



Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

Capacity Development for Empowerment of Rural Women



Course Number: 202411621J001

Course Period: November 2 - November 29, 2025



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



UB
HA 農村女性能力強化のための人材育成
№5630/94-25 від 20.06.2025
КЕП: Аллюшина Н. О. 20.06.2025 15:14
3FAA9288358EC0030400000086E5290057DAD500



How do we empower women in rural areas?

Obtain knowledge and skills
of organizing group activities
and developing human resources
for improving livelihood of rural women
and revitalizing their communities.

Outline



This program is designed for officers working for rural women on life improvement, agriculture, and community development at agricultural extension offices, branch offices of Central Government, Local Government, or Non-Governmental Organizations (NGOs).

The sessions will be held in Japan and will include self-study and pre-program for preparing Inception Report.

All sessions are carried out in English.

The period of the program in Japan is from November 2 to November 29, 2025.

Course Capacity:
15 participants

**Please note that sexual gender-based violence (SGBV) such as domestic violence and child marriage, etc. are not directly addressed in this program.*



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated 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 foundation of mutual learning process.

Table of Contents

For What?

(Background, Objectives)	6
--------------------------------	---

To Whom?

(Job Areas and Organizations, Targeted Countries)	6
---	---

When?

(Face-to-Face Program Period)	7
-------------------------------------	---

Where?

(Place Where the Program Take Place)	7
--	---

How?

(How to Learn, Language, Commitment to the SDGs)	8
--	---

(Program Structure)	8-9
---------------------------	-----

(Management Members)	11
----------------------------	----

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications)	12-13
--	-------

(Required Documents for Application)	13
--	----

(Procedures for Application and Selection)	14
--	----

(Conditions for Participation)	14-15
--------------------------------------	-------

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan, Accommodation in Japan, Expenses, Pre-departure Orientation)	16-19
---	-------

For Your Reference

(JICA and Capacity Development, Japanese Development Experience)	20
--	----

Correspondence

(For Enquiries and Further Information)	21
---	----

For What?

Background

Women play key roles in agricultural and rural development. However, due to their limited access to agricultural resources and opportunities such as land, water, extension services and business related knowledge, many women are not able to demonstrate their capability to realize full production potential. Women also take responsibilities for much of the unpaid care and domestic work, such as household chores and child rearing which makes their work hours much longer than men. Social and cultural constraints and gender-based discrimination also make it difficult for women to advance their potential. This program is designed to provide useful methods and practical skills to empower rural women reflecting good practices of Japan.

Objective

Participants acquire knowledge on Life Improvement Approach and empowerment of rural women from good practices of Japan.

To Whom?

Job Areas and Organizations

This program is designed for central and local government agencies, or Non-Governmental Organizations (NGOs) which implement extension (agriculture, home economics, income generation, or community development), gender, and social welfare activities targeting rural women.

Course Capacity: 15 participants

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

Targeted Countries

Brazil, Nigeria, Sierra Leone,
South Sudan, Zimbabwe,
Mozambique, Egypt, Ukraine,
Bhutan, Bangladesh, India, Pakistan,
Sri Lanka, Vanuatu

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

When?

Program Period

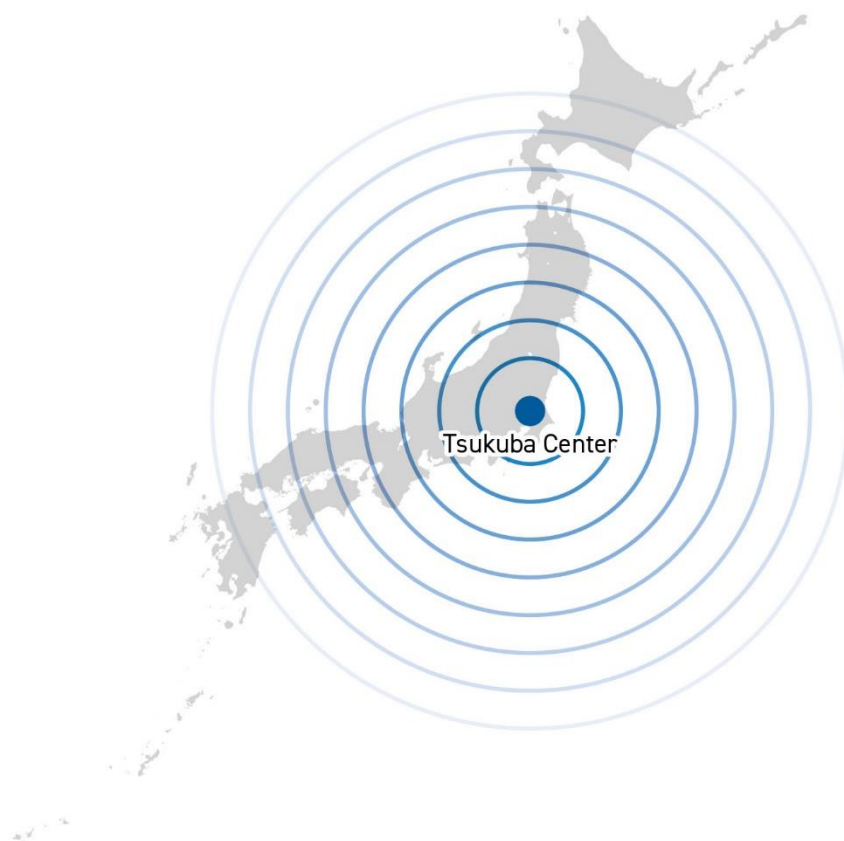


Program in Japan
(Face to Face):

From November 2, 2025
to November 29, 2025

Where?

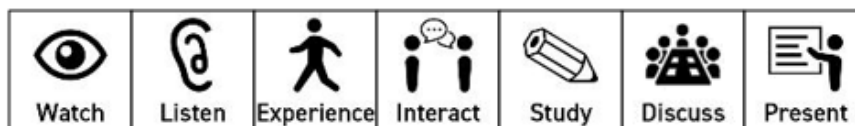
This course will be organized by JICA Tsukuba Center located in the City of Tsukuba, Ibaraki Prefecture. The City of Tsukuba is sixty kilometers northeast of Tokyo and is known as a Science City.



How?

How to Learn

- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Language

English

Commitment to the SDGs



Program Structure

【Outcomes】

- (1) Participant and their organization identify current situation/challenges of rural women in the target area and formulate an Inception Report.
- (2) Participant understands the transition of Japan's policies and approaches for supporting rural women to improve their living environment and realize their economic independency, including Livelihood Improvement Approach, and extract lessons according to the situation of each country.
- (3) Participant understands the transition, present conditions and challenges of rural women's economic, social and environmental activities/support measures, and extract lessons according to the situation of each country.
- (4) Participant understands methods for supporting rural women and consider measures for improving situations in the target area.

【Contents】

1. Preliminary Program

Identify current situation/challenges of rural women in the target area and formulate an Inception Report.

2. Program in Japan

Learn following contents and formulate a plan for improving the situation of rural women in each country with the lessons learned.

** Please note that sexual gender-based violence (SGBV) such as domestic violence and child marriage, etc. are not directly addressed in this program.*

- (1) Transition of Japan's policies and approaches for supporting rural women (Cooperative Agricultural Extension Services, Livelihood Improvement Extension Program, gender-equal society, etc.)
- (2) Transition of Livelihood Improvement Approach (LIA) (autonomous and sustainable group activities, home life techniques, sanitation improvement, nutrition improvement, and utilization of locally available resources, etc.)
- (3) Economic, social and environmental activities of rural women (family management agreement, Nougyou-joshi Project, entrepreneurship and 6th industrialization, women's roles in regional development, etc.)
- (4) Practical methods for problem-solving based on women's needs at the community level (Theory and Practical Method of Gender Mainstream used for SHEP Projects, etc.)
- (5) Gender and Development (concept of gender, gender mainstreaming, empowerment of women, gender analysis tools)

3. Tentative Schedule (*subject to change)

[1st week] Orientation, Inception Report Presentation, Issue finding workshop for making Action Plan

[2nd week] Government Policy for Supporting Rural Women in Japan, History of Japan in Supporting Rural Women and the Role of Extension Services, Livelihood Improvement Approach (LIA); concept, methods, workshop, Site-Visit related to LIA

[3rd week] Gender Mainstreaming; concept, methods, workshop, Case Studies of Women Empowerment

[4th week] Study Trip to Nagano Prefecture (TBD); Visiting Women's Group, Local Government Office, JA - Japan Agricultural Cooperatives, Direct marketing shops etc.

[5th week] Action Plan Preparation and Presentation, Discussion, Closing Ceremony

【Pre-departure preparations】

We would ask participants to prepare “Inception Report” before they travel to Japan. This report includes basic information of participant’s job responsibilities, issues and challenges he/she faces at each position, and expectatios to this program. More information will be shared after participation is officially confirmed.

Management Members

Implementing Partner

Ms. Michiko SUGAWARA

Japan International Cooperation Center (JICE)

She oversees the curriculum and is responsible for all the program coordination, acting as a leader of JICE team. Her background is Agricultural Science, and she has an interest in organic farming.



Ms. Machiko NAITO

Japan International Cooperation Center (JICE)

She is in charge of the supervision of all the programs of JICE overseas' training and acts as an advisor for JICE Team.



Mr. Tetsuya YAMAGUCHI

Japan International Cooperation Center (JICE)

He is a finance officer of this course and also in charge of logistics for the lectures and some of the site visits.



Program Officer

Ms. Misaki NOMURA

Japan International Cooperation Agency (JICA)
Tsukuba Center

Message: It is crucial for the future of the entire planet that women are able to fully realise their true potential. I hope that you will gain new beneficial knowledge and perspective on empowerment of rural women in Japan. I look forward to meeting you all!



Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
 - (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described below.
 - (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
-

2. Nominee Qualifications

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

【 Remarks 】 Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

(1) Essential Qualifications

- 1) Current Duties:
Government officer, extension officer or Subject Matter Specialist who is engaged in extension activities or gender-related activities for rural women, such as life improvement (home economics), agriculture, community development, and so on.
- 2) Experience in the relevant field: **over 3 (Three) years' experience** in the above-mentioned activities.
- 3) Educational Background: University graduate or equivalent.
- 4) Language: Proficient in spoken and written English.
- 5) Health : must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract

infection, please be honest to declare in the Medical History
(QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form)
if you have been a patient of following illnesses; Hypertension / Diabetes
/ Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Age: be no more than 45 years old

Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
 - * If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.
- (2) **Photocopy of Passport:** You should submit it 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.
 - *The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
 - *It is recommended that your passport be valid for more than 6 months after the last day of the program.
- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan **by August 18, 2025**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than September 22, 2025**.

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),

- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3.Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA Tsukuba/ TBIC)
 - (2) **Program Officer:** Ms. Misaki NOMURA (tbictp@jica.go.jp)
-

2. Implementing Partner

Japan International Cooperation Center (JICE)

3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
 - (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time to outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.
-

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan.

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6Koyadai, Tsukuba-shi, Ibaraki305-0074, Japan

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

(where “81” is the country code for Japan, and “29” is the local area code)

Please refer to facility information of JICA Tsukuba at its URL,

<https://www.jica.go.jp/tsukuba/english/office/index.html>

If there is no vacancy at JICA Tsukuba, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of “KENSU-IN GUIDE BOOK,” (English/French/Spanish/Russian).

*Link to the Website:

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html or

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

6. Pre-departure Orientation

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

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

7. JICA Tsukuba Information

- JICA Tsukuba website:

<https://www.jica.go.jp/tsukuba/english/office/index.html>

- JICA Tsukuba Facebook:

<https://www.facebook.com/jicatsukuba>

We post articles about our programs, the activities of the past participants, and other topics on Facebook page. You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.

- JICA Tsukuba Brochure:

https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba_profile_en.pdf

- YouTube clip “Introduction of JICA Tsukuba”:

<https://www.youtube.com/watch?v=hKM1iTV-9lg&feature=youtu.be>



8. Reference

KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



Website: JICA

English/French/Spanish/Russian

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.



Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

Address: 3-6, Koyadai, Tsukuba City, Ibaraki Prefecture 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)