



TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION on
Workshop on Administration of Environmental and Social
Consideration Process for Implementation of a Japanese
ODA Loan Project (A)
集団研修「円借款事業における環境社会配慮実務(A)」
JFY 2012**

**<Type: Leaders Training Program / 中核人材育成型>
NO. J12-00825 / Project ID: 1280106
Phases in Japan : From June 17, 2012 to June 30, 2012**

This information pertains to one of the Training and Dialogue Programs 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.

I. Concept

Background

It is vital as means for sustainable development to conduct Environmental and Social Considerations (ESC) before, during and after project implementation. ESC is to identify Environmental and Social Impacts of the candidate projects and take necessary measures against the negative impact. Therefore, it is crucial for developing countries to implement ESC in an appropriate manner.

When financing ODA loan projects, JICA needs to confirm, in accordance with the Guidelines for Environmental and Social Considerations, that project proponents are undertaking appropriate environmental and social considerations, through various measures, so as to prevent or minimize the impact on the environment and local communities which may be caused by the projects.

This course is organized for the officers involved in ODA loan projects to conduct appropriate environmental and social considerations in accordance with JICA guidelines so that the projects will be smoothly implemented.

For what?

Japanese ODA loan projects shall be implemented with proper environmental and social consideration measures in accordance with JICA Guidelines for Environmental and Social Considerations.

For whom?

Technical officers in implementation bodies of Japanese ODA loan projects (including proposed project), which requires environmental and social consideration.

How?

Participants shall have opportunities in Japan to enhance their capability through lectures, exercises and discussions. Participants are also expected to formulate a project plan.

II. Description

1. Title:

Workshop on Administration of Environmental and Social Consideration Process for Implementation of a Japanese ODA Loan Project (A) (J12-00825)

2. Period of program:

Duration of whole program: May 2012 to June 2012
Core Phase in Japan: June 17 to June 30, 2012

3. Target Countries:

Laos, Timor-Leste, Serbia, Philippines, Turkey, Egypt, Tunisia, Republic of Mauritius, Bosnia and Herzegovina, Uganda, Cape Verde, India, Fiji, South Africa, Sri Lanka, Morocco, Botswana

4. Eligible / Target Organization:

This program is designed for examining authorities of Environment Impact Assessment (EIA) or implementation bodies of a Japanese ODA Loan Project (including proposed project), which requires Environmental and Social Considerations.

5. Total Number of Participants: 20

6. Language to be used in this program: English

7. Program Objective:

This course aims at enhancing the capability of the officers in charge of Environmental and Social Considerations (ESC) to implement appropriate ESC and helping them to acquire the requirements for implementation of a Japanese ODA Loan project.

8. Overall Goal:

ODA loan projects shall be implemented with proper environmental and social consideration measures in accordance with Guidelines for Environmental and Social Considerations that JICA requires.

9. Expected Module Output and Contents:

(1) Preliminary Phase in participants' home countries (May 2012 to June 2012) <i>Participating organizations make required preparation for the Program in respective countries.</i>	
Module	Activities
To prepare and submit the Inception Report	Submission of "Inception Report(See ANNEX I)" one week before the first day of the seminar (All accepted participants)
To read JICA Guidelines for Environmental and Social Considerations	JICA Guidelines are available on the website below. http://www.jica.go.jp/english/operations/social_environmental/guideline/index.html

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

(2) Core Phase in Japan (June 17, 2012 to June 30, 2012) <i>Participant dispatched by the organizations attend the Program in Japan.</i>		
Expected Module Output	Contents	Methodology
1. To be able to explain the necessity of appropriate Environmental and Social Considerations (ESC) in ODA loan projects	Lessons Learned from conducting Environmental and Social Consideration in ODA projects	Lecture/ Discussion
	Large-scale Development Projects in Japan	Lecture/ Site Visit
	Cost Benefit Analysis in conducting environment and social considerations	Lecture
2. To be able to explain the requirement of ESC desired in implementing Japanese ODA loan projects	Outlines of JICA Guidelines for Environmental and Social Considerations	Lecture
	Case study on Japanese ODA projects	Lecture/ Discussion
3. To understand the concept of ESC and to be able to explain the procedural and technical points of ESC for its implementation	Concept of ESC	Lecture
	Social Environmental Impact	Lecture
	Strategic Environmental Assessment	Lecture
	EIA Process Exercise (Screening, Scoping, Mitigation, Public Consultation and Accountability, Monitoring, Follow-up)	Group work
4. To identify and raise the issues and measures to conduct and improve ESC system in their countries	Inception Report presentation	Presentation
	Comparative Study; Environmental Assessment Law in Japan	Lecture
	Findings through the Program	Report
	Case Study: Lessons Learned in ODA Loan Projects	Presentation

III. Conditions and Procedures for Application

1. Expectations for 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) 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 by carrying out the activities of the Preliminary Phase described in section II-9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out certain activities after returning to their organizations.

2. Nominee Qualifications:

Essential Qualifications

- (1) To be in charge of the field of environmental and social consideration in executing agency of candidate or on-going Japanese ODA loan project (Please describe related JICA projects on application form 6. 2) 'Relevant Experience')
- (2) To have basic knowledge and working experience in EIA
- (3) To have 5 years or more of job experiences in the field of EIA
- (4) To be in the position to putting into practice in their countries the acquired knowledge through the workshop (preferable: chief or deputy chief of the section)
- (5) To be under forty-five (45) years of age (in principle)
- (6) To have enough **English** capability for discussions and presentations
- (7) To be university graduates or possess the equivalent background in the field
- (8) To be in good health, both physically and mentally, to undergo training*
- (9) NOT to be serving in any form of military services.

※Pregnancy

Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health.

The procedures include

- ① letter of the participant's consent to bear economic and physical risks
- ② letter of permission from the participant's supervisor
- ③ letter of consent from your Embassy in Japan
- ④ medical certificate.

Please ask National Staffs in JICA office for the details.

3. Required Documents for Application

Application Form:

The Application Form is available at the respective countries' JICA offices or the Embassies of Japan.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application form to the JICA Tokyo: **May 10, 2012**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices or Embassies of Japan shall conduct screenings, and send the documents to the JICA Tokyo, which organizes this course. Selection shall be made by the JICA Tokyo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

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

(3) Notice of Acceptance

Notification of results shall be made by JICA office or Embassies of Japan in the respective countries by **May 18, 2012.**

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate in the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9.
- (8) 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.

IV. Administrative Arrangements

1. Organizer:

Name: JICA Tokyo International Center (JICA Tokyo)

2. 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: Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

(3) Accommodation in Japan:

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

JICA Tokyo International 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)

If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants.

Please refer to the facility guide of JICA Tokyo at its URL, and carefully read it before your arrival.

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

3. Expenses:

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

(1) Allowances for accommodation, 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)

(4) Expenses for program implementation, including materials

For more details, please see p. 8-15 of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

4. Pre-departure Orientation:

A pre-departure orientation will be held at the respective countries' JICA offices or Embassies of Japan to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

VI. ANNEX:

◎ANNEX I

Inception Report and Presentation Material

All the accepted participants are requested to prepare an “Inception Report” together with presentation material. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing.

【Submission】

- Please submit the Inception report together with the presentation material to JICA Tokyo by e-mail to ticttee@jica.go.jp by **June 8, 2012** .
- Please bring both hard (printed version) and soft (electric file) copy of the data for confirmation.

【Contents Outline】

The main purpose of the Inception Report and its presentation is to describe issues of environmental and social considerations in the project implementation in participants’ countries. All the participants should prepare this report containing the following information in the “Outline of Inception Report” (next page).

In addition, please note that the contents of this report will be used during the program for further discussion among course participants to share case studies and problems. Therefore the report should contain adequate information.

Important Notice

- The accepted participants will need to prepare presentation material based on the Inception Report by **June 18, 2012 Japan.**
- Each participant will have a chance to present their report during this course. (Length of presentation per country; 15 minutes of presentation and 10 minutes of Q & A session)
- In the presentation, please briefly explain No.1-4 below, and elaborate No.5. The important part of this presentation is to share your experience in an actual project in your countries.

**Outline of Inception report:
For Presentation Material, also follow the instruction below.**

1. Introduction
 - (1) Name of applicant
 - (2) Name of organization and country
 - (3) Current position and contacts

2. Brief Explanation of Country Information [half page maximum]
 - (1) Geographic location & area of country
 - (2) Population & density
 - (3) Climate & topography
 - (4) Economy (main industry, GDP, etc.)

3. Organizational Framework and Job Description
 - (1) Name of the Organization
 - (2) Missions of the Organization
 - (3) Organization chart (see **ANNEX II** for sample)
 - (4) Outline of the organization and division/department
(number of staff, annual budget, availability of technical manuals, etc.)
 - (5) Description of your job (responsibilities, main assignments, etc.)

4. State of EIA System
 - (1) Outline of EIA
(Description of EIA law and relevant laws, its relation with other laws and policies such as National Development Policy, poverty reduction strategies, etc.)

***Note: Please attach copies of EIA laws and regulations in both original language and in English if available. (No need to include in the presentation material. Only attachment of Inception Report will be fine.)**
 - (2) Flowchart of EIA procedures (see **ANNEX III** for sample)

5. Case Studies (**Important!! Please elaborate**)*
 - (1) Case studies: Good & Problematic (see **ANNEX IV** for sample)
Describe one case in your country which needed environmental and social considerations (hopefully describe one ODA Loan project). Describe the following.
 1. Project description
 2. Procedures
 3. Impact assessment and mitigation measures
 4. Lesson learned; explain how EIA played its role, how these cases were considered “good” or “problematic” in your country’s context.

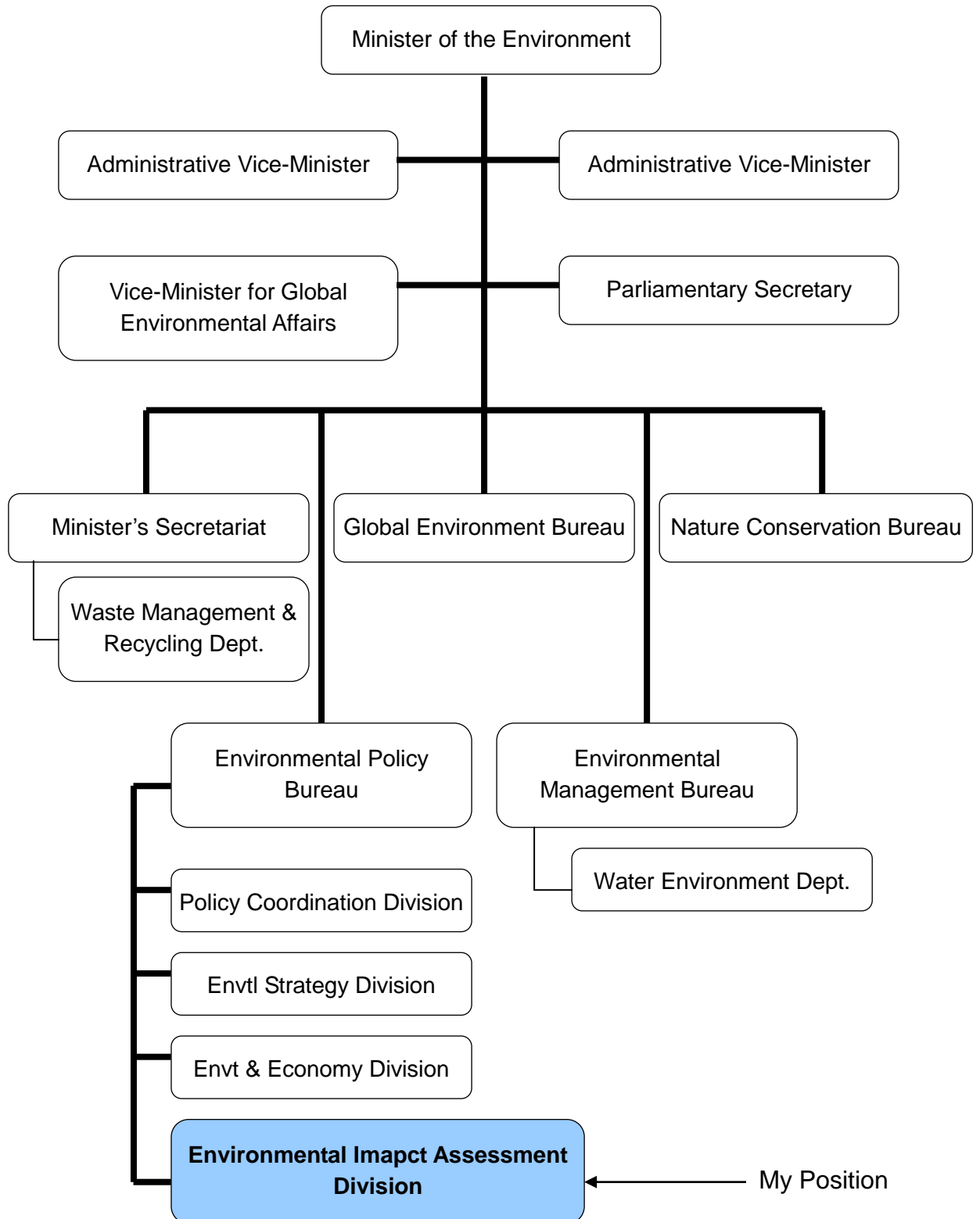
 - (2) Table of content of EIA report of the case studies

* Some of the Case Studies will be selected and used as program materials. (Case Study: Lessons learned in ODA Loan Projects)

ANNEX II

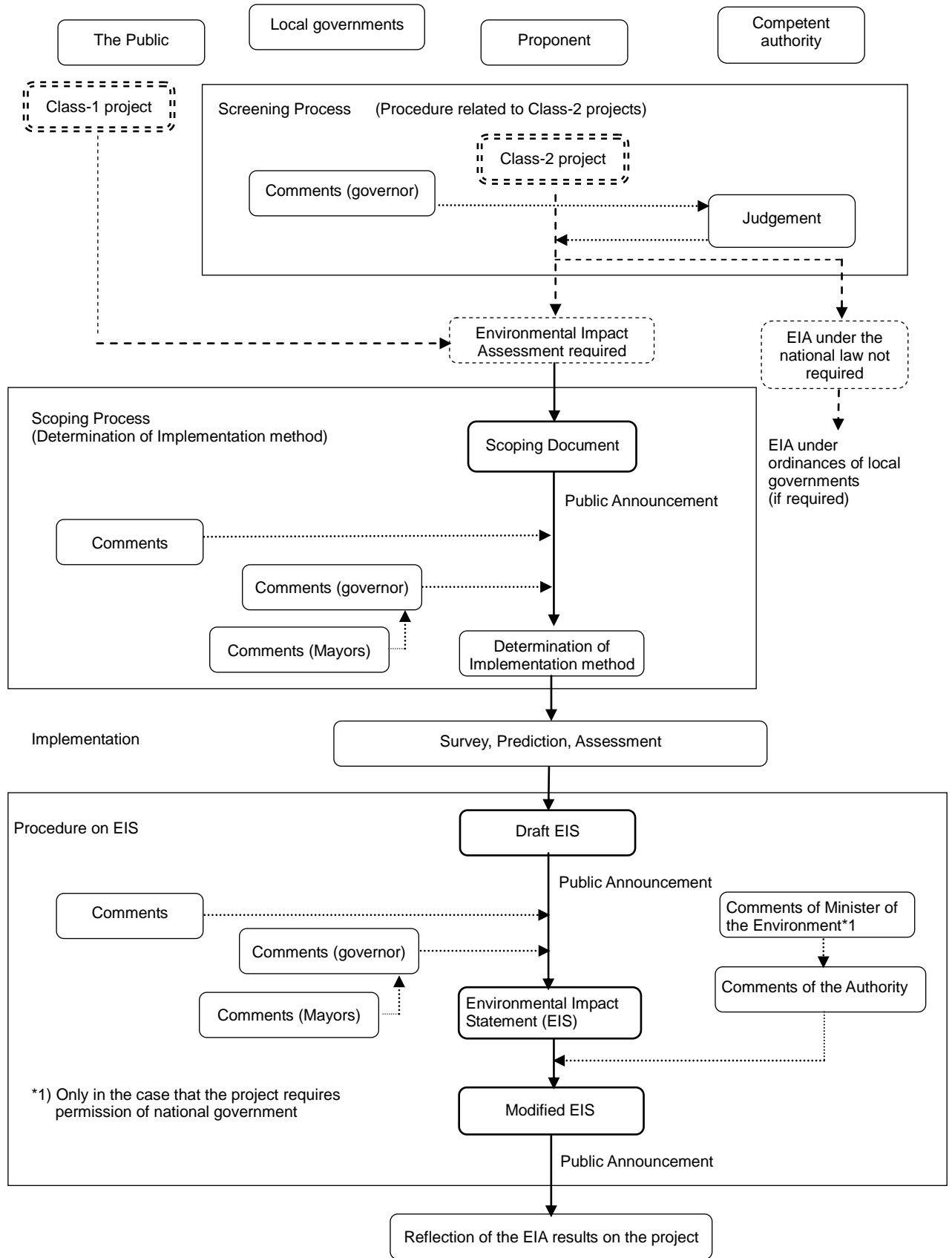
<SAMPLE> ORGANIZATION CHART

Ministry of the Environment, Government of Japan



ANNEX III

<SAMPLE>Flow of Procedures under the EIA Law in JAPAN



ANNEX IV

<SAMPLE> Case studies [Road Construction Project]

1. Project Description

- 1.1 Project Name: East-West Highway Construction Project
- 1.2 Project Site: XX City in the Republic of XX
- 1.3 Project Objectives: This project aims to enhance transport capacity and mitigate traffic congestion by constructing an east-west arterial highway including a tunnel crossing the XX River in XX City, thereby contributing to economic development and improvements in the living environment in XX City.
- 1.4 Project Components: The project carries out the new construction and expansion of road (six-lane highway in both ways with a total length of about XX km including a tunnel of roughly XX km crossing the XX River).
- 1.5 Executing Agency: Ministry of Transportation (MOT) Project Management Unit
- 1.6 Estimated Project Cost: XX million dollars (Loan Amount: XX million dollars)
- 1.7 Donors: Financed by [JICA/ WB/ ADB/ AfDB etc.]
- 1.8 Date of Loan Agreement: May, 20XX

2. Procedures

2.1 Approval for Environmental and Social Considerations
The EIA report was prepared by MOT, and approved by XX[Approval Agency] in XX[year, month]. Resettlement Action Plan(RAP) was prepared by MOT, and approved by XX in XX. Indigenous Peoples Plan(IPP) was not required for the project.

2.2 Consultation with Local Stakeholders

Public consultation was conducted on XX[date, 20XX] at the office of XX village in meeting style, and about XX members were participated. MOT explained to the participants about the project outline and anticipated environmental and social impacts with brochure, and that participants mainly raised opinions regarding the resettlement policy and relocation site.

2.3 Information Disclosure

The EIA report has been disclosed on website since [year, month]. Also, the EIA report has been placed on local government office since [year, month] and photocopy has been allowed for local people.

3 . Impact Assessment, Mitigation Measures

3.1 Analysis of alternatives

Minimizing the impacts on natural environment, residents, waterway was considered as much as possible at the stage of Feasibility Study. As a result, selected alignment is designed so as not to pass through the densely-populated areas in XX village.

3.2 Pollution Control

The impacts of the project on air pollution (SO₂, NO_x, PM) and noise after the start of its operation will be mitigated by such measures as installing soundproof walls, planting trees, spraying water, and these impacts are expected to comply with the country's environmental standards. Air and water quality, noise are monitored by XX agency.

3.3 Natural Environment

Protected forest areas and migration paths of wild animals are located near the project sites. Animal-crossing warning signs, slowdown zones and underground paths for animals are installed and XX agency monitors the situation.

3.4 Social Environment

This project involves land acquisition (XX ha) and involuntary resettlement (XX people), which will be implemented in line with the procedures stipulated in the domestic laws and RAP formulated by XX. Compensation for loss of land would be paid in cash at full replacement cost basically, and relocation sites for the affected households will be prepared by XX agency.

4. Lesson Learned

4.1 Consultation with Local Stakeholders

There was no objection for the project, but public consultation should have been conducted earlier stage for better understanding for local stakeholders and smooth implementation.

4.2 Monitoring

It is required to confirm the result of environmental and social monitoring which shall be conducted by MOT during construction and operation phase.

Please describe more information and/or prepare some pictures for good practice and/or specific concerns.

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 and 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 Tokyo International Center (JICA TOKYO)
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TEL: +81-3-3485-7051 FAX: +81-3-3485-7904