



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

SMALL AND MEDIUM ENTERPRISE DEVELOPMENT POLICIES (B)



Course Number: 202210164J001

Course Period: November 15-November 28, 2023 (Online)

November 29-December 13, 2023 (Face-to-Face in Japan)



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

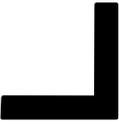
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

中小企業振興政策 (B)



What are the strengths of SMEs in your country?

Gain insight to an essence of sustainable
economic development
more practical, more interactive,
more inspirational
from the experiences of Japan.



Outline

This program is designed for management-level personnel from government, local governments, and private institutions and organizations involved in SME promotion to learn about SME promotion policy practices in Japan.

The sessions will be divided into two parts; the first is online program, and the second is face-to-face program in Japan.

All sessions are carried out in English.

The period of the program is from November 15- November 28, 2023 (Online) and November 29-December 13, 2023 (Face-to-Face in Japan).

Course Capacity:
8 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015 which stated, “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” JICA believes that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.

Table of Contents

For What?

(Background, Objectives) 6

To Whom?

(Job Areas and Organizations, Targeted Countries) 6

When?

(Online Program Period, 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) 9

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications) 10-14

(Required Documents for Application) 12

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

(Conditions for Participation) 13-14

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner) 14-17

Annex 1 and 2

(Inception Report and Pre-Study Report) 18-19

For Your Reference

(JICA and Capacity Development, Japanese Development Experience) 20

Correspondence

(For Enquiries and Further Information) 22

For What?

Background

For stable growth of SMEs, it is important for the government to improve the business environment by formulating systems and policies for fair and free business activities.

One of the characteristics of Japan's support for SMEs is the active promotion of management guidance and human resource development services through policies and measures.

This program will systematically provide experiences and lessons learned in the process of SME promotion in Japan.

Participants will gain the knowledge and experience necessary to improve their policy-making capacity.

Objectives

This program aims to enhance the policy planning capacity of target organizations for realizing SME development.

To Whom?

Job Areas and Organizations

This program is offered to SME ministries/agencies and public institutions implementing SME promotion.

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

Targeted Countries

Algeria, Côte d'Ivoire, Ghana, Moldova, Montenegro, Republic of North Macedonia, Ukraine and Zambia

When?

Program Period



Online

November 15th -November 28th ,
2023

Face-to-Face in Japan

November 29th-December 13th,
2023

Key Dates

Application Deadline

October 2nd, 2023

Program Orientation (Online)

November 16th, 2023

Live-session (Online)

November 20th – 24th , 2023

(Japanese time 4pm-6pm)

**Attendance is mandatory. Please
make arrangemet for time off work.

Pre-Study Report Submission

November 24th, 2023

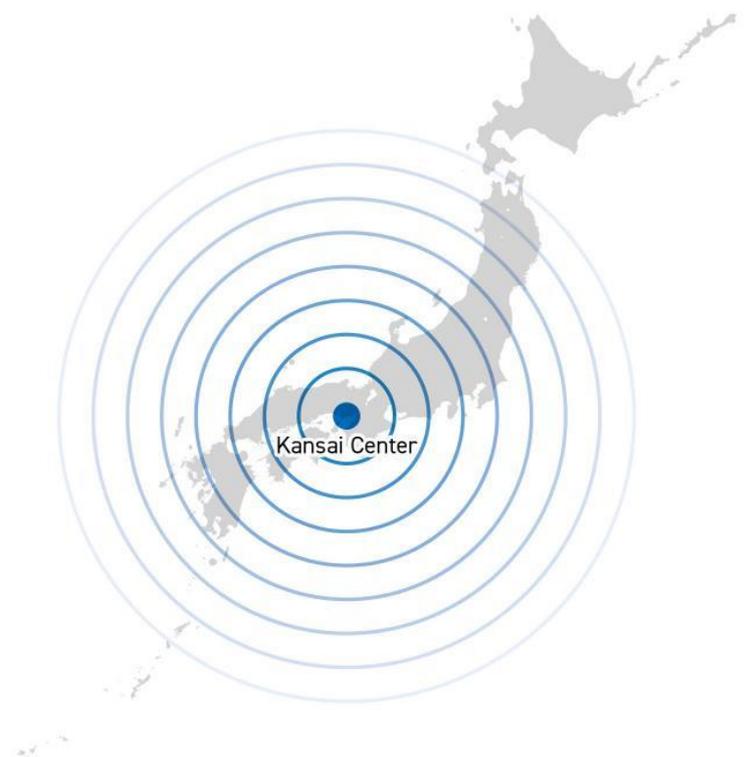
Pre-departure Orientation

Please ask JICA overseas offices.

Where?

The sessions will be divided into two parts; the first is online program, and the second is face-to-face program in Japan.

For online program, You will receive essential study materials for your self-study at your office or home. As the online homeroom and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For detail, see page 11. For Face-to-Face program, you will have a chance to visit Japanese governmental organization, companies and more in Kansai region.



How?

How to Learn

- Online Self-Study
- Online Sessions
- Site Visits
- Lectures
- Workshops
- Discussions
- Presentations



Language

English

Commitment to the SDGs

JICA is committed to achieving the SDGs. This program is organized to contribute to the achievement of following goals.



Program Structure

1. Overall Goal

Management capacity to formulate policies and measures for SME development is enhanced in the organization of the participants.

2. 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 are able to clarify the current situations and issues of SMEs and SME support in their countries.	(1) Making inception report (2) Making Pre-study report on local SMEs in your country (3) Presentation of your Pre-study report"	1) Self-study 2) Online session(2hours/each) 3) Presentation
2. Participants are able to explain the essence of effective SME development policies based on case studies of Japan and other countries.	(1) Overview of SME policies and promotion measures in Japan (2) Concept and process of policy formulation (3) Implementation of SME policies <ul style="list-style-type: none"> - Current situation of SME support by local governments - Management consultant system - Human resource development (4) Historical background and evaluation of SME development policy (5) Case studies on SMEs using government support measures	1) On-demand (Self-study:1-1.5 hours/each) 2) Online session 3) Lecture 4) Consultation 5) Discussion
3. Participants are able to consider the solutions to the current issues of SME support in their countries and to make a tentative action plan.	(1) Individual suggestions on action plan draft (2) Preparation and submission of tentative action plan (3) Presentation of your action plan	1) Lecture 2) Consultation 3) Presentation

*Online meeting may be organized. Time schedule will be shared when fixed.

*You will need to gain the understanding of your supervisor and co-workers so that you can set aside time to participate in this program.

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) The Course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to utilize the program for those specific purposes.
- (2) The 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.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties
Current Duties: be an official of SME ministries/agencies, public institutions implementing SME promotion, willing to acquire comprehensive knowledge about SME policy and promotion measures to become an expert.
- 2) Experience in the Relevant Field: have more than 2 years' experience in the field of export promotion.
- 3) Educational Background: be a graduate of university or equivalent
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above.
- 5) Technical Requirements for the Online Course (Computer)

Technology Proficiency:

-Basic computer skills such as, sending/receiving email with attachments, and using a web browser.

-Online course may be delivered using the following services, Web Conferences (Zoom), Cloud Storage (Gigapod), and YouTube. (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)

Internet Connection:

-High Speed Broadband Connection (at least 2Mbps) from your office or your home.

*Internet access charge incurred for this course shall be borne by you.

Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

*In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.

6) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tractinfection, 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.

7) Attendance Requirement: Participation in online program and submission of various assignments is an essential requirement for the completion of the course. Applying organizations are expected to select nominees who meet the following qualifications.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Equality and Women’s Empowerment:
Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women’s empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or

gender identity.

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:** 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 (photocopy):** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
 - (4) **Inception Report:** to be submitted with the application form
-

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 October 2nd, 2023)

(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 October 16th, 2023.**

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

Accepted participants are required to submit a Pre-Study Report. Please see the ANNEX 2.

- The report should be sent to JICA Kansai by **November 24th, 2023** by e-mail to Ueno.Misaki@jica.go.jp.
- The report should be type written by Microsoft Word.

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 Kansai Center (JICA Kansai)
- (2) **Program Officer:**
Ms. UENO Misaki (Ueno.Misaki@jica.go.jp)

2. Implementing Partner

- (1) **Name:** Pacific Resource Exchange Center (PREX)
- (2) **URL:** <https://www.prex-hrd.or.jp/en/>
- (3) **Remark:** PREX 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:** In principle, JICA will arrange an economy-class round-trip ticket

between an international airport designated by JICA and Japan.

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

4. Accommodation in Japan

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

JICA Kansai Center (JICA Kansai)
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: +81-78-261-0383/0341 FAX: +81-78-261-0465
(where “81” is the country code for Japan, and “78” is the local area code)

Please refer to facility guide of JICA Kansai at its URL,
<https://www.jica.go.jp/kansai/english/office/index.html>

If there is no vacancy at JICA Kansai, 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, outfits, and shipping 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):

6. Other Information

- (1) Participants who have successfully completed the course 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 course. 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 required to bring laptop computers for your convenience. During the course, participants are required to work on the computers, including preparation of Action Plan, etc. Most of the accommodations have internet access.
- (4) Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
- (5) It is very important that some of 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 limited availability of facility or time during the program.

7. 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.

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 Kansai	https://www.jica.go.jp/kansai/english/office/index.html

8. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide_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.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



Annex 1

Inception Report

(Submit with the Application Form)

Please answer the following questions. This report must be typewritten in English in less than two (2) pages.

Country :

Name :

Q1	Please describe policies or regulations that are emphatically being implemented relating to small (or/and) micro business promotion.
Q2	Your organization structure, your position and number of employees (If you have an organization chart, please attach it and mark your position.)
Q3	What are three main industries in your country?
Q4	Definition of SME (indicate the source of information) in your country
Q5	What are the main problems that SMEs are currently facing in your country?
Q6	In your opinion, what are causes for the main problems of SMEs in Q4?

Annex 2

Pre-Study Report (Accepted participants only)

Participants are required to submit this Pre-Study Report for the presentation session scheduled in the program. Further information on the presentation and PowerPoint format will be sent to accepted participants, later.

1. Visit/Call to SMEs (summarized in two (2) slides of PowerPoint per company)

Please visit / call three (3) SMEs* in your country, talk with the manager(s) and implement a research before attending this program. It is preferable to select industries/SMEs related to the issues and problems mentioned in your inception report.

The report should include the following information

- * Your name and your country
- * Company name and person you talked with
- * Type of business (industry)
- * Company size (capital, number of employees and sales amount)
- * Any business problem that company faces (in the aspect of human resource development, financial source, technics, marketing, etc.)
- * Any support they are receiving from government/public institutions and what kind of support they expect from the government
- * Photos (company building/factory, products, etc.)

2. Issues that your organization is currently facing in supporting SMEs and what are the obstacles. (in one (1) slide of PowerPoint)

It is recommendable that you discuss with your boss on those issues before the online course starts.

- **Please make this report by PowerPoint and send it to Ueno.Misaki@jica.go.jp by November 24th, 2023.**

Detailed instruction for uploading your presentation will be sent to you later.

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 Kansai Center (JICA Kansai)

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

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0465

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