



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Capacity Building of Local Governments for Development with Community Participation(B)



Course Number: 202517130J001

Course Period: November 3- November 27, 2026



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

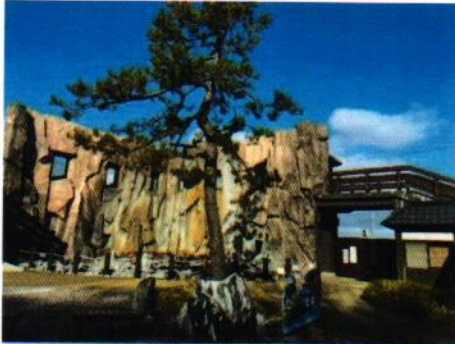
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

How do we design sustainable regional development?

Gain insight to an essence of sustainable
regional development
more practical, more interactive,
more inspirational
from the experiences of Japan(Hokkaido).

Outline



This program is designed to learn through the experience of Japan (Hokkaido) about the process of formulation, implementation, monitoring and feedback of regional development plans with the participation of local residents, as well as community development efforts that make use of local resources.

The sessions are supposed to be held by face to face in Japan.

All sessions are carried out in English.

The period of the program is from November 3 to November 27, 2026.

Course Capacity: 18 participants



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.

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For What?

Background

Asian countries and African countries have promoted decentralization as an effective instrument for regional development and poverty reduction. for the purpose of improving public service delivery in terms of effectiveness, efficiency, access, equity, and poverty reduction effects of provision, more responsive to community needs. However, local governments in Asian countries and African countries are currently facing difficulties in fulfill, and JICA provides technical assistance for human resource development at the central and local levels, based on the request of each country.

Objectives

Participants will deepen their understanding of regional revitalization in Japan (Hokkaido) and community-participatory regional development promoted by local governments, formulate action plans, and implement these plans within their affiliated organizations.

To Whom?

Job Areas and Organizations

- ◆ This program is offered to officials of local and central governments related to local development with community participation.

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

Targeted Countries

◆ Bangladesh, Cote d'Ivoire, Egypt, Ghana, Indonesia, Iraq, Kenya, Micronesia, Pakistan, Palestinian Authority, Papua New Guinea, Solomon Islands, Sudan, Uganda, Ukraine, Vanuatu and Yemen

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



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When?

Program Period

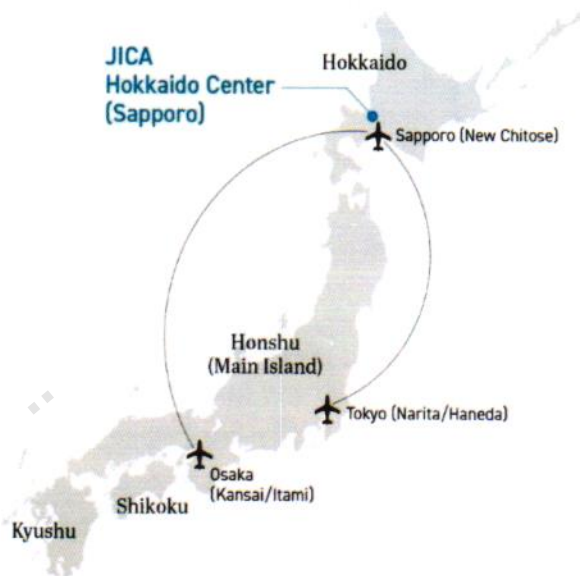


From November 3, 2026
to November 27, 2026

Where?

This course organized by the JICA Hokkaido (Sapporo) Center will be held in northernmost Japan, Hokkaido, where reclamation started behind other area in Japan but has been developed to leading area of industry such as agriculture and tourism with conquering hard natural environment during 150 years.

< Organized by JICA Hokkaido Center(Sapporo)>



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How?

How to Learn

- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Watch



Interact



Experience



Study



Interact



Discuss



Present

Language

English

Commitment to the SDGs



Program Structure

Details on each component are given below. Please note that the activities are subject to minor change.

Expected Module Output and Contents

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

Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
Inception report is prepared	Preparation for Inception Report.(The detail of the Inception Report is explained in the Annex I)



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(2) Program		
Expected Module Output	Subjects/Agendas	Methodology
Participants learn the system and practice of local government in Japan.	To learn about: (1) Policy, organization and finance of Local Government in Japan (2) The relation between central and local governments in Japan (3) Local government and community participation in Japan (4) Practices of Local government administration and provision of public services facilitating community participation	Lecture Discussion Observation
Participants learn about community oriented monitoring and feedback process for planning and implementation of community development plan.	To learn about: (1) Process of Participatory formulation of bylaws, information sharing with community, and efforts on increasing the transparency of local administration (2) Process of decision making with community participation (3) Process for planning and implementation of community development plan	Lecture Discussion Observation
Participants learn about local development activities with taking advantage of community resources.	To learn about Local Government activities on local development, especially those in which : - the role of local government is clear - there is an active engagement by the community and the results are visible in the development of the region	Lecture Discussion Observation
Participants clarify the roles of various stakeholders and their coordination in community development.	To learn about: (1) the roles and coordination among different organizations on local development (2) Cases of inter-municipal coordination	Lecture Discussion Observation

Participants clarify the challenges related to participatory local development facing their organization, formulate and propose action plans within the organization	(1) To clarify the challenges which participants' organization and projects they are engaged or faced (2) To formulate action plans based on the ideas obtained in the course. In case that the participant is involved in the project which is supported by JICA, action plans need to be a plan which contributes to achieve the outcome of the Project. (In case that the project has finished, Action Plans should contribute to further development or continuity of the Project.)	Workshop Consultation Presentation
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Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
 - (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
 - (3) 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.
 - (4) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
-

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:

Central level: Chiefs of Department of regional, local and territorial development.

Local level: mayors and officials in managerial position.

2) Experience in the relevant field:

have more than 3 years' experience in local development, formulation of local development plans, assistance to local government, community development.

3) Language:

have a competent command of spoken and written English, which is equal to TOEFLiBT 100 or more (This program includes active participation in discussions, which require high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc.)

4) Health:

must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Pre-existing conditions¹ 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)

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) Age: under fifty (50) years old
- 2) Contact to Ex-Participants is recommendable in order to prevent mismatches between applicant's needs and Program.
- 3) Gender Equality and Women's Empowerment : JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.



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- 4) Be able to use computers, or supported by candidates' organization in Action Plan creation: at the end of the program, all participants have to submit Action Plan data (Microsoft Power Point).
-

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) **Inception Report:** must be submitted with application form. Inception Report will be taken into account at the time of selection of candidates (detailed information is provided in the ANNEX I "Inception Report".)
-

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 **September 16, 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



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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 October 2, 2026.**

5. 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 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", "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,



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- (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,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule, and
- (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).

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Hokkaido Center (JICA Hokkaido(Sapporo))
- (2) **Program Officer:** Ms. KAGAWA Maki
(Kagawa.Maki@jica.go.jp)



2. Implementing Partner

To be confirmed

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 Hokkaido Center (Sapporo)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku,

Sapporo, Hokkaido, 003-0026, Japan

TEL: 81-11-866-8393 FAX: 81-11-866-8382

(where “81” is the country code for Japan, and “11” is the local area code)

If there is no vacancy at JICA Hokkaido (Sapporo), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of HKIC at its

URL: <https://www.jica.go.jp/sapporo/english/office/about/facilities.html>



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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 GUIDE BOOK,” (English/French/Spanish/Russian).

*Link to the Website:

<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.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html

If the link of these URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>



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Other Information

Accommodation

JICA Hokkaido Center (Sapporo) works as a base of this training program. The Center is equipped with accommodation facilities for JICA training participants. For study tours taking place far from the Center, JICA will arrange hotels for the participants.

Climate

Hokkaido enjoys four distinctive seasons and you will need to prepare adequate clothing for the season in which you will participate in the program.

Spring

April, May, June

Max Temp: 21.5°C | Min Temp: 3.2°C

Summer

July, August, September

Max Temp: 26.4°C | Min Temp: 14.2°C

Fall

October, November, December

Max Temp: 16.2°C | Min Temp: -4.1°C

Winter

January, February, March

Max Temp: 4.0°C | Min Temp: -7.0°C

This program is implemented in fall.
It is getting cold, so you need to prepare long sleeves, jackets, etc.



Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

Website: JICA

English/French/Spanish/Russian

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

PDF: Facility Guide for JICA Hokkaido Center

English/French/Spanish/Russian

<https://www.jica.go.jp/sapporo/english/office/about/facilities.html>



Video: Welcome to JICA Hokkaido

Introduction of JICA Hokkaido

<https://youtu.be/ZTw5Dtcu8o4>



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Annex I

Inception Report

Inception Report should be submitted together with Application Form, to be evaluated during the selection process. Please prepare the report in accordance with the following instructions.

- ✓ Should be written in English
- ✓ Use Microsoft Power Point
- ✓ Data size should be under 3MB
- ✓ Do not exceed ten (10) slides including pictures
- ✓ Contain all the topics below;

1. Basic information

- (1) Your name, country, organization
- (2) Outline of your duties
- (3) Main economic activities that your community residents are engaged (successful cases and failure case)
- (4) Other development opportunities (e.g. local resources to be utilized)

2. Issue identification

- (1) The most critical issue related to participatory community development
- (2) The most critical issue related to local governance and accountability
- (3) The causes of the above

3. Expectation

- (1) What you wish to learn or find out for solving the above issues

Annex II

Case study Report

The purpose of this report is to obtain useful ideas for participatory regional development in one's own country or region by referring to good practices among participants.

- ✓ Pre-submission is not required.
- ✓ Should be written in English
- ✓ Use Microsoft Power Point
- ✓ Data size should be under 3MB
- ✓ Do not exceed ten (10) slides including pictures
- ✓ The topic is free, but it should be a case of local development with community participation.
- ✓ If there are good practice, we will set a time for them to present them during the Program period, so we recommend that you prepare in advance.

Annex III

Action Plan

1. Purpose

All of you are participating in this Program representing your country or organization. Therefore, you are expected to share the ideas and knowledge acquired through this Program within and outside your organization and take initiative in acting for solving problems. Your Action Plan (AP) is a course of action for you to take after resuming your duty. Accordingly, it needs to be concrete and feasible. When elaborating an AP you are expected to make the best out of the knowledge and ideas acquired during the Program.

2. Contents of the AP

Based on the information and experiences, which you have obtained through the Program, you will write a proposal to your department of your organization in order to improve the current situation of your country. When you write an AP, please refer to your “Inception Report”. The contents of your action plan should include the below-mentioned items as minimum requirement. You are free to add more information that you think necessary.

[Contents to be included: minimum requirement]

① Title of Action Plan

② Objective

Please describe the purpose of your AP.

③ Background

Please describe the reasons for choosing the subject, and tell us which issue or challenge you will attempt to solve by implementing your AP.

④ Knowledge Applicable

Please describe which specific information or experience acquired from the Program you think is applicable to improve the situations of your country/region.

⑤ Expected Output

Please describe specifically the output, which is expected to be seen after your AP



is fulfilled.

⑥ Essential Activities in the Timeline

Please describe activities that are necessary in order to attain the mentioned objective, with a detailed schedule.

[Optional: depending on the nature of your AP, you may wish to add the following]

⑦ Target Group:

Please describe a group of people or organizations to whom your AP is targeted in order to solve the identified problems.

⑧ Division of Responsibilities:

Please describe the name of organization or department expected to be in charge of the activities mentioned in 6. If many people or organizations are involved, please do not forget to indicate their relationship.

⑨ Financial Resources:

Please identify the budget source for each activity with an estimated figure in US\$ or EUR.

⑩ Anticipated Inhibitors:

Please describe potential hurdles that are likely to arise when you carry out the activities of your AP.

※Notes for AP writing

The most important point in your AP is “feasibility”. Even an excellent plan will become meaningless if it is never implemented. Followings are some tips to improve “feasibility”.

- ① Design your plan that can be implemented responsibly with your given authority. It means that the plan should fit in the scope where you have a direct influence or coordination. AP is not a grand scale plan for launching a new project or formulating new policies or revising existing policies of your government. AP is a plan of one organization or a person in order to solve some of the present issues, which are under the direct responsibility of such organization or person.
- ② Specify the target group by considering the budget required for implementation, your position, duties, etc. If target groups become more limited, the financial and human resource requirement will be less and coordination efforts will become smaller accordingly.
- ③ Specify the expected results. Otherwise, it is difficult to assess the progress properly



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and to identify missing factors to achieve the goal.

- ④ Specify the essential activities. You perform the more activities instead of someone else, the higher the possibilities the activities are actually carried out, as it is easier to control.
- ⑤ Give due consideration to “Anticipated Inhibitors” when taking action. If such hurdles seem too difficult to clear, your AP may require redesigning. In addition, if some problems are anticipated, measures to avoid or eliminate such problems should be incorporated in the plan at the formulating stage. It is possible that your AP will be composed of actions to eliminate such problems.
- ⑥ Make a timetable with sufficient latitude.
- ⑦ Describe how the knowledge and ideas obtained in Japan are applied to the plan. Due to different conditions such as financial and human resources as well as cultural background in your country and in Japan, Japan’s system or method may not be immediately applicable in your country. Please give due consideration to the factors derived from such conditions.



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.



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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.

Further, address correspondence to:

JICA Hokkaido Center (JICA Hokkaido (Sapporo))

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido 003-0026, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382

("81" is the country code for Japan, and "11" is the local area code.)