



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**COMMUNITY BASED DEVELOPMENT
WITH LOCAL RESIDENTS AS MAIN ACTORS**

課題別研修「住民主体のコミュニティ開発」

JFY 2019

NO. 201984506J002

Couse period in Japan: From February 6 to March 12, 2020

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 Program (KCCP)' 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

It is becoming increasingly and widely recognized including developing countries that for sustainable socio-economic development, capacity development for various local NGOs, community-based organizations (CBOs) and local governments are crucially important, as those have to play vital roles to facilitate sustainable community development. Yet, at community development sites in many countries and regions, there still exists a deeply-rooted mindset that development can be done only by receiving assistance from outside. This has brought about a lot of community development practices without utilizing local resources which often creates circumstances where development stops when outside assistance ceases.

Therefore, many communities are facing the challenges of initiating self-reliant development activities without depending upon outside assistance.

Given such background, this program is designed to promote and encourage community-led development utilizing local resources through effective facilitation and partnership building.

For what?

This program aims at bringing tangible changes in strategy and activities for community development resulting from newly acquired concept and methodology of community development that are supposed to be shared within CBOs and community where the participants work for.

For whom?

This program is offered to local NGOs, CBOs and local governments that have staffs/officers who are actively engaged in community development in the field.

How?

The participants of this program will share their experience in community development through workshops and discussions. They are also provided with opportunities to visit local communities in Japan where unique actions of community development are initiated and implemented by community people, local governments or NGOs. There are some lectures and workshops on case studies and methods of facilitation for community development based on Japanese experience. Throughout such activities, the participants will review their own activities in communities, acquire new perspectives or approaches of community development, find out some clues or knowledge to be utilized in their practices, and finally formulate their Action Plan to be implemented after coming back home.

II. Description

- 1. Title (Course No.): Community Based Development with Local Residents as Main Actors (2019845006J002)**
- 2. Course Period in JAPAN**
February 6 to March 12, 2020
- 3. Target Regions or Countries**
Argentina, Kosovo, Sierra Leone, Tanzania, Niger, Philippines, Myanmar
- 4. Eligible / Target Organization**
This program is offered to local NGOs, community-based organizations (CBOs) and local governments that have staffs/officers who are actively engaged in community development on site.
- 5. Course Capacity (Upper limit of Participants)**
10 participants
- 6. Language to be used in this program**
English
- 7. Course Objective**
Newly acquired concept and methodology of community based development are shared within CBOs and community where the participants work for and tangible changes in strategy and activities of community development are observed.
- 8. Overall Goal**
Community development activities conducted by CBOs and/or community people where the participants work for are modified into ***community-led*** development utilizing local resources through active partnership among various stakeholders.

9. Expected Output of the program

This program consists of the following 2 phases; (1) Preliminary Phase and (2) Core Phase. Supplemental activities to share the acquired knowledge and skills among the stakeholders in the home country is also required to achieve the course objective, after returning home countries.

(1) Preliminary Phase in a participant's home country (January - February 2019) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Output	Activities
1.To review own local community where the participant grew up	To formulate Inception report

Tentative

(2) Core Phase in Japan (February 6 to March 12, 2019) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>			
Expected Module Output	Subjects/Agendas	Methodology	Days
1. To objectively figure out issues to be solved and a goal to be attained after reviewing community development activities of the participants themselves or their organization. 2. To be able to explain facilitation methods with clear awareness of the concept of community and the role of outsiders in community based development. 3. To be able to explain specific lessons learnt from Japanese local community such as	<u>1-1 Sharing and reviewing experiences.</u> First, main targets of the training will be shared. Accordingly, experiences and views of the participants on community development will be reviewed and shared through workshop.	1-1 Workshop	4
	<u>2-1 Basic concept of community development</u> What is community, why it is important, and what are the roles of outsiders in community development, those key questions are asked and shared among the participants.	2-1 Workshop	4
	<u>2-2 Methods of community development</u> Key concept and skills of "FACT Method" (Facilitative Action for Community in Transition) are introduced and practiced.	2-2 Workshop	5
	<u>3-1 Case Studies on Facilitation of Community Development in Japan</u> Participants will visit local communities where people initiate	3-1 Field visit, Workshop, Lecture & Exchange	6

<p>development cases utilizing local resource, facilitation for community based development and the partnership between public administration and civil society.</p> <p>4. To formulate an action plan for how to utilize and share newly obtained development concept and facilitation methods within their organizations and community.</p>	<p>community-based actions through facilitation and partnership among stakeholders.</p> <p><u>3-2 Review and reflection of field visit</u> Participants will review the field visits and discuss what they learned among them.</p> <p><u>4-1 Preparation of Action Plan</u> Participants will reflect what they find and learn in the course, and formulate action plan based on those leanings.</p> <p><u>4-2. Sharing Action Plan</u> Participants' Action Plans will be shared and discussed among participants with some comments by resource persons.</p>	<p>3-2 Workshop</p> <p>4-1 Workshop and Discussion</p> <p>4-2 Discussion</p>	<p>2</p> <p>2</p> <p>1</p>
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<Structure to achieve the course objective> Tentative

1. Preliminary phase (activities in the respective country):

Preparation of the Inception report (as per “ANNEX-2 of VI ANNEX)

2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

1st week

- (1) Sharing and reviewing experiences on community development
- (2) Basic concept: What is Community? & Roles of Outsiders
- (3) FACT Method – 1: Partnership Building

2nd week

- (1) FACT Method – 2: FALCON (Facilitative Listening in Conversation)
- (2) Field visit-1: Field practice on community-based actions and facilitation
- (3) Review and reflection on the field visit

3rd week

- (1) FACT Method – 3: CBIE (Community Based Issue Emergence)
- (2) Field visit-2: Case of community-based actions and facilitation

4th week

- (1) Review and reflection on the field visit
- (2) Overview of FACT Method and its application
- (3) Action Plan preparation

5th week

- (1) Action Plan sharing & amendment
- (2) Final Session

III. Conditions and Procedures for Application

1. Expectations from the participating organization

- (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) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for their issues and problems.
- (3) Participating organization are requested to produce final outputs by making use of the results brought back by participants and implementing respective action plan in home countries in order to achieve the course objective.

2. Nominee Qualifications

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

(1) Essential Qualifications

Applicants should:

- 1) **be a field staff who actively works in community development site.**
- 2) **have experience in the field of community development for three years or more.**
- 3) **currently engaged in community development with prospects of continuous involvement in the future.**
- 4) have a sufficient command of spoken and written English.
- 5) Health: must be in good health, both physically and mentally, to participate in intensive outdoor fieldwork in the Program. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualification

- 1) **Application by staffs of local NGOs and CBOs is highly recommended and the priority is given to those applicants since this program is designed specifically for those who are actively engaged in community development activities in a very close relation with community residents.**
- 2) **Age: be under 45 years of age**
- 3) Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be

either person who is engaged in the said field or directly related to the program subject.

- 4) Gender consideration: Female is encouraged to apply to the program for the gender balance.

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**. The Application Form is to be written with type writer (MS word or similar software) in English.

(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)

(4) Job Report: to be submitted with the application form. **Fill in "ANNEX-1 of VI. ANNEX" in this General Information, and submit it along with the Application Form.**

4. Procedures for Application and Selection

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA overseas office (or the Embassy of Japan).**

(After receiving applications, the JICA overseas office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by December 20, 2019**

(2) Selection

After receiving the documents through proper channels from your government, the JICA overseas 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.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are

enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results shall be made by the JICA overseas office (or the Embassy of Japan) **not later than December 27, 2020**.

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

Inception report to be submitted by **January 24, 2020**.

Before coming to Japan, only accepted candidates are required to prepare an Inception report (detailed information is provided in the VI ANNEX II "Inception report" in the GI). The Inception report should be sent to JICA Yokohama and i-i network by January 24, 2020, preferably by e-mail to yicct1@jica.go.jp and welcome@i-i-net.org, respectively.

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Yokohama Center (JICA Yokohama)

(2) **Address:** 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken,
231-0001 Japan

TEL: +81-45-663-3251

FAX: +81-45-663-3265

(81: country code for Japan, 45: local area code)

(3) **Contact:** Mr. MIYASAKA Minoru (yicct1@jica.go.jp)

2. Implementing Partner:

(1) **Name:** i-i-network (Research and Action for Community Governance)

(2) **Address:** Kannai Future Center, 3-33 Kitanakadori, Naka-ku, Yokohama,
Kanagawa 231-0003, Japan

TEL: +81-50-3754-5970

(81: country code for Japan, 50: ip phone code)

Email: welcome@i-i-net.org

Blog: <http://i-i-net.blogspot.jp/>

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 mainly for the participants in Japan:

JICA Yokohama Center (JICA YOKOHAMA)

Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken
231-0001, Japan

TEL: 81-45-663-3251 FAX: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

Map: <http://www.jica.go.jp/english/about/organization/domestic/map/yokohama.html>

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

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)
- (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 overseas office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. As an introduction of the program in Japan, participants shall present their Inception report at the beginning of the course. It is encouraged to prepare the report presentation in Power Point presentation format.
2. Participants will be required to prepare Final Report /Action Plan and make the presentation on it at the end of this program. The Report will be considered as an output of the program and expected to exploit as the suggestion to the government and/or organization /department of the participants.
3. Relating to the above 1 and 2, participants are required to bring to Japan reference materials that will help Inception report presentation and Action Plan preparation. The followings are valuable:
The most recent reports and photos of the activities which you are currently engaged in, and other project reports related to the participants' field of study or work.
4. Participants are recommended to bring computers for your convenience. During the program, participants are required to work on the computers, including drafting Action Plan and others. Most of accommodations have internet access.
5. Allowances will be deposited to your temporary bank account in Japan a few days after your arrival in Japan. It is advisable to bring with you cash / travelers' checks for some amount of money for the first few days after your arrival. Please note that it is very important to have your bank notes/checks exchanged to Japanese Yen (JPY) at any international airport when you can. You may not have time for an exchange to JPY due to busy training schedule when you need some amount of

JPY.

6. In order to facilitate cross-cultural understanding for training participants, JICA Yokohama provides the participants with the followings;
 - (1) Japanese language classes (introductory course) for all the courses,
 - (2) Lectures on Japanese economy, culture, government and others for all the courses,
 - (3) School visits for some selected courses, and
 - (4) Socializing activities such as playing sports with Japanese and cultural activities introducing our culture for those who are interested.
 - (5) Business Cards would be useful to introduce yourself to other training participants and to Japanese people at some occasions.
7. Participants who have successfully completed the program will be awarded a certificate by JICA.
8. There are a few occasions like closing ceremonies, when the participants may wear formal clothing. It is recommended to bring your national or traditional dress for closing ceremonies or other events.

Additionally, bringing along any visual materials like photos or donations of any handicrafts and/or folk crafts items that can be exhibited in order to share your culture is welcomed.

VI. ANNEX:

For All Applicants

ANNEX 1- Please make sure to attach this format to Application Form.

Job Report

Please fill out the following Questionnaire in English. If you need more pages to write, attach more pages (but less than 3 additional sheets).

NAME:	Country:
Institution / Organization of the applicant:	
1. Please specify the institution or organization you belong to.	
a) What are the roles of your institution / organization in the field of community development?	
b) What kinds of activities are implemented by your institution/ organization in connection with Community Development?	
2. Please describe your experience in community development	
a) Your present designation and main duties	
b) List your previous experience of being involved in community development (period & types of activities)	

c) What kinds of problems do you face when you execute your duties in community development?

3. Specify the points you want to gain in the program in Japan (must be related with community development).

4. Propose the following points you can contribute if you will participate in the program.

a) What kinds of experience in community development can you share with other participants?

b) What issues do you want to discuss in the program?

Only for Selected Applicants

ANNEX 2 – The selected applicants must submit this report.

Inception report

Those who are informed of acceptance to the program as participant by JICA overseas office or Embassy of Japan are required to make an Inception report in accordance with the following instructions mentioned below. The Inception report should be sent to JICA Yokohama and i-i network by January 24, 2020, by e-mail to; yictt1@jica.go.jp, and welcomer@i-i-net.org respectively.

The Inception report should be typewritten in English in double space either on letter-size or A4-size paper within two (2) pages in volume.

NAME:	Country:
1. Explain the physical profile of that community: name, location, area, population, topography, characteristics of livelihood, etc. (Describe precisely)	
2. List up what you are proud of about that community. (Describe concretely. Do not mention only abstract terms such as “human resource”, “natural resource”, etc.)	

3. Pick up a community residents' initiative you like most and explain its activity in detail.

4. Pick up an activity of local governments or NGOs that did not go smoothly with that community and explain its process in detail.

Note: The description above may be utilized in the training workshop in Japan.

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 overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Yokohama Center (JICA YOKOHAMA)

Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan

TEL: +81-45-663-3251 FAX: +81-45-663-3265