



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

PARTICIPATORY COMMUNITY DEVELOPMENT FOR PRACTITIONERS FOR RECONCILIATION AND CREATION OF SOCIETY FOR COEXISTENCE

課題別研修

「紛争解決と共生社会づくりのための実践的参加型コミュニティ開発手法」 JFY 2015

NO. J1504156 / ID. 1584526

Course Period in Japan: From October 26th 2015 to December 19th 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

JICA is working to contribute to prevention of both occurrence and recurrence of armed conflicts, and tries to alleviate various difficulties faced by people during and immediately after conflicts and to subsequently achieve sustainable development in the medium and longer term. Recognizing the significant roles of local communities together with NGOs in stabilizing society and lives of local people, facilitation and communication skills of NGOs should be strengthened. Having limited resources and capacity to implement activities to promote reconciliation and co-existence of different groups, capacity building of local communities through NGOs is considered one of the most effective means of assistance. However, those NGOs are in urgent need for acquiring practical and effective techniques to organize people and manage projects/programs for participatory community development in order to rebuild their society in peace and harmony.

As the only country underwent sufferings from atomic bombs and have made tireless efforts to rebuild the nation to achieve economic and social development and prosperity, Japanese experiences and resources will be used for the benefit of the participants who are working for their own economic and social recovery.

For what?

The course aims at facilitating participants to acquire ideas and skills for effective implementation of community development projects/programs so that they would contribute to community empowerment and sustainable and equitable community/ rural development.

For whom?

This program is for leaders or project managers of Local/ International NGO and/or development agency, engaged in participatory community development in conflict affected areas.

How?

The course will be conducted using the participatory training method (PTM), where participants share their own ideas and experiences and learn from each other by building rapport and achieving goals of the course together. Case studies, demonstrations, presentations, workshops, learning exercises, dialogues, small group discussions and role-playing will be conducted for mutual

learning and empowerment. Field visits to various sites to learn about post-conflict development through cases of reconciliation process, and discussion meetings with related parties and organizations will be arranged. Details of the course will be developed by participants and facilitators during the course.

II. Description

1. Title (J-No.): Participatory Community Development for practitioners for reconciliation and creation of society for coexistence (J1504156)

2. Course Period in JAPAN

October 26 to December 19, 2015

3. Target Regions or Countries:

Philippines, Sri Lanka, Afghanistan, Sudan, Bosnia and Herzegovina, Kosovo, Timor-Leste, Nepal, Burundi, Rwanda, South Sudan, Mali, Myanmar, Former Yugoslav Republic of Macedonia

4. Eligible / Target Organization:

This program is designed for the leaders or project managers of NGOs or development agency which engage in participatory community / rural development.

5. Course Capacity (Upper Limit of Participants)

15 participants

6. Language to be used in this project

English

7. Course Objective:

An action plan toward participatory community / rural development based on the acquired project management method by participants will be formulated.

8. Overall Goal

Participatory community / rural development led by the residents will be implemented by the parent organization of participants based on the Action plan.

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 will be able to explain concept of Participatory Community Development	<ul style="list-style-type: none"> - Introduction and Team Building - Nature and function of community - Significance of community development in context of modernization - Presentation of community development which is managed by participants 	Discussion, Lecture and Presentation
2) Participants will be able to explain and perform the roles of community facilitator for reconciliation and creation of society for coexistence.	<ul style="list-style-type: none"> - Role of outsider in community development - Facilitation method to promote community development - Consolidation of mind for reconciliation - Financial management and transparency - Philosophy of local wisdom 	Workshop, Lecture and Field work
3) Participants will be able to explain diversity-based conflict resolution and linkage method with a wide variety of stake-holders	<ul style="list-style-type: none"> - Diversity, inclusion, gender on participatory community development - Diversity-based conflict resolution to achieve partnership - Analysis of wide variety of stake-holders on community development - Case study of linkage method with community, government and NGO 	Workshop, Lecture, Case Study and Fieldwork
4) Participants will be able to formulate an Action Plan toward realization of reconciliation and society for coexistence through participatory community development	<ul style="list-style-type: none"> - Formulation, Presentation and Discussion of Action plan which is based on output of this program 	Presentation and Discussion

< Structure of the program >

Topic outline (subject to change)

1st and 2nd week: What is community development?

- (1) Self-introduction and team building
- (2) Background of the course and community development in the context of modernization
- (3) Communication Skill (Interactive facilitation technique)

(4) Basic understanding on Japanese society

3rd week and 4th week: Outsider`s role in community development

- (1) Field trips and reflection of the field trip
- (2) Open Session with invited participants
- (3) Communication Skill
- (4) Philosophy of local wisdom
- (5) Diversity, inclusion, gender on participatory community development

5th week & 6th week: Diversity-based conflict resolution and linkage method with a wide variety of stake-holders

- (1) Field trip
- (2) Introduction of JICA's overall assistance on peace-building and community development.
- (3) Diversity-based conflict resolution to build partnership
- (4) Analysis of wide variety of stake-holders on community development
- (5) Case study of linkage method with community, government and NGO
- (6) Sharing and analysis on issues of each participants

7th week: Site visits to local agencies and discussions

- (1) Field visits
- (2) Discussion on the visits and analysis

8th week: Reflection and Making Action plan

- (1) Formulation, Presentation and Discussion of Action plan

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 outputs of the training for tackling those specific issues.
- (2) This program is enriched with contents and facilitation schemes especially developed in collaboration with relevant prominent organizations in Japan. These special features enable the participating organizations to effectively facilitate the staff to identify 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:

- Be leaders or project managers of local / national / international NGO who are engaged in community development projects/programs in their countries. Government officials who are engaged directly with NGO affairs.
- Applicants are desirable to be currently engaged in community development with prospects of continuous involvement in the future. Those without current involvement are expected to be engaged in it upon completion of the training.

2) Experience in the relevant field:

Applicants should have at least three (3) years of field experience working for community development projects/programs,

3) Language:

Applicants should have a competent command of spoken and written English to proactively engage in discussions and make reports in English. English listening, speaking and reporting skills are essential for the "open discussion" centered curriculum,

4) Health:

Applicants should be in good health, both physically and mentally, to participate in the program in Japan.

- 5) Must not be serving any form of military service.

(2) Recommendable Qualifications:

Applicants meeting the following conditions are prioritized.

- Those who are recommended by partner Japanese NGOs
- Staff of NGOs which currently work in partnership with JICA.
- Those who are recommended by JICA field offices.

(3) Gender Consideration:

In order to achieve an appropriate gender balance among participants, applying organizations are requested to take gender elements into consideration in the course of selecting candidates.

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 Staffs 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 Expire 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. Procedures 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 **September 18, 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 **October 5, 2015**.

5. 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 forms 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.
- (8) to observe the rules and regulations of accommodation and not to change the accommodation designated by JICA.

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

Pre-study Report:

For selected training participants:

Selected participants are requested to prepare the presentation data (preferably in PPT) of Pre-study Report for 20 minutes (10min Presentation and 10 min Q & A Session).

If there are more than 2 participants from the same country, it is recommended to prepare one presentation from each country.

The Pre-study Report in PPT format should be sent to JICA Kansai by

October 15, 2015, preferably by e-mail to Takada.Masako@jica.go.jp

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Kansai

(2) **Contact:** Takada.Masako@jica.go.jp and jicaksic-unit@jica.go.jp

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:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

(3) 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: 81-78-261-0383 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/about/structure/organization/domestic.index.html>

3. 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.

4. 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 training program.
6. It is recommended to bring a medium-sized bag or suitcase for a few days fieldwork.

VI. ANNEX 1

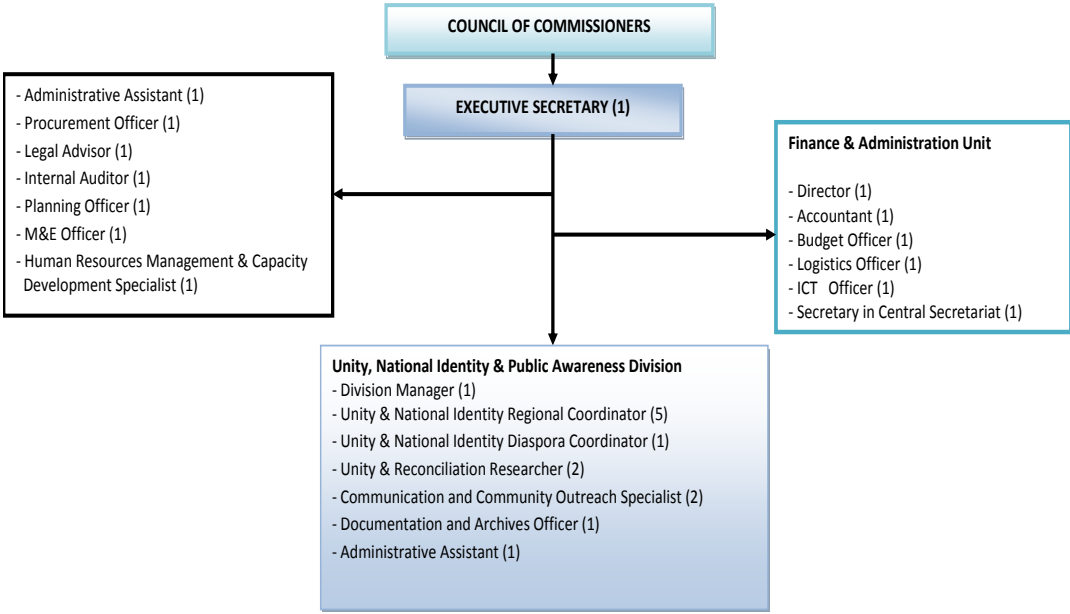
Pre-study report by program participants

Selected participants are requested to prepare a Pre-study report on the following issues and submit it to JICA before coming to Japan. The report will be presented during the initial phase of the program.

It is important for the participants to share the draft with supervisors and colleagues for clearance before finalizing and submitting it to JICA.

Participatory Community Development for Practitioners for Reconciliation and Creation of Society for Coexistence JFY2015

1 Basic Information of participant

(1)	Your name (Country)	
(2)	Organization	
(3)	Department, division, section and/or unit.	
(4)	Your Functional Title	
(5)	<p>Please attach an organogram of your organization and highlight your department you belong to.</p> <p><u>(Sample)</u></p>  <pre> graph TD COC[COUNCIL OF COMMISSIONERS] --> ES[EXECUTIVE SECRETARY (1)] ES --> Admin[Administrative Assistant (1) Procurement Officer (1) Legal Advisor (1) Internal Auditor (1) Planning Officer (1) M&E Officer (1) Human Resources Management & Capacity Development Specialist (1)] ES --> Finance[Finance & Administration Unit Director (1) Accountant (1) Budget Officer (1) Logistics Officer (1) ICT Officer (1) Secretary in Central Secretariat (1)] ES --> Unity[Unity, National Identity & Public Awareness Division Division Manager (1) Unity & National Identity Regional Coordinator (5) Unity & National Identity Diaspora Coordinator (1) Unity & Reconciliation Researcher (2) Communication and Community Outreach Specialist (2) Documentation and Archives Officer (1) Administrative Assistant (1)] </pre>	

2 Information regarding “conflict” in your country

(1) Information on selected conflict(s) and their background(s).

(2) Please list up key actors in the selected conflict situation(s) in your country.

(3) Roles of your organization (and your role), respective ministries, agencies, local governments and other organizations involved in the mitigation of the conflict(s).

(4) Challenges for peace building process in your country.

3 JICA’s role in peace building in your region and country.

(1) Describe the efforts of your government for peace building in collaboration with donor agencies including JICA.

(2) Your responsibility in peace building in collaboration with other donor agencies including JICA.

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(3) Your ideas on community development and how it affects to the peace building process.

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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)

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