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Division
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17th March, 2026

Director General
Department of External Resources
Colombo 1.

Dear Sir,



KNOWLEDGE CO-CREATION PROGRAM:
ERADICATING SEXUAL AND GENDER BASED VIOLENCE (SGBV)
COURSE NO: 202514950J001

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 : 4th to 6th August 2026
In Japan Program : 30th August 2026 to 19th September 2026

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 and Child Affairs
- Sri Lanka Women's Bureau

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before 8th May 2026.

- 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 5)

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

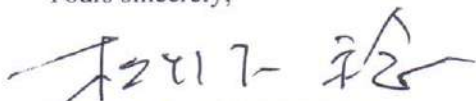
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We also note that, handwritten training applications shall not be accepted by JICA at any reason.

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,



Minoru MATSUNOSHITA
Senior Representative
JICA Sri Lanka office

C.c: Secretary, Ministry of Women and Child Affairs
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: 202514950J001

Online Program: August 4, 5 & 6, 2026

In Japan Program: August 30, 2026 - September 19, 2026

*Action Plan Progress Report Meeting (online) : December, 2026



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, NGOs/NPOs, public/private shelters and other organizations that promote gender equality and empowerment of women and support SGBV survivors.
- This course offers Online and In-Japan programs.
- Participants will discuss and explore effective approaches by learning from the good practices and challenges of Japan and other countries, with the aim of enhancing interventions to tackle SGBV in your own countries. This will involve developing and implementing an action plan.
- All sessions are carried out in English.
- Capacity: 15 participants
- Application deadline in your country: Please confirm with the JICA office or the Embassy of Japan in your country.

*All the required documents must be arrived at JICA Center in Japan by May 15 (Fri) , 2026.

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

Sexual and gender-based violence (SGBV) is one of the most serious social issues which threatens the physical and mental health of individuals and significantly damages societies and economies.

Today, about one in three women around the world has been subjected to physical and sexual violence due to stereotyped gender roles and norms. However, SGBV is often dismissed as a private matter and tolerated in many societies.

People often blame survivors not perpetrators, and adequate support for their protection, rehabilitation and social reintegration is lacking.

Furthermore, perpetrators have gone unpunished.

In such situations, SGBV remains prevalent and survivors are forced to remain silent, suffering from life-long trauma.

Objectives

This course aims to enhance interventions to eradicate SGBV, including prevention, protection and support for social reintegration of survivors, and the punishment and rehabilitation of perpetrators. Participants will mutually learn from good practices, lessons learnt and challenges of Japan and other countries, deepen their understanding of the issue, and develop and implement an action plan to improve interventions in their own countries.

To Whom?

Job Areas and Organizations

1. National machinery promoting gender equality and empowerment of women, other relevant ministries, public shelters, etc.
2. Civil Society Organizations, including private shelters and NGOs/NPOs, supporting SGBV survivors.

Priority will be given to organizations that demonstrate a stronger commitment to maximizing the opportunities provided by this program.



Targeted Countries

(14 countries)

Bangladesh, Botswana, Ethiopia, Kenya, Kiribati, Namibia, Nepal, Nigeria, Pakistan, Papua New Guinea, Samoa, South Sudan, Sri Lanka, Uganda

Where?

Program in Japan will be held in/around Tokyo and Kyushu area.

国内拠点図

When?

Online Program Period

<Pre-Program (Preparation)>

-Online Orientation & Inception Report Presentation (LIVE):

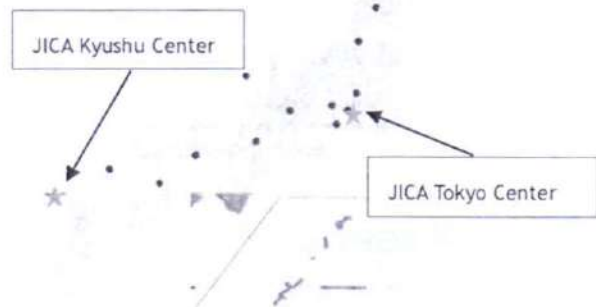
August 4, 5 and 6, 2026

-On-Demand Learning

<Post-Program (follow-up)>

- Report Meeting for Action Plan Progress (LIVE)

*Date TBD in December 2026



- JICA Tokyo Center [Tokyo Center](#) - JICA
- JICA Kyushu Center [Kyushu Center](#) - JICA

In Japan Program Period

From August 31, 2026 (Mon)
to September 18, 2026 (Fri)

Arr. in Japan: August 30 (Sun)

Dep. from Japan: September 19 (Sat)

*Program is subject to change depending on the situation.



How?

How to Learn

- Online Lectures
- Online Self-Study
- Lectures
- Field Visits
- Groupworks
- Discussions
- Presentations



Watch



Listen



Experience



Study



Discuss



Present



Watch



Listen



Study



Chat



Present

Language

English

Commitment to the SDGs

SUSTAINABLE
DEVELOPMENT
GOALS



Commitment to the JICA Global Agenda

JICA Global Agenda - JICA's 20 Strategies for Global Development –

14. Gender Equality and Women's Empowerment

https://www.jica.go.jp/english/TICAD/overview/publications/global_agenda_20.html



Outputs and Contents

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

Expected Outputs	Subjects/Agendas	Methodology
1. To understand the system, experiences and challenges to tackle SGBV in Japan and participating countries through discussions and site visits.	<ul style="list-style-type: none"> - Introduction of key global and regional normative framework to fight against SGBV - SGBV policies and frameworks in participating countries and in Japan - Current situation of SGBV and its countermeasures (good practices and areas for improvement) in each organization 	<ul style="list-style-type: none"> - Inception Report Presentation - Country Report Presentation - On-Demand & In- Person lectures - Site visit
2. To understand and enhance the practice of "survivor-centered approach" which is an international standard to support SGBV survivors.	<ul style="list-style-type: none"> - Measures taken by the government and non-governmental organizations to support SGBV survivors with the use of "survivor-centered approach" in participating countries and in Japan - Discussion on key elements for success to strengthen the efforts to prevent and respond to risks of SGBV and ideal support services be provided based on the "survivor-centered approach". 	<ul style="list-style-type: none"> - Lecture - Site Visit (Support center, Public/Private Shelters, etc) - Discussion
3. To develop Action Plans to enhance the interventions and system to eradicate SGBV in each country.	Problem analysis, formulation and presentation of Action Plan	<ul style="list-style-type: none"> - Group Work - Presentation - Follow-up meeting

- Primary assignment before the session in Japan includes submission of "Inception Report" and "Country Report".

Due Date of Submission

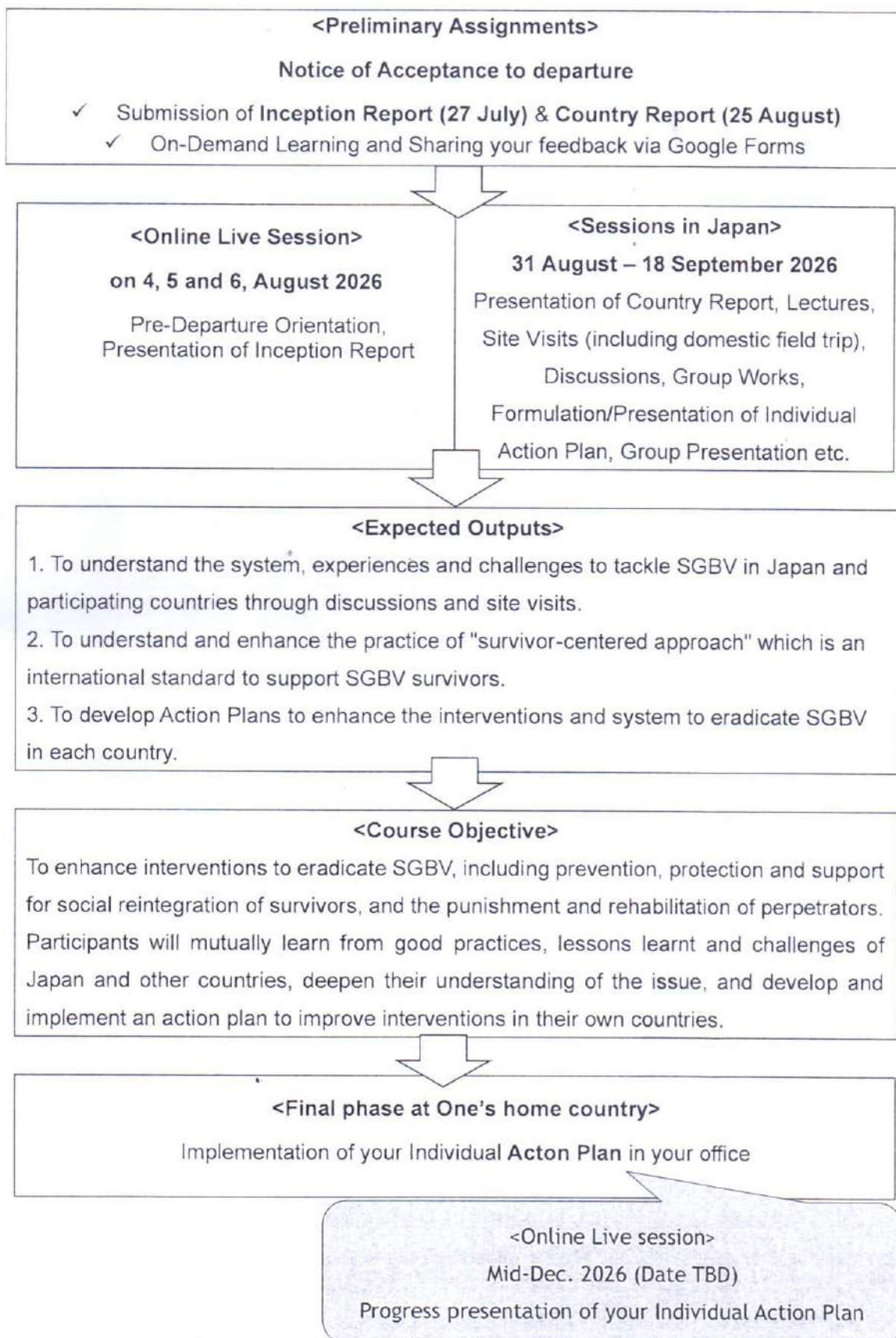
Inception Report : 27 July, 2026

Country Report : 25 August, 2026

- Please refer to the NVEC website below for the outline of the schedule and highlights of previous program.
FY2024: <https://www.nvec.go.jp/en/global/cooperation/oj9am00000001fl.html> (2024)
FY2025: <https://www.nvec.go.jp/en/global/cooperation/s9iqrt00000000vx.html>



Program Structure



	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	
	3 Aug.	4	5	6	7	8	9	
Inception Report Submission due: 27 th July		Inception Report Presentation (Group 1)	Inception Report Presentation (Group 2)	Inception Report Presentation (Group 3)				
	Preparatory Session →							
Online Live & Preparatory Sessions	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
		Country Report Submission Due Date					Arrival in Japan	
Preparatory Session →								
Sessions in Japan	31	1 Sep.	2	3	4	5	6	
	Program Orientation	Keynote Lecture, Lectures, Country Report Presentation Discussion (in Tokyo)						
	7	8	9	10	11	12	13	
	Lectures, and Discussion (in Tokyo) & Lectures, Site Visit (in Fukuoka Prefecture)							
	14	15	16	17	18	19	20	
	Lectures, Site Visit, Discussion (in Tokyo)		Action Plan Preparation (in Tokyo)	Action Plan Presentation (Individual) (in Tokyo)	Group Presentation (in Tokyo)	Dep. from Japan		

- **Online Live Session in August:** will be carried out in 3 groups either on 4, 5 or 6 Aug. See "Local time of Online Live Sessions (p11)" for your assigned group.
- **Sessions in Japan:** Schedule is subject to change, and it will be shared with the notice of acceptance by 19 June. The lectures and site visits include an overview of JICA's efforts to address SGBV, legal frameworks, activities of private sectors and collaboration with government including case studies to prevent and respond to SGBV risks including emerging forms of violence (i.e. technology-facilitated sexual exploitation and abuse).
- **Post-Course Online Live Session in December:** Action Plan Progress Report Meeting is scheduled in the middle of December 2026.



Local Time of Online Live Sessions for Inception Report Presentation

Group 1: 4 August (Tue)

	Country	Local Time
1	Mexico -15	17:00-20:00 (3 August (Mon))
2	Samoa +4	12:00-15:00
3	Kiribati +3	11:00-14:00
4	Papua New Guinea +1	9:00-12:00

Japan: 8:00-11:00

*We may have a participant from Mexico additionally.

Group 2: 5 August (Wed)

	Country	Local Time
1	Bangladesh -3	10:00-13:00
2	Nepal -3:15	9:45-12:45
3	Sri Lanka -3:30	9:30-12:30
4	Pakistan -4	9:00-12:00

Japan: 13:00-16:00

Group 3: 6 August (Thur)

	Country	Local Time
1-3	Ethiopia, Kenya, Uganda -6	11:00-14:00
4-6	Botswana, Namibia, South Sudan -7	10:00-13:00
7	Nigeria -8	9:00-12:00

Japan: 17:00-20:00

*Schedule is subject to change.



Course Assignment

Necessary Guideline & format for the preliminary assignment will be provided after the selection.

Before Departure to Japan

- **Submission and Presentation of Inception Report (IR)**
Submission Due Date: 27 July (Mon)
Presentation of your IR : either on 4 (Tue), 5 (Wed) or 6 (Thurs) August
*Format of IR will be provided after the selection.
*Please prepare your presentation material individually for 10-minute presentation.
- **Self-Study via On-Demand Videos and Sharing your feedback via Google Forms**
Materials and necessary guideline will be provided after the selection.
- **Submission of Country Report (CR)**
Submission Due Date: 25 August (Tue)
*Format of CR will be provided after the selection.
*Please prepare your presentation material individually for 15-minute presentation.

In Japan

- **Presentation of Country Report**
Presentation of your CR: will be carried out in the first week (TBD)
- **Feedback Sheet (everyday)** *Format will be provided.
- **Formulation and Presentation of Action Plan (AP)**
Presentation of your AP: will be carried out in the third week (17 Sep.)
*Format of AP will be provided after the selection.
*Please prepare your presentation material individually for 10-minute presentation on how you could utilize the knowledge or experience you have learned through the course to improve the existing challenges to eradicate SGBV in your regular duty. Additionally, you are encouraged to incorporate the "survivor-centered approach" into your action plan.
*Instruction and preparation session will be given during the program.
- **Group Presentation***
Date of Presentation: the final day of the program (18 Sep) *online semi-open session
Instructions for the preparation will be given during the program.

After returning home country

- **Presentation of the progress of your Action Plan (online)**
It is scheduled to be held in the middle of December 2026 (TBD).



Voice

Past Program Alumni Comments

Mr. Paul Kuria

Kenya / National Government

While in the past I have taken many training programs on SGBV, this particular one in Japan that I took in 2024 was most impactful.

I received a deeper understanding of SGBV, including its manifestation in humanitarian contexts, new perspectives into building empathy towards survivors, and emerging SGBV in the digital and online spaces. I was exposed to AI and Machine Learning driven solutions capable of reducing the spread of non-consensual intimate images, and innovative strategies for building stronger collaboration between and among government agencies, private, and not-for-profit organizations.



The structure of the program, including the content, in-class discussions, site visits, and the resource persons delivering the lessons, engaged me as the learner to think deeper into practical, survivor-centered actions that would work for Kenya. The JICA training center and the staff supported me to take the full program while appreciating and learning from the rich cultural diversity of Japan.

Courtesy of the training program in Japan, I have confidence in saying the following: 'That today, I am not only better skilled but also have a much elated passion for tackling SGBV. I am more thoughtful in response to SGBV. I am better prepared to implement new strategies for ending SGBV even in complex circumstances and among extremely vulnerable disadvantaged groups such as children and those with disabilities.



Ms. Kitso Motlhale

Botswana / Non-Governmental Organization (NGO)

Personally, and professionally, this was the most comprehensive, most practical and highly interactive learning exchange I ever had. It brought together 13 countries each contributing intriguing perspectives, cultural contexts and innovative approaches to SGBV response and prevention. Through lectures, study visits, field observations, and the development of individual action plans, I was able to deepen my understanding of SGBV, its root causes, and most importantly, strategies for effective prevention and response.

I was fascinated by the integration of survivor centred approach in SGBV programming at all intervention levels and what it really means to not use "blanket approach " when designing programs (a model well used by Japan). I was exposed to so many innovative interventions of SGBV response including the Gender Equality Centres that empowered and supported women, the hotline that has about 15 foreign languages, shelters that are survivor centred, the Life Safety Education Program, they basically have tailor -specific services for everyone (women, men, girls, boys and even students). Programs such as this exchange, present invaluable opportunities for learning, adaptation, and co-creation of solutions that respect our cultural and contextual realities. On a lighter note — beyond the classroom — Japan left a lasting impression on me. From the infrastructure and technological advancement, even in the simplest amenities, to the discipline of punctuality, cleanliness, and respect for others, Japan truly embodies excellence.

Botswana, like many countries, continues to grapple with rising SGBV cases but this program has made me ready and to look forward to implementing the great interventions and programs I benchmarked on in Japan and improve the SGBV situation in my country.

I came out not only with knowledge but most importantly with meaningful networks and alliances across the globe from other participants, one that I will leverage on as I implement these learnings. Participating in this program will change your perception of SGBV, deepen your understanding of survivor centred approach, light your enthusiasm to do more and open up your mind to more innovative ways of responding to SGBV. It is truly an incredible program!!



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 of SGBV prevention, protection and reintegration identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (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.
- (3) Applying organizations are also expected to make the best use of knowledge acquired by the participants for the said purpose.

2. Nominee Qualifications

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

(1) Essential Qualifications

1) Current Duties:

- A. A management level officer from ministries and related public organization responsible for SGBV issues.
- B. A personnel who is working for public shelters etc. supporting SGBV survivors.
- C. A personnel who is working on SGBV issues in NGO/NPO or private organizations.

2) Experience in the Relevant Field:

have at least 3 years of experience in the field of SGBV.

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 course includes active participation in discussions, sharing information and making presentations which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

5) Technical Requirement:

A. Technology Proficiency

- Basic computer skills such as sending / receiving email with attachments and using a web browser.
- Online programs are delivered using the following services, Web Conferences (ZOOM), Cloud Storage (GIGAPOD/Google Drive etc.), YouTube and other online platforms (ex. Learning Management System). 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 course shall be borne by your organization. If you are not able to secure stable internet connection or necessary devices including a computer, please fill out the Questionnaire in the Application Form.

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 browser. (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 (<http://zoom.us/download>).
- *In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

6) 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 and 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)
- b. Conditions currently under treatment
- c. Past illnesses that have been resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

② Medical certificate

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 been 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.

7) Attendance:

be required to attend ALL Online program including on-demand and live sessions. If the time zone is not suitable for the full participation in live sessions, please consult with the JICA Office in your country in advance.



(2) Recommended Qualifications

1) **Age:** between the ages of thirty (30) and fifty (55) years

2) **Gender Equality and Women's Empowerment:**

JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of gender, sexual orientation and gender identity. We encourage active participation of both female and male decision makers in this course.

3) **Difficulties / Disabilities:**

Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodation 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.

3. Required Documents for Application

(1) **Application Form:**

Application Form is available at the JICA overseas office (or the Embassy of Japan). **Please submit a type-written application form. (Handwriting will NOT be accepted)**

* 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.

(2) **Photocopy of Passport:**

to be submitted with the application form. If you don't have the valid passport yet, you're 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) **Questionnaire:** to be submitted with the application form (Form.5).



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 the required materials must be arrived at JICA Tokyo Center by **15 May (Fri), 2026** via JICA overseas office.

(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 screening results not later than 19 June (Fri), 2026.

5. Additional Documents to Be Submitted by Accepted Candidates

(1) Inception Report : to be submitted by 27 July (Mon), 2026

Accepted candidates are required to prepare an Inception Report.

(2) Country Report : to be submitted by 25 August (Tue), 2026

Accepted candidates are required to prepare a Country Report.

*Each Guideline and Format will be sent to your designated address.

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 "3. 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)

JICA Tokyo Center (JICA TOKYO)

*URL: <https://www.jica.go.jp/tokyo/english/office/index.html>)

*Program Officer: SHIBA Yukiko (Ms.) (tictip@jica.go.jp)

Please add the course number "202514950J001" to a subject of the e-mail.

2. Implementing Partner

Japan Gender Equality Promotion Agency

* Name of the organization changed after April 2026.

('National Women's Education Center (NWEC)' until March 2026.)

* Website of NWEC: <https://www.nwec.go.jp/en/index.html>

3. 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 GUIDEBOOK," 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/accept

4. Important date and Closing date for submission

Submission of Application Form (Due Date)	Please confirm with the JICA overseas office (or the Embassy of Japan).
Notice of Acceptance (from JICA)	By 19 June 2026 (Fri.)
Submission of Inception Report	By 27 July 2026 (Mon)
Submission of Country Report	By 25 August 2026 (Tue.)

*Date : Japan Standard Time (JST)

5. 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.

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=m7I-WIQSDjl
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

Or you can search from here : <https://www.youtube.com/user/JICAChannel02>

6. Reference

(1) KENSHU-IN GUIDEBOOK

https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_2024_en.pdf

(2) Video: JICA Predeparture Briefing

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

(3) Website of JICA (English/French/Spanish)

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

(1) KENSHUIN GUIDE BOOK

(2) JICA Predeparture Briefing

(3) Website of JICA



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.

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 Tokyo Center (JICA Tokyo)

Address: 49-5, Nishihara 2-chome, Shibuya-ku, Tokyo 151-0066, Japan



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Form5. QUESTIONNAIRE

Please fill in the following questions and send this with Application Form.

1. Your name for the certificate: _____
Your calling name: _____

2. Your valid e-mail address which can be reached **anytime throughout the program.**
*Please note that this e-mail address will be shared among organizers and participants.

3. A phone number where you can be reached in the event that you lose internet connectivity during the online program: _____

4. Have you ever used "Zoom Webinar and/or Meeting"? : Yes / No _____

5. Where do you connect this online program from?
Home / Office / JICA office / Others: _____

6. Would you be able to secure a computer and/or a stable internet connection during the online program? Please check the box below:
 I have a computer with a stable internet connection.
 I have a computer but need assistance from the JICA Office for internet connection.
 I need assistance from the JICA office for both computer and internet connection.

7. What kind of cases would you like to share as a good practice or a challenging case to discuss with the other participants during the course?

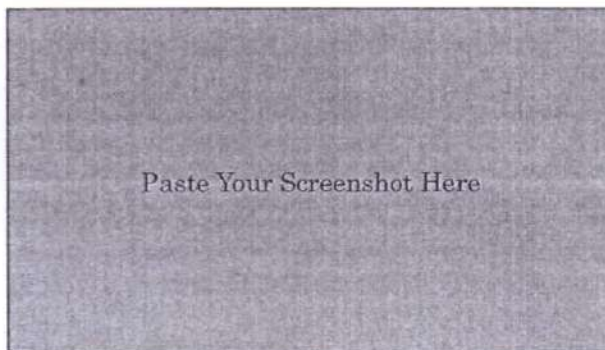
8. Do you use any messenger Apps? (e.g. Facebook Messenger, WhatsApp) If yes, please indicate the name of the App and your account name - the organizer may reach out to you through the App during the program period.
Yes (Name of the App and your account: _____) / No

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9. Please check your internet speed at the same local time that you would join in this training program by clicking "GO" in the following link. And submit a screenshot of the result.

<https://www.speedtest.net/>

*Screenshot example:



10. Questions/requests if you have any

End of Questionnaire