



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Financial and Technical Support for Small and Medium
Enterprises Promotion (B)**

**課題別研修「中小企業振興のための金融及び技術支援(B)」
JFY 2015**

NO. J1504171 / ID. 1584635

Course Period in Japan: From September 27, 2015 to October 31, 2015

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

Development and promotion of SMEs is recognized as one of the most effective approaches to accelerate economic growth and poverty reduction in developing countries.

In Japan, SMEs occupy more than 99 percent of all the private enterprises and create 60 to 95 percent (depending on the type of industry) of employment opportunities. SME support by the government and public organizations contributed to the SME development in Japan.

“Financial and Technical Support for Small and Medium Enterprises Promotion” is designed for those in charge of promoting small and medium-sized enterprises (including micro-enterprises) to strengthen their capacity to plan and implement policies for SMEs. This program focuses on financial and technical support for SMEs in Japan, such as credit guarantee system and technical support for manufacturing companies. Participants are expected to consider how to improve their country’s SME support by learning the cases of Japan and other countries.

For what?

The goal of this program is to strengthen the capacity of the public and governmental organization on SME support, especially in the area of financial and technical support. Participants are expected to understand the effective measures and policies of financial and technical support for SMEs and to make an action plan to improve their home country’s SME support.

For whom?

This program is designed for the officials working in government ministry, local government and public agency in charge of SMEs promotion/support, including CCIs, governmental financial institutions and technical support organizations. It is recommendable that participant are engaged in financial and technical support for SMEs.

Preferably, participants should be selected from the organization or department for three (3) years (2013-2015) to maximize the benefit of the program.

How?

This program will provide theory and practice of SMEs development policies and practical measures based on Japan’s experience and lessons, focusing on financial and technical support. Distinctive features of this program are site visits and discussions. Participants will attend the special lecture by SME support organizations, public institutions and CEO of SMEs in Japan. In addition, participants have opportunities to meet with various SME experts in Japan.

II. Description

1. Title (J-No.): Financial and Technical Support for Small and Medium Enterprises Promotion (B) (J1504171)

2. Course Period in JAPAN

September 27, 2015 to October 31, 2015

3. Target Regions or Countries

Ethiopia, Cameroon, Tanzania, Nigeria, Albania, Iraq, Former Yugoslav Republic of Macedonia, Moldova, Montenegro, Jordan, Georgia, Tajikistan, Solomon Islands, Timor-Leste

4. Eligible / Target Organization

Preferably, participants should be sent from the same organization for three years (2013-2015).

Government ministry, local government and public agency in charge of SME promotion/support (including CCIs, governmental financial institutions, and technical support organizations)

5. Course Capacity (Upper limit of Participants)

16 participants

6. Language to be used in this program

English (including English translated from Japanese through interpreters)

7. Course Objective:

A plan for improving financial and technical support for SME promotion is formulated by officials of government ministry, local government and public agency in charge of SME promotion/support.

8. Overall Goal

The capacity of making and implementing for financial and technical support for SME promotion will be improved in government ministry, local government and public agency in charge of SME promotion/support.

9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/Agendas	Methodology
(1) Participants can clarify the issues of SMEs of their countries.	Making inception report and pre-study report	Self-study
(2) Participants are able to explain current situation and issues about SMEs and SME development policies.	Inception Report and Pre-study report presentation	1)Presentation 2)Discussion
(3) Participants are able to explain the outline of SME promotion policies and measures, especially in the area of financial and technical support.	(1) Policies and measures of SME support in Japan (2) Organizations of SME support in Japan (3) Financial support for SME (4) Technical support for SME	1)Lectures 2)Discussions
(4) Participants can figure out the key factors in financial and technical support for SMEs by learning case-studies of Japan and other countries, then clarify what is needed to improve their home countries' SME support.	(1) Measures taken by implementing organization of central government (2) Measures taken by implementing organization of local government (3) Discussion about financial support (4) Discussion about technological support (5) Supported SMEs, local industries, etc.	1)Site visit; (Public organizations and SMEs) 2) Lectures 3)Discussion
(5) Participants are able to make an action plan which is feasible and adaptable to their home countries.	(1) Comparative discussion about each country's situation (2) Discussion among participants (3) Preparation and presentation of tentative action plan	1)Discussions 2)Presentation

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 program for those specific purposes.
- (2) The contents and facilitation schemes of this program is specially developed in collaboration with prominent Japanese organizations in the topic area of the program. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them to solve their issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan.
- (4) Participating organizations are also expected to make the best use of the learnings of their participants in Japan.

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties: be engaged in financial or technical support for SMEs in public agencies/organizations, including CCIs, governmental financial institutions and technical support organizations.
- 2) Experience in the relevant field: have at least three (3) years' experience in working for SMEs promotion or support.
- 3) Nomination: be nominated by their government in accordance with the procedures mentioned in "4. Procedure for Application and Selection" below.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible) **Participants should be able to discuss and make reports in English. English listening, speaking and reporting skills are essential for this "open discussion" centered curriculum.**
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan, and
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications:

Applicants meeting the following conditions are preferred.

- 1) Work Experience: have experiences in financial and technological/technical support

2) Age: be under age of forty (40)

3. Required Documents for Application:

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

*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health:

1. letter of the participant's consent to bear economic and physical risks,
2. letter of consent from the participant's supervisor, and
3. doctor's letter with permission of her training participation.

Please ask JICA Staff for the details

(2) Photocopy of passport: to be submitted 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.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

(3) 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), please attach it (or a copy) to the Application Form.

(4) Inception Report: to be submitted with the Application Form. Fill in ANNEX of this General Information, and submit it along with the Application Form.

4. Procedure for Application and Selection:

(1) Submission of 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 Augst 7th, 2015.**)

(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.*

(3) Notice of Acceptance:

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 21st, 2015.**

5. Document(s) to be submitted by accepted participants:

Before coming to Japan, only accepted participants are required to prepare a **Pre-study Report**. Details will be informed to the participants after the notice of acceptance.

The Report should be sent to JICA Kansai International Center by **September 11th, 2015** by e-mail to *and Yamada.Kaori@jica.go.jp and jicaksic-unit@jica.go.jp*.

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule,
- (2) not to change the program topics,
- (3) not to extend the period of stay in Japan,
- (4) not to be accompanied by family members during the program,
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain,
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation, and
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

Name: JICA Kansai International Center (JICA Kansai)

Contact: Ms. Kaori YAMADA (Yamada.Kaori@jica.go.jp and jicaksic-unit@jica.go.jp)

2. Implementing Partner:

Name: Pacific Resource Exchange Center

Contact: International Department (prexmail@prex-hrd.or.jp)

URL: http://www.prex-hrd.or.jp/index_e.html

Remark: The Pacific Resource Exchange Center (visit PREX at: http://www.prex-hrd.or.jp/index_e.html) was established in April 1990 in response to a proposal adopted at the general assembly of the Pacific Economic Cooperation Council (visit PECC at: <http://www.pecc.org/>). Since its inception, PREX has been contributing to promote international exchanges through human-resource development projects and their related activities in developing countries.

3. Travel to Japan:

(1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Kansai

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0397 FAX: 81-78-261-0465

(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL,

<http://www.jica.go.jp/english/contact/domestic/index.html>

5. Expenses:

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, meals, living expenses, outfit, and shipping,

(2) Expenses for study tours (basically in the form of train tickets.),

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included), and

(4) Expenses for program implementation, including materials.

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.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the Program, and other matters.

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plans, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where fourteen desk-top computers have the internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to spend necessary money for the first 2 to 5 days stays after your arrival.
5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the program.
6. Participants may face some difficulties of finding Halal food in Japan outside JICA facilities. It is recommended to bring enough Halal food if necessary.
7. The short trip out of main accommodation will be prepared in this course. Participants are recommended to bring small bag and walkable shoes.

VI. ANNEX:

Financial and Technical Support for SME Promotion (B) Inception Report

Please answer the following questions. This report must be type written in English in less than 3 pages.

*Submit this form with your Application Form

Country : _____

Name : _____

Questions

Q1	Your organization structure, your position and number of employees. (If you have an organization chart, please attach it)		
Q2	What are the three key industries in your country? What is the industry your country wants to develop?		
Q3	Definition of SME (indicate the source of information) in your country		
Q4	What are the main problems that SMEs are currently facing in your country?		
Q5	In your opinion, what kind of policies/measures are needed to solve the problems of SMEs in your country?		
Q6	How does your organization, especially your division (or department), support SMEs? Do you often talk with SMEs on business?		
Q7	Are you (or have ever been) involved in financial support for SMEs? If yes, please indicate your duty briefly.	Yes	No
Q8	Are you (or have ever been) involved in technical support for SMEs? If yes, please indicate your duty briefly.	Yes	No

END

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 Embassy of Japan.

Further, address correspondence to:

JICA Kansai International Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0397 FAX: +81-78-261-0465