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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල් හා ජනමාධ්‍ය අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி மற்றும் வெகுசன ஊடக அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
Ministry of Finance and Mass Media
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

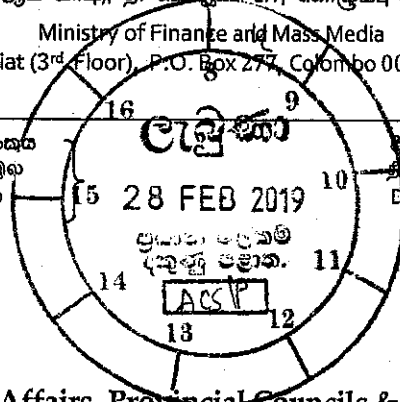
Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA & UN/JICA/S/1211

ඔබේ අංකය
உமது இல
Your No



දිනය
திகதி
Date

25 February 2019

Secretary
Ministry of Internal and Home Affairs, Provincial Councils & Local Government

Attn: Officer In-charge of Foreign Training

Dear Sir,

Capacity Development of Local Government for Community Rebuilding in
Conflict Affected Countries

- From 23 June to 11 July 2019 - Japan

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 10 April 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. Photocopy of Passport (together with the Application Form)
3. Inception Report
4. Organization Chart
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.

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

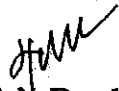
94-11-2484500
94-11-2484600

ෆැක්ස් අංකය
தொலை நகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876

Your early response in this regard is highly appreciated.

Yours faithfully


L.A.Y. Darshani De Silva
Director / TA Division
for Director General

Copy to: 1. **Chief Secretaries**
All Provincial Councils

} Pl. submit your applications with the
recommendation of the relevant line
Ministry.



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>

February 18 , 2019.

Ms. Noor Rizna Anees
Additional Director General (TA & UN)
Department of External Resources
Colombo 1.

Dear Ms. Anees,

JICA Knowledge Co-creation Program:
CAPACITY DEVELOPMENT OF LOCAL GOVERNMENT FOR COMMUNITY REBUILDING IN
CONFLICT AFFECTED COUNTRIES
COURSE NO: J-19-04135

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 23 June, 2019 - 11 July, 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 Local Government, Provincial Councils & Home Affairs
 - All Provincial Department of Local Governance
 - Sri Lanka Institute of Local Government

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before 12 April, 2019.

- Application Form
- Photocopy of Passport (together with the Application Form)
- Inception Report
- Organization Chart

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

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,

大塚未希

Miki Otsuka
Representative
JICA Sri Lanka office

Copy :

Mr. S. Waratani, First Secretary, Embassy of Japan



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON
Capacity Development of Local Government for Community
Rebuilding in Conflict-Affected Countries
課題別研修「紛争影響国における地域社会再建にかかる地方行政能力強化」
JFY 2019
NO. J-19-04135 / ID: 1984899
Course Period in Japan : From June 23rd, 2019 to July 11th, 2019

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

After the cold war, conflicts have been recurring frequently all over the world; and its solutions, the reconstruction and development after the conflicts and the support to prevent the reoccurrence of the conflicts are crucial issues internationally. Recent characteristics of the conflicts are summarized as an increase of the internal conflicts, diversification and complication of the root causes of the conflicts, and its concentration on the developing countries, especially on the less developed areas. In the context of these conflict-affected countries, there exist common problems of the government structure being fragile with governance issues. The regional/local government systems which this training program targets at have the problems of functionality for efficient public service delivery. In order to establish the peaceful state and the sustainable development, it is necessary to support to enhance the capacity in regional/local government.

Japan has restored the vast damages of the World War II, built the peaceful state and attained the economic development. Efficient and functional local government is one of key aspects for sustainable peace and development of Japan. Thus, to share the system and practices of the local government of Japan as an example is effective to reconsider the role of the regional/local government in the conflict-affected countries.

For what?

This program is for regional/local and central government officers to improve their comprehension with reference to the local development and community rebuilding in order to enhance their policy/plan formulation and implementation capacity.

For whom?

This program is offered to managerial positions in regional/local government officials (Director/ Secretary General/equivalent positions at Regional/Provincial/District Government level), central government officials in charge of local government (Director level), and Central government officials in charge of planning (practitioner level)

How?

This training program offers the lectures, study tour, and discussions on i) case studies of community rebuilding in conflict-affected countries, ii) local government system of Japan, iii) experiences of cooperation between local government and communities in promoting local development, iv) postwar/post-disaster community rebuilding experiences in Japan, v) roles, competences and inter-government relations in promoting local development.

Through these, participants will extract the lessons which can be referred to in strengthening the functions of regional/local government, and to resolve the issues faced by these governments. In addition, by reviewing the processes and mechanisms

of public service delivery, it is expected to enhance the policy formation and implementation capacity in rebuilding a region/community which will not relapse into conflicts.

This training program not only puts emphasis on the study on the local governance but also on discussions on how to apply them for more stable development in their own countries.

II. Description

- 1. Title (J-No.):** Capacity Development of Local Government for Community Rebuilding in Conflict-Affected Countries (J1904135)
- 2. Course Period in JAPAN**
June 23 to July 11, 2019
- 3. Target Regions or Countries**
AFGHANISTAN, UGANDA, SRI LANKA, SOMALIA, MYANMAR, SOUTH SUDAN
- 4. Eligible / Target Organization**
 - Regional/Local governments
 - Central ministry in charge of local governments
- 5. Course Capacity (Upper limit of Participants)**
12 participants
- 6. Language to be used in this program:** English
- 7. Course Objective**
Capacity of regional/local and central government officers in conflict-affected countries in charge of local development and community development will be strengthened in terms of policy/plan formulation and implementation.
- 8. Overall Goal**
The course will focus on the potentials and role of regional/local government in local and community development. Reference will be made to Japan's experience in local development, local government system, as well as post-war and post-disaster reconstruction processes. Participants will also share and learn views and experiences from other participants.

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
<p>【Module Output 1】</p> <p>To review the relevance of promoting peacebuilding through community rebuilding in conflict-affected countries.</p>	Framework of peacebuilding and case studies of support for the local government in conflict affected countries	Lecture Discussion
<p>【Module Output 2】</p> <p>To understand the roles and functions of local government system of Japan, including its history, institutional reforms and challenges.</p>	Transition of local government system in Japan	Lecture
	Current local government system in Japan, Relationship between executive and legislature	Lecture
<p>【Module Output 3】</p> <p>To obtain the concrete images on how the local government functions in promoting development with a focus on relationship between government and communities, and extract lessons which could be referred to in strengthening local government functions to resolve issues of the own country.</p>	(1) Local government mission and responsibility	Lecture Discussion
	(2) Case study in Higashi-Hiroshima City a) Local government system in Higashi-Hiroshima City b) Comprehensive planning and citizen participation c) Community building based on government-citizen collaboration	Lecture
	(3) Case study in Jinseki-Kogen Town a) Local government system in Jinseki-Kogen Town b) Community building based on government-citizen collaboration c) Promotion of local industries	Lecture Study tour
<p>【Module Output 4】</p> <p>To understand and extract the lessons learned with regard to the role of local government in community rebuilding, which could be referred to in strengthening local government functions to resolve issues of the</p>	(1) -Lessons from postwar reconstruction in Hiroshima prefecture -Observation of Hiroshima Peace Memorial Museum and Hiroshima Peace Memorial Park	Lecture Observation
	(2) Overview of Great East Japan Earthquake and implementation mechanism of reconstruction projects	Lecture
	(3) Community development for reconstruction in Higashi-Matsushima City	Lecture
	(4) Reconstruction support in Fukushima	Lecture Study

own country, based on Japan's postwar and post-disaster reconstruction experiences.	Prefecture	tour
	(5) Post-disaster reconstruction in Iwaki City a) Initiatives immediately after the earthquake b) Current challenges and initiatives	Lecture
	(6) Activities of civilian organization for reconstruction in Iwaki	Lecture Field visits
【Module Objective 5】 To revisit opportunities and challenges of promoting peacebuilding through development, and elaborate policy recommendation/action plans.	(1) Reflection (2) Formulation and presentation of action plan	Discussion Exercise Presentation

Note: The above contents may be subject to change.

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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current duties: be local government officials (Director/ Secretary General level), Central government officials in charge of local government (Director level), and Central government officials in charge of planning (practitioner level)
- 2) Experience in the relevant field: have more than 5 years' experience
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of English (reading, writing, speaking and listening) to participate in the program
- 5) 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.

(2) Recommendable Qualifications

- 1) Age: below and under fifty (50) years old

3. Required Documents for Application:

- (1) **Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan).
- (2) **Inception Report:** To fill in the attached Inception Report and submit with the Application Form. Without the Report, the application will not be permitted.
- (3) **Organization Chart:** To be submitted an Organization Chart of the whole government and of the applicant's organization together with the Application Form. Please clearly indicate the applicant's position on the chart. Submission of Organization Chart is considered to be an important factor in the selection

process of participants.

- (4) **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.

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 April 19th, 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 May 16th, 2019.**

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

Job and Country Report -- to be submitted by June 16th, 2019.

Before coming to Japan, only accepted candidates are required to prepare the Job and Country Report. Detailed information will be provided after the Notice of Acceptance.

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: JICA Chugoku

(1) Name: JICA CHUGOKU (JICA CHUGOKU Center)

Chugoku is the name of the region consisting of five (5) prefectures in western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

(2) Contact: Ms. YAMANAKA Hisayo (cictp@jica.go.jp)

2. Implementing Partner:

(1) Name: Hiroshima International Center

(2) URL: <http://hiroshima-hip.or.jp/en/>

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:

TOKYO

JICA Tokyo 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 area code)

HIROSHIMA

JICA Chugoku Center (JICA Chugoku)

Address: 3-3-1, Kagamiyama, Higashihirosima, Hiroshima 739-0046, JAPAN

TEL: +81-82-421-5800 FAX: +81-82-420-8082

(where "81" is the country code for Japan, and "82" is the local area code)

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

5. Expenses:

10/16

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

V. Other Information

Laptop Computers:

Those who have their own laptop computer are requested to bring when coming to Japan in order to formulate or revise the Job and Country Report and Final Presentation.

Japanese Currency:

Allowances will be deposited to your temporary bank account in Japan several days after your arrival in Japan. It is advisable to bring with you cash / travelers' checks for some amount of money for the first several days after your arrival. Please note that it is very important that 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 into JPY due to busy training schedule when you need some amount of JPY.

Participants are required to bring a bag for a 10-day-long trip.

VI. ANNEX:

Inception Report

(Deadline is April 19th 2019 same as Application Form)

All applicants are required to fill in the form and submit them with other application documents. This is used for the selection of applicants. The report should be typewritten in English. (Three pages at maximum)

1. Applicant information

1. Name	[Family]	[First]	[Middle]
2. Country			
3. Contact	Tel.	Fax.	
4. Email address			
5. Job record	duration	The name of department, organization and the service it provides	
6. The present department			
7. Outline of the work content and the role of the department you belong to	.		
	.		
	.		
	.		
8. Outline of work contents among 7. that you are in charge of at present	.		
	.		
	.		
	.		
9. How you are involved in any type of JICA project, if you are involved.	.		
	.		
	.		
	.		

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 Chugoku Center (JICA Chugoku)

3-3-1, Kagamiyama, Higashihirosima, Hiroshima 739-0046, JAPAN

TEL: 81-82-421-5800 FAX: 81-82-420-8082