

**Internal Memo  
Administration Division**

To : All Heads of the divisions/Department/Authority  
From : Additional secretary (Admin)  
Subject : **Knowledge Co- Creation Program Eradicating Sexual and Gender Based Violence (SGBV) Course No.202411509J001**  
Priority : Most Urgent  
Date : 2025.05.08  
File Ref : MWCA/02/05/21/30/FT/c/01

---

This has reference to the letter dated 05.05.2025 received from the Japan International Cooperation requesting nominations from the eligible Government Official for the above mentioned program. (Copy is attached)

02. It would be appreciated to receive nominations along with requested details and documents from your end to the Administration Division on or before 10<sup>th</sup> June 2025 .

03. Please note that the applications receiving after the deadline will not be entertained.

  
M.H.G.Bandara  
Additional Secretary (Admin)  
For Secretary

May 5, 2025.

Director General  
Department of External Resources  
Colombo 1.

Japan International Cooperation Agency  
Level 17, Parkland  
No. 33, Park Street, Colombo - 2, SRI LANKA.  
TEL : (+94)011- 2303700  
FAX : (+94)011- 2303692  
E-mail : sl\_oso\_rep@jica.go.jp  
Homepage: <http://www.jica.go.jp/srilanka/english/index.html>  
Facebook : <https://www.facebook.com/jicasrilanka>

Dear Sir,

**KNOWLEDGE CO-CREATION PROGRAM:**  
**ERADICATING SEXUAL AND GENDER BASED VIOLENCE (SGBV)**  
**COURSE NO: 202411509J001**

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course.

The duration of the training course is as follows.

Online Program : 2<sup>nd</sup> & 4<sup>th</sup> September 2025  
In Japan Program : 21<sup>st</sup> September 2025 to 11<sup>th</sup> October 2025

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. One set of copy of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- Ministry of Women, Child Affairs and Social Empowerment
- Sri Lanka Women's Bureau

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before 20<sup>th</sup> June 2025.

- Duly filled prescribed Application Form
- Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
- Copy of the passport (if available)
- Questionnaire to be submitted with the Application Form (Form 6)

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

Cont.../2



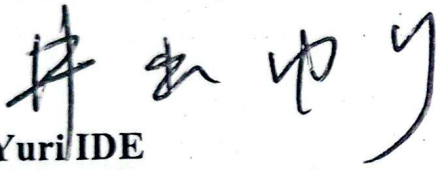
---

We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,



**Yuri IDE**  
**Senior Representative**  
JICA Sri Lanka office

C.c: Secretary, Ministry of Women, Child Affairs and Social Empowerment  
Director, Sri Lanka Women's Bureau  
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,  
Embassy of Japan





Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Eradicating Sexual and Gender-Based Violence (SGBV)



Course Number: 202411509J001

Online Program: September 2 & 4, 2025

In Japan Program: September 21, 2025- October 11, 2025

\*Online Progress Report Meeting: December



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 the program periods may be changed or cancelled after the application has been accepted.

ジェンダーに基づく暴力の撤廃

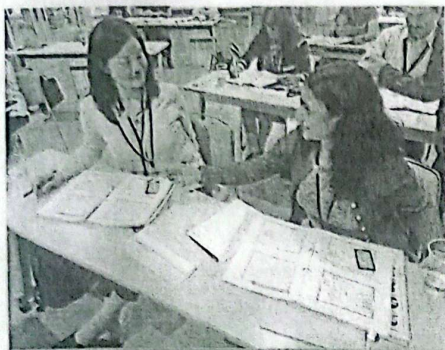


# How can we work together to end SGBV?

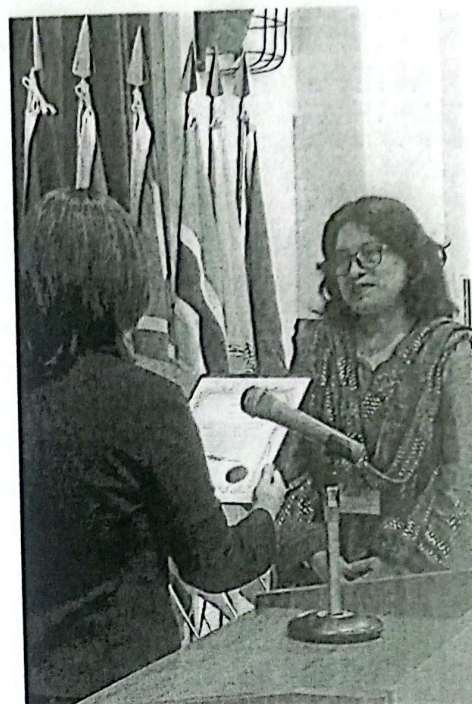
This program aims to enhance the interventions to tackle SGBV and effectively promote prevention, protection, rehabilitation and social reintegration of SGBV survivors and prosecution and rehabilitation of perpetrators by mutual learning and co-creation with other participants.



# Outline



This course is designed for the management level personnel in national machinery, NGO/NPO, public/private shelters, etc., which is promoting gender equality and empowerment of women and supporting SGBV survivors.



This course offers Online and In-Japan programs.



Participants will discuss ways in which they can enhance their interventions to tackle SGBV.

All sessions are carried out in English.

Capacity: 13 participants

Application deadline in your country:

By 20th June, 2025

\*Please confirm with the JICA overseas office or the Embassy of Japan.

(All required material must arrive at JICA Center in Japan by June 27, 2025)







May 5, 2025.

Director General  
Department of External Resources  
Colombo 1.

Ms. Nirmani  
Pls Circulate

Japan International Cooperation Agency  
Level 17, Parkland

No. 33, Park Street, Colombo - 2, SRI LANKA.

TEL : (+94)011- 2303700

FAX : (+94)011- 2303692

E-mail : sl\_oso\_rep@jica.go.jp

Homepage: <http://www.jica.go.jp/srilanka/english/index.html>

Facebook : <https://www.facebook.com/jicasrilanka>



Dear Sir,

**KNOWLEDGE CO-CREATION PROGRAM:**  
**ERADICATING SEXUAL AND GENDER BASED VIOLENCE (SGBV)**  
**COURSE NO: 202411509J001**

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course.

The duration of the training course is as follows.

Online Program : 2<sup>nd</sup> & 4<sup>th</sup> September 2025

In Japan Program : 21<sup>st</sup> September 2025 to 11<sup>th</sup> October 2025

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. One set of copy of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- ✶ • Ministry of Women, Child Affairs and Social Empowerment
- ✶ • Sri Lanka Women's Bureau

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before 20<sup>th</sup> June 2025.

- Duly filled prescribed Application Form
- Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
- Copy of the passport (if available)
- Questionnaire to be submitted with the Application Form (Form 6)

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

JAS

Add. sec. (Adm.)

among →

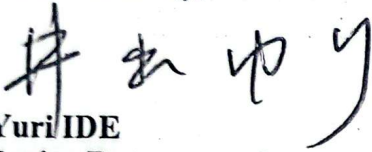
Cont.../2

We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,



**Yuri IDE**  
**Senior Representative**  
JICA Sri Lanka office

C.c: Secretary, Ministry of Women, Child Affairs and Social Empowerment  
Director, Sri Lanka Women's Bureau  
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,  
Embassy of Japan





## **Video: JICA Predeparture Briefing**

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



## **Website: JICA**

English/French/Spanish

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

