



Knowledge Co-Creation Program (Young Leaders)

SME Development and Promotion A



Course Number: 202313820J001

Course Period: September 29- October 12, 2024



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 promote Small Business Development Policy?

Learn from the Japanese experience how to
make SME promotion more practical,
interactive and inspiring.

Outline



The aim of this program is to improve the knowledge and awareness of young government officials involved in SME promotion in target countries about Japan's SME promotion policies and specific examples that can serve as a reference for economic development in developing countries.

Sessions are held in and around Tokyo and include lectures, field visits, workshops, discussions, and presentations.



All sessions will be conducted in English.

The period of the program is from September 29 to October 12, 2024.



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.

Table of Contents

For What?

(Background, Objectives) 6

To Whom?

(Job Areas and Organizations, Targeted Countries) 6

When?

(Face-to-Face Program Period) 7

Where?

(Place Where the Program Take Place) 7

How?

(How to Learn, Language, Commitment to the SDGs) 8

(Program Structure and Contents) 8-9

Voice

(Past Program Alumni Comments) 10

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications) 11-12

(Required Documents for Application) 12

(Procedures for Application and Selection) 12-13

(Additional Document(s) to Be Submitted by Accepted Candidates) 13

(Conditions for Participation) 13-14

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan,
Accommodation in Japan, Expenses, Pre-departure Orientation) 15-16

Annex

(Inception Report) 18

For Your Reference

(JICA and Capacity Development, Japanese Development Experience) 18-19

Correspondence

(For Enquiries and Further Information) 21

For What?

Background

Many countries face a wide range of challenges that create bottlenecks to economic growth, such as the widening gap between urban and rural areas, a lack of employment opportunities for women and young people, and an industrial structure dependent on traditional manufacturing and natural resources.

Objectives

Participants will acquire skills and learn about small and medium enterprise development policies that have supported Japan's social and economic development, and by identifying problems in their own countries, participants will discuss and exchange opinions on improvement measures that will help solve problems through their own work.

To Whom?

Job Areas and Organizations

This program is designed for young administrative officers who are future leaders in the field of SME promotion.

Targeted Countries

Armenia, Botswana, Egypt, Kazakhstan, Montenegro, Namibia, Palestinian Authority, Samoa, Seychelles, Solomon Islands, Uzbekistan, Zambia

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

When?

Face to Face Program Period



From September 29- October 12,
2024

Where?

This course is carried in JICA Tokyo
Center.

For detail, see page 15.



How?

How to Learn



- Lectures
- Study Visits
- Discussions
- Presentations

Language

English

Commitment to the SDGs



Program Structure and Contents

This course will consist of the following objectives and items.

	Objective	Anticipated Program Items
1	Organize issues related to industrial development and SME promotion in their own countries and exchange opinions among participants.	<ul style="list-style-type: none">• Inception Report preparation and presentation• Group discussion
2	Learn and understand the experiences, roles and specific examples of government (national, regional and local) in Japan's industrial development and SME promotion policies.	<ul style="list-style-type: none">• Presentations by JETRO, The Small and Medium Enterprise Agency, Small and Medium Enterprises Organization• Enterprise Organization (including Small and Medium Enterprise University)• Lectures and visits to local government initiatives

3	Deepen understanding of Japanese society through interaction with study tour participants and local residents.	Interaction with local residents, including exchange of views, etc.
4	Organize the learning and insights gained from the program, and discuss and present specific improvement plans for the promotion and advancement of the industry in their own countries for participants to work on.	<ul style="list-style-type: none"> • Mid-term review (exchange of views between participants and trainees, etc.) • Guidance in the preparation of an action plan to adapt the knowledge gained in the program to their own country. • Presentation of the action plan and feedback on the action plan

Tentative Program Schedule (In Japan) Program is subject to change.

In addition to lectures on SME promotion policies that have supported Japan's social and economic development, site visits are also planned.

* Please note that during the site visit, there is a possibility that you will stay in Japanese-style room and share a room with other participants. Most of the Japanese-style rooms are with tatami (a type of mat used as flooring material in traditional Japanese-style rooms) flooring and Japanese Futon will be laid out when sleeping. Japanese Futon is like a thin mattress placed directly on the tatami floor with a comforter/duvet on top.

Voice

Past Program Alumni Comments



Monserrat Brenes Morales

Costa Rica

Thanks to the Japan International Cooperation Agency's (JICA) Knowledge Co-Creation Program (KCCP) (Young Leaders), I was able to learn strategies to support SMEs. We also learned about the realities of companies in different sectors that are similar to those in our own countries. Finally, we shared with many Latin American colleagues and learned together about the realities and solutions to problems in their companies. I would like to thank Jica for their great interest in Latin America and for their cooperation.



Franzuas Elizabeth MARQUEZ RAMOS

Perú

Getting to know up close the way in which they contribute to the strengthening of SMEs was an incredible experience, I have had the opportunity to learn aspects such as planning and innovation in their processes from the companies we visited. One of the things that has impressed me the most is the support that city councils provide to SMEs with their various support programs.



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 operations. Applying organizations are expected to use the Program for those specific purposes.
 - (2). 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 “2. Nominee Qualifications” below.
 - (3). Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
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2. Nominee Qualifications

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

(1). Essential Qualifications

All applicants must satisfy the following:

- 1) Nomination: be nominated by the Government in line with the procedures mentioned in 3.(1) below.
- 2) Experience in the relevant field: be involved in a field corresponding to the course mentioned in II. Description.
- 3) Age: be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language Proficiency: have a reasonable command of English and good command of spoken and written English.
- 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2). Recommended Qualifications

- 1) Educational Background: It's preferable that the applicant hold a Bachelor's degree.
 - 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.
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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

- (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. 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 **August 16, 2024**)

(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 August 26 2024**.

5. Additional Document(s) to Be Submitted by Accepted Candidates

Inception Report -- to be submitted by **September 17, 2024**
Accepted candidates are required to prepare a Inception Report before their departure (the format will be sent to you together with the Notice of Acceptance). The Inception Report should be sent to JICA by **September 17, 2024**, by e-mail to tictip@jica.go.jp

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)

- (1). **Center:** JICA Tokyo Center (JICA TOKYO)
- (2). **Contact:** Industrial Development and Public Policy Division
- (3). **E-mail:** tictip@jica.go.jp

*Please add the course number “202313820J001” to a subject of the e-mail.

2. Implementing Partner

- (1). **Name:** ENgaWA Co., Ltd.
 - (2). **URL:** <https://lit.link/kitchenengawa>
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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 to outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.
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4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan.

JICA Tokyo Center (JICA TOKYO) Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: 81-3-3485-7051 FAX: 81-3-3485-7904 (where “81” is the country code for Japan, and “3” is the local area code)

Please refer to facility guide of JICA TOKYO at its URL,

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

If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodation(s) for the participants.

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 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/acceptance/training/index.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.

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below. Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood.

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 Tokyo	https://www.jica.go.jp/tokyo/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>

7. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.iica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_2024_en.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.iica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



Other Information

1. E-mail address: JICA Tokyo will contact the participants by e-mail to send the materials and documents after the notice of acceptance, therefore you should write down your e-mail address surely on the Application Form.
 2. Laptop Computer: The participants are kindly requested to bring their own laptop computer for making reports and calculator during the Core Phase in Japan due to limited number of available computers at JICA Tokyo.
 3. Small bag for Field Trips: For the long-distance study tour in Japan, participants are advised to bring a separate small bag so they can leave behind a big suitcase at JICA Tokyo.
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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: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7654 E-mail: tictip@jica.go.jp

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