

কৃষিই সমৃদ্ধি

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
কৃষি মন্ত্রণালয়  
প্রশাসন-৩ অধিশাখা  
[www.moa.gov.bd](http://www.moa.gov.bd)

নং-১২.০০.০০০০.০২১.২৫.০০১(২২).১৬-৫৩৮

তারিখ : ১৬ কার্তিক ১৪২৩  
৩১ অক্টোবর ২০১৬

বিষয় : জাপানে অনুষ্ঠিত প্রশিক্ষণ কোর্সে কর্মকর্তার মনোনয়ন।

সূত্র : (১) জাইকার পত্র নং-JICA (TR)-182/16, তারিখ-২৪ অক্টোবর, ২০১৬  
(২) জাইকার পত্র নং-JICA (TR)-183/16, তারিখ-২৪ অক্টোবর, ২০১৬

উপর্যুক্ত বিষয়ে সূত্রস্থ পত্রের পরিপ্রেক্ষিতে নিম্নোক্ত ছকে বর্ণিত কোর্সের বিপরীতে ০৪ জন (০২ জন মুখ্য ও ০২ জন বিকল্প) করে উপযুক্ত কর্মকর্তার মনোনয়ন নির্ধারিত তারিখের মধ্যে আবশ্যিকভাবে প্রশাসন-৩ অধিশাখায় প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো :

প্রশিক্ষণের নাম, ও মেয়াদ	মনোনয়ন প্রেরণের তারিখ	প্রস্তাবিত দপ্তর/সংস্থা	মন্তব্য
Training Course on "ICT (Information and Communication Technology) for Agricultural Information Use" (J1604332) <b>Duration: 20 February-26 May, 2017</b>	০৬ নভেম্বর, ২০১৬	কৃষি সম্প্রসারণ অধিদপ্তর	শর্তানুযায়ী মনোনয়ন প্রেরণ করা না হলে মনোনয়ন বাতিল বলে গণ্য হবে।
Training Course on "Development and Improvement of Agricultural Machinery for Small Scale Farmers" (J1604059) <b>Duration: 06-28 February, 2017</b>	১৫ নভেম্বর, ২০১৬	বাংলাদেশ কৃষি গবেষণা ইনস্টিটিউট	

০২। আবেদনের শর্তানুযায়ী উপযুক্ত কর্মকর্তাগণকে মনোনয়ন প্রদানপূর্বক মনোনীত কর্মকর্তাগণের নির্ধারিত ফরমে পূরণকৃত আবেদন পত্রের ০৩ সেট এবং ২ নং বাছাই কমিটির পূরণকৃত (নির্ধারিত ছকে পরিপূর্ণভাবে) ফরমের ০১ সেট, পিআরএল ও বেতন গ্রেড সুস্পষ্টভাবে উল্লেখসহ বিগত ০১ বছরের বিদেশ ভ্রমণ বিবরণী, তাঁদের বিরুদ্ধে বিভাগীয় ও দুর্নীতির মামলা আছে কিনা কিংবা বিভাগীয় ব্যবস্থা প্রক্রিয়াধীন আছে কিনা সে সংক্রান্ত তথ্য/প্রত্যয়ন মনোনয়ন প্রস্তাবের সাথে প্রেরণ করতে হবে।

০৩। কোর্স সম্পর্কিত তথ্য [www.moa.gov.bd](http://www.moa.gov.bd)-তে পাওয়া যাবে।

(মোঃ আসাদুজ্জামান)  
উপসচিব

ফোন: ৯৫৪০৮৮৫

e-mail: dsadmn32014@gmail.com

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়) :

১. মহাপরিচালক, কৃষি সম্প্রসারণ অধিদপ্তর, খামারবাড়ি, ঢাকা।
২. মহাপরিচালক, বাংলাদেশ কৃষি গবেষণা ইনস্টিটিউট, গাজীপুর।

সদয় জ্ঞার্থার্থে/কার্যার্থে অনুলিপি :

১. অতিরিক্ত সচিব (প্রশাসন ও উপকরণ/সম্প্রসারণ/গবেষণা), কৃষি মন্ত্রণালয়।
২. সচিব মহোদয়ের একান্ত সচিব, কৃষি মন্ত্রণালয়।
৩. প্রোগ্রামার, কৃষি মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (ওয়েব সাইটে প্রকাশের অনুরোধসহ)।
৪. যুগ্মসচিব (প্রশাসন) মহোদয়ের ব্যক্তিগত কর্মকর্তা, কৃষি মন্ত্রণালয়।



কৃষি সচিবের দপ্তর
<input checked="" type="checkbox"/> অতিরিক্ত সচিব (জ. উপঃ)
<input type="checkbox"/> অতিরিক্ত সচিব (পিপিপি)
<input type="checkbox"/> মহাপারদায়ক (বীজ)
<input type="checkbox"/> অতিরিক্ত সচিব (নিরীক্ষা)
<input type="checkbox"/> অতিরিক্ত সচিব (সম্প্রস)
<input type="checkbox"/> অতিরিক্ত সচিব (গবেষণা)
<input type="checkbox"/> মহাপ্রকল্প
<input type="checkbox"/> সিনিয়র
<input type="checkbox"/> সহকারী

২০/১০/১৬  
২৯/১০/১৬

Japan International Cooperation Agency

October 24, 2016

JICA (TR) - 183/16  
 Mr. Md. Ruhul Amin  
 Deputy Secretary  
 Japan Branch-4  
 Economic Relations Division (ERD)  
 Ministry of Finance  
 Sher-e-Bangla Nagar  
 Dhaka-1207

অতিরিক্ত সচিব	অতিরিক্ত সচিব
অতিরিক্ত সচিব (জ. উপঃ)	অতিরিক্ত সচিব (জ. উপঃ)
অতিরিক্ত সচিব (পিপিপি)	অতিরিক্ত সচিব (পিপিপি)
অতিরিক্ত সচিব (নিরীক্ষা)	অতিরিক্ত সচিব (নিরীক্ষা)
অতিরিক্ত সচিব (সম্প্রস)	অতিরিক্ত সচিব (সম্প্রস)
অতিরিক্ত সচিব (গবেষণা)	অতিরিক্ত সচিব (গবেষণা)
মহাপ্রকল্প	মহাপ্রকল্প
সিনিয়র	সিনিয়র
সহকারী	সহকারী

নম্বর: ৫৫৩৩  
তারিখ: ২০/১০/১৬

Subject: Issue-focused Training Course on "ICT (Information and Communication Technology) for Agricultural Information Use"(J1604332)

Dear Mr. Amin,

**1. Announcement of Issue-focused Training Course**

We are pleased to inform you about the above mentioned course scheduled to be held in Japan from February 20, 2017 to May 26, 2017. We are enclosing the General Information Booklet (G.I.) on this course for your information and further necessary action.

**2. Recommendation of JICA Bangladesh Office**

This training course is designed for the government officials who are **Deputy Director level in Planning, Project Implementation & ICT Wing, under Department of Agricultural Extension, Ministry of Agriculture.** The participant is expected to serve the same/similar position for a significant period of time after completion of training.

**3. Application**

**One (01) Seat** may be allocated for Bangladesh for this training. We request you to send **Two (02) applications (one principal and one alternative) by November 15, 2016** in accordance with the selection criteria/qualification described in the chapter III, section 2 of G.I. as attached. Please pass the above information to concerned Departments of your Government and request them to send Application Form for each applicant (through ERD) to JICA Bangladesh Office.

**Documents to be submitted**

**1) Application Form:**

Application Form is attached for your reference. Please download it from the following link and type in as handwriting is not permitted.

[http://www.jica.go.jp/bangladesh/english/activities/pdf/appform\\_general.doc](http://www.jica.go.jp/bangladesh/english/activities/pdf/appform_general.doc)

**(Important Notice)**

The name of the applicant in the Application Form must be same with the one that appears in his/her passport. JICA will issue air tickets based on the writings of the Application Form. If there are discrepancies between the air tickets and the passport, airlines may refuse him/her to embark.

**2) Photocopy of the Passport:**

If the applicant already has a passport please submit us the copy of identification page.

**3) Nominee's English Score Sheet:**

কৃষি সচিব (প্রশাসন) এর দপ্তর
প্রশাসন-১ শাখা
প্রশাসন-৩ অধিশাখা
প্রশাসন-৫ অধিশাখা
আইন অধিশাখা
আইসিটি সেল
হিসাব রক্ষণ কর্মকর্তা
স্বাস্থ্য শাখা
ব্যক্তিগত কর্মকর্তা
নম্বর: ০২
তারিখ: ২০/১০/১৬

শাখায় প্রাপ্তির তারিখ: ২৬/১০/১৬  
 ডায়েরী নং: ৫৬২৩  
 উপস্থাপনের তারিখ: ২৯/১০/১৬

The applicant may attach any official documents of his/her English language ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

4) **Inception Report (Annex I of G.I):**

Each applicant needs to submit Inception Report along with the application form.

5) **Questionnaire (Annex II of G.I):**

Each applicant needs to submit Questionnaire along with the application form.

6) **Medical History and Examination Questionnaire**

7) **Questionnaire on Previous Japanese Visa Application and Travel History**

**4. Selection procedures**

JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in 3. Application above. The screening would include a short interview with the applicant in English. If the applicant satisfies the requirements, JICA Bangladesh Office will forward the application to HKIC (JICA Hokkaido) for final selection. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance to the training course from your country.

May we also inform you that you may contact Ms. Sultana Mostaina Akter, Program Assistant of JICA Bangladesh (MostainaakterSultana.BD@jica.go.jp) if you have any query.

Sincerely yours,

  
\_\_\_\_\_  
Kimiko Tsuchiya  
Representative

**Attachment:**

- 2 copies of G.I with Inception Report & Questionnaire Format

**Copy for information & necessary action:**

1.  Secretary, Ministry of Agriculture
2. Director General, Department of Agricultural Extension
3. Joint Secretary (Foreign Training Section), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000



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

GENERAL INFORMATION ON  
ICT (INFORMATION AND COMMUNICATION TECHNOLOGY)  
FOR AGRICULTURAL INFORMATION USE”  
課題別研修「農業情報活用のためのICT技術向上」  
JFY 2016  
NO. J16-04332 / ID. 1684693  
Course Period in Japan: From February 20<sup>th</sup>, 2017, to May 26<sup>th</sup>, 2017  
[96 days]

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**

Agricultural information can be used for the development and dissemination of the cultivation techniques, and contributes to the improvement of the quality and yield of agricultural products. In addition, appropriate information accumulation, processing and distribution lead to the proper agricultural policy planning and implementation.

This program aims to foster human resources who contribute to agricultural development by learning application examples of ICT utilization for agriculture and by improving necessary skills on processing and providing information.

### **For what?**

This program is designed to improve skills and knowledge on ICT for agricultural information use.

### **For whom?**

This program is offered to official organizations in charge of processing and providing agricultural information.

### **How?**

Participants shall have the opportunities to have 1) lectures, 2) practical trainings, 3) site visits and 4) discussions in order to achieve above program aim. Participants will also formulate an activity plan describing what the participants will do after they go back to home country applying the knowledge and skills acquired and discussed in Japan.

## **II. Description**

1. **Title (J-No.): ICT (Information and Communication Technology) for Agricultural Information Use (J1604332)**
2. **Course Period in JAPAN**  
February 20, 2017, to May 26, 2017 [96days]
3. **Target Regions or Countries**  
Bangladesh, Bhutan, Burkina Faso, Cote d'Ivoire, Egypt, Malawi, Tanzania, Vanuatu
4. **Eligible / Target Organization**  
This program is designed for official institutions which collect, process and provide agricultural information to people concerned with agriculture.
5. **Course Capacity (Upper limit of Participants)**  
9 participants

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

7. **Course Objective:**

Participants improve the necessary skills for the processing and providing information as well as acquire knowledge on information devices for agricultural information use.

8. **Overall Goal**

Acquired techniques on ICT for agricultural information use are shared within the target organizations.

### 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 countries</b>
Inception Report is formulated. Please refer to VI. ANNEX: Attachment-1.

<b>(2) Core Phase in Japan</b>	
Expected Module Output	Subjects/Agenda
1. To be able to explain the current status and benefits of ICT application in agriculture	<ul style="list-style-type: none"><li>•Overview of the Agricultural Information System</li><li>•Utilization of ICT in agriculture</li></ul>
2. To be able to explain the functions and benefits of agricultural information network system	<ul style="list-style-type: none"><li>•Information Security</li><li>•Cloud Computing</li><li>•Basic of Computer Networking</li><li>•Basic of Computer Hardware System</li><li>•Basic of LAN (Local Area Network)</li></ul>
3. To be able to explain the techniques for collecting, processing and transmitting the agricultural information	<ul style="list-style-type: none"><li>•Data processing techniques using MS Excel, Macros and VBA</li><li>•Database construction techniques using MS Access</li><li>•Web-site creation skills for transmission of information.</li></ul>
Participants will prepare "Program Review" under the guidance of the course leader and give a presentation in the final stage of the program.	

The schedule is subject to change due to the coordination of curriculum.

<b>(3) Finalization Phase in a participant's home country</b>
<ol style="list-style-type: none"><li>1. Knowledge and techniques acquired in Japan are shared in participant's organization and persons concerned.</li><li>2. Participants are requested to submit questionnaire on output from the program to JICA Hokkaido International Center (Obihiro) in six months, after the program in Japan.</li></ol>

### **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) Have a position in official institution, and collect, process and provide agricultural information (Except statistical officer)
- 2) Have basic computer skill, enough experience in processing agricultural data and interests in computer programming
- 3) Experience in the relevant field: have more than 3 years of experience
- 4) Educational background: be a graduate of university or equivalent,
- 5) Language: have a competent command of spoken and written English, which is equal to TOEFL iBT\* 72 (CBT\*\* 200/PBT\*\*\* 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan including exercises with a personal computer. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

#### **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) **Inception Report:** to be submitted with the Application Form. Detailed

information is provided in *Attachment-1*.

- (4) **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)
- (5) **Questionnaire:** to be submitted with the application form. Fill in Attachment-2 of this General Information.

#### 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 December 8, 2016)

##### (2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings through an interview and PC skill test, 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 January 16, 2017.**

#### 5. 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.

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- (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.

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## IV. Administrative Arrangements

### 1. Organizer:

- (1) Name: JICA Hokkaido (Obihiro)
- (2) Contact: Mr. KONDO Tadasu (jjicaobic@jica.go.jp)

### 2. Implementing Partner:

Name: Hokkaido Association of Small Business Entrepreneurs

### 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 Hokkaido International Center (Obihiro)

Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: 81-155-35-2001 FAX: 81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at JICA Hokkaido International Center (Obihiro), JICA will arrange alternative accommodations for the participants.

### 5. Expenses:

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

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

### 6. Pre-departure Orientation:

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

## V. Other Information

### 1. Training Task and Electronic Data to be brought in

Practical training for MS Excel, MS Access, MS Excel VBA and Website Creation will be provided in the training course in order to acquire necessary skills and solve the problems which each participant finds in their work.

Participants would have opportunity to process their own data in the practical training for MS Access and MS Excel VBA as their training task.

#### (1) Theme of Training Task

Training task is a problem which each participant finds in their work and should be solved by using knowledge and skills acquired in the training course.

Applicants should submit an Inception Report with their training task in the field of agriculture (\*Detailed information of Inception Report is given in Attachment-1).

The submitted inception report is taken into account for selection.

#### (2) Electronic data to be brought in by accepted participants

1) Electronic Data of Agricultural Information (Excel format), related to the problem you are going to solve

[Example]

■ Training Task : Making database for agricultural production

■ Data to be brought : Yield per crop per region per year, Planted area per crop per region per year, etc.

2) Image data of national map, which shows border of each region

### 2. JICA Certificate

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

### 3. School Visit

For the purpose of the promotion of "international education", this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

(1) musical instruments, and/or popular music CDs,

(2) crafts,

(3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

### 4. Medical History

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

### 5. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes, especially for cold weather.

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		Winter		Spring			Summer			Autumn		Winter	
		Jan	Feb.	Mar.	Apr.	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperatur ° (C)	Maximum	-1.9	-0.6	4.0	11.9	17.6	20.8	23.5	25.2	21.5	15.6	8.0	1.1
	Average	-7.5	-6.2	-1.0	5.8	11.1	14.8	18.3	20.2	16.3	10.0	3.2	-3.7
	Minimum	-13.7	-12.6	-6.0	0.6	5.7	10.3	14.5	16.4	12.1	4.8	-1.5	-8.9
Humidity (%)		70	68	66	66	69	79	83	82	79	73	68	68
Precipitation (mm)		42.8	24.9	42.4	58.9	81.0	75.5	106.4	139.1	138.1	75.0	57.6	46.1

(Average from 1981 to 2010)

### 6. Study Trip

As a supplemental program, there is a study trip during stay.

### 7. Items to be lent to participants by JICA

JICA provides participants with the following necessary items during the training period;

- 1) rain jackets & trousers
- 2) work jackets & trousers
- 3) rubber boots
- 4) warm jackets

\*Therefore, participants don't need to take own items above.

## **VI. ANNEX:**

Attachment-1

### **Inception Report**

With the Application Form, applicants should submit an Inception Report on their current job.

**This Report will be used for the screening of successful applicants as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Inception Reports and Questionnaire to the Application Form will not be duly considered.**

#### **a. Purpose**

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training program.
- (2) To provide advance information regarding issues and problems faced by participants to instructors and organizations concerned with the program as a point of reference in finding solutions.

#### **b. Contents**

- (1) Name of participant and country
- (2) Name of organization
- (3) Organization chart
- (4) Introduction of agricultural situation and ICT environment in your country
- (5) Brief introduction of work you have been in charge of for the last one year
- (6) Specific problem to be solved applying knowledge and skills acquired in this program  
\*This should be your training task as mentioned V-1
- (7) Subject in which you are particularly interested in this program and the reasons

#### **c. Layout**

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

#### **d. Presentation**

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring pictures showing ICT environment in your work place or other visual aids for the presentation.

Questionnaire**1. OS and the application software currently used**

Please select from the following options for the OS and the application software currently used.

(1) Select the OS used for the PCs from the following options. If it is not listed, fill in the name of the OS.

WinXP    Win VISTA    Win 7    Win8    Other \_\_\_\_\_

(2) Select the version of software currently used.

1) MS Excel

2003    2007    2010    2013    Other \_\_\_\_\_

2) MS Access

2003    2007    2010    2013    Other \_\_\_\_\_

**6. Preliminary survey on the skills acquired**

Please answer Yes or No for the questions below regarding your ability

(1) MS Excel

♦ Regarding data incorporation

- 1) Can import text data files (.txt, .csv) into MS Excel  Yes  No
- 2) Can import Access data files (.mdb) into MS Excel  Yes  No
- 3) Can understand and change cell format settings at the time of and after importing data  Yes  No

♦ Regarding tabulation

- 1) Can create a spreadsheet containing sums, averages, maximums and minimums  Yes  No
- 2) Can make use of conditional formatting  Yes  No
- 3) Can create a spreadsheet containing spread sheet  Yes  No

♦ Regarding drawing charts

- 1) Can create a statistical chart using area charts  Yes  No
- 2) Can create a chart with 2 y-axes (which displays items different in units on the right and left y-axes). For example, as the first y-axis (left) shows ambient temperature and the second y-axis (right) rainfall amount, a broken line and a bar can be drawn in the same chart, respectively.  Yes  No
- 3) Can create a scatter chart and a trend line  Yes  No
- 4) Can set the backgrounds of a chart and colors of its axes  Yes  No

♦ Regarding functions

- 1) Can aggregate data using trigonometric functions (SIN(), COS(), TSN(), ACOS(), ATAN())  Yes  No
- 2) Can aggregate data using logarithm functions (LOG(), LN(), EXP(), POWER(), PI())  Yes  No

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- 3) Can aggregate data using IF() functions Yes No
- 4) Can tabulate data using the VLOOKUP() and HLOOKUP() functions Yes No
- 5) Can create a statistical computation table using the STDEV() function Yes No
- 6) Can analyze multiple regression using analysis tools Yes No

◆ Regarding MS Excel VBA coding

- 1) Can automate MS Excel operations through VBA coding Yes No
- 2) Can insert a macro into a workbook Yes No
- 3) Can specify the values in a particular cell by the cell numbers and the sheet name Yes No
- 4) Can define and specify different kinds of variables to use Yes No
- 5) Can configure controls on a user form Yes No

(2)MS Access

- 1) Have ever used MS Access Yes No
- 2) Have ever designed table of MS Access Yes No
  - 3) Can import Excel data files into MS Access Yes No
  - 4) Can create a query Yes No
  - 5) Can create a form Yes No
  - 6) Can create a report Yes No
  - 7) Can program with macro Yes No

(3)Website

- 1) Have ever created a Website Yes No
- 2) Website URL (If you have a website of your organization)

7. ICT Environment in your country / organization

Please answer the following questions.

- (1) Main tools for farmers to access agricultural information
  - TV Radio land-line phone FAX PC (Internet) Mobile Phone
  - Smartphone Tablet Agri. Extension Officer Other\_\_\_\_\_
- (2) What percentage of the members of your organization are utilizing computers in their daily jobs \_\_\_\_\_%
- (3) Is e-mail highly utilized for the business communications within your organization Yes No
- (4) Are digital data are exchanged frequently within or between your organizations Yes No
- (5) What percentage does LAN spread in your organization \_\_\_\_\_%

## *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.



**CORRESPONDENCE**

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Hokkaido International Center in Obihiro (JICA Obihiro)**

Address: 1-2 Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Website: [www.jica.go.jp/english/](http://www.jica.go.jp/english/)

E-mail: [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)



3) **Nominee's English Score Sheet:**

The applicant may attach any official documents of his/her English language ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

4) **Inception Report (Annex I of G.I):**

Each applicant needs to submit the draft of Inception Report Before starting the KCCP (Knowledge Co-creation Program).

5) **Questionnaire (Annex II of G.I):**

Each applicant needs to submit Questionnaire along with the application form.

6) **Medical History and Examination Questionnaire**

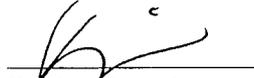
7) **Questionnaire on Previous Japanese Visa Application and Travel History**

**4. Selection procedures**

JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in 3. Application above. The screening would include a short interview with the applicant in English. If the applicant satisfies the requirements, JICA Bangladesh Office will forward the application to TBIC (JICA Tsukuba) for final selection. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance to the training course from your country.

May we also inform you that you may contact Ms. Sultana Mostaina Akter, Program Assistant of JICA Bangladesh (MostainaakterSultana.BD@jica.go.jp) if you have any query.

Sincerely yours,

  
\_\_\_\_\_  
Kimiko Tsuchiya  
Representative

**Attachment:**

- 2 copies of G.I with Inception Report & Questionnaire Format

**Copy for information & necessary action:**

- ✓ 1. Secretary, Ministry of Agriculture  
2. Director General, Bangladesh Agricultural Research Institute  
3. Joint Secretary (Foreign Training Section), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000



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

GENERAL INFORMATION ON

**Development and Improvement of Agricultural Machinery for Small Scale Farmers**  
 課題別研修「小規模農家用農機具開発・改良」  
**JFY 2016**  
 NO. J16-04059 / ID 1684692  
 Course Period in Japan: From March 5<sup>th</sup>, 2017 to 30<sup>th</sup> September 2017

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

The world population is expected to reach 9.7 billion in 2050, according to a UN report which was published in 2015. The report informs that most of the projected increase in the world's population can be attributed to Africa, and succeeding Asia. Developing countries have various constraints on increasing agricultural production against increasing population size; hence an anticipated food shortage in the near future is a concern.

Furthermore, farming in developing countries is done on small-scale and characterized by intensive labor: the manual nature of farm operations is very arduous and time consuming. This turns to be a major constraint to increasing agricultural production and food security. Again, drudgery is a major setback that prevents the youth from engaging in farming activities in such areas. To address these challenges, proper utilization of agricultural machinery promises to be an effective intervention to ensure timeliness of farm operations and increased productivity.

However, the current levels of commitment and encouragement by governments to promote proper utilization of agricultural machinery in developing countries are comparatively low. Key inhibitions to agricultural machinery usage in these areas are:

- Small farms sizes, lands unfit for using agricultural machinery (e.g. terraced or undulating land) and poor accessibility to farm roads
- Poor purchasing power of agricultural machines by farmers.
- Socio Economic barriers, inadequate service & maintenance culture, low levels of education & training and lack of suitable framework for rural finance.

Amidst these setbacks, there is need for knowledge, skills, and development experience sharing under the KCCP. This will help promote human resource development particularly in the area of proper utilization of agricultural machinery which is pivotal for enhancing farm productivity and food security.

The person responsible for offering training on agricultural machinery to small scale farmers should have the abilities below:

- Analysis of development of institutions such as appropriate subsidy and financing policies to promote machinery utilization
- Analysis of economy and management for machinery utilization
- Technical capability on structures, functions and performance evaluation of agricultural machines
- Consideration of sustainable farm management plan with more emphasis on technical and economic viability including appropriate utilizing agricultural machines.

The KCCP enhances their academic and technical laurels to enable them contribute towards the promotion of proper utilization of agricultural machinery for the small scale farmer.

### For what?

This program aims to equip target persons (hereinafter called "the participants") with requisite practical knowledge and skills on agricultural machinery to enhance small-scale farmers' agricultural productivity.

### For whom?

The participants need to be in charge in the guidance of agricultural machinery utilization such as national or local extension officers, responsible for promoting agricultural mechanization, research institutes of agricultural mechanization and institutions of higher education in the field of agricultural mechanization.

### How?

The program aims at improving the participants' capacity in the introduction, utilization and maintenance of agricultural machinery, through sound and effective training modules and techniques. Knowledge garnered from course will help small-scale farmers in their respective countries to raise agricultural productivity, as the participants return to offer proper guidance in selection, introduction and efficient utilization of agricultural machinery based on local farming conditions.

## **II. Description**

1. **Title (J-No.): Development and Improvement of Agricultural Machinery for Small Scale Farmers (J1604059)**
2. **Course Period in JAPAN**  
March 5 to September 30, 2017
3. **Target Regions or Countries**  
Bangladesh, Burkina Faso, Mali, Moldova, Niger, Senegal, Uganda, Ukraine
4. **Eligible / Target Organization**  
National or local extension offices which are responsible for offering guidance in the utilization of agricultural machinery, research institutes of agricultural mechanization and institutions of higher education in the field of agricultural mechanization.
5. **Course Capacity (Upper limit of Participants) :10 participants**
6. **Language to be used in this program:** English
7. **Course Objective:**  
The participants acquire practical knowledge and skills on agricultural machinery to enhance small-scale farmers' agricultural productivity.
8. **Overall Goal**  
Achieve improved farm management plans to the benefit small scale farmers under sustainable agricultural machinery utilization.

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**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 6, 2017 to February 28, 2017)	
Expected Module Output	Activities
Preparation of Inception Report	Preparation and submission of the draft of Inception Report (See ANNEX 3)

<b>(2) Core Phase in Japan</b> (March 7, 2017 to September 30, 2017)		
Expected Module Output	Subjects/Agendas	Methodology
To understand the issues on introduction, utilization and maintenance of agricultural machinery in the participants' countries.	Finalization of the draft of the Inception Report. Presentation and discussion of each participant's report, participants will recognize common and individual issues of agricultural machinery utilization. The challenges identified will serve as bases for the formulation of improved farm management plans by participants to benefit small scale farmers through sustainable agricultural machinery utilization.	-Interview -Presentation -Workshop
To understand structure and function of agricultural machinery.	Comprehension of the structure and function will lead to proper utilization of agricultural machinery. Proper machinery utilization will also reduce frequent breakdowns and machinery downtime.	-Lecture -Practice -Observation
To understand utilization and maintenance of agricultural machinery	Evaluation of labor saving of various farm works by agricultural machine utilization. Comprehension of improvement of yield and quality of agricultural products through timely performance of various agricultural activities. Comprehension of importance of maintenance.	-Lecture -Practice -Experiment -Observation

To understand ways to reduce costs of agricultural machinery.	A feature of agriculture is that markets usually determine the price of farmers' products; therefore the best way of increasing profits is to reduce production costs. Mechanization is one of the largest investments for agriculture; hence, it is very important to reduce the production costs of machinery.	-Lecture -Practice -Experiment -Observation
To acquire knowledge on how to introduce and utilize agricultural machinery that is appropriate for local farming conditions to enhance small-scale farmers' agricultural productivity.	Same as on the left.	-Lecture -Practice -Experiment -Observation
To formulate of improved farm management plans for the benefit of small scale farmers under sustainable agricultural machinery utilization	- Increase labor productivity - Increase land productivity - Expand the area under cultivation - Improve profit and reduce costs - Reduce drudgery - Farmers produce high returns for machinery able to afford the investment.	-Lecture -Workshop -Presentation

### <Structure of the program>

The Concept of the KCCP is shown in ANNEX-1.

The tentative schedule and topics to be covered in the course are as follows.

#### 1. Preliminary phase (activities in your home country):

Preparation of the draft of Inception Report (February 5, 2017 to February 28, 2017)

Participants should submit the draft of Inception Report before starting the KCCP.

(See ANNEX 3)

#### 2. Core Phase

Training in JAPAN (March 5 to September 30, 2017)

Participants are advised to bring along a computer if they have one. The computer will be used to learn CAD (Computer Aided Design), organize reports such as a finalized Inception Report, and prepare effective farm management plans for small scale farmers under agricultural machinery utilization, etc.

The following major subjects will be covered in the course;

- 1) To understand the issues on introduction, utilization and maintenance of agricultural machinery in the participants' countries.
  - Identification of the current issues on agricultural machinery utilization in each participant's country through presentation of the Inception Report.

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- Analyzing common issues on agricultural machinery utilization among the participants.
  - Analysis and discussion on future prospects of agricultural machinery utilization through Project Cycle Management (PCM) workshop.
- 2) To understand structure and function of agricultural machinery.
- Comprehension of structure and function of agricultural machinery through the practice of disassembly-reassembly of equipment of various types.
  - Comprehension of structure, function and cost of machinery parts through designing of parts
  - Comprehension of the importance of designing which influences the quality and cost of parts through practice of manufacturing
  - Comprehension of performance improvement of agricultural machinery through contrivance of parts such as agricultural machine attachments
- 3) To understand ways to reduce costs of agricultural machinery.
- Increasing operation rate of agricultural machine which contributes to cost reduction of machine utilization
  - Improvement of fuel efficiency (e.g. introduction of energy saving operation which manages both environmental conservation and cost reduction)
  - Prolonged lifespan of agricultural machine through appropriate maintenance which leads to cost reduction of machine utilization
  - Factors to consider in the purchase of affordable agricultural machines
  - Factors to consider in the purchase of used agricultural machines
  - Lease agreement, rental agreement and hiring service
  - Sharing system including contracting system (e.g. custom work)
- 4) To understand utilization and maintenance of agricultural machinery
- Evaluation of labor saving of various farm works by utilization of agricultural machine:
    - Tillage
    - Seeding
    - Weeding
    - Pest control
    - Harvesting
    - Post-harvest management
  - Maintenance of agricultural machine
    - The essentiality of "operation of machines at appropriate timing" by reduction in breakdowns through appropriate maintenance which contributes to the reduction of work losses during busy farming season
    - Prolonged lifespan of agricultural machine through appropriate maintenance which leads to cost reduction of machine utilization
    - To understand types of parts for maintenance: 1. the case which needs genuine products. 2. The case which is applicable to use third-party products or copied products.
    - Parts and materials for maintenance should be available in local markets, as much as possible to reduce cost of transportation.
  - Human resource development for maintenance of agricultural machine
    - If maintenance system is undeveloped, farmers cannot have economical sustainability for using machine even if machine is inexpensive. To achieve sustainable utilization of machines, it is prerequisite to improve maintenance environment for effective repair and maintenance schedules.
    - To understand key issues on maintenance techniques through practice.

- To consider roles of public and academic sectors in contributing to human resource development in the area of maintenance techniques in private sector.
  - To consider roles of agents (or distributors) such as after-sales service providers in the supply-chain of spare parts.
  - Human resource development of operators of agricultural machine
    - \*To understand countermeasures in Japan against negative effects which are low yield and low quality of crops caused by insufficient-skilled operators.
    - To consider "short term development program of operators" by introduction of machines which are user friendly.
    - To consider advantages and issues of contractor system.
    - Safety use.
- 5) To acquire knowledge on how to introduce and utilize agricultural machinery that is appropriate for local farming conditions to enhance small-scale farmers' agricultural productivity.
- The criteria for selection of appropriate agricultural machines towards an effective farm management. For instance, farm size is one of the criteria, natures of the farm land.
  - ~~Mechanizations which are in conformity with crop varieties, cropping seasons and types of arable soil.~~
  - ~~Works at appropriate timing by agricultural machines.~~
  - The various pre and post processes in crop production must be known for the introduction of an efficient machine to farmers.
- 6) To formulate and propound improved farm management plans for the benefit of small scale farmers particularly in sustainable agricultural machinery utilization.
- Planning technically, economically and socially towards a sustainable farm management by appropriate utilization of agricultural machines.
  - Consideration in reducing total cost of machinery by reducing of the production cost.
  - Integration of conventional farming system with mechanized farming.
  - The propounded farm management plans for small scale farmers should contain the criteria for appropriate investment to agricultural machines such as individual ownership, contracting system or hiring service.
- \*Participants must describe how to transfer their knowledge and skill to private sector (agents, distributors and artisans, etc.) and farmers.*

• The Training Course consists of lectures, Experiment/Practice and Field Study/Observation.

The ratio of training contents (tentative)

	Lecture including presentation sessions	Experiment/ Practice	Study Tour/ Observation
Rate of units	268 hours (38%)	375 hours (53%)	62.5 hours (9%)

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### **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) 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 in section III-2 below.
- (4) 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.

"Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject."

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

- 1) Current Duties: Leader or Personnel (National or local extension officers who are responsible for promoting agricultural mechanization, researchers or engineers of research institutes of agricultural mechanization and educators of higher education in the field of agricultural mechanization)
- 2) Experience in the relevant field: have more than 3 years' experience in the field of agricultural mechanization;
- 3) Educational Background: be a graduate of university or have an equivalent academic background;
- 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. 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) Participants from Private sector are welcomed.
- 2) Age: must be between the ages of twenty-five (25) and forty (40) years

- 3) It is desirable that Participants are related with JICA Projects/Programs or international partnership programs such as the Coalition for African Rice Development (CARD).

### 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.

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(3) **Questionnaire:** to be submitted with the application form. Fill in ANNEX 2 of this General Information, and submit it along with the Application Form.

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### 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 January 4, 2017.)

#### (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 February 3, 2017.

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

**Draft of Inception Report: to be submitted by February 28, 2017.**

Before coming to Japan, only accepted participants are required to prepare a draft of Inception Report (detailed information is provided in the format (see Annex 3). The report should be sent to JICA Tsukuba by e-mail to [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp)

**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
- (2) Contact: Mr. HIHARA Kazutomo (tbictp@jica.go.jp)

### 2. Implementing Partner:

- (1) Name: Under Selection
- (2) URL:
- (3) Remark:

### 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 International Center (JICA TSUKUBA)**

Address: 3-6 Koyadai, Tsukuba, Ibaraki 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/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 "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

### 6. Pre-departure Orientation:

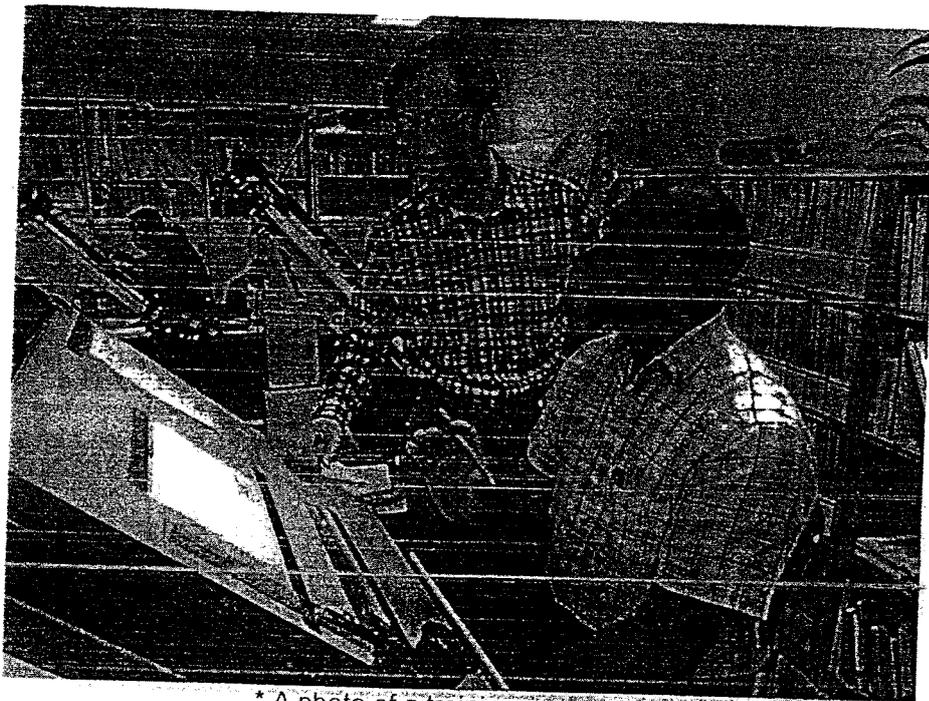
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

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## V. Other Information

### 1. Supplementary explanation on Air Ticket

Please take notice of the each flight's baggage allowance in your round-trip route. Some participants may use plural airline companies. Each airline company sets its own baggage allowance. JICA will not bear the gap between your baggage weight and baggage allowance. You are able to check each flight's baggage allowance by e-ticket in advance.

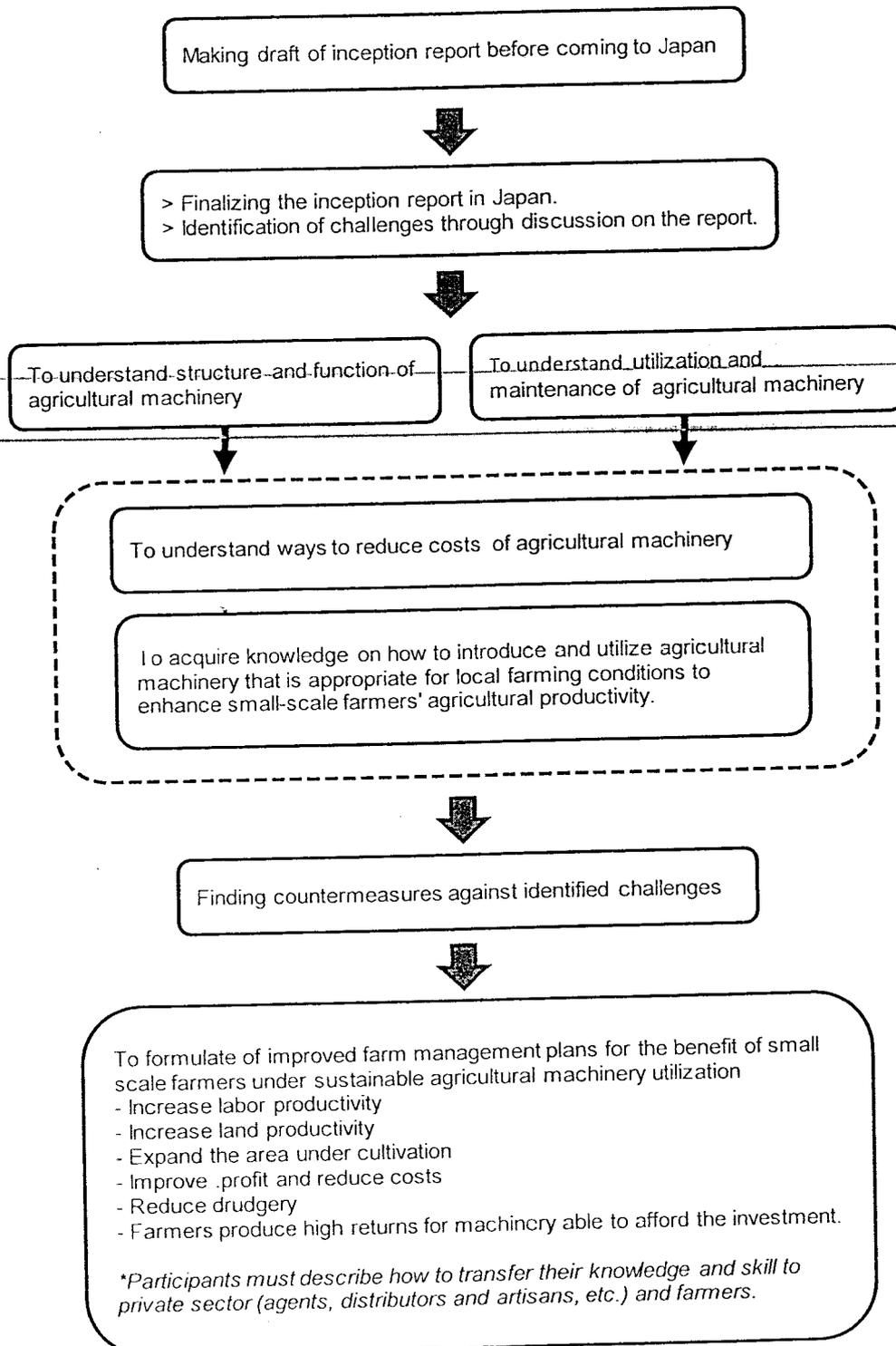


\* A photo of a training scene:  
Participants understand functions of agricultural machinery through drawing practice.

# VI ANNEX

## ANNEX 1

### The Conceptual scheme



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## ANNEX 2 (Submitted all of the candidates)

### Questionnaire

- \* The purpose of this questionnaire is to understand current situation of your target farming areas.
- \* The questionnaire should be typewritten using MS-Word, in English.

- Question 1: What are the major crops cultivated and the number of growing seasons in a year?
- Question 2: Type of farming system adopted in the cultivation of the above mentioned crops
- Question 3: The acreage of the above mentioned crops
- Question 4: Accessibility from farms to farm roads
- Question 5: What is the total land area of your country?  
What is the size of the:  
(i) Arable portion  
(ii) Merchanizable portion
- Question 6: Possession and utilization of livestock (Mention the types and quantities)
- Question 7: Possession and utilization of agricultural machines / implements  
(Mention rough figure of the types and quantities of major agricultural machinery/equipment in your country)
- Question 8: Labor force for farming (operators of agricultural machines, seasonal laborers, etc.)  
(i) Provide the gender, (ii) age and (iii) educational level of the operators
- Question 9: Form of acquisition/ownership of the agricultural machines (e.g. individually owned/ sharing utilization/ contracting system)
- Question 10: Activities of agents (or distributors) such as after-sales service, supply of spare parts.  
Is there after sales service provision on machinery purchased into the country?  
If yes, List and provide their addresses.
- Question 11: What is the skill level of Manufacturers/ Artisans/ Blacksmiths in carrying out repair and maintenance on agricultural machinery/equipment?

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Question 12: Official support system for agricultural mechanization such as related-policies, financial assistance, subsidy, technical assistance.

Question 13: What the level of farmer's comprehension on repair and maintenance of farm machinery/equipment?

Question 14: How do farmers acquire agricultural machinery/equipment in your country?

Question 15: Name institution responsible for offering training on agricultural machinery/equipment to students, farmers and agro processors.

Question 16: Mention the challenges confronted by farmers in adopting mechanized farming in your country.

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ANNEX 3 (Submitted by only accepted participants)

The draft of Inception Report

\* General direction for making the draft of Inception Report

- (a) Only accepted participants are requested to compile the draft Inception Report in accordance with following Format, and submit it by **February 28, 2017** through email to [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp). If you prepare related figures, tables, or photos, please add them to the Format. It's preferable to use figures, tables and photos to be easily understandable.
- (b) The report should be typewritten using MS-Word, in English on A4 size paper (21cm x 29.5cm) by 12-point font.

\* **The important notice on the draft of Inception Report**

Reports which are not confirmed by the organizations of applicants are not acceptable.

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## Report Format

### 1. Plan Title

"Plan" in this section means how your organization needs to improve small-scale farmers' farming system in the target areas through agricultural mechanization intervention.

The title should be brief, but sufficiently precise to enable comprehension of the plan.

### 2. Problem to be addressed

This section should define the problem(s) that the plan seeks to address.

### 3. Background, Problem Analysis and Justification

#### A. Background

This section should provide factual information in the context of the problem(s) that is/are to be addressed.

#### B. Problem Analysis and Justification

This section should present a logical analysis that justifies your action and should discuss the following topics and questions:

##### Problem analysis

- What are the underlying causes of problems in the field of agricultural machine?
  - Reasons for your inability to solve such problems.
  - What weaknesses have caused those problems?
- \*The assumption behind problem analysis is that there is a clearly defined cause of the problem and a clearly suggested solution. A proper agricultural mechanization plan hinges on a well/clearly defined problem statement.

##### Beneficiaries

Who will be the likely beneficiaries of the plan?

##### Situation of agricultural management's elements, especially of the targeted crop

Enumerate the following items' situation. The situation should be quantitative information\* as possible.

- Labor hours for specific work such as sowing, planting, harvesting, threshing, etc.
- Capacity of manpower or existing machinery for specific work e.g., XXX kg/hour.
- Labor cost/hour.

\*These numeric data will be used as the baseline to show the advantages of introduction of the plan.

\*If you are not able to acquire existing data from statistics, please investigate data such as farm work time, labor cost per hour in the target areas. The results of the investigations become the baseline.

##### Situation of local agricultural machinery firms

- Enumerate the following items' situation.
- How many and what types (e.g., black smiths, manufacturing factories) of firms exist in your target areas.
- Do the local firms import agricultural machineries or manufacture by themselves?

- Distribution system and availability of materials, spare parts and customer service including warranty repair service from the firms.

\*These information is connected with designing the plan.

Participation Which Ministries/Agencies/Organizations will participate in the plan? Any development partners, NGOs and others concerned with agricultural development or act on something in the field already? If such development partners or NGOs exist, please write concrete names. (e.g., the World Bank, JICA)

\*These organizations' information is connected with designing the plan, because the plan needs to be supported by the budget sections of your countries' Ministries/Agencies/Organizations or external potential sponsors.

Commitment and sustainability

Do superordinate plans such as Five Year Plan, Medium-Term Expenditure Framework that support the plan exist? For instance, if this project inaugurates, do those upper level plans have possibility to allocate some budget or personal distribution for the plan? This section is connected with government's commitment and the plan sustainability.

**4. Photos of existing farming views, agricultural machine, agricultural implement, local agricultural machinery firms and local artisans**

Please bring the above mentioned kinds of photos. The photos will be used for reports compilation.

**Confirmation by the organization in charge**

I have examined the documents in this form and found them properly. Accordingly I agree to this report(s) on behalf of our organization.

Date:	Signature:	Official Stamp
Name:		
Designation / Position		
Department / Division		

## *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.



*CORRESPONDENCE*

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

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TEL: +81-29-838-1111 FAX: +81-29-838-1113