



**【Online】**

# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON  
GENDER MAINSTREAMING POLICIES  
FOR GOVERNMENT OFFICERS (A) (B)

課題別研修「行政官のためのジェンダー主流化政策（A）（B）」  
*JFY 2020*

(A) NO. 201902175J001 / ID. 201902175

(B) NO. 201905732J001 / ID. 201905732

Online Program Period : From January 12<sup>h</sup>, 2021 to February 2<sup>nd</sup>, 2021

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

‘JICA Knowledge Co-Creation (KCC) Program’ as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out 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 center of mutual learning process.

# **I. Concept**

## **Background**

The idea of “mainstreaming a gender perspective,” which was formally featured in 1995 in the Platform for Action adopted in the 4<sup>th</sup> World Conference on Women, is the key strategy for promoting gender equality. Unlike conventional policies and plans that focus only on women, gender mainstreaming is about analyzing and implementing policies and initiatives in all areas from a gender point of view. It has been concluded that empowerment of women is an essential part of gender mainstreaming and strategic goals have been set accordingly. The outcome document adopted at the Special Session of the United Nations General Assembly entitled Women 2000 also refers to the outcomes of gender mainstreaming efforts and points out that there is still much left to be done for gender equality.

This is how gender mainstreaming and empowerment of women have become two core policies for gender equality that need to be implemented in tandem, like the wheels on both sides of a car. However, the world is still in the process of exploring, by trial and error, how these 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.

In Japan, the Basic Law for a Gender-equal Society, established in 1999, and the Basic Plan for Gender Equality, established in December 2000, set out the framework of gender mainstreaming, according to which initiatives are currently being developed and implemented. At the same time, individual local governments are also working on the preparation of relevant ordinances and gradually putting gender mainstreaming into practice.

## **For what?**

This program aims to enhance capability of the national machinery to disseminate the perspective of gender mainstreaming and gender equality in the design, implementation, monitoring and evaluation of policies and plans in various fields and gender unit of other ministry or administrative body to promote gender mainstreaming in their organization.

## **For whom?**

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.

## **How?**

This program will introduce participants to specific examples of how policies and plans have been established, implemented, and evaluated in gender mainstreaming efforts by national and regional governments in Japan. Also, it will provide them with the depth of knowledge and practical methods required for gender mainstreaming through lectures and workshops.

## **II. Description**

**1. Title (Course-No.): Gender Mainstreaming Policies for Government Officers (A) (201902175J001) and (B)(201905732J001)**

**2. Course Period**

Online Program Period: From January 12<sup>th</sup>, 2021 to February 2<sup>nd</sup>, 2021

**3. Target Regions or Countries**

(A) Afghanistan, Fiji, Kosovo, Malawi, South Sudan, Sri Lanka and Tuvalu

(B) Egypt, Ghana, Nepal, Pakistan, Papua New Guinea, Ukraine and Viet Nam

**4. Eligible / Target Organization**

This program is designed for

1) National Machinery

(Central policy coordination unit for the advancement of gender equality inside the government)

2) Ministry of Finance, Ministry of Planning, or Ministry with equivalent role (gender unit or department responsible for promoting gender mainstreaming)

\*It is required to participate in pairs in principle:

1 officer from 1) and 1 officer from 2).

**5. Course Capacity (Upper limit of Participants)**

(A) 12 participants

(B) 11 participants

**6. Language to be used in this Course**

English

**7. Course Objective**

A program that accelerates gender mainstreaming is planned and implemented in a participant's belonging organization.

**8. Overall Goal**

A gender equality perspective is incorporated in all policies at all levels and at all stages in the participants' countries.

## 9. Expected Module Output and Contents:

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

|   |  |
|---|--|
| <b>(1) Preliminary Phase</b><br><i>Participating organizations make required preparation for the Program in the respective country.</i> |  |
| Expected Module Output  | Activities   |
| Submission of Country Report  | Formulation and <u>submission of Country Report.</u> (described in the section Annex1) |

|  |  |                       |
|--|--|-----------------------|
| <b>(2) Core Phase (Online Program (Live &amp; recorded))</b>   |  |                       |
| Expected Module Output   | Subjects/Agendas   | Methodology           |
| 1. Be able to explain basic concept and methods of gender mainstreaming.   | (1) Gender Mainstreaming Policies<br>(2) Gender Statistics<br>(3) Gender Responsive Budget   | Lecture<br>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<br>(2) Promotion of Gender Mainstreaming Policies in Local Government<br>(3) Activities of Kitakyushu Forum on Asian Women (KFAW)<br>(4) Activities of Kitakyushu Municipal Gender Equality Center "MOVE"   | Lecture<br>Discussion |
| 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 low<br>(2) Women and Violence (I, II)<br>(3) Women and Health<br>(4) Gender and Environment<br>(5) Gender and Agriculture<br>(6) Gender and day Nursery School<br>(7) Gender Mainstreaming in Media<br>(8) Gender Mainstreaming in School Education<br>(9) Gender-Responsive COVID-19 Response and Recovery | Lecture<br>Discussion |

|   |   |  |
|---|---|--|
| <p>4. Be able to acquire skills to design, implement, and evaluate the program with gender perspective logically.</p> | <p>(1) Country Report Presentation (Sharing Challenges in Gender Mainstreaming)<br/> (2) Gender Sensitive Training and Gender Analysis<br/> (3) Gender Responsive PCM (Project Cycle Management)<br/> (4) Formulation and Presentation of Action Plan</p> | <p>Lecture<br/> Discussion<br/> Workshop<br/> Presentation</p> |
|---|---|--|

\*The curriculum may be subject to minor changes.

**Finalization Phase**

*Participating organizations make use of results brought back by participants. This phase marks the end of the Program.*

| Expected Module Output   | Activities  |
|--|---|
| <p>Action Plan on mainstreaming gender is approved in the participant's organization after the training.</p> | <p>Application and implementation of Action Plan back in the participant's country.</p> |

## 《Tentative Schedule of online program》

| Date   |     | Time (Japan Time) |   |       | Methodology         |         | Subject   | Assignment submission |
|--------|-----|-------------------|---|-------|---------------------|---------|---|-----------------------|
| 12-Jan | Tue | 15m               |   |       | Lecture (Recorded)  | Youtube | Program Orientation   | -                     |
|        |     | 16:15             | ~ | 17:00 | Lecture (LIVE)      | Zoom    | Course Orientation  |                       |
|        |     | 17:20             | ~ | 17:50 | Lecture (LIVE)      | Zoom    | Introduction  |                       |
|        |     | 30m               |   |       | Lecture (Recorded)  | Youtube | Gender Responsible PCM (Problem Analysis)1  | ✓                     |
| 13-Jan | Wed | 2h                |   |       | Lecture (Recorded)  | Youtube | Gender Mainstreaming Policies   | ✓                     |
| 14-Jan | Thu | 3h                |   |       | Lecture (Recorded)  | Youtube | Gender Statistics   | ✓                     |
| 15-Jan | Fri | 1h                |   |       | Lecture (Recorded)  | Youtube | Gender Equality Administration  | ✓                     |
|        |     | 30m               |   |       | Lecture (Recorded)  | Youtube | Activities of Kitakyushu Forum on Asian Women (KFAW) and Kitakyushu Municipal Gender Equality Center "MOVE" | ✓                     |
|        |     | 30m               |   |       | Lecture (Recorded)  | Youtube | Promotion of Gender Mainstreaming Policies in local Government (Kitakyushu City)                            | ✓                     |
| 16-Jan | Sat | ~                 |   |       |                     |         | Day off   |                       |
| 17-Jan | Sun | ~                 |   |       |                     |         | Day off   |                       |
| 18-Jan | Mon | 16:00             | ~ | 19:00 | Presentation (LIVE) | Zoom    | Country Report Presentation -Sharing Challenges in Gender Mainstreaming                                     |                       |
| 19-Jan | Tue | 30m               |   |       | Lecture (Recorded)  | Youtube | Gender Mainstreaming in Media   | ✓                     |
|        |     | 17:00             | ~ | 19:00 | Lecture (LIVE)      | Zoom    | Comparing newspapers from each countries  |                       |
| 20-Jan | Wed | 16:00             | ~ | 19:00 | Lecture (LIVE)      | Zoom    | Gender Responsive Budget  |                       |
| 21-Jan | Thu | 16:00             | ~ | 19:00 | Lecture (LIVE)      | Zoom    | Gender Responsible PCM (Problem Analysis)2  |                       |
| 22-Jan | Fri | 16:00             | ~ | 19:00 | Lecture (LIVE)      | Zoom    | Gender Sensitive Training and Gender Analysis   |                       |
| 23-Jan | Sat | ~                 |   |       |                     |         | Day off   |                       |
| 24-Jan | Sun | ~                 |   |       |                     |         | Day off   |                       |
| 25-Jan | Mon | 1h                |   |       | Lecture (Recorded)  | Youtube | Women and Health (Reproductive Health and rights)   | ✓                     |
|        |     | 1h                |   |       | Lecture (Recorded)  | Youtube | Gender in Disaster Risk Reduction   | ✓                     |
| 26-Jan | Tue | 1.5h              |   |       | Lecture (Recorded)  | Youtube | Gender and environment  | ✓                     |
|        |     | 1h                |   |       | Lecture (Recorded)  | Youtube | Gender equality in Japanese family law  | ✓                     |
| 27-Jan | Wed | 2h                |   |       | Lecture (Recorded)  | Youtube | Women and Violence I  | ✓                     |
| 28-Jan | Thu | 30m               |   |       | Lecture (Recorded)  | Youtube | Women and Violence II Part 1  | ✓                     |
|        |     | 30m               |   |       | Lecture (Recorded)  | Youtube | Women and Violence II Part 2  | ✓                     |
| 29-Jan | Fri | 30m               |   |       | Lecture (Recorded)  | Youtube | Gender Mainstreaming in Agricultural Village  | ✓                     |
|        |     | 30m               |   |       | Lecture (Recorded)  | Youtube | Gender Mainstreaming in School Education I  | ✓                     |
|        |     | 30m               |   |       | Lecture (Recorded)  | Youtube | Gender and Day Nursery School   | ✓                     |
| 30-Jan | Sat | ~                 |   |       |                     |         | Day off   |                       |
| 31-Jan | Sun | ~                 |   |       |                     |         | Day off   |                       |
| 1-Feb  | Mon | 16:00             | ~ | 18:00 | Lecture (LIVE)      | Zoom    | International Standards & Gender Equality   |                       |
| 12-Feb | Tue | 16:00             | ~ | 18:00 | Presentation (LIVE) | Zoom    | Action Plan Presentation  |                       |

- We will delivery lectures by “Zoom “(remote meeting tool) and “Youtube”.

### **III. Conditions and Procedures for Application**

#### **1. Expectations from the Participating 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) If there are more than one qualified candidate, the applying organizations are recommended to nominate both male and female.

#### **2. Nominee Qualifications**

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

##### **(1) Essential Qualifications**

- 1) It is required to participate in pairs.
  - Government officers engaged in planning, implementation and/or evaluation of the gender equality or gender mainstreaming in the National Machinery
  - Government officers engaged in promoting gender mainstreaming in gender unit of Ministry of Finance, Ministry of Planning
- 2) Experience in the relevant field: have **more than 5 years** of occupational experience in gender.
- 3) Educational Background: be a university graduate or those who have equivalent knowledge.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL PBT 500 (CBT 173, iBT 61) or above, or the Cambridge First Certificate (This program includes active participation in discussions and action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

##### **(2) Recommendable Qualifications**

Age: Between the ages of twenty-seven (27) and fifty (50) years

#### **3. Required Documents for Application**

**(1) Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan).

**\* If you have any difficulties/disabilities, which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this**

**course) to prepare better logistics or alternatives.**

**(2) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

**(3) Country Report (Annex I):** to be submitted with the Application Form.  
Application Form without the Country Report cannot be accepted.

#### **4. Procedures for Application and Selection**

##### **(1) Submitting the Application Documents**

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by November 30<sup>th</sup>, 2020.**)

##### **(2) Selection**

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

##### **(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 15<sup>th</sup>, 2020.**

#### **5. Online Program**

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

(3) Participants are required to submit the assignment after recorded lectures

(4) Please contact the JICA office in each country for consultation regarding the terminals used and the Internet environment.



## **IV. Administrative Arrangements**

### **1. Organizer**

(1) **Name:** JICA Kyushu Center

(2) **Contact:** kicctp@jica.go.jp

### **2. Implementing Partner**

(1) **Name:** Kitakyushu Forum on Asian Women (KFAW)

(2) **URL:** <http://www.kfaw.or.jp/index.html.en>

## **V. Other Information**

### **1. Reports Presentation**

#### **(1) Country Report**

As written in the previous page, each applicant is required to submit his/her Country Report with Application Form. Then, accepted participants will have a presentation on his/ her Country Report at the earlier stage of the training course in order to share information on gender issue with other participants as well as instructors.

#### **(2) Action Plan**

Accepted participants will have a presentation on his/her Action Plan at the end of the training course. Action plan is to express ideas and plans, which will be carried out after the return of the countries, reflecting the knowledge and method each participant acquired from the training. Participants are highly recommended to have prior discussions within office and prepare for the theme and the content of his/her Action Plan.

### **2. Remarks**

(1) Participants must understand the following **data teaching materials handling** and sign a pledge before starting online program.

- Respect for copyright, protection
- Sharing without permission on SNS,
- Prohibition of unauthorized upload and modification, redistribution
- Approval required for recording

(2) JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

# Annex 1

## **Gender Mainstreaming Policies for Government Officers (A)(B) (JFY 2020) Country Report**

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

**Remark: The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report should be limited to 5 pages. (except organization chart)**

### 1. General Information

- (1) Land area (km<sup>2</sup>)
- (2) Total Population, Sex ratio at birth (%)
- (3) Number of Administrative division (provinces/states/prefectures, municipalities/districts/cities, etc.)
- (4) Rank of Global Gender Gap Index
- (5) Labour force participation rate (%) , \*female / male ratio
- (6) Estimated earned income, int'l \$1,000
- (7) Compulsory education, enrolment rate (%), literacy rate (%)
- (8) Women in parliament (%) \*female / male ratio

### 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
  - \*Present the organizational structure and show your position in the chart
- (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

5. Gender-Responsive COVID-19 Response and Recovery

- (1) What are the measures and actions taken in your countries for Gender-Responsive COVID-19 Response and Recovery.
- (2) What are the main gender issues in the affected environment by COVID-19 crisis in your countries.

6. Gender Responsive Budget (GRB)

- (1) Who leads your country's GRB efforts (national women's machinery, finance ministry, researchers, etc.)?
- (2) Who are involved (line ministries, local government units, etc.)?
- (3) What institutional mechanisms are in place to support GRB (gender focal points, budgeting cells, etc.)?
- (4) What tools do you use?

## ***For Your Reference***

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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.



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Kyushu Center (JICA Kyushu)**

**Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka**

**805-8505, Japan**

**TEL: +81-93-671-6311 FAX: +81-93-671-0979**