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October 15, 2020  
JICA (GG) No. 10-16001

## Ministry of Foreign Affairs of Georgia

I would like to present my compliments on behalf of Japan International Cooperation Agency (JICA) in Georgia to the Ministry of Foreign Affairs of Georgia and have the honour to inform you that JICA is going to conduct Knowledge Co-Creation Program **(Long-Term) "SDG Global Leader JFY 2021-2023"** for Georgia.

This program is newly established in JFY 2019 to promote cooperation for sustainable development in the world, under the framework of JICA Development Studies Program (JICA-DSP). This new long-term training program gives opportunity to foster young/middle leaders, academicians who will make influence on policymaking processes of their countries or will contribute to socioeconomic development in near future to study at Japanese Universities in Japan for higher degree (MA. Ph. D. etc.) in various fields.

JICA is now offering in principle, 2 years for Master's Program and 3 years for Ph.D. Program (It depends on each program offered by universities).

With this regard, I shall appreciate your assistance to distribute this information to the relevant organizations and coordinate participation in this program. All interested candidates and/or agencies for this program shall be registered and receive electronic application forms from the JICA Georgia Office by **November 6, 2020**.

For further details I kindly request the Ministry as well as prospective candidates to contact JICA Office in Georgia (Mr. David Mgaloblishvili, JICA Program Officer; Address: Pixel Center, 8th floor, 34 Chavchavadze Ave., Tbilisi 0179, Georgia; Tel.: (+995 32) 2507980; Cell.: (+995) 558 481843. E-mail: [mgaloblishvili-david@jica.go.jp](mailto:mgaloblishvili-david@jica.go.jp)).

I avail myself of this opportunity to renew the assurances of its highest consideration to the Ministry of Foreign Affairs of Georgia and appreciate your cooperation.

Sincerely,

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For  
Yukihiko EJIRI  
Resident Representative  
JICA Georgia Office





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*Attachment: General Information (1)*  
*Application form (1)*

CC: Ministry of Economy and Sustainable Development of Georgia;  
✓ Ministry of Education, Science, Culture and Sport of Georgia

# JICA Knowledge Co-Creation Program for Long Term Participants

## General Information on SDGs Global Leader JFY2021-2023

国別研修  
「SDGs グローバルリーダー（2021-2023 年度）」

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This handout gives information on the overview of the program. This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments. Each country may have its own schedule and/or qualifications for the program. With regard to the additional information, please contact JICA overseas office in charge of your country.

	Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay
Middle East and Europe	Iran, Serbia, North Macedonia
Africa	49 Sub-Saharan African countries (Applicants from African countries should refer "General Information for All Applicants on A: Master's Degree and Internship Program of African Business Education Initiative for Youth and B: SDGs Global Leadership Program FY2020")

This Overview Information shows information related to long-term courses including master's degree course, Ph.D. course, and combined Master's and Ph.D. course<sup>1</sup>. Candidate applicants may select the university, to which he/she wishes to apply, from the universities which have concluded an agreement on accepting JICA participants on the condition that the candidate passes the entrance examination. Detailed information on these partner universities will be provided separately.

Proposed research topics will be the one that contribute to the Government policy for the sustainable development (Example: Administration/public policy, finance, international politics/diplomacy, regional research, business, international trade/investment, disaster risk reduction, maritime issues etc.)

In addition to the programs in the master's and Ph.D. courses, the activities such as short-term program (e.g. Understanding the Japanese Development Experience<sup>2</sup>), and/or internship program will be planned in order to enrich the participants' academic and personal experience of their courses of studies at the universities.

It is recommended to participate internship program at public or private entities during their stay in Japan. JICA will prepare the contents and schedule of the internship in close consultation with the participants and host organizations. In principle, no reward or compensation should be paid to the participants or host organizations.

## 4. Duration

In principle, 2 years for Master's Program and 3 years for Ph.D. Program (It depends on each program offered by universities)<sup>3</sup>.

<sup>1</sup> Bachelor's degree course are also offered specially for Pacific countries.

<sup>2</sup> As part of JICA-DSP, this program is co-organized by GRIPS, IUJ and JICA for JICA Knowledge Co-Creation Program for Long Term Participants. The program offers participants with opportunities to gain a deep understanding of the Japanese development experience, and to draw lessons and gain insights that will support their development work in their home countries and internationally.

<sup>3</sup> The preparatory period as a research student or credited auditor prior to the regular student up to 6months may be added.

## 9. Application Guidelines

Candidate applicants must apply through the procedure as below.

It is necessary for both participant's Government and the Government of Japan for the Official Development Assistance.

(1) Procedures and Required Documents for Application:

Each participant is required to submit the "Application documents" listed in (2) below to JICA overseas office in charge of the applicants' country. Please refer to the Appendix 2&3 for the guideline and format.

(2) Application Documents

1) Application materials check list (Appendix-2)

2) JICA Application Form for Knowledge Co-Creation Program (Appendix-3)

consists of:

- Personal Information
- Education Background
- Work Experiences
- Consent for joining this program from current employer /organization

3) Application Form for SDGs Global Leader for FY2021-2023 (Appendix-5) consists of:

- Declaration of desired University placement
- Research Plan
- Career Plan

4) Graduation certificate.

- \* Officially certified copies of the original
- \* Written in English or accompanied with official translation

5) Academic transcript

- \* Must contain all the grades earned in the university
- \* Officially certified copies of the original
- \* Written in English or accompanied with official translation

**6) Photocopy of certificate of English Test<sup>4</sup>**

7) A copy of Passport with photo (for checking nationality, name, sex, and date of birth).

8) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)

9) Health certificate (To be submitted later<sup>5</sup>)

Based on the above documents, Candidate applicants are nominated and approved by each country's government, and then approved by JICA. After this procedure, screening will be

<sup>4</sup> Once candidate applicants passed the first screening by JICA overseas office, they may request for reimbursement of application fee for IELTS/TOEFL. Please contact to JICA overseas office in charge of your country.

<sup>5</sup> If candidate applicants pass the examination, Health certificate with JICA format will be required. Without the certificate, admission might be rejected.

## 10. Schedule

Date	Process
By the End of October, 2020	Nomination of candidate applicants in respective organizations
	Selection of candidate applicants by responsible organization in each country
	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.
November - December, 2020	Screening by JICA Pre-matching by university
By the end of January, 2021	Notification of the result of matching through JICA overseas office
January - June (approximately), 2021	Preparation for University's application by the applicant
	University's application procedure *Examination schedule is followed by each university
June - August, 2021	Preparation for study in Japan if candidate applicants pass examination
August - October, 2021	Orientation by JICA overseas office before departure
	Arrival in Japan
	Orientation by JICA Domestic Offices
	Beginning of Term

\*Schedule for the application and examination depends on each university (some university courses start from April).

\*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation

Note: If participant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.



## Guidelines of Application Form for the JICA Knowledge Co-Creation Program

The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

It depends on the type of KCCP you are applying for.

##### >Application for KCCP (Group, Region Focus and Long-term)

Official application and Parts A and B including Medical History must be submitted.

##### >>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan

Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

#### 2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

##### Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

##### Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

##### Part B. Information About the Nominee including Medical History

This part is to be completed by the person who is nominated by the organization applying.

The applicants for KCCP (Group, Region Focus and Long-term) are required to fill in every item. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of KCCP accurately according to the GI, which you intend to apply,



country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for KCCP

- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.

Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

## Application Form for the JICA Knowledge Co-Creation Program

### OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

**1. Title:** (Please write down as shown in the General Information)

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**2. Number:** (Please write down as shown in the General Information)

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**3. Country Name:**

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**4. Name of Applying Organization:**

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**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address: Telephone:                      Fax:                      E-mail:		

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**Confirmation by the organization in charge (if necessary)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

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

**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.**

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**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

**10) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education) (required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

## 6. Expectation on the applied KCCP

1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

## \*7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I have made in this form are true and correct to the best of my knowledge. If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for a program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

## MEDICAL HISTORY

### 1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness ( _____ ), Name of medicine ( _____ )
<i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.</i>	

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Months of pregnancy ( _____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ( _____ )
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

### 2. Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
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(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
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### 3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date	Signature
	Print Name

## 2. Research Plan

Write a brief research plan of your proposed Master's or Doctor's thesis more than 700 words (minimum 3 pages).

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's or Doctor's thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

- Brief explanation for your analysis of this topic.
- Brief explanation for your research methodology.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work. Necessary to include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.

**\*For PhD courses, please attach your master thesis in English and related papers (if any).**

### **!! IMPORTANT !!**

- ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's or Doctor's course.
- ✓ It must be demonstrated that your academic background and/or job experience are sufficient enough to engage in and complete the Master's or Doctoral course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future job.
- ✓ If you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.