



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Infrastructure for Agricultural and Rural Development**

**集団研修「農業農村開発のためのインフラ整備」**

**JFY 2009**

**<Type: Solution Creation / 類型: 課題解決促進型>**

**NO. J09-00688 / ID. 0980047**

**From February 2010 to September 2010**

**Phases in Japan: From March. 28, 2010 to May. 29, 2010**

This information pertains to one of the Training and Dialogue Programs 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.

# ***I. Concept***

## **Background**

In developing countries, to solve the serious issues on population increase and poverty, promotion of agricultural and rural development project such as increment of agricultural productivity, is required. Though infrastructure development necessary for agriculture is not enough, the maximum use of potential and capacity for agricultural production that natural resources (such as land and water) has, is difficult.

As common challenges on the above matter, it is required to establish the consistent law and systems and to enhance a project planning capacity (investigation, planning, designing and estimation, construction, maintenance) for stable and sustainable development of agricultural and rural infrastructure.

## **For what?**

This program aims to improve life standards of farmers through sustainable agricultural and rural development, based on establishment law and system to implement infrastructure development related to agricultural and rural development in consideration of environmental conservation, participation of beneficiaries, etc.

## **For whom?**

This program is offered to administrative and/or technical officials in charge of formulating law and system to implement and support infrastructure improvement related to agricultural and rural development, in Central or Regional Government.

## **How?**

Participants shall have opportunities in Japan to know frameworks of Japanese laws and systems on agricultural and rural infrastructure development projects, project planning methods on agricultural and rural infrastructure development, farmer participation methods for the appropriate maintenance of developed agricultural and rural infrastructure, and compile Action Plan (administrative scenario).as final output in Japan.

## **II. Description**

**1. Title (J-No.): Infrastructure for Agricultural and Rural Development (J09-00688)**

**2. Period of program**

**Duration of whole program:** February 2010 to September 2010

**Preliminary Phase:** February 2010 to March 2010

(in a participant's home country)

**Core Phase in Japan:** March 28 to May 29, 2010

**Finalization Phase:** June 2010 to September 2010

(in a participant's home country)

**3. Target Regions or Countries**

Cambodia, Laos, Vietnam, Myanmar, China, Bangladesh, Papua New Guinea, Haiti, Bolivia, Ethiopia, Swaziland, Mozambique, Rwanda, Moldova,

**4. Eligible / Target Organization**

Central or Regional Governmental (Ministry / Agency concerned to agricultural administration,) in charge of infrastructure development related to agricultural and rural development.

**5. Total Number of Participants** 12 participants

**6. Language to be used in this program:** English

**7. Program Objective:**

A comprehensive infrastructure development project for agricultural and rural development is planned. (Or, law and institutional systems to implement infrastructure development is established.)

**8. Overall Goal:**

Infrastructure development project for sustainable and cycling-based agricultural and rural development is executed, so as to improve life standards of farmers.

## 9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

<b>(1) Preliminary Phase in a participant's home country</b> ( February 2010 to March 2010) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Compilation of Inception Report (IC/R)	Grasping of situation in own country, and examination of skeletal essentials of an administrative scenario.

<b>(2) Core Phase in Japan</b> (March 28, 2010 to May 29, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To understand frameworks of Japanese laws and systems on agricultural and rural infrastructure development projects	<ul style="list-style-type: none"> <li>· Keynote address on development of irrigation facility in Japan, and adaptation to circumstances and environment</li> <li>· Role, responsibilities and organization of MAFF</li> <li>· Agricultural and rural development in Japan</li> <li>· Conservation of land, water and environment</li> <li>· Policy evaluation</li> </ul>	Lecture
To understand project planning methods on agricultural and rural infrastructure development  1) Various projects for the improvement of agricultural productivity 2) Various projects for the improvement of farmers' living conditions	<ul style="list-style-type: none"> <li>· Process/flow of agricultural infrastructure improvement and rural development project</li> <li>· River adjustment and water right</li> <li>· Environment impact assessment</li> <li>· Role and responsibilities of Land Improvement Planning and Management Office</li> <li>· Resources circulation and biomass</li> <li>· Rural community sewerage improvement</li> <li>· Integrated rural improvement project</li> <li>· Technical support to agricultural infrastructure improvement and rural development on National Institute for Rural Engineering</li> </ul>	Lecture Observation
To understand farmer participation methods for the appropriate maintenance of developed agricultural and rural infrastructure	<ul style="list-style-type: none"> <li>· Participatory Irrigation Management (PIM) by farmers (LID in Japan)</li> <li>· Operation and maintenance works of irrigation and drainage facilities by LID</li> <li>· Theory of Farmers organization</li> <li>· Participatory rural appraisal (PRA) / Rapid rural appraisal (RRA)</li> </ul>	Lecture Observation

To compile an Action Plan which presupposes its adoption and application to his/her own country	<ul style="list-style-type: none"> <li>• Case study on overseas agricultural infrastructure improvement and rural development project</li> <li>• Project Cycle Management (PCM)</li> <li>• Making Action Plan</li> </ul>	Practice
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**(4) Finalization Phase in a participant's home country**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Module Output	Activities
Authorization of Action Plan	Re-examination and authorization in own country of administrative scenario and submit it as a Final Report.

**<Structure of the program> \* Refer the following diagram.**

This program is aiming to "improve comprehensive problem-solving ability for infrastructure development related to agricultural and rural development in rural areas".

Organization which participants are belonging to, should understand necessity of consistent laws and systems (investigation, planning, designing and estimation, construction, maintenance) for the implementation of infrastructure development projects by Government (Ministry / Agency) concerned to agricultural administration, and a comprehensive approach that considers diverse viewpoints, as Common challenges.

Participants should draft the Action Plan which is final output program in Japan. **“Action Plan” ⇒ An administrative scenario** for the establishment of laws and systems and/or development of project plans that Government (Ministry / Agency) concerned to agricultural administration, should implement in order to improve agricultural productivity and farmers' living conditions.

**【Examples of Scenario】**

Draft (or proposal) on

1. Laws, measures and guidelines
2. Improvement plans for organizational system
3. Development plans / strategies for target areas and groups
4. Project plans

**[Overall Goal]** Infrastructure development projects for sustainable agricultural and rural development is executed, so as to improve the life standards of farmers.

**[Attainment of PROGRAM OBJECTIVE]**

A comprehensive infrastructure development project for agricultural and rural development is planned. (Or, law and institutional systems to implement infrastructure development is established.)

**<OUTPUT 4>**

An "Action Plan," which presupposes its adoption and application to his/her own country, is drafted.

"Action Plan" ⇒ **An administrative scenario** for the establishment of laws and systems and/or development of project plans that Government (Ministry / Agency) concerned to agricultural administration, should implement in order to improve agricultural productivity and farmers' living conditions.

**<OUTPUT 3>**

Farmer participation methods for the appropriate maintenance of developed agricultural and rural infrastructure are understood.

**<OUTPUT 2>**

Project planning methods on agricultural and rural infrastructure improvement are understood.

- 1) Various projects for the improvement of agricultural productivity
- 2) Various projects for the improvement of farmers' living conditions

**<OUTPUT 1>**

Frameworks of Japanese laws and systems on agricultural and rural infrastructure improvement projects are understood. (\*NOT an Individual techniques understandings)

**Finalization Phase:**

Re-examination and authorization in own country of administrative scenario.

**Core Phase in Japan:**

Addition of body and substance to the skeletal essentials of a scenario using knowledge and experiences of Japan, and the compilation of a scenario (draft)

**Preliminary Phase:**

Grasping of situation in own country, and examination of skeletal essentials of an administrative scenario.

**[Common challenges]**

Necessity of consistent laws and systems (investigation, planning, designing and estimation, construction, maintenance) for the implementation of infrastructure development projects by the Government (Ministry / Agency) concerned to agricultural administration, and a comprehensive approach that considers diverse viewpoints

Improvement of an organizational system for the maintenance of facilities

Participation of beneficiary farmers in the implementation of projects

Consideration of environmental conservation and other issues

**[Example of scenario]**

*Draft (or proposal) on*  
① Laws, measures and guidelines; ② Improvement plans for organizational system; ③ Development plans / strategies for target areas and groups; ④ Project plans.

**[Needs of developing countries]**

In response to issues such as population growth and poverty, increase in agricultural productivity is promoted through the maximum use of potential production capacity that natural resources, such as land and water, has.

**[Background of Program]**

1. Improvement of agricultural and rural infrastructure for stable and sustainable agricultural production activities
2. A core course, in the Grand Design of the training on agricultural infrastructure, aiming to "improve comprehensive problem-solving ability for infrastructure improvement in rural areas"

### **III. Conditions and Procedures for Application**

#### **1. Expectations for 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: be (Administrative / Technical) officials (if possible, holding Head / Manager position in section) in charge of formulating law and system to implement infrastructure development related to agricultural and rural development
- 2) Experience in the relevant field: have more than 5 years of experiences working in Governmental (Ministry / Agency) concerned to agricultural administration
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

\* Pregnancy: Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

6) Must not be serving any form of military service.

**(2) Recommendable Qualifications**

- 1) Expectations for the Participants: N/A
- 2) Age: N/A

**3. Required Documents for Application**

- (1) Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) 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.
- (3) Reference sheet:** to be submitted with the application form. as ANNEX-1 of this General Information..

**4. Procedure for Application and Selection :**

**(1) Submitting the Application Documents:**

Closing date for application to the JICA Center in JAPAN: **February 5, 2010**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.**

**(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

**(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than February 26, 2010.**

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

Inception Report -- to be submitted by **March 15, 2010:**

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX-2 "Inception

Report". The Inception Report should be sent to JICA or the Japan International Cooperation Center by **March 15, 2010**, preferably by e-mail to [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp)

**6. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Mr. NISHIMURA Takashi (Nishimura.Takashi@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Agricultural Development Consultants Association (ADCA)

(2) **Contact:** Mr. Kanezo TAKEUCHI (adca@adca.or.jp)

(3) **URL:** <http://www.adca.or.jp/page/e/index.html>

### 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:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Tsukuba International Center (JICA TSUKUBA)

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

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA TSUKUBA at its URL, <http://www.jica.go.jp/english/contact/domestic/map/tsukuba.html>

### 5. Expenses:

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

(1) Allowances for accommodation, 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 p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

### 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) Compiled Inception Report and other kind documents preferably should be brought with flash memory devices stored.

## ***VI. ANNEX***

ANNEX-1: Reference sheet for application

ANNEX-2: Form of Inception Report (submitted by only accepted participants by March 15, 2010.)

**ANNEX-1**



**Reference Sheet for application  
on  
Infrastructure for Agricultural and Rural Development (J09-00688)**

Name:

Organization:

Position:

1. Please describe outline of existing main strategy and/or policy on agricultural and rural development in your country / region, such as agricultural infrastructure development, steadily food supply and food security, sustainable agricultural production, rural development, etc.

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2. Please describe present governmental administration based on existing law, measurers, guidelines, etc., on infrastructure development related to agricultural and rural development in your country / region. *(On following page, please check the box, and mention outlines.)*

Irrigation and Drainage Improvement (incl. Water Resource Development, Water Facility Development)

Agricultural Land Consolidation

Farm Road Improvement

Rural Community Sewerage Improvement

Integrated Rural Development

Hilly and Mountainous Areas Development

Agricultural Land Disaster Prevention

Operation and Maintenance Works of Constructed Facilities

Environmental and/or Natural Resources Conservation / Circulation on Agricultural Water, Land, etc.

Others (if any)

3. Outline of your organization

3.1 Organizational structure (\*Please attach organizational chart / diagram, and indicate your position.)

3.2 Annually average budget allocation for infrastructure development related to agricultural and rural development in your organization.

4. Grasp the respective level's capacity for the establishment of laws and institutional systems and/or development of project plans by Government (Ministry / Agency) concerned to agricultural administration, with following Matrix.

**Individual Level**

cf. Knowledge and/or Techniques

	Problems to be solved	Current capacity against Problems	Required capacity against Problems
Government officials (including the participant) in the organization			
Beneficiary farmers / Target person			

### Organizational level

cf. Administrative and operational / system, structure, internal management and coordination mechanism, internal regulation, human resource management and assignment, budget allocation, decision making procedure, etc.

	Problems to be solved	Current capacity against Problems	Required capacity against Problems
Your organization (and other related organizations, if any)			
Group / Organization of beneficiary farmers / Target person  (such as farmers cooperatives, water users' associations, etc)			

**Social institutions and system level, on target / beneficiary area)**

cf. Traditional way and method of irrigation, agricultural products marketing / distribution system, agricultural and rural development finance system, condition of other concerned actor / stakeholders (cf. private company, NGO, etc), etc.

	Problems to be solved	Current capacity against Problems	Required capacity against Problems
Target area, (or community of target group)			

END

## ANNEX-2



### Inception Report on Infrastructure for Agricultural and Rural Development (J09-00688)

#### ***[General direction for making Inception Report]***

- (a) Only accepted participants are requested to compile Inception Report on the following items, and submit it to the respective country's JICA office by **March 15, 2010**, or e-mail to [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp).
- (b) The report should be typewritten **using MS-Word**, in English on A4 size paper (21 cm x 29.5 cm) by 12-point font, double-spaced, and less than 10 pages.
- (c) If participants are more than 2 from one (1) country, this report may become **GROUP** Report compiled together with other participants from same country.

Country

Participant's Name

Name of Belonging Organization and Position

1. Overview of your country / region

- 1.1 Geography
- 1.2 Topography
- 1.3 Climate
- 1.4 Mainly cultivated crops (Area and Amount of production)

2. Outline of your duties/job

- 2.1 Roles, function and responsibilities of your Organization, and your assigned Department / Division / Section
- 2.2 Detailed your own duties / responsibilities which you currently engage

3. Skeletal essentials of an Action Plan (⇒**An administrative scenario to attain “Program Objective”: to plan comprehensive infrastructure development project for agricultural and rural development, or to establish law and institutional systems to implement infrastructure development**, based on the Article 2 and 4 on submitted Reference Sheet for Application.

*(Please check the box of the chosen one, and mention outlines)*

Draft (or proposal) on Laws, systems and guidelines

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Improvement plans for organizational system

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Development plans / strategies for target areas / groups

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Project plans

- Tentative Title
- Background and Justification
- Expected Contents

Other ideas

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 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 Tsukuba International Center (JICA TSUKUBA)  
Address: 3-6, Koyadai, Tsukuba, 305-0074, Japan  
TEL: 81-29-838-1111 FAX: 81-29-838-1119**