



විදේශ සම්පත් දෙපාර්තමේන්තුව  
 வெளிநாட்டு வளங்கள் திணைக்களம்  
 Department of External Resources

(29)

මුදල් අමාත්‍යාංශය  
 මහලේකම් කාර්යාලය (3 වැනි මහල), කැපො. 277, කොළඹ 00100, ශ්‍රී ලංකා

நிதி அமைச்சு  
 செயலகம் (3 ஆம் மாடி), க.ப. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance  
 The Secretariat (3rd Floor) 18, Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය  
 எனது இல  
 My No

TA/JICA/S/1236

ඔබේ අංකය  
 உமது இல  
 Your No

මුද්‍රණ  
 திகதி  
 Date

08 July 2019

Secretary/Ministry of Agriculture, Rural Economic Affairs, Livestock  
 Development, Irrigation, Fisheries & Aquatic Resources Development  
 Ministry/Internal and Home Affairs, Provincial Councils & Local Government  
 Ministry/Mahaweli Development & Environment

Attn: Officer In-charge of Foreign Training

Dear Sir/ Madam,

Maintenance, Operation and Management of Irrigation Facilities (A)

From: 06 October to 30 November - 2019

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

You are kindly requested to submit nominations in line with the required qualifications mentioned in the "Nominee Qualifications" of the GI Booklet submitted by JICA. It is appreciated if you could submit two sets of applications along with the following documents *on or before 26 July 2019*.

1. The duly filled Application Form for "JICA Knowledge Co-Creation Programme" (hand written applications will not be accepted) - Application Form can be downloaded from ERD public website.
2. English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
3. Copy of the Passport (together with the Application Form)
4. Inception Report (ANNEX VI)
5. ERD Form 2 (Original only)

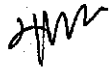
Please note that re-nomination of an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

(cont.....p/2)

Your early response in this regard is highly appreciated.

With regards,

Yours faithfully



**L.A.Y. Darshanie De Silva**

Director / TA Division

for Director General

- Copies to:*
- 01. Director General  
Department of Irrigation
  - 02. Director General  
Department of Agrarian Development
  - 01. Chief Secretaries  
All Provincials Councils

} for your information



Japan International Cooperation Agency  
10th & 13th Floors, DHPL Building,  
No. 42, Navam Mawatha, Colombo - 2, SRI LANKA.  
TEL : (+94)011-2300470 / 2303700  
FAX : (+94)011-2300473 / 2303692  
E-mail : sl\_oso\_rep@jica.go.jp  
Homepage: <http://www.jica.go.jp/srilanka/english/index.html>  
Facebook : <https://www.facebook.com/jicasrilanka>

June 28, 2019.

Director General  
Department of External Resources  
The Secretariat  
Colombo 1.

Dear Sir,

**JICA Knowledge Co-creation Program:**  
**MAINTENANCE, OPERATION AND MANAGEMENT OF IRRIGATION FACILITIES (A)**  
**COURSE NO: 201984687J002**

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course.

The duration of the training course is **from 6 October, 2019 - 30 November, 2019.**

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. Eight copies of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

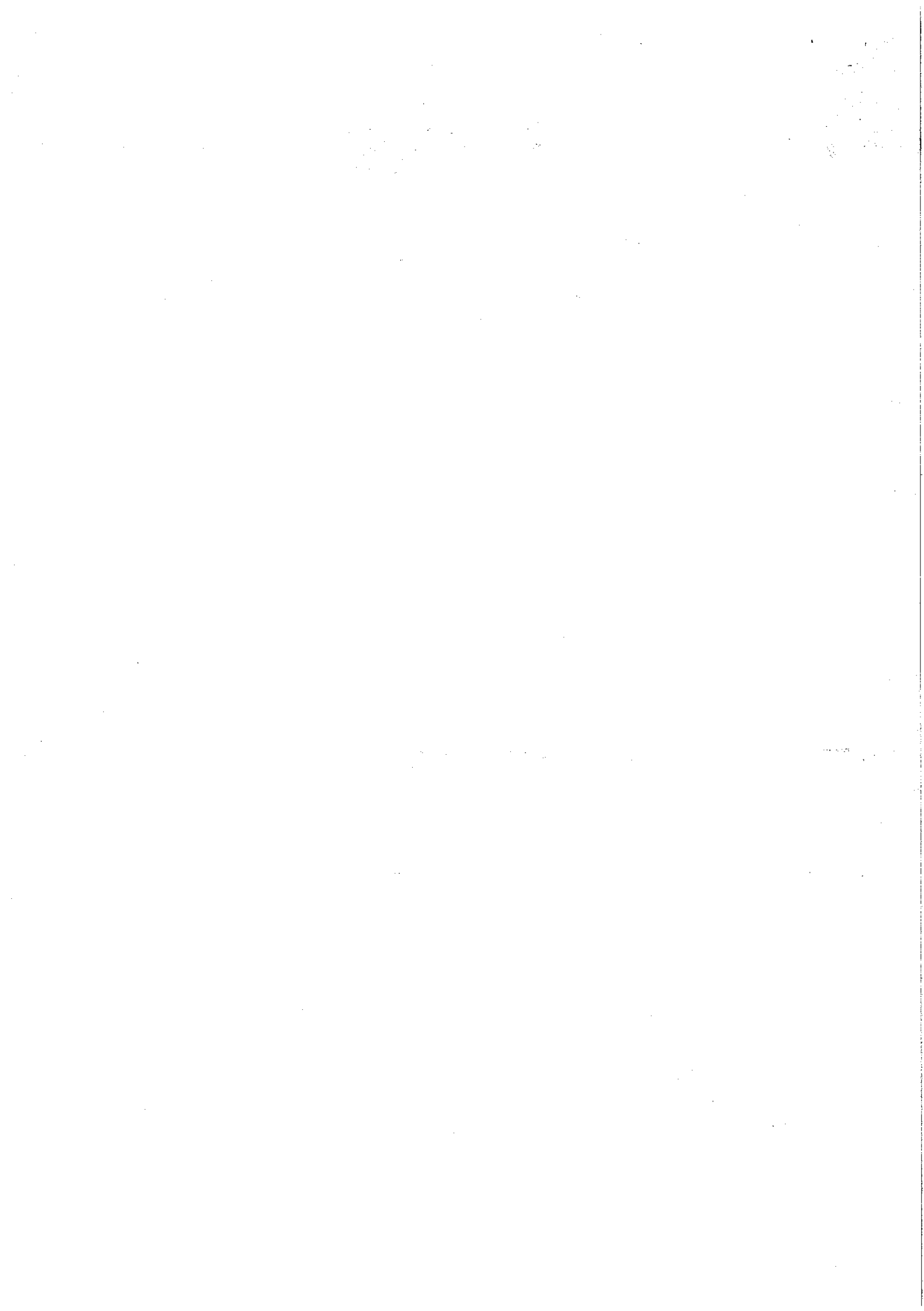
- Ministry of Irrigation and Water Resource Management
- Ministry of Agriculture, Irrigation, Fisheries & Aquatic Resources Dev.
  - Department of Irrigation
  - Department of Agrarian Development
- Ministry of Mahaweli Development & Environment
  - Ministry of Internal/Home Affairs Provincial
  - All Provincial Departments of Irrigation Councils & Local Government

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before **29<sup>th</sup> July, 2019.**

- Application Form
- Photocopy of Passport (together with the Application Form)
- English Score Sheet (Eg: TOEFL, TOEIC, IELTS)
- Inception Report (ANNEX VI)

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

Cont.../2



Continuation sheet.....

JICA Sri Lanka Office

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We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

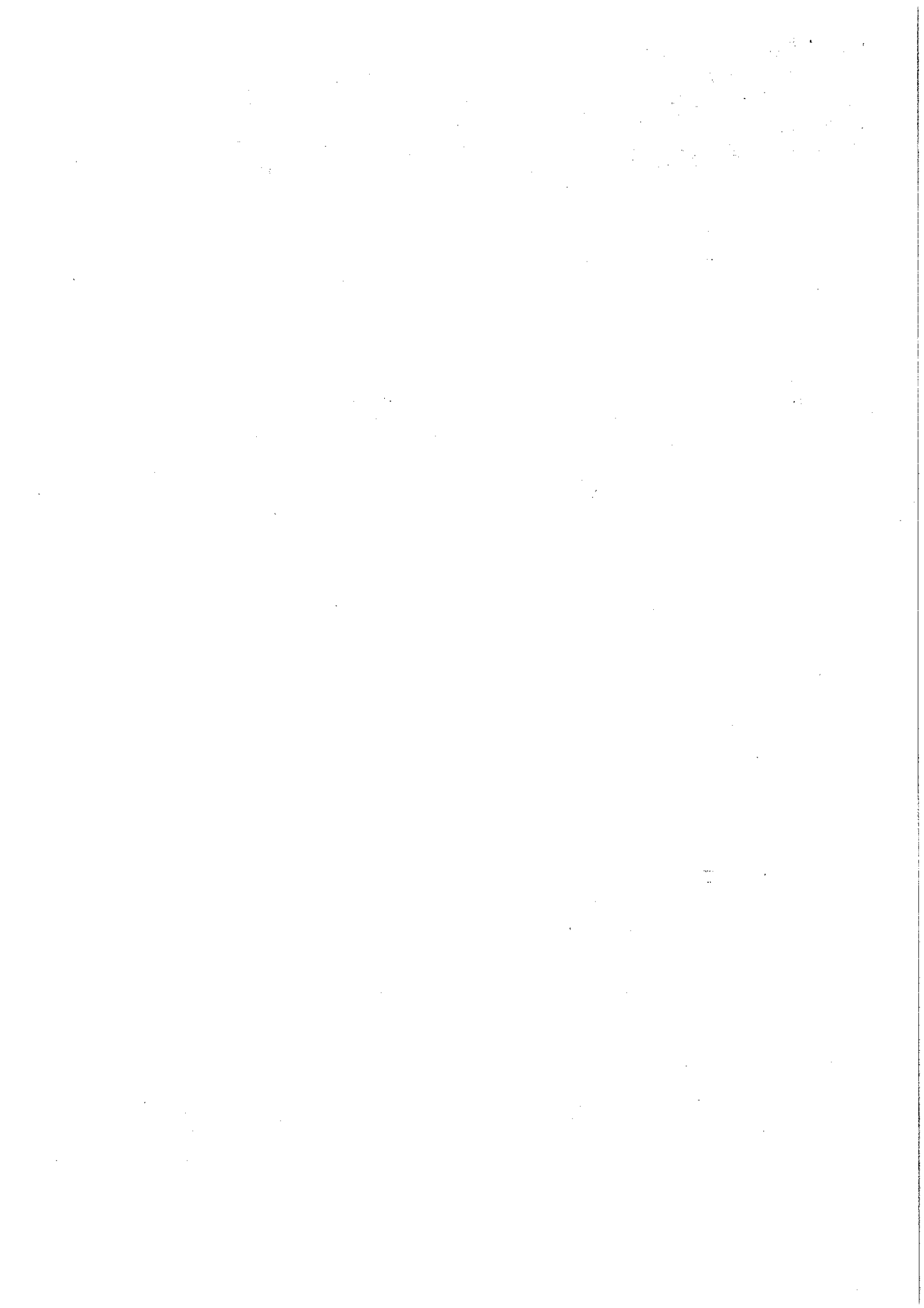
Thank you.

Yours sincerely,



Kiyofumi Takashima  
Senior Representative  
JICA Sri Lanka office

Copy : Ms. Chiharu Hoshiai, First Secretary, Embassy of Japan





# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Maintenance, Operation and Management of Irrigation  
Facilities(A)

課題別研修「灌漑施設の維持・運用管理」(A)

JFY 2019

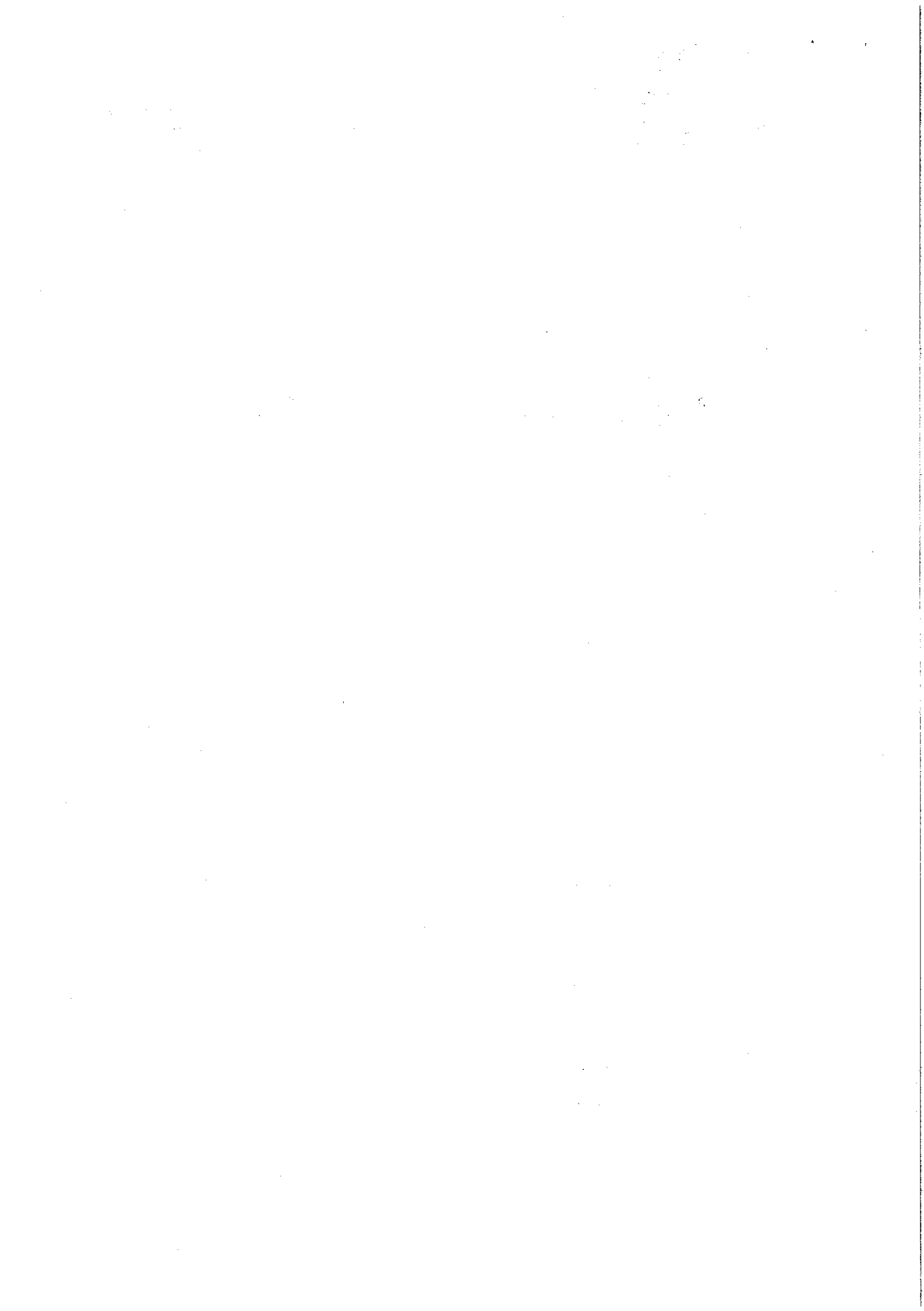
NO. 2019816870002

Course Period in Japan: From October 6, 2019 to November 30, 2019

This information pertains to one of 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 is released by 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**

In developing countries, several agricultural development projects have been promoted and irrigation facilities have been constructed. To maximize the output of those projects, appropriate maintenance, operation and management of irrigation facilities are critically important. And rehabilitation or repair of aged irrigation facilities is also required for the sustainable and effective use. Thus, it is expected that those irrigation facilities should be well maintained by governmental authorities and beneficiaries' participation as well. This course aims at contributing to capacity reinforcement of maintenance, operation and management of irrigation facilities for administrative and technical officials who are involved in irrigation project.

### **For what?**

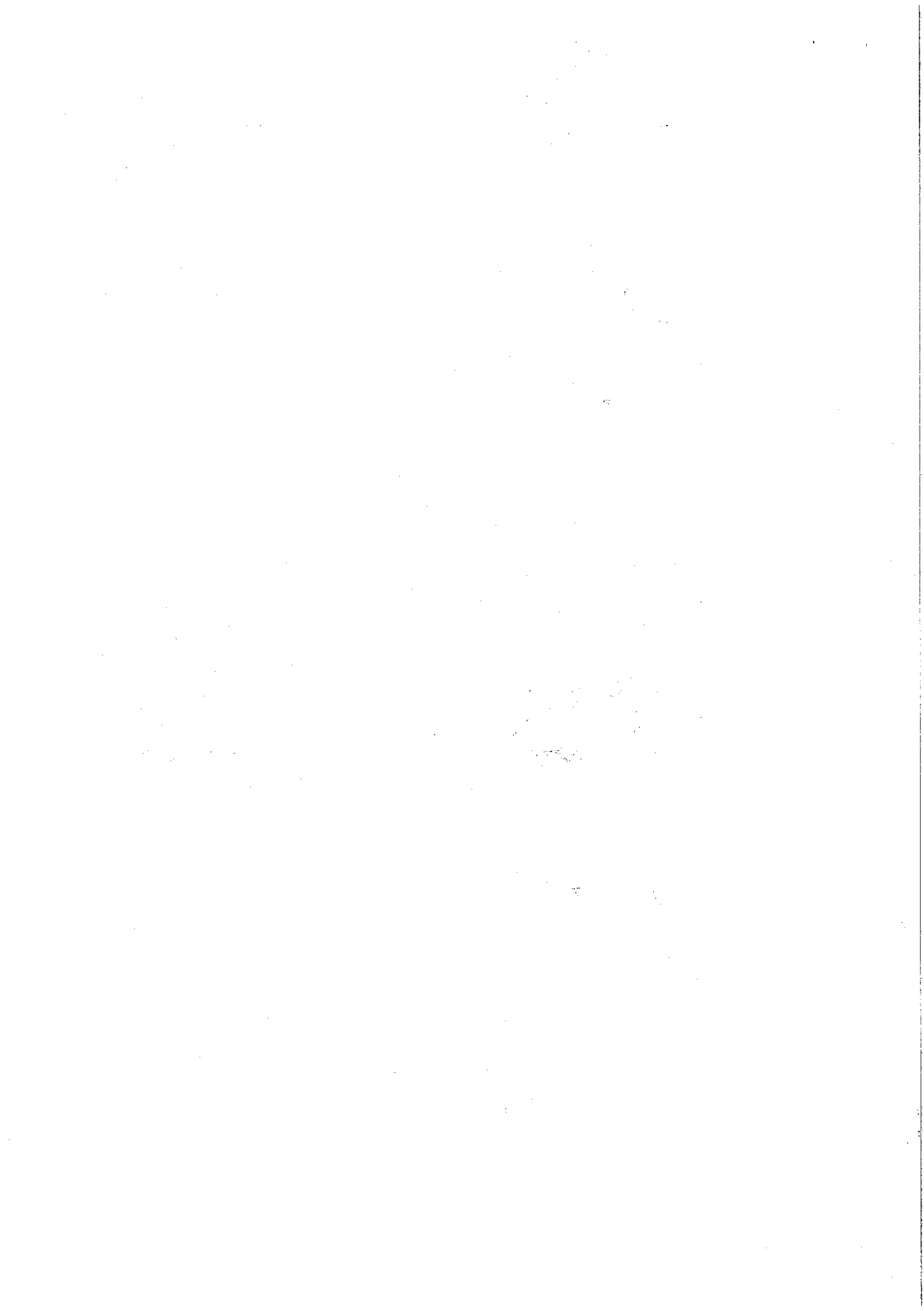
This program aims at improving the situation of maintenance, operation and management of irrigation facilities for sustainable and effective use of limited resources.

### **For whom?**

This program is offered for administrative officials both in central and local government organizations, which have responsibility for making law or systems related to the irrigation facilities. The officials should be in charge of programs of maintenance, operation and management of irrigation facilities.

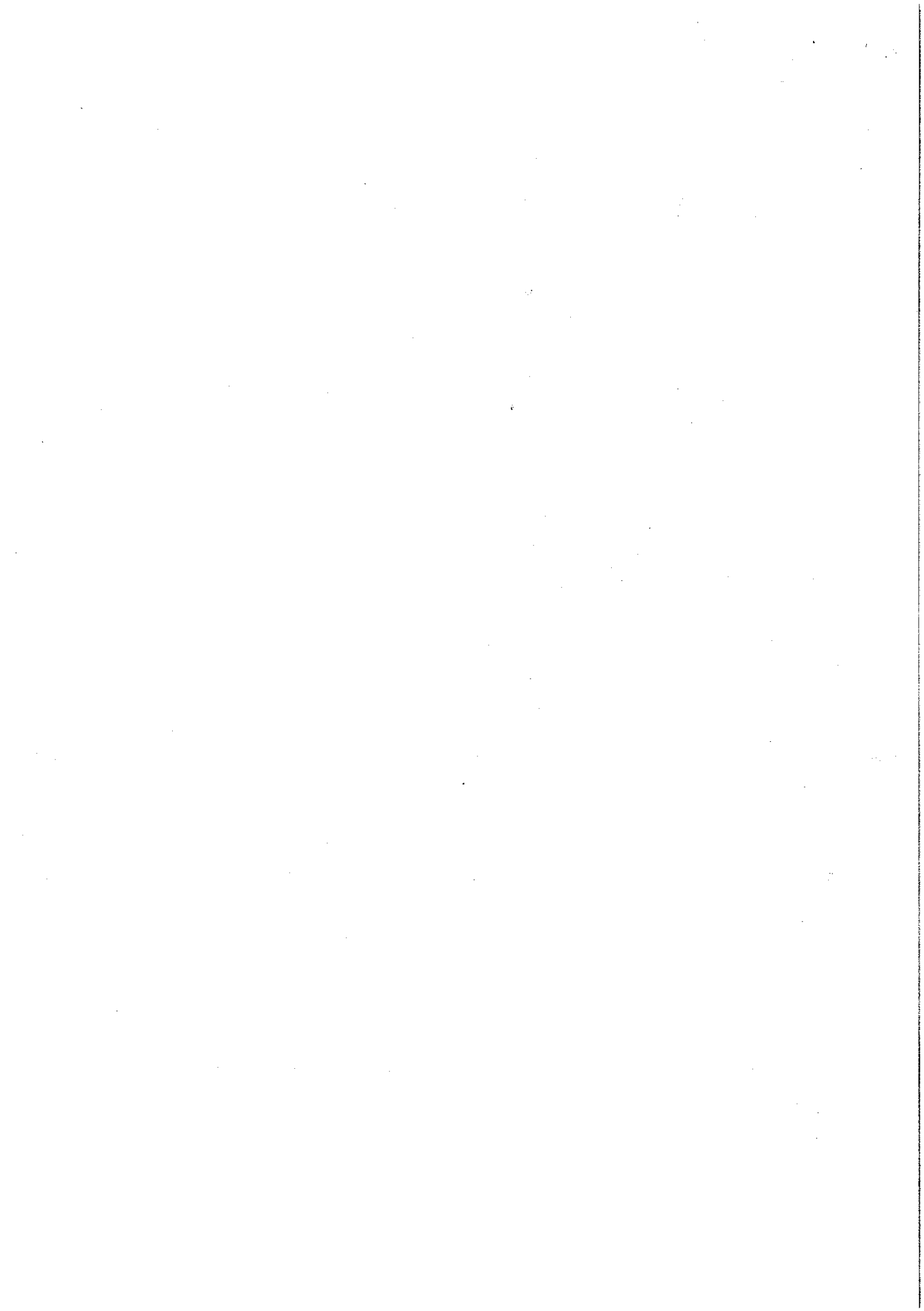
### **How?**

During the program in Japan, participants will learn how to conduct maintenance, operation and management of irrigation facilities, and gain the knowledge of its integrated implementation methods including participatory water management through lectures, workshop and field visits. At the end of the program, participants will compile their learning in Japan and finally it is highly expected to be shared to their organization.



## **II. Description**

- 1. Title (Course-No.):**  
Maintenance, Operation and Management of Irrigation Facilities  
(201984687J002)
- 2. Course Period in JAPAN:**  
October 6, 2019 to November 30, 2019
- 3. Target Regions or Countries:**  
Afghanistan, Iraq, Iran, India, Cambodia, Sri Lanka, Pakistan, Bangladesh,  
Philippines, Bhutan, Viet Nam, Myanmar
- 4. Eligible / Target Organization:**  
Central or Local government responsible for administration of irrigation projects
- 5. Course Capacity (Upper limit of Participants):**  
14 participants
- 6. Language to be used in this program:**  
English
- 7. Course Objective:**  
The program aims to enhance participants' own capabilities on the maintenance,  
operation and management of irrigation facilities.
- 8. Overall Goal:**  
The living standards of farmers are improved through the implementation and  
improvement of the sustainable agricultural and rural development projects.

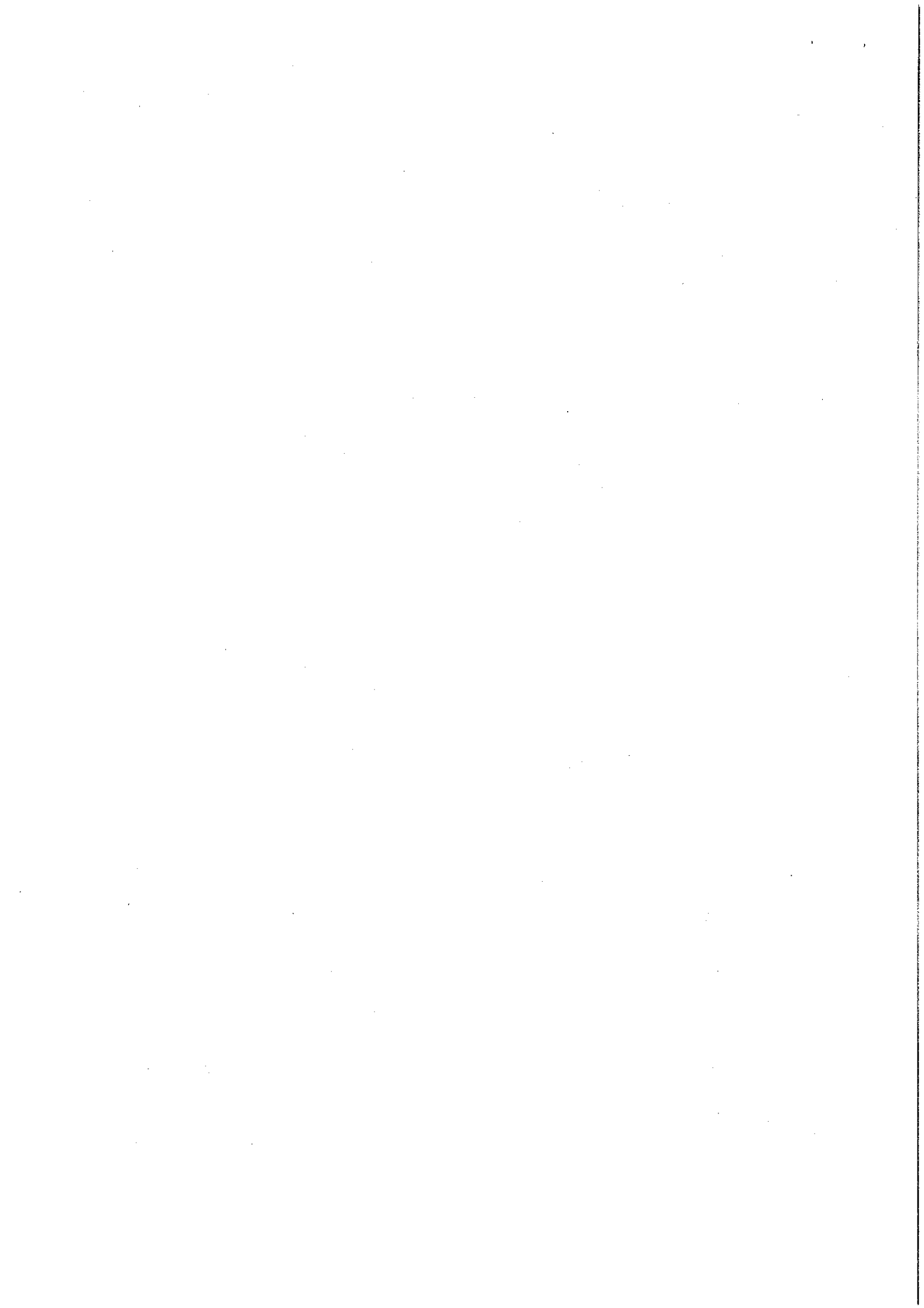


**9. Expected Module Output and Contents:**

This program consists of the following components.

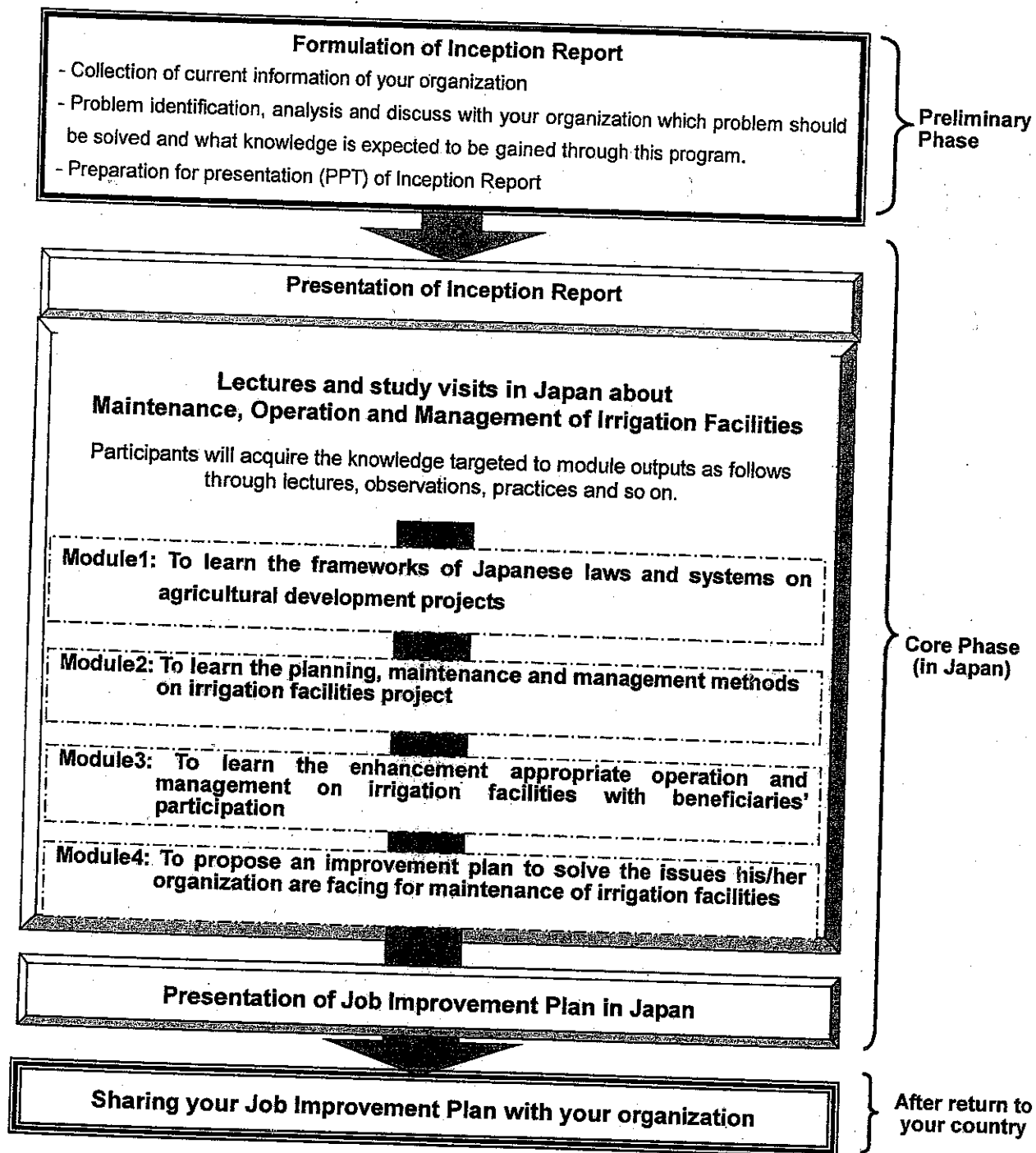
Details on each component are given below:

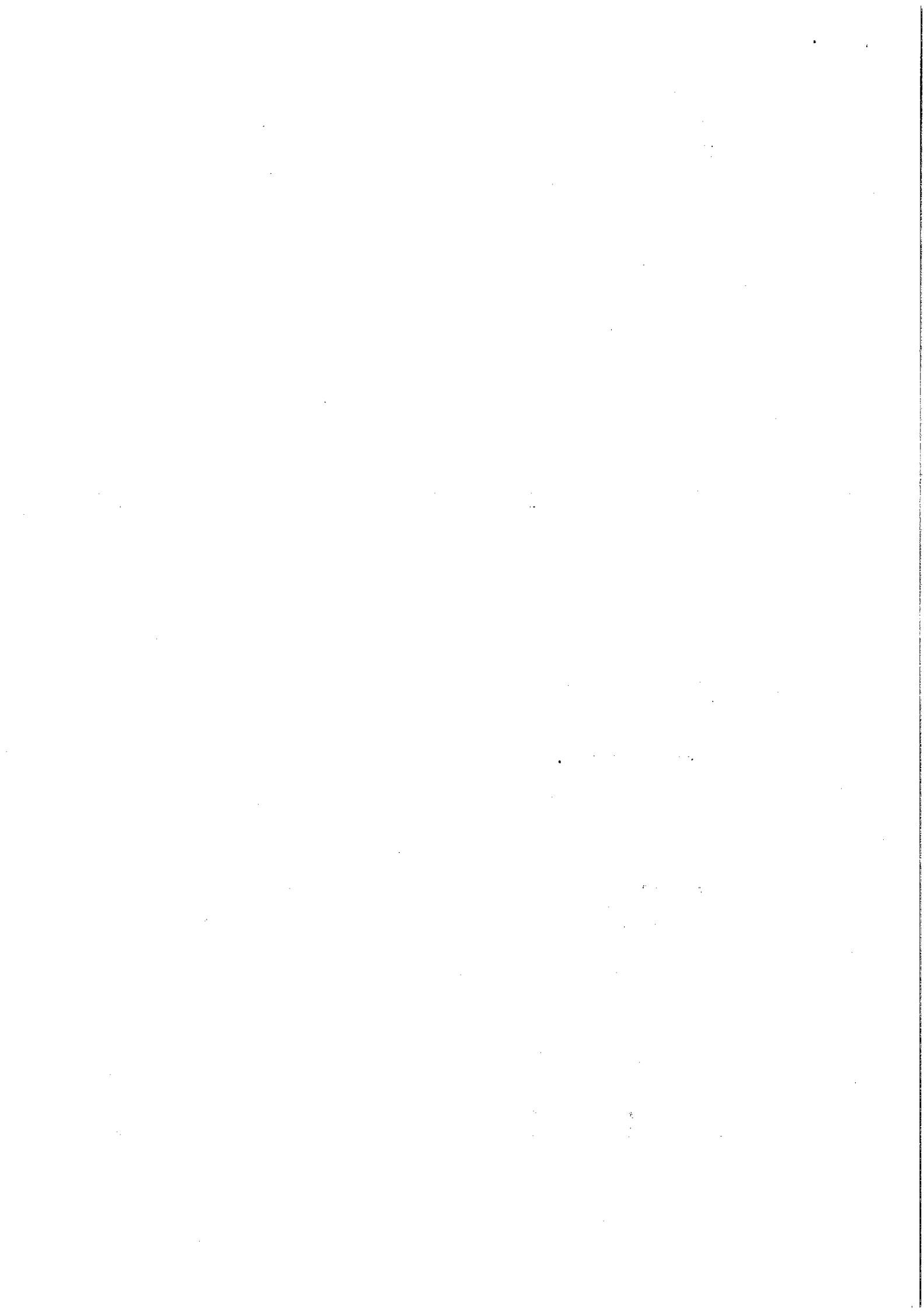
<p><b>(1) Preliminary Phase in a participant's home country</b>                  ( September to October 2019)  <i>Participating organizations make required preparation for the Program in the respective country.</i></p>		
Expected Module Output	Activities	
Compilation of Inception Report	<p><u>Making an Inception Report</u>                  Grasping of situation in the maintenance, operation and management of agricultural irrigation facilities in own country                  identification of the problem in rural sector, and examination of skeletal essentials of an administrative scenario.</p>	
<p><b>(2) Core Phase in Japan</b>                  (October 6, 2019 to November 30, 2019)  <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>		
Expected Module Output	Subjects/Agendas	Methodology
To learn the frameworks of Japanese laws and systems on agricultural development projects	Law and policy on agricultural development project based on maintenance, operation and management of irrigation facilities in Japan	Lecture
To learn the planning, maintenance and management methods on irrigation facilities project	Maintenance and management methods of irrigation facilities for effective use Irrigation facility rehabilitation planning and evaluation Water utilization plan Information and communication technology for water distribution planning	Lecture Practice Observation
To learn the enhancement of appropriate operation and management on irrigation facilities with beneficiaries' participation	Operation of the water user association Enhancement of water users association Participatory irrigation management (PIM) Land Improvement District (LID).	Lecture Observation Discussion
To propose an improvement plan to solve the issues his/her organization are facing for maintenance of irrigation facilities	Making a Job Improvement Plan Group discussion Presentation	Practice Discussion



## COURSE FLOW

### “Maintenance, Operation and Management of Irrigation Facilities”







### **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 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 the activities of the Finalization Phase described in section II -9.

#### **2. Nominee Qualifications:**

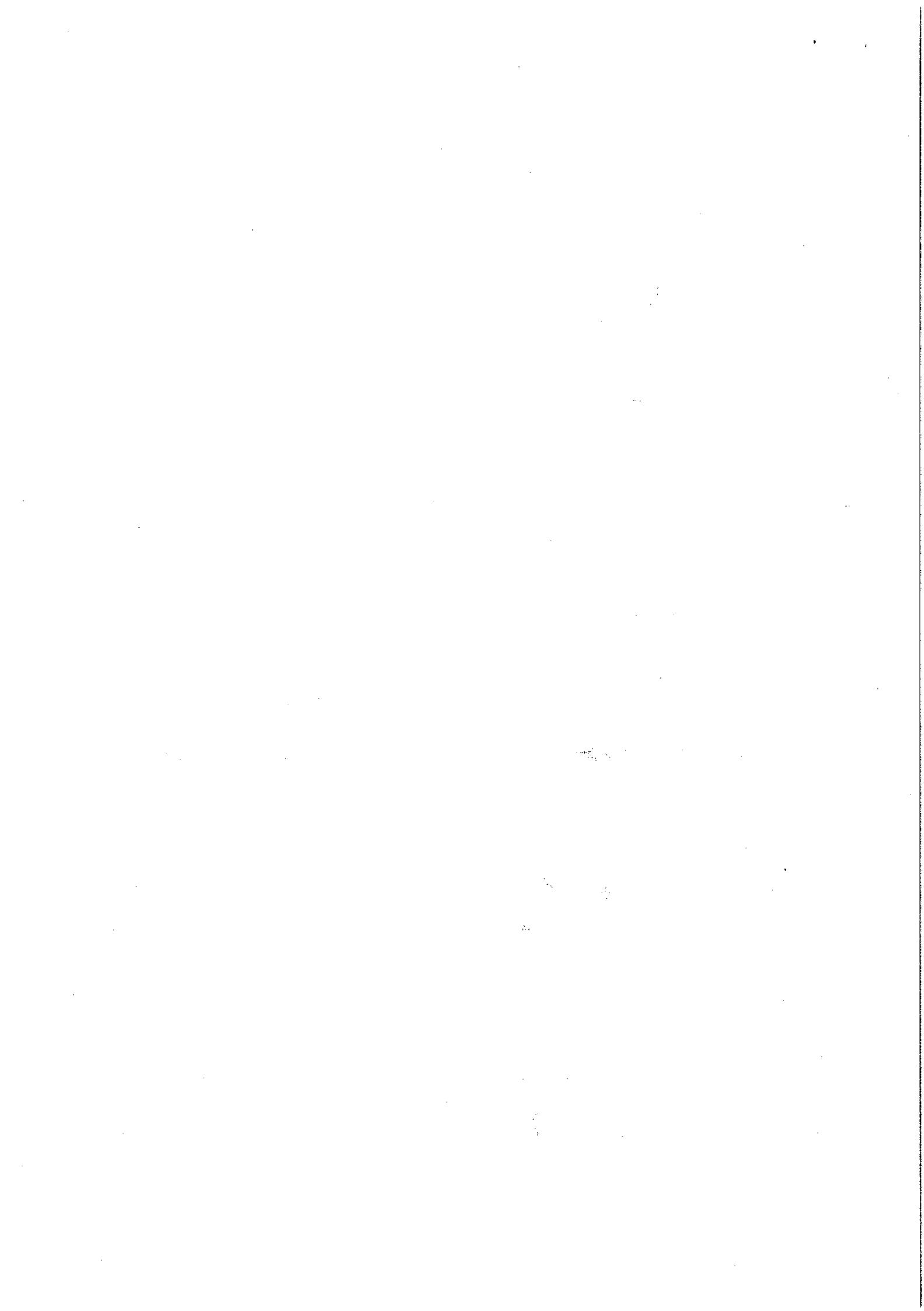
Applying Organizations are expected to select nominees who meet the following qualifications.

##### **(1) Essential Qualifications**

- 1) **Current Duties:** An administrative or engineering official at central or local government organization in charge of maintenance, operation and management of irrigation facilities.
- 2) **Job Experience:** has a working experience over five (5) years in the field of the maintenance, operation and management of irrigation facilities.
- 3) **Educational Background:** be a graduate of university
- 4) **Age:** be between thirty (30) and fifty (50) years old at the start of the program.
- 5) **Computer skill:** to be proficient in Microsoft Word, Excel and Power Point.
- 6) **Language:** have a competent command of spoken and written English
- 7) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- 8) It is desirable that a nominee is involved with a JICA project

##### **(2) Recommendable Qualifications**

- 1) **Gender Consideration:** JICA is promoting Gender equality. Women are encouraged to apply for the program.



### 3. Required Documents for Application

#### (1) Application Form:

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

#### (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) Inception Report:

to be submitted with the application form as ANNEX-1 (Inception Report) of this General Information. As this will serve as starting point for discussions on common and particular problems, the report should include problems related to agricultural and rural infrastructure centering on irrigation facilities which the participants are addressing, and present situation of their work and issues in their own countries. The report is also used for screening of the candidates. It should be typewritten in English, less than 4 pages (11point font, double-spaced, A-4 size paper)

### 4. Procedures for Application and Selection:

#### (1) Submission of the Application Documents:

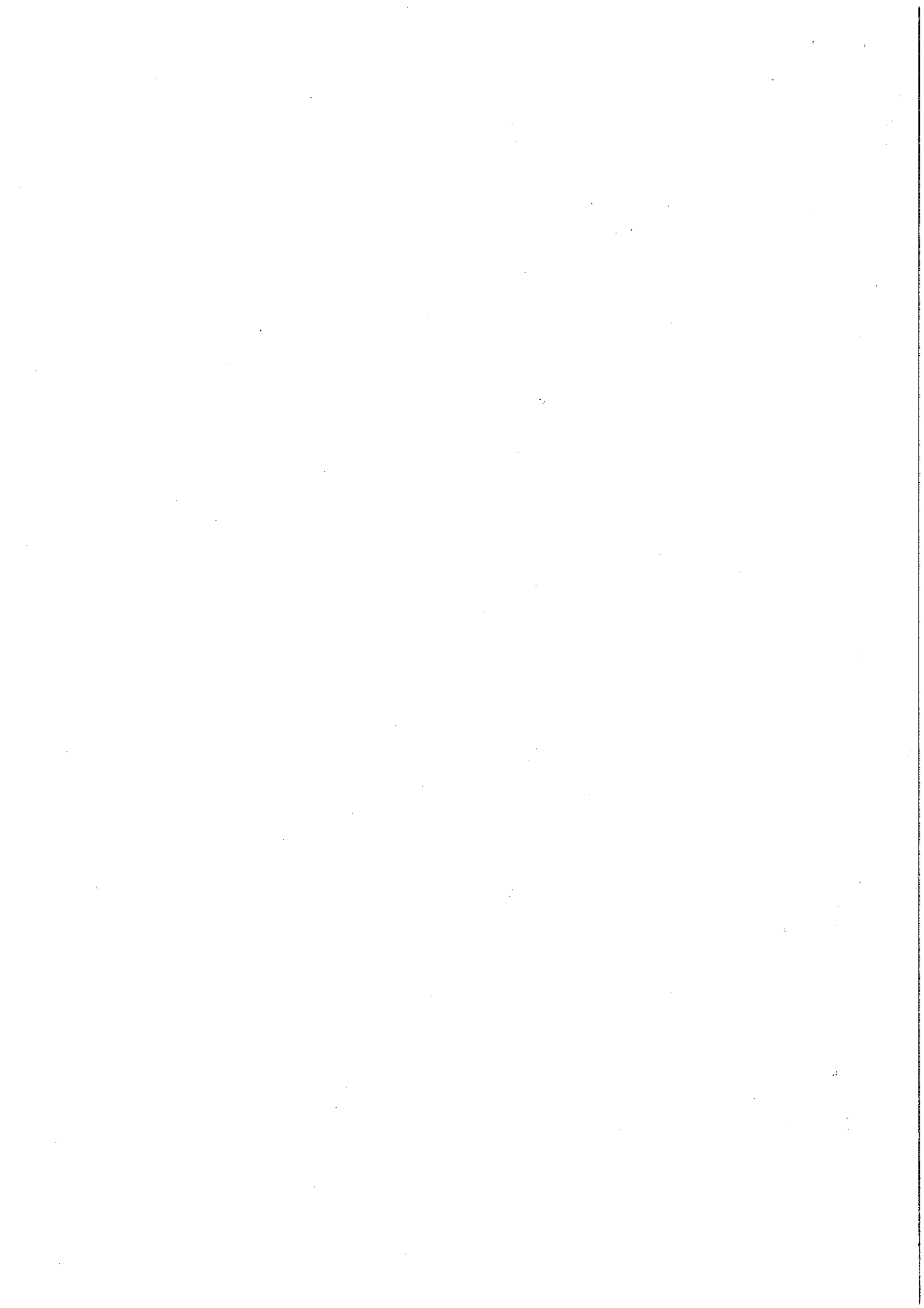
Closing date for applications: Please inquire to the JICA office (or the Embassy of Japan).

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by August 5, 2019)

#### (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. 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 will be made by the JICA office (or the Embassy of Japan) **not later than August 23, 2019**

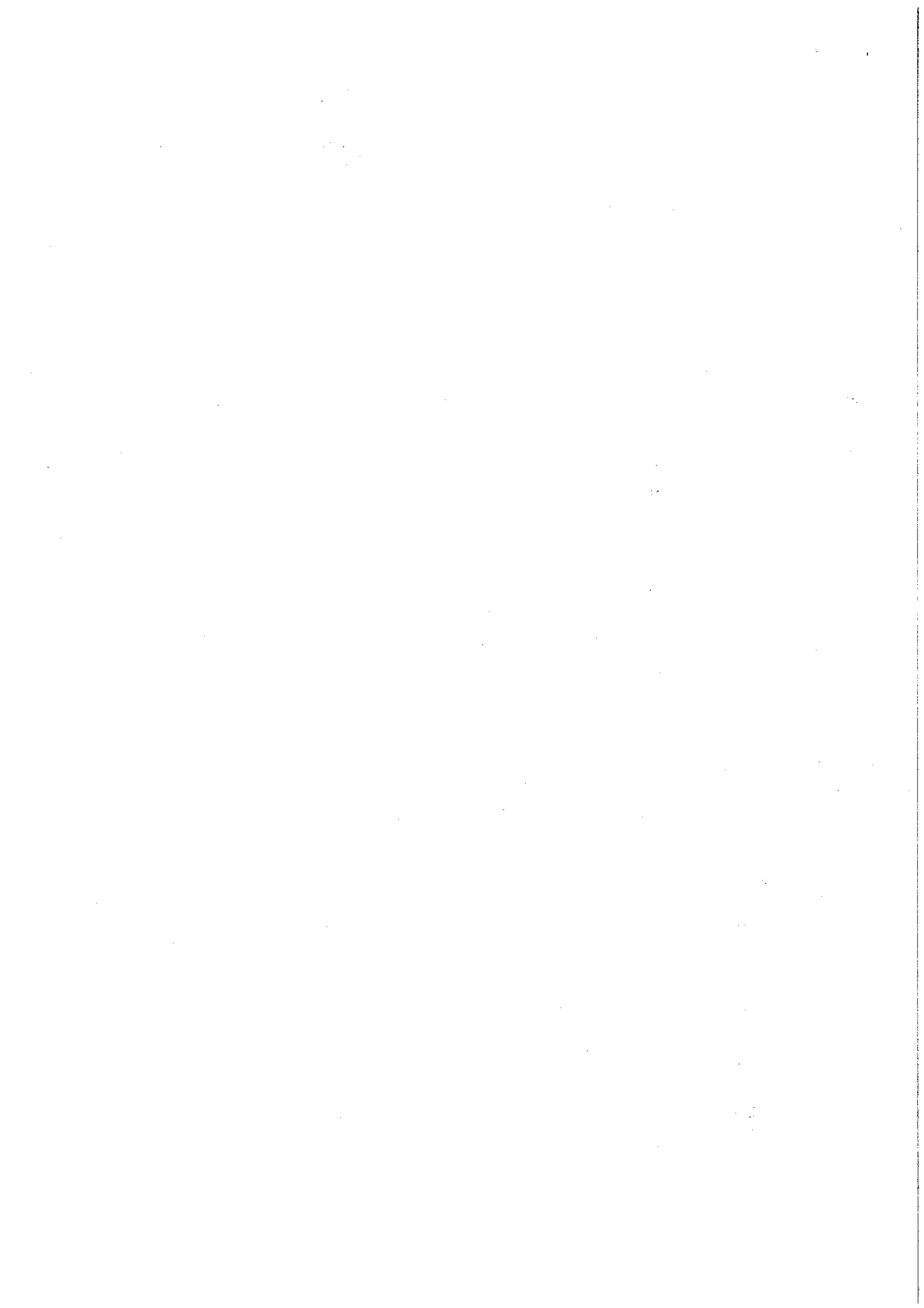
**5. Document(s) to be submitted by accepted candidates:**

**【Power Point for the Inception report presentation】**

Each participant will make a 10 minute presentation on Inception Report at the very beginning of the program. Only accepted candidates are required to summarize and make an Inception Report with the Power Point Format prior to their arrival in Japan. Detailed instruction will be provided to accepted candidates. The Inception Report should be submitted by e-mail to the respective country's JICA office (or the Embassy of Japan) by **September 26, 2019**.

**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 Tsukuba Center (JICA TSUKUBA/ TBIC)
- (2) Contact: Mr. Takuya NEMOTO (tbictp@jica.go.jp)

### 2. Implementing Partner:

- (1) Name: Under planning

### 3. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

### 4. Accommodation in Japan:

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

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6, Koyadai, Tsukuba, 305-0074, Japan

TEL: 81-29-838-1111 FAX: 81-29-838-1119

("81" is the country code for Japan, and "29" is the local area code)

If there is no vacancy at JICA Tsukuba (TBIC), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TBIC at its URL, [http://www.jica.go.jp/english/about/organization/domestic/pdf/tsukuba\\_facility.pdf](http://www.jica.go.jp/english/about/organization/domestic/pdf/tsukuba_facility.pdf)

### 5. Expenses:

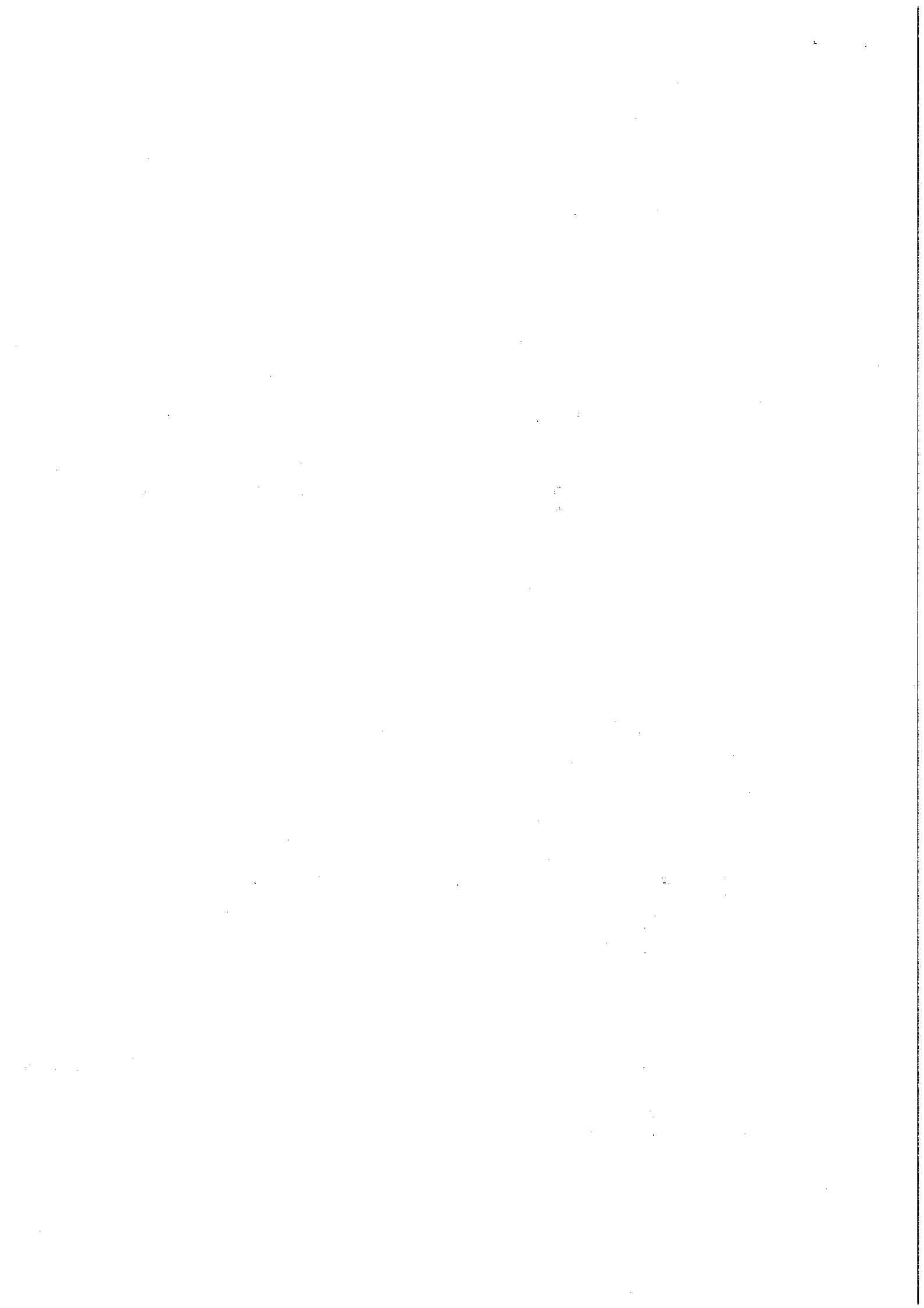
The following expenses will be provided for the participants by JICA:

- (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 "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.

### 6. Pre-departure Orientation:

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





## V. Other Information

### 1. Computer:

Participants are required to bring their own laptop/notebook computers for workshop for Inception Report and Job Improvement Plan preparation, reading of teaching materials, communication by e-mail during the program. **Please note that text materials will be provided only electronically.** Participants will not receive printed copies. If participants wish to refer to the materials during the program, they need to bring their own computers.

### 2. Relevant data and statistics in your country:

Please bring your presentation data and supporting information such as pictures with either USB flash memory or CD-ROM to Japan.

### 3. Certificate:

Participants who have successfully completed the program will be awarded certificates by JICA.

### 4. Allowance:

Allowances, such as accommodation, living, clothing, and shipping allowances, will be deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is advisable that participants bring some cash and exchange it at the airport in order to cover necessary expenses for the first few days.

### 5. International Exchange:

For the promotion of mutual friendship, JICA Tsukuba encourages international exchange between JICA participants and local farmers and research institutes as a part of agricultural 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.

### 6. Weather in Japan:

It will be close to the winter season in the latter half of this program. Participants are highly recommended to prepare warm clothes such as jacket, sweater, knit cap, socks and gloves.

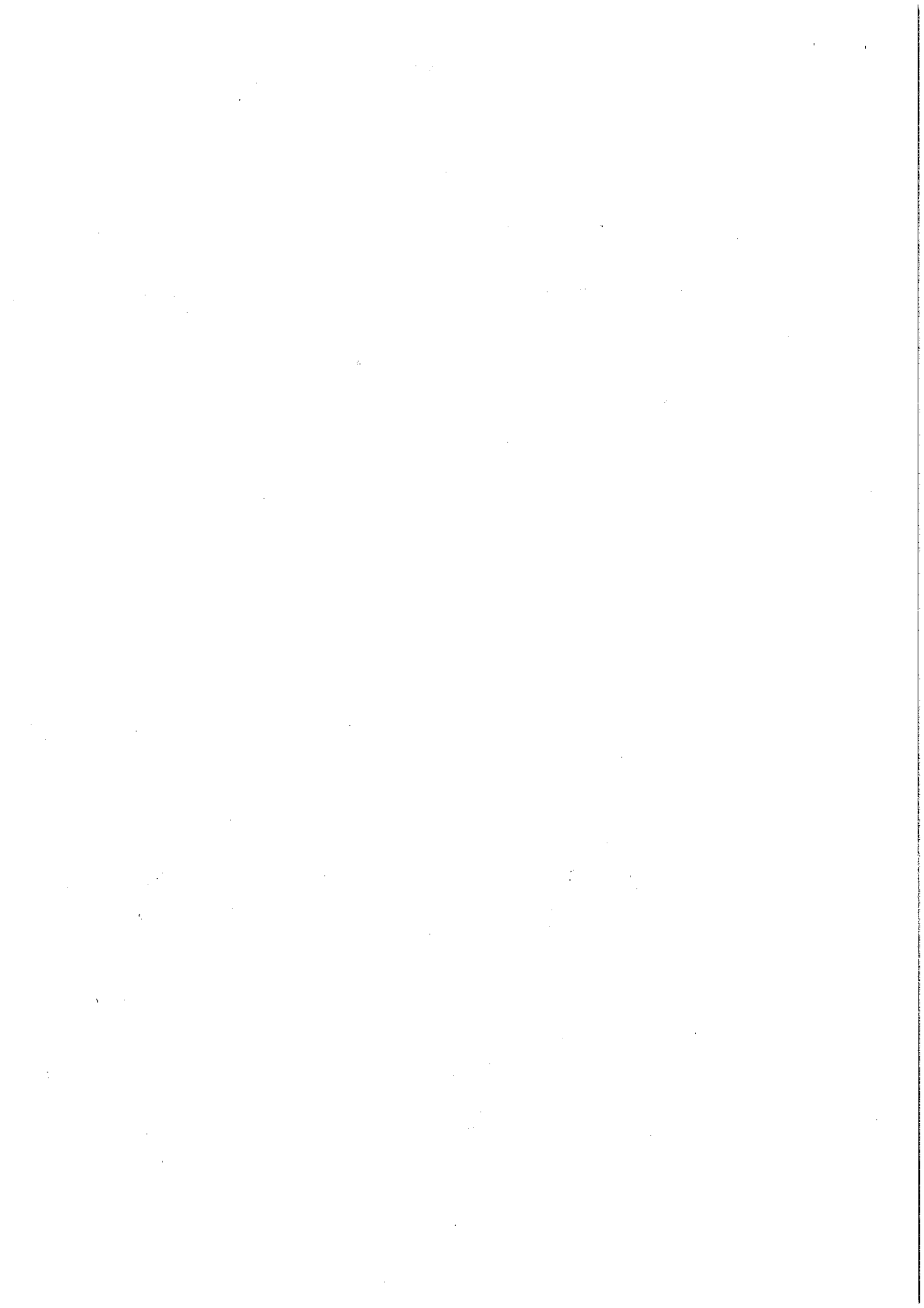
### 7. More information about JICA Tsukuba

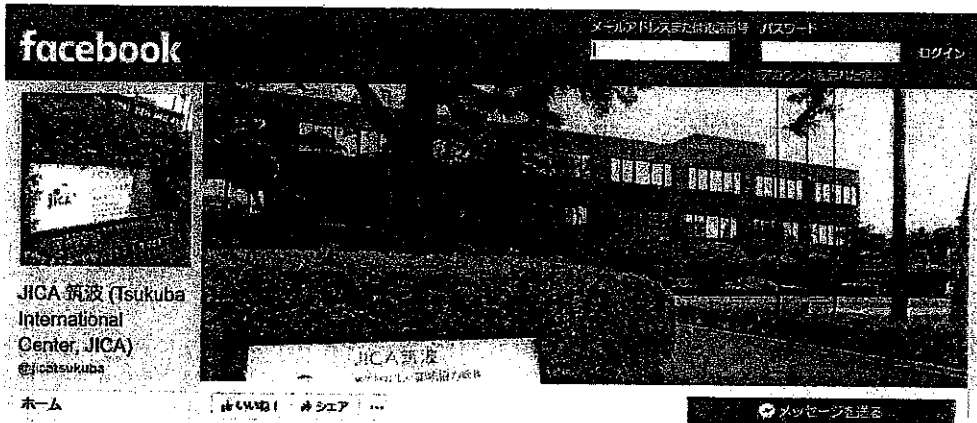
You can check our location, facility and services on our website and social media.

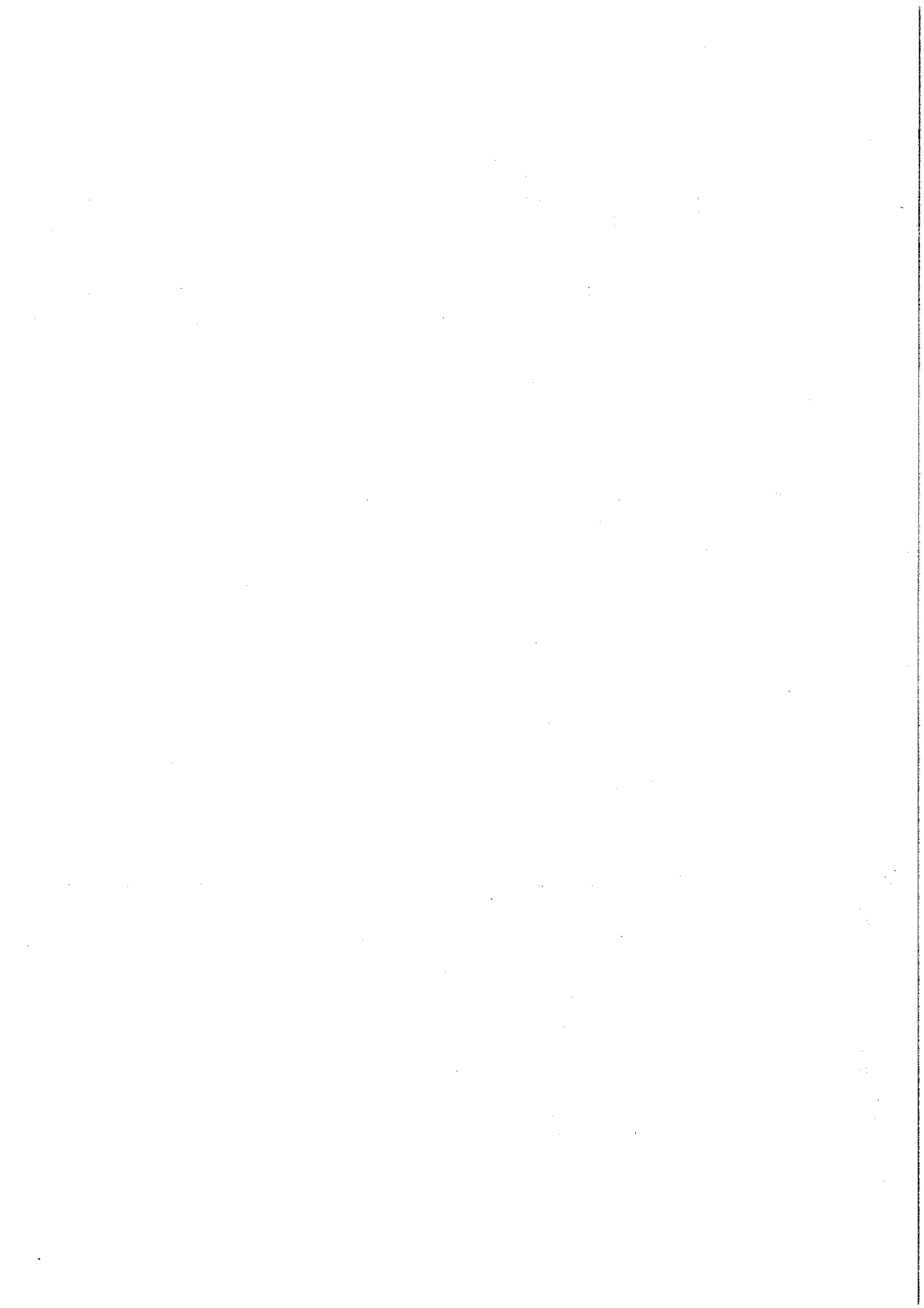
◇ JICA Tsukuba website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

◇ JICA Tsukuba Facebook [<https://www.facebook.com/jicatsukuba>]

You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.







## **VI. ANNEX:**

ANNEX-1: Inception Report format



**ANNEX-1**



**Inception Report**  
 The Knowledge Co-Creation Program  
 "Maintenance, Operation and Management of Irrigation Facilities"

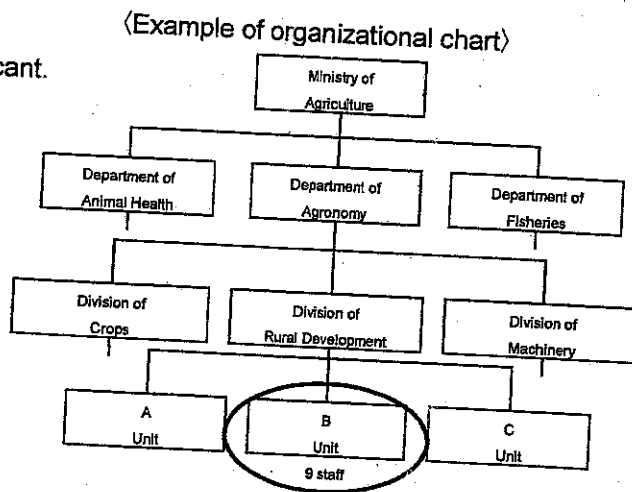
**Note for accepted candidate only:**  
 Each participant will make a 10 minute presentation on Inception Report at the very beginning of the program. Only accepted candidates are required to summarize and make an Inception Report with the Power Point Format prior to their arrival in Japan. Detailed instruction will be provided to accepted candidates. The Inception Report should be submitted by e-mail to the respective country's JICA office (or the Embassy of Japan) by **September 26, 2019.**

**Basic Information**

Name	
Organization	
Position	
Email Address	

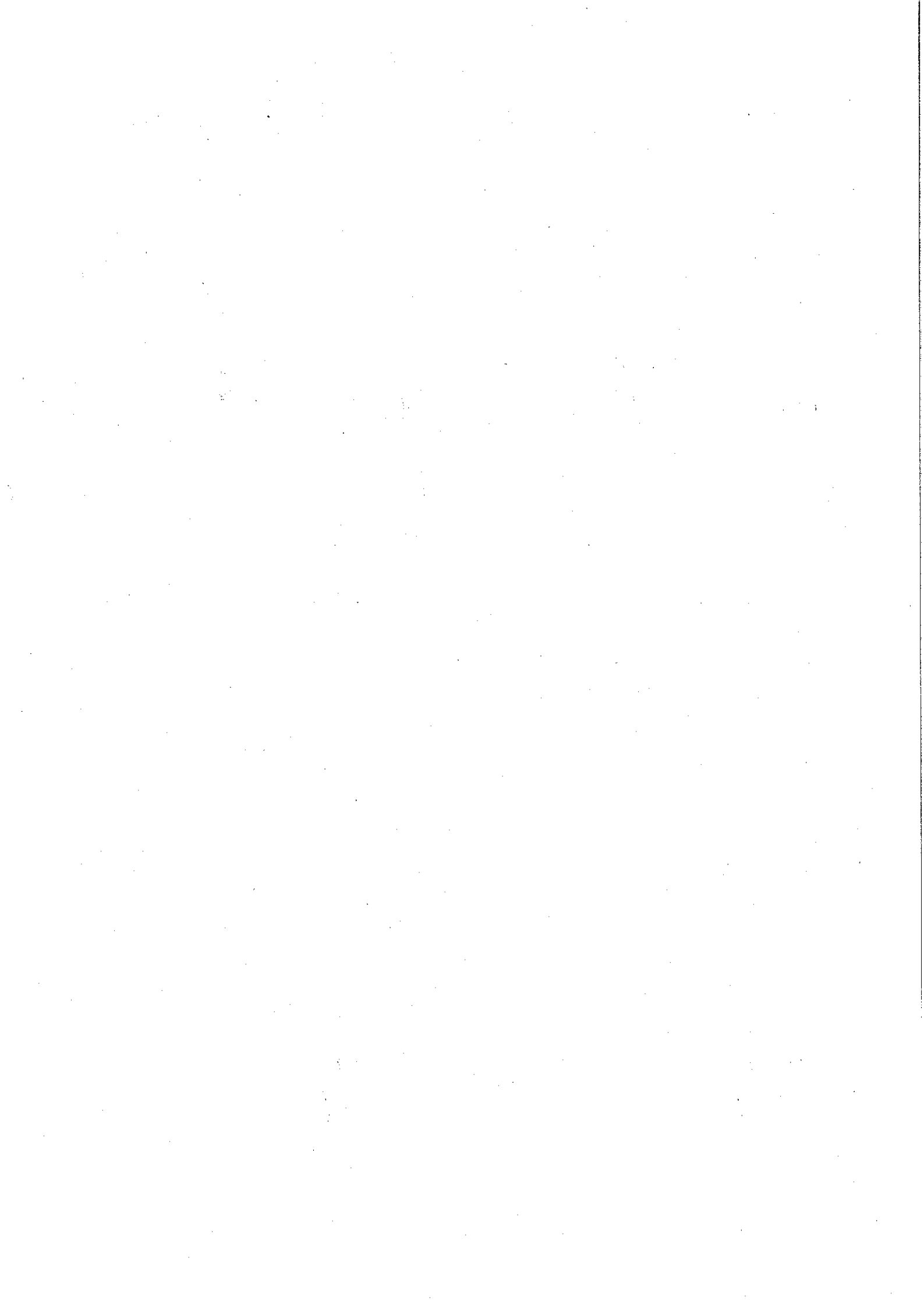
\*Please provide an email address you regularly check.

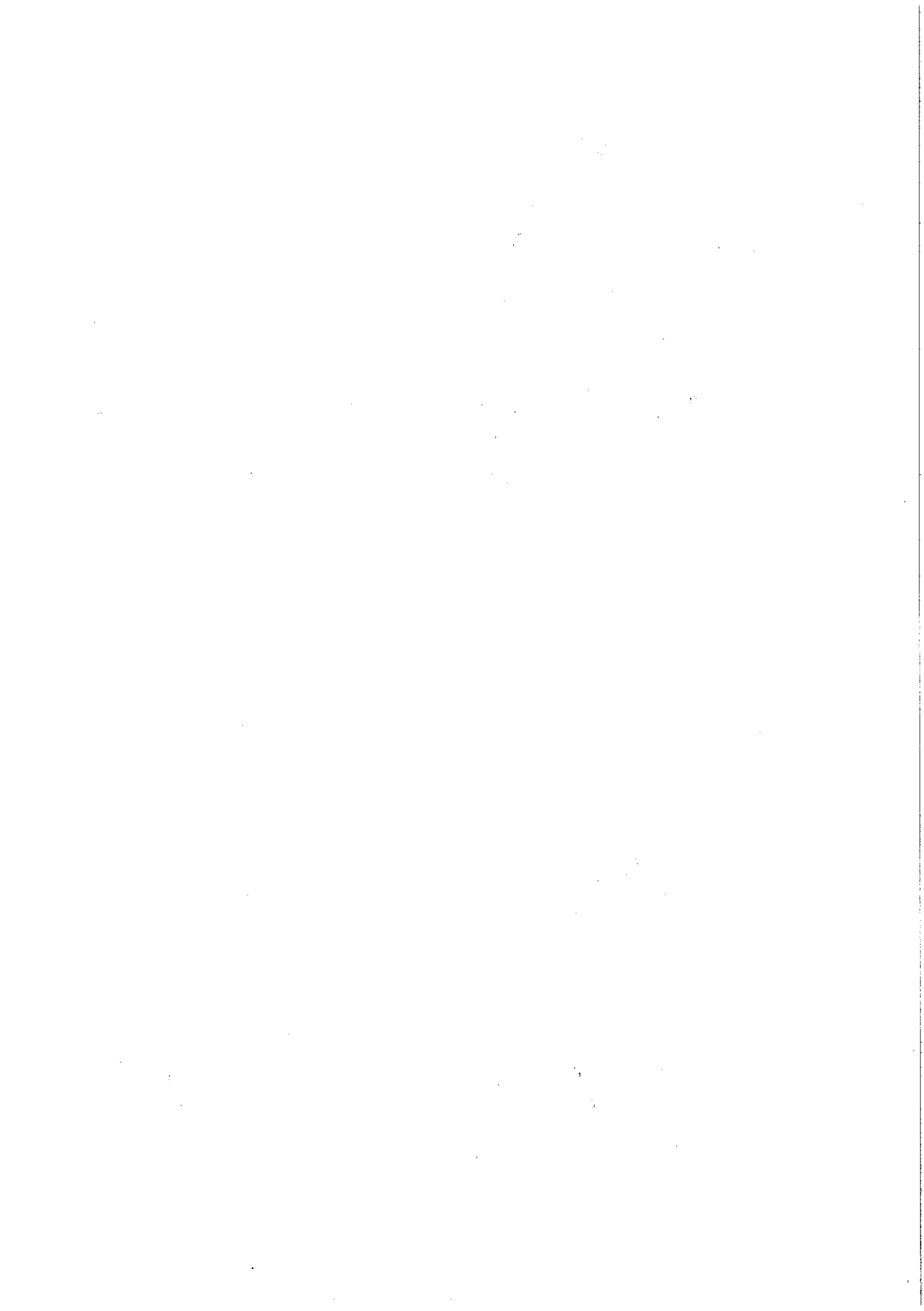
<Example of organizational chart>  
 \*Draw an organization chart of applicant's organization, including divisions/units at the lowest level, and point out the section of the applicant.









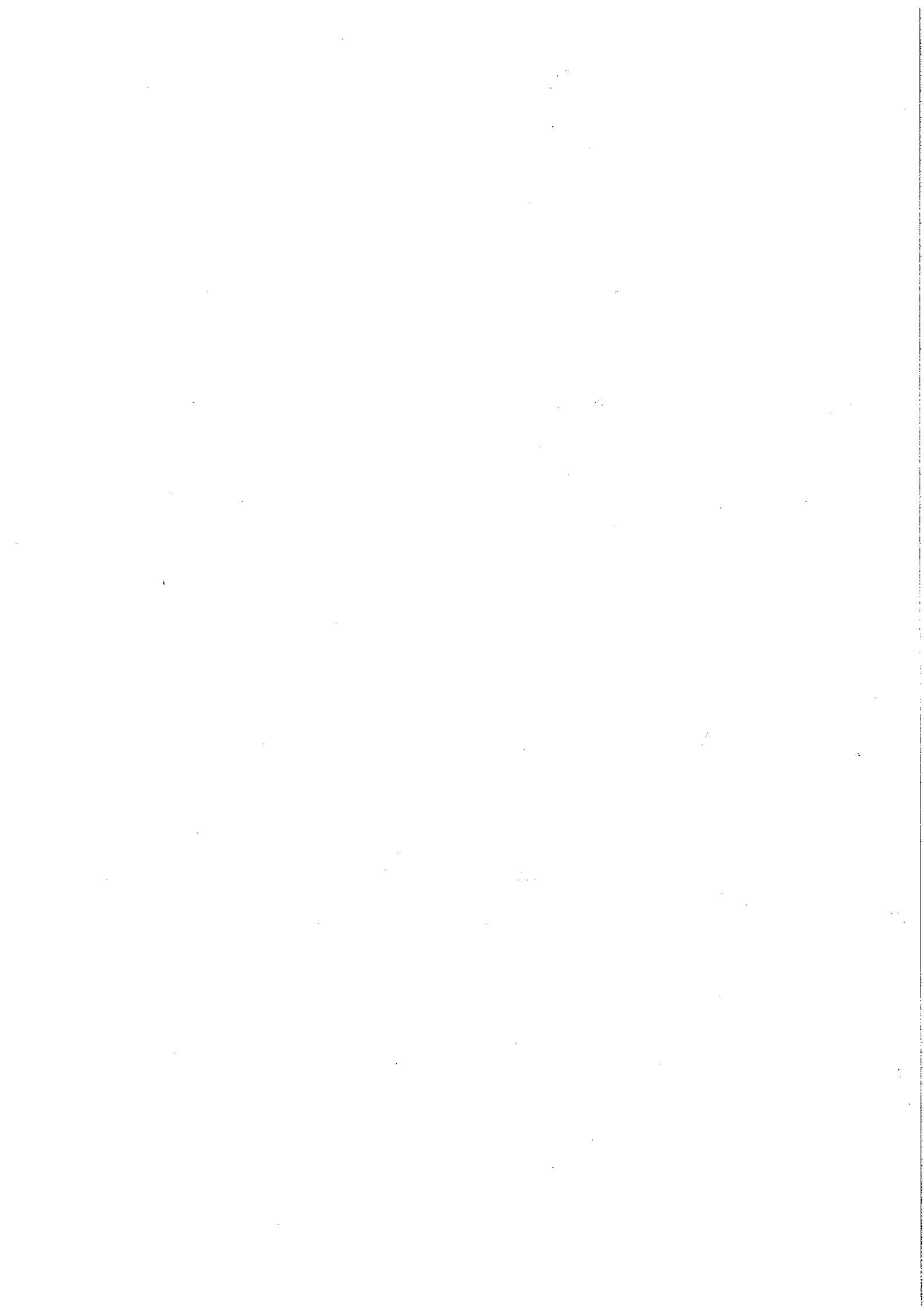


**1. Briefly describe current situation of Agricultural Production in your country. (Cultivated area, Irrigated area, Production of major crops, and so on.)**

**2. Describe current status of Maintenance, Operation and Management of Irrigation Facilities in your country. (Explain briefly about Natural, Social, Human, Technical, Material, and Financial resources, and so on.)**

**3. Analyze issues that need improvement in your organization and give reasons and the idea for solving, in order to improve the operation and the management for agricultural and rural infrastructure based on irrigation facilities in a better way.**

No.	Issues of Maintenance, Operation and Management	Reasons (Policy aspects, Technical aspects, Organizational aspects, etc.)	What to do for it (Your idea, concrete measure, countermeasure, improvement plan, solution strategy, etc.)
1		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>



2		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
3		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

**4. Explain the relationship between this KCCP program and the ongoing or scheduled project related to the Maintenance, Operation and Management of Irrigation Facilities in your responsible region.**  
 (Consultation with your boss and colleagues is necessary)

**5. Explain how you would like to utilize the achievements of this KCCP program in order to improve the Maintenance, Operation and Management of Irrigation Facilities in your responsible region, in your future plan.**

END



## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

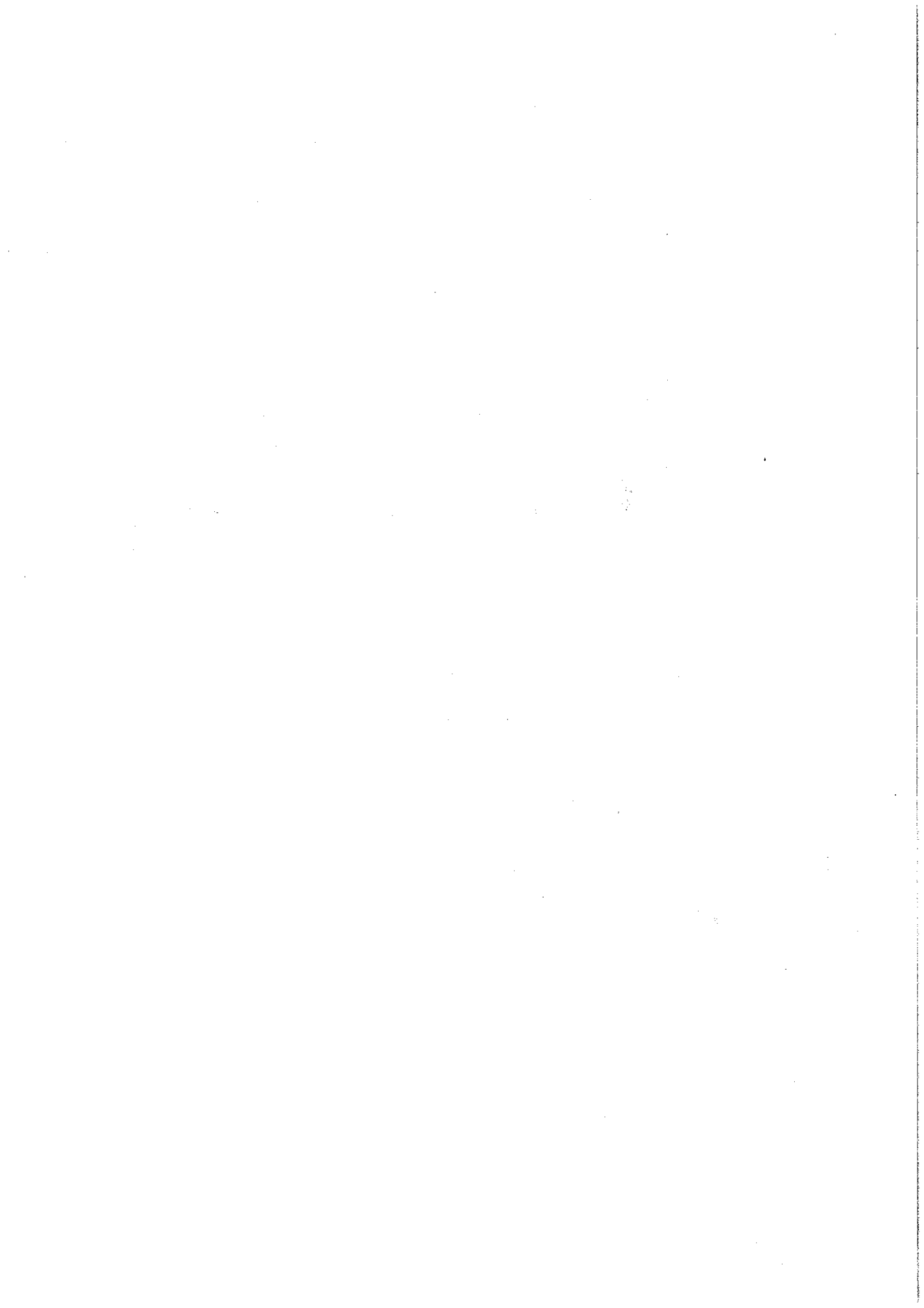
### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "*adopt and adapt*" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "*adoption and adaptation*" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.







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