



Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

Gender Mainstreaming Policies for Government Officers (B)



Course Number: 202517132J001

Course Period: January 17 - February 19, 2027



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.

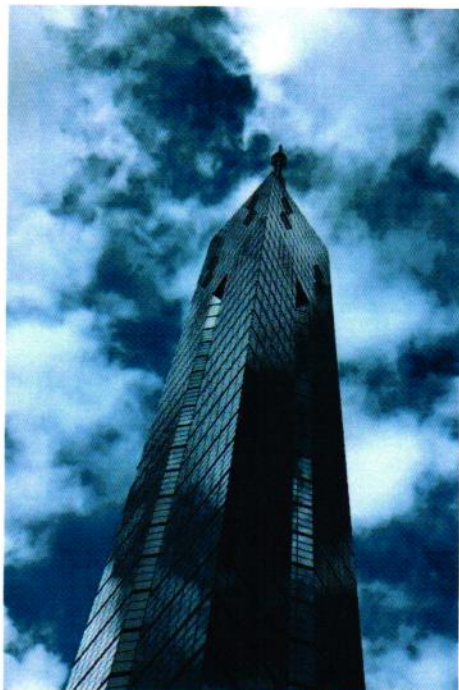
行政官のためのジェンダー主流化政策 (B)



How to solve the challenges in the gender field?

Through practical experience in Japan,
you will learn theoretical and effective
solutions in the gender field.

Outline



This program is offered to national gender machinery which is a central policy coordinating unit for the advancement of gender quality inside the government and gender unit of other ministry or administrative body which is responsible for promoting gender mainstreaming.

The sessions will be held in Japan and will include lecture and discussion.

All sessions are carried out in English.

The period of the program is from January 17 to February 19, 2027.

Course Capacity:
7 participants



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

The idea of “mainstreaming a gender perspective” is the key strategy for promoting gender equality. Gender mainstreaming is about analyzing and implementing policies and initiatives in all areas from a gender point of view. Empowerment of women is an essential part of gender mainstreaming and strategic goals have been set accordingly.

However, the world is still in the process of exploring, by trial and error, how policies should be translated into specific measures, programs and activities. In addition, the significance of this new shift in policy of gender mainstreaming has yet to be widely recognized.

Objectives

This program aims to enhance capability of the National Machinery, other ministries or administrative bodies to disseminate the perspective of gender mainstreaming and gender equality in the design, implementation, monitoring and evaluation of policies and plans in various field.

To Whom?

Job Areas and Organizations

- ◆ This program is designed for
 - (a) National Machinery
(Central policy coordination unit for the advancement of gender equality inside the government)
 - (b) Gender unit or department responsible for promoting gender mainstreaming in other ministry or governmental organizations

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

Targeted Countries

◆ Angola, Bangladesh, Egypt, Kenya, Pakistan, Zambia

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

When?

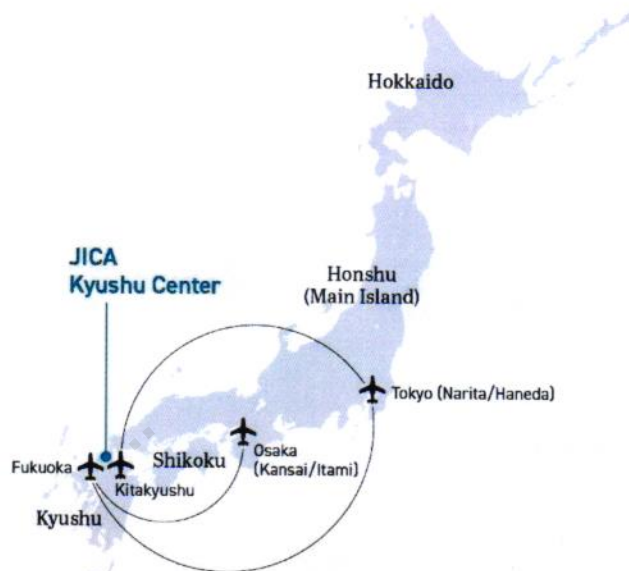
Training Program Period



From January 17, 2027
to February 19, 2027

Where?

This course is organized by JICA Kyushu Center. Participants will stay at JICA Kyushu Center and JICA Tokyo Center. Participants will be arranged accommodation by JICA.



How?

How to Learn

- Research
- Workshops
- Discussions
- Field Visits
- Presentations



Study



Discuss



Listen



Interact



Present



Experience

Language

English

Commitment to the SDGs



Program Structure

(1) Preliminary Phase <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Purpose	Activity	
To be sort out the current situation and issue	Formulation and <u>submission of Country Report</u> (described in the section Annex1)	
(2) Core Phase		
Expected Module Output	Subjects/Agendas	Methodology

1. Be able to explain basic concept and methods of gender mainstreaming.	(1) Gender Mainstreaming Policies (2) Gender Statistics (3) Gender Responsive Budget	Lecture Discussion
2. Be able to understand good practices of Japanese central and local government in order to make effective policies for mainstreaming gender in participants' home countries.	(1) Gender Equality Administration (2) Promotion of Gender Mainstreaming Policies in Local Government (3) Activities of Kitakyushu Forum on Asian Women (KFAW)* (4) Activities of Kitakyushu Municipal Gender Equality Center "MOVE"*	Lecture Discussion Observation*
3. Be able to understand the situation of mainstreaming gender in various fields and consider applicability in the participants' home countries.	(1) Gender Equality in Japanese family law (2) Women and Peace* (3) Women and Violence (I, II) (4) Women and Health (5) Gender and Environment (6) Gender in Disaster Risk Reduction (7) Gender and day Nursery School (8) Gender Mainstreaming in Media (9) Gender Mainstreaming in School Education I, II* (10) Gender Mainstreaming in Agricultural Village* (11) Exchange Meeting with Japanese Citizens* (12) Women's shelter in Japan (13) Women and Community Empowerment	Lecture Discussion Observation*
4. Be able to acquire skills to design, implement, and evaluate the program with gender perspective logically.	(1) Country Report Presentation (2) Gender Sensitive Training and Gender Analysis (3) Preparation for Action Plan** (4) Presentation of Action Plan**	Lecture Discussion Workshop Presentation**

* The curriculum may be subject to minor changes.

* Please refer to the attached schedule (Annex II) for your reference.

Management Members

Course Leader

Ms. ISHIKAWA Mariko

Kitakyushu Forum on Asian Women (KFAW)

Staff

Ms. ISOBE Shiho

Kitakyushu Forum on Asian Women (KFAW)

Mr. HIRAI Kento

Japan International Cooperation Agency (JICA)

Officer, JICA Kyushu Center,

Japan International Cooperation Agency (JICA)

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
 - (2) 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.
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2. Nominee Qualifications

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

【Remarks】

Gender: Each Organization 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:** Government officers engaged in planning, implementation and/or evaluation of the gender equality or gender mainstreaming in the National Machinery, other Ministry or Administrative body
- 2) **Experience in the Relevant Field:** have **more than 5 years** of occupational

experience in the field of gender

3) Educational Background: be a graduate of university or those who have equivalent knowledge

4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL PBT 500 (CBT 173, iBT 61) or above, or the Cambridge First Certificate (This workshop includes active participation in discussions, which requires high competence in English.

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 and pregnancy may lead to health problems that were not present prior to arrival 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 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, 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: between the ages of twenty-seven (27) and fifty (50) years

2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and 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 or ID card

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) Country Report (Annex I): to be submitted with the application form. Fill in Annex I of this General Information
-

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).

(All required material must arrive at JICA Center in Japan by **November 13th 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 **December 16th 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 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.
- (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 Kyushu Center (JICA Kyushu)
 - (2) Program Officer: Mr. HIRAI Kento (kicctp@jica.go.jp)
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2. Implementing Partner

- (1) Name: Kitakyushu Forum on Asian Women (KFAW)
 - (2) URL: <http://www.kfaw.or.jp/en/>
-

3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class⁴¹ 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. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before

departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

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

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
Part II: Introduction of JICA Centers in Japan	
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html

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

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

Depending on applicants experience, JICA requires participants to attend pre-departure video lectures at JICA office in participant country.

6. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[KENSHU-IN GUIDEBOOK 2025\(English\) PC.pdf](#) ◆



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/Russian

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



Website: JICA Kyushu Center

English

<https://www.jica.go.jp/kyushu/english/office/index.html>

PDF: Useful Information for Visiting JICA Kyushu Center

English

<https://www.jica.go.jp/kyushu/english/office/c8h0vm0000fgiksk-att/kyushu01.pdf>



Annex I

Country Report

(to be completed by the Nominee)

NOTE>>> The Report should be

- Typewritten in English
- 12-point font, A4 size paper,
- within 4 pages (except organization chart 3.(1))..

Personal Information

Name	
Country	
Name of Organization	
Department / Division	
Present Position	
E-mail	

1. General Information

	Japan	Your Country
Land area (km2)	377,976 km2	
Total Population	123,440,000 (Mar. 2025)	
Number of Administrative division (provinces/states /prefectures, etc.)	Prefecture : 47 Municipalities : 1,718	
Global Gender Gap Index, 2024(WEF)	Score: 0.663 Rank : 118	
Gender Inequality Index, 2025 (UNDP)	Score : 0.059 Rank : 22	
Women in parliament (%)	Female / Male	

	20.3/ 79.7(Jan. 2026)	
Women in ministerial position (%)	Female / Male 10.0/90.0(Jan. 2026)	

2.National Level

(1) Organization for promoting gender mainstreaming

- (a) National Machinery for promoting gender mainstreaming
- (b) Focal Points/Partners (Other ministries, Administrative bodies, Agency, Donor)

(2) National policies/action plans, on promotion of gender equality and empowerment of women

- (a) Date of formulation and formulator
- (b) Three Priority Issues

3.Organization Level

(1) Organizational Structure

- (a) Organization chart (organization, department, section)
- (b) Show your position in organization

(2) Responsibilities and roles in implementing gender mainstreaming of your organization

- (a) Three major challenges
- (b) Countermeasures (program/ project) for above challenges and current progress status (Duration, Numerical targets, Attained level, Obstacle, Relevant laws and statistics, etc.)
- (c) Cooperation with relevant organization

4.Personal Level

(1) Job descriptions

(2) Specific problems related to gender mainstreaming that you want to address in your position

(3) Specific actions that you want to take in solving the problems

Annex II (The schedule of previous course)

*for your reference

The Schedule of Gender Mainstreaming Policies for Government Officers 2024 (Tentative)				
Date		Methodology	Subject	Accommodation
17-Sep	Tue	Lecture	Course Orientation	JICA Kyushu
		Lecture	Introduction	JICA Kyushu
		Lecture	Gender and environment	JICA Kyushu
18-Sep	Wed	Presentation	Country Report Presentation	JICA Kyushu
19-Sep	Thu	Lecture / Workshop	Gender Responsive Budget	JICA Kyushu
20-Sep	Fri	Lecture	Gender Equality Administration	
21-Sep	Sat		Day off	
22-Sep	Sun		Day off	
23-Sep	Mon		National Holiday (Kitakyushu-Tokyo)	
24-Sep	Tue	Lecture	Gender Statistics	JICA Tokyo
25-Sep	Wed	Lecture	Gender Mainstreaming Policies	JICA Tokyo
		Lecture	Women and Violence I	JICA Tokyo
		Lecture	Women and Health (Reproductive Health and rights)	JICA Tokyo
26-Sep	Thu	Lecture	Gender equality in Japanese family low	JICA Tokyo
27-Sep	Fri	Lecture	Gender Sensitive Training and Gender Analysis	JICA Tokyo
28-Sep	Sat	Lecture	Women's shelter in Japan	JICA Tokyo
29-Sep	Sun		Day off (Tokyo-Kitakyushu)	
30-Sep	Mon		Day off	
1-Oct	Tue	Lecture	Gender Mainstreaming in School Education I	JICA Kyushu
		Lecture / Observation	Gender Mainstreaming in School Education II	JICA Kyushu

2-Oct	Wed	Workshop	preparation for Action Plan (Day1)	JICA Kyushu
3-Oct	Thu	Workshop	preparation for Action Plan (Day2)	JICA Kyushu
4-Oct	Fri	Lecture	Activities of KFAW and MOVE	JICA Kyushu
		Lecture	Women and Violence II -①	JICA Kyushu
		Lecture	Women and Violence II-②	JICA Kyushu
5-Oct	Sat		Exchange Meeting	
6-Oct	Sun		Day off	
7-Oct	Mon	Workshop	Review Session	JICA Kyushu
8-Oct	Tue	Lecture	Women and Community Empowerment	JICA Kyushu
9-Oct	Wed	Workshop	Preparation for Action Plan (Individual Consultation)	JICA Kyushu
10-Oct	Thu	Lecture	Gender in Disaster Risk Reduction	JICA Kyushu
		Lecture	Promotion of Gender Mainstreaming Policies in local Government (Kitakyushu City)	JICA Kyushu
11-Oct	Fri	Lecture / Observation	Gender Mainstreaming in Nursery	JICA Kyushu
		Lecture	Gender Mainstreaming in Media	JICA Kyushu
12-Oct	Sat		Day off	
13-Oct	Sun		Day off	
14-Oct	Mon		National Holiday	
15-Oct	Tue	Lecture	Gender and Agriculture 1	JICA Kyushu
		Observation	Gender and Agriculture 2	JICA Kyushu
16-Oct	Wed	Lecture / Observation	Women and Peace	JICA Kyushu
17-Oct	Thu	Lecture	International Standards & Gender Equality	JICA Kyushu
		Discussion	Evaluation Meeting	JICA Kyushu
18-Oct	Fri	Presentation	Action Plan Presentation	JICA Kyushu

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 to 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:

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