able to implement Participatory Local Social Development projects for strengthening the social basis for self-reliant and sustainable development both for the local society and for local people.

9. Output and Contents

This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in a participant's home country (Before arriving in Japan)

Expected Module Output	Activities
Submission of Inception Report (See ANNEX)	Preparation and submission of Inception Report *Note: the contents of Inception Report will be reviewed / reanalyzed in line with PLSD framework and learnings from the program at the last week of program in Japan.

(2) Core Phase in Japan (7^h August to 15th September 2026)

Expected Module Output	Subjects/Agendas	Methodology
1. Innovative perspective, scope, viewpoints and framework for development	<ol style="list-style-type: none"> 1) Historical Background of Participatory Local Social Development (PLSD) in Development Paradigm 2) Basic Framework and Concepts of PLSD 3) Theory and practice of Participatory Approach (PA) 4) Correlation among PRA, PA and PLSD in the light of Scope and Approach toward Self-Reliant and Sustainable Development 	<ul style="list-style-type: none"> - Lecture - Discussion
2. Viewpoints, framework and methods to grasp particular potentials and constraints of a target local society and community for development	<ol style="list-style-type: none"> 1) Core Concept of Self-organizing Capability (SOC) 2) Sub-concepts of SOC <ul style="list-style-type: none"> • Three Development Elements • Household Elements • Local Societal System • Functional Typology for Resource Utilization/Management in a Local Community • Socio-Geographical Unit. 	<ul style="list-style-type: none"> - Lecture - Discussion
3. Practical theory and methods for people participation and empowerment	<ol style="list-style-type: none"> 1) Participatory Approach (PA) for Promoting Local People's Participation and Empowerment 2) Case Studies <ul style="list-style-type: none"> • Saemaeul Movement (Korea) • UMSS (Philippines) • Legazpi PLSD project (Philippines) • O&OD project (Tanzania) 3) Local Autonomy in Iida City, Nagano <ul style="list-style-type: none"> • Local Autonomy System & Mechanism in Iida City, Nagano • History & Local Administration System • "Kominkan" of Social Education Program to Promote Participation and Self- 	<ul style="list-style-type: none"> - Lecture - Group discussion - Field trip (Iida city, Nagano) - Audio Visual

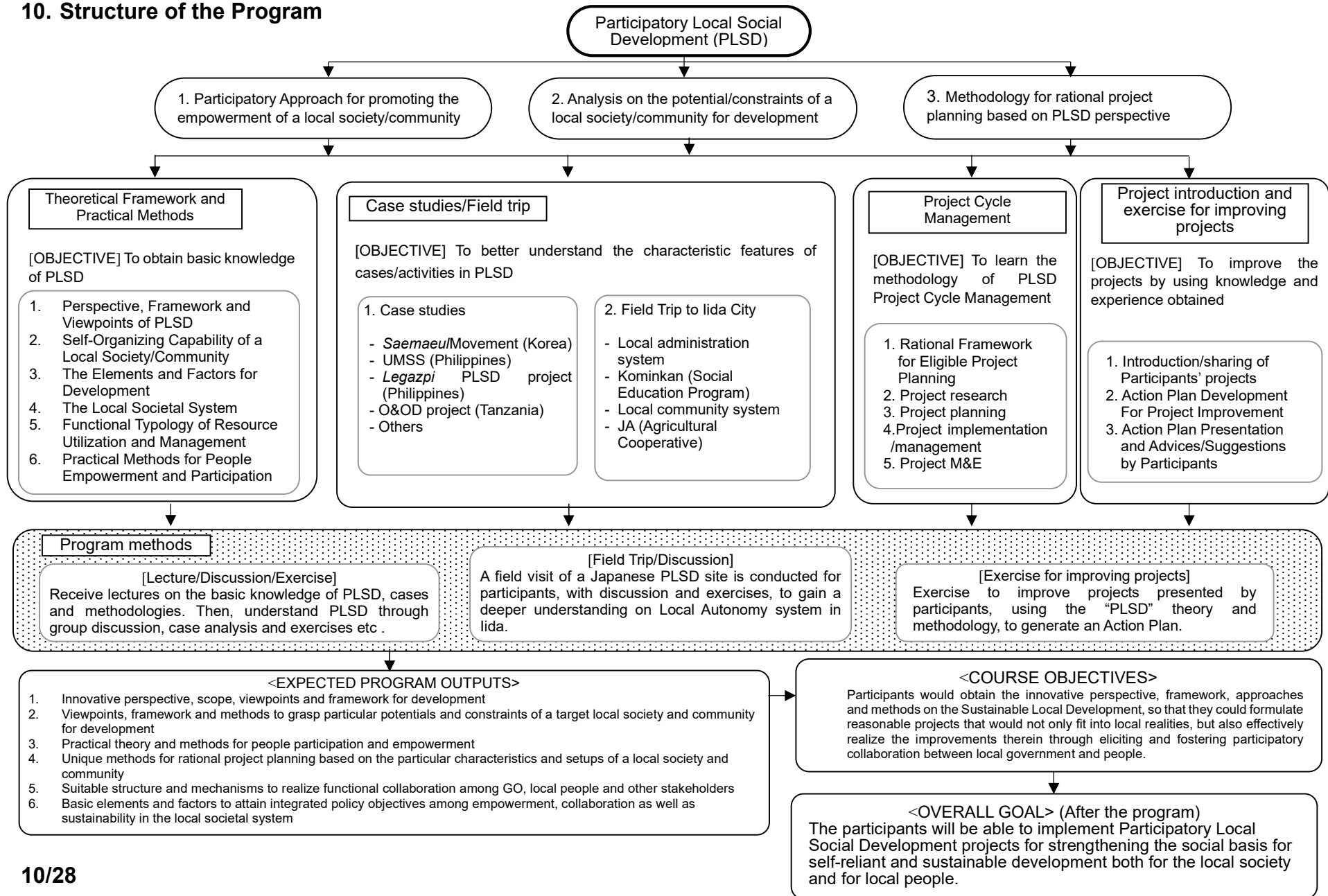
	<p>Governance of Local People</p> <ul style="list-style-type: none"> • Capability & Mechanism of Community Management around Common Resources & Facilities by Local People <p>4) Critical Discussion and Analysis on the movie “SEVEN SAMURAI”</p>	
4. Unique methods for rational project planning based on the particular characteristics and setups of a local society and community	<p>1) Project Cycle Management in PLSD Framework & Perspective</p> <ul style="list-style-type: none"> • Rational Framework for Eligible Project Planning • Project Research • Project Planning • Project Implementation/Management • Project M&E <p>2) Learnings on the Respective Formats of Project Cycle Management (PCM)</p> <p>3) Critical Reflection on Conventional PCM theory and methods as well as Correlation among 5 Evaluation Points</p>	<ul style="list-style-type: none"> - Lecture - Group Discussion - Exercise
5. Suitable structure and mechanisms to realize functional collaboration among GO, local people and other stakeholders	<p>1) Case Studies</p> <ul style="list-style-type: none"> • Saemaeul Movement (Korea) • UMSS (Philippines) • Legazpi PLSD project (Philippines) • O&OD project (Tanzania) <p>2) Functional Collaboration Mechanisms in Iida City, Nagano</p> <ul style="list-style-type: none"> • Local Autonomy in Iida City, Nagano, based on the Tripartite Collaboration among Local Government, People and KOMINKAN (Social Education Agency) • Historical Background and Local Government System • Inculcation of the Spirits of Self-Governance by KOMINKAN among LG and Local Community People • Tripartite Collaboration among Japan Agricultural Co-operatives (JA), Agriculture Div. of City Government and Local Producers 	<ul style="list-style-type: none"> - Lecture - Group discussion - Field trip (Iida City, Nagano)
6. Basic elements and factors to attain integrated policy objectives among empowerment, collaboration as well as sustainability in	<p>1) Elements & Factors for Self-Reliant and Sustainable Development</p> <p>2) Re-analysis on each Participant's Local Social Development Program/Projects</p>	<ul style="list-style-type: none"> - Lecture - Group Discussion - Exercise

the local societal system	3) Proposal (Action Plan) Making for Alternative/Improved Project Plan and/or Activities	
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(3) Follow-up Phase via Online (2nd Feb. 2027)

Expected Module Output	Subjects/Agendas	Methodology
Strategies and Measures to Help Facilitate and/or Induce Better Implementation of the Action Plan of Participants	1) Re-analysis on Participants' Action plan and its progress in terms of; <ul style="list-style-type: none"> • Current status, • Challenges being faced and causes • Possible countermeasures and their rationale • Future actions etc. 2) Discussion among participants and advices from the Course Leader and Lecturers on Common Challenges and Possible Countermeasures	<ul style="list-style-type: none"> - Exercise - Group discussion (online)

10. Structure of the Program



11. Topic Outline (subject to minor changes)

1st Week: Introduction of the Participant's Project and of the PLSD Framework

As an introductory part of the program, the sharing sessions on participants' project are conducted to find common ground among the participants toward forthcoming PLSD learning. Then, the basic framework, key concept and the practical method of PLSD shall extensively be discussed to have solid foundation to understand development in holistic and comprehensive perspective in the light of a local societal system.

2nd Week: Learning PLSD through case analysis

The practical methods to promote the area-based capability building and institutional strengthening in a participatory manner shall be presented and discussed. Case studies from different sector experiences shall also be shared with the view to help the participants better understand the conceptual framework and practical methods of the PLSD.

3rd Week: 1 week Field Trip to Iida City, Nagano

The participants will visit Iida City, Nagano Prefecture, one of the notable PLSD sites where a tripartite collaboration among local community, local administration, and *Kominkan**, is effectively functioning for the attainment of local autonomy. The participants are expected to learn directly from local people, local government officers and *Kominkan* staff through interviews and discussions in the light of the PLSD conceptual framework and practical methods.

**Kominkan* is the social education program, nation-widely conducted in collaboration with local government and people since 1946, toward the promotion and attainment of local autonomy by way of awareness and organization building among local people and social groups in their society and community.



4th Week: The PLSD Planning, Management, Monitoring and Evaluation

Innovative scope and practical methods for the PLSD project planning, management,

monitoring and evaluation shall be discussed. Workshops are also conducted by the participants themselves to master new skills and techniques.

5th and 6th Week: Action Plan Development & Presentation

By best utilizing the knowledge, skills and experiences obtained from this PLSD program, the participants are to review respective projects presented in their Inception Report from the PLSD perspective and are to prepare a proposal of an improvement plan and/or action of their own projects.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

(1) This course is designed primarily for organizations that recognize the limitation of their existing systems or conventional approaches and are seeking to break through the current situation by adopting new initiatives or innovative approaches, in order to address specific issues or problems identified in their conventional operation/approach. Applying organizations are expected to use the program for those specific purposes.

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 2 below.

(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.

2. Nominee Qualifications

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

【Remarks】

Gender: Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

1) **Current Duties:** be officers/staffs in charge of ongoing local social development projects, which are willing to adopt Participatory Approach and focus on particular reality/uniqueness of a local society and community toward empowerment of a local society.

*Please refer to II. Description 4. Eligible / Target Organization (Page 5)

Suitable Organization: Nominees should belong to relevant organizations such as local governments, government agencies, NGOs/CBOs, research institutes (including universities and colleges) and so on.

*Nominees must be organizationally assigned to a clear mission and tasked with local social development projects, and must be in the proper position to utilize the new knowledge in real practice.

*The nominee's organization must demonstrate a clear commitment to supporting the participants not only in organizing a knowledge-sharing meeting after returning to the home country, but also in providing concrete and practical support that enables the participant to implement their Action Plan developed through this program. Such support may include institutional backing, allocation of resources, authorization for follow-up activities, and opportunities to apply newly acquired knowledge and experiences within the organization.

- 2) Experience in the Relevant Field: have more than 5 years' experience in the relevant field

*The first-hand and rich field experiences of community organization, project planning/ implementation / M&E with local people as well as in-depth community analysis will be highly valued and prioritized.

- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Pre-existing conditions ¹and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire

(“QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION”)

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

a. Chronic diseases (e.g., hypertension, diabetes)

¹ Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

- b. Conditions currently under treatment
 - c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
 - d. Pregnancy (for female applicants)
- ② Medical certificate
- Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

(2) Recommended Qualifications

- 1) Expectations for the Participants: Have good social/ communication skills for effective learning in amicable collaboration. No dominant/ controlling behavior is appreciated and welcomed in program activities.
- 2) Those who have been devoting and who will continue to engage themselves in the activities of various development projects at community level (e.g. social, environment, community entrepreneurship) are highly prioritized to this program.
- 3) Age: Be over twenty-eight (28) and under forty-five (45) years of age.
- 4) 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)

* 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

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

(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: to be submitted **WITH the application form.**

- The Inception Report must be submitted with the application form. The application shall NOT be considered unless the Inception Report is submitted along with the Application form.
- Please prepare the report with in-depth analysis, because, throughout the program, participants will review the report, hence, the situation of on-going project that they are in charge, and at the end of program, participants will analyze the bottom issues and generate alternative ideas and plans to solve them in order to improve their project.
- Please read the “Guidelines for Inception Report” in ANNEX page carefully, the report not following/answering the guideline may not to be considered for the nomination.
- It is strictly to be typewritten by applicants and its organization in accordance with the specific points and issues given in the “Guidelines for Inception Report”. It must be **ORIGINAL** and no copies from previous project reports or else.

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 June 19, 2026**)

(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 July 6, 2026.**

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

Inception Report -- to be submitted by June 19, 2026 with application form.

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 any type of immoral conduct including sexual harassment, 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", "IV. 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.
- (13)** to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Chubu Center (JICA CHUBU)

(2) **Program Officer:** Ms. Mari ARIMITSU (cbictp1@jica.go.jp)

2. Implementing Partner

(1) **Name:** PLSD Institute, founded by Mr. Yutaka OHAMA, former Associate Professor at Nihon Fukushi University

(2) **URL:** <https://plsd-network.com/>

(3) **Remark:** Mr. OHAMA developed PLSD theory and framework. In collaboration with him, JICA has been implementing this program since 1998.

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

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

JICA Chubu Center (JICA CHUBU) Address: 4-60-7 Hiraike-cho, Nakamura-ku, Nagoya, 453-0872, Japan TEL: 81-52-533-0220 (where “81” is the country code for Japan, and “52” is the local area code)

If there is no vacancy at JICA CHUBU, 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 “KENSU-IN GUIDEBOOK,” (English/French/Spanish/Russian).

*Link to the Website:

https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/orparticipants.html or

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.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
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 Chubu	https://www.jica.go.jp/chubu/english/office/index.html

V. Other Information

About JICA Chubu Center:

<Location>

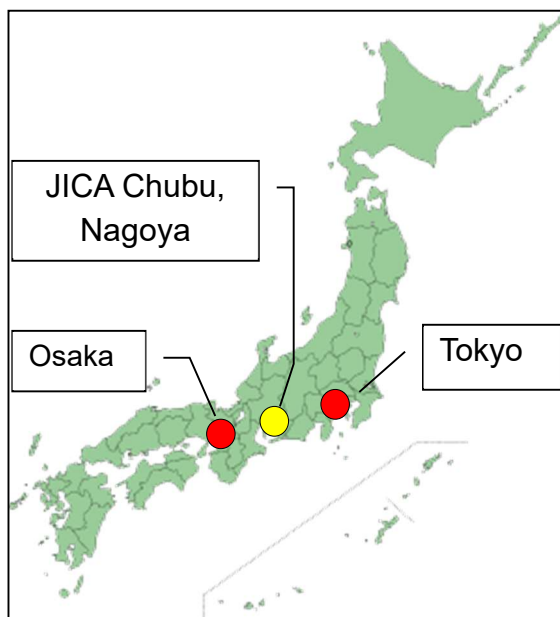
- It is located at the center of *Nagoya*-city. The Nagoya main station, the regional hub of various transports, is 15mins walk from JICA Chubu Center.

<Facilities/Equipment>

- Cafe/Restaurant: International Foods, including vegetarian and halal meals, are available.
- Private Room: Single size Bed, Private Bathroom, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV, Internet connection (LAN)

<Recommended Websites>

- ✓ JICA Chubu's website: www.jica.go.jp/chubu/english/office
- ✓ Aichi prefecture: www.heart-of-japan.jp/



<Climate>

Monthly Average Temperature & Precipitation in Nagoya (2024)

	Aug	Sep
Average (°C)	30.2	28.2
High (°C)	35.8	33.2
Low (°C)	26.5	24.8
Rainfall (mm)	282.0	89.0

VI. Annex

Guidelines for Inception Report: To applicant and his/her organization

This program attaches particular importance and meanings to the Inception Report writing, as it is intended to:

1. **provide the opportunity of CRITICAL REFLECTION & ANALYSIS** over his/her knowledge, experiences, understandings, perception on the current theories and practices of on-going development projects ; and
2. help **enhance his / her PREPAREDNESS and REDINESS** for more effective, substantial learnings in the forthcoming PLSD Program in Japan.

The Report should be prepared in conformity with the guidelines given herewith.

- The application will NOT be considered unless the Inception Report is submitted along with the Application form.
- Question No. 1 and 2 of Report Contents is strictly to be written by applicants themselves, and No. 3 is by the applicant's organization, in accordance with the specific points and issues given.
- No copies from either previous Project Report or outputs by ex-participants. The reports not following this guidelines is not acceptable.
- The report should be up to 20 pages in length and be typewritten in A4 size paper.

Note

JICA Center and the Course Leaders examine closely both Application Form and Inception Report for screening and selection, as the important base line information so as to acknowledge how this program could contribute to capacity development of applicants as well as to support to problem solving of the organizations.

In addition, job experiences and English ability will be carefully screened by use of the Inception Report and the English score sheet. There were some participants with inadequate job experiences and English ability who found themselves unable to follow the program and to make the best progress/outcome from their participation.

- JICA Chubu may contact an applicant directly regarding to your report, and may hold a direct interview over Internet if necessary.

Report Contents

0 Cover page: Applicant's name, Organization & position, Contact Email address

1 General information (written by applicant):

1.1 Administration hierarchy

(1) Draw a chart of the general administration hierarchy from the national level down to the village level.

(2) Describe the similar structure of social units within a village, for example, settlement, neighborhood group, and others. This ought to be given with supplemental information about the size in terms of area coverage and / or number of households / population at the respective levels.

1.2 Traditional collective actions and social organizations

(1) Identify local people's TRADITIONAL collective actions (e.g. labor exchange, fund raising, and others)

NOTE

Please differentiate traditional ones from those introduced from outside organizations such as the government, NGO, donors, etc.

(2) Identify social organizations (e.g. irrigation association, cooperatives, day-care groups, religious/ cultural groups, and others) of any kind that are generally practiced and/or observed in their day-to-day life on a nation-wide basis.

1.3 Describe each of them in terms of:

1) Name, 2) Objectives, 3) Membership, 4) Resources utilized and nature of their ownership (e.g., private, state, collective, and communal), 5) Organizational arrangement, 6) Rules observed, 7) Level and / or social unit, 8) Linkage and / or networks with external organizations.

2 Specific information on the on-going Local Social Development project (WRITTEN BY APPLICANT):

2.1 Community profile

Give the social profile of a target community to which applicant's project presently addresses in terms of Social, Political, Economic and Cultural and Environmental (SPECE) settings.

Special attention should be given to the following two points:

(1) Identify the specific collective actions and social organizations from among those listed in the above section. If there are any particular, unique ones found only in the target area or community, additionally describe them in accordance with the guidelines given above, and

(2) Identify common resources / facilities in the community. If there are any, describe people's experiences in and mechanisms of their utilization and management, based on the above guidelines.

2.2 Project description

Describe your project in a compact form so as to cover the following points:

- (1) Project title,
- (2) Objectives and goals,
- (3) Specific issues and problems that the project addresses,
- (4) Approach adopted (e.g., resource provision, organization building, value formation, and their combination),
- (5) Measures and components,
- (6) Organization arrangements in terms of organization structure, people participation mechanisms, and institutional linkage with external support Governmental Organization (GO) and local NGOs,
- (7) Collaboration mechanism among supporting organizations / agencies for project implementation,
- (8) Relevance of project organization to indigenous/traditional social organization in the target community,
- (9) Project phasing with role delineation among GO, NGOs, People Organization (PO) and other external supporting groups,
- (10) Rules and by-laws adopted in the project organization, 11) Level and/or unit where the project is being implemented

3 Applicant's assessment/evaluation of the on-going Local Social Development project (WRITTEN BY APPLICANT):

Assess / Evaluate the present status and achievements of your project by way of :

- (1) Describe the current status of your project, then analyze their background reasons either for success or failure ;
- (2) Discuss possible solutions and/or measures along with their rationale.

Upon working on the above, due consideration should be given to the following points:

- Appropriateness / Effectiveness of the approach, measures, and components adopted in the context of achievement of objectives and goals;
- Appropriateness of the approach in the light of the characteristics of the target local community ;
- Effectiveness of the development measures and components introduced in terms of phase setting toward people's capability building ;
- Appropriateness / effectiveness of role delineation among GOs, NGOs, POs and others ;
- Sufficiency of organization arrangements & linkage in terms of project supporting setups as well as people's participation ;
- Appropriateness in selection of level and/or unit for project implementation ; and
- Relevance to local experiences in the traditional pattern of resource utilization and management.

4 Organizational objectives

(WRITTEN APPLICANT'S ORGANIZATION, not by the applicant him/herself, in approx. 2 pages)

- 4.1 Name and the position, and the relation to the applicant
- 4.2 Describe the issues and problems your organization is now facing, and the specific purpose to participate in the program
- 4.3 Describe organizational expectation to the applicant
- 4.4 Describe organizational plan to support the applicant after the program, not just support for organizing ordinary feedback sessions within your organization, but also more substantial one to implement him/her action plan for project improvements and the like.

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.



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 Chubu Center (JICA Chubu)

Address: 4-60-7 Hiraike-cho, Nakamura-ku, Nagoya, 453-0872, Japan

TEL: 81-52-533-0220