



**KEMENTERIAN PEKERJAAN UMUM**  
**BADAN PENGEMBANGAN SUMBER DAYA MANUSIA**

Jl. Pattimura No. 20, Kebayoran Baru - Jakarta Selatan, 12110, Tlp./Fax (021) 27515702

Nomor : SM 04-Ms/623  
Sifat : Segera  
Lampiran : 1 (satu) berkas  
Hal : Penawaran Program Pelatihan JICA Sewerage Management (Basic) (On site Program)

Jakarta, 14 Mei 2025

Yth.

1. Sekretaris Direktorat Jenderal Sumber Daya Air;
2. Sekretaris Direktorat Jenderal Cipta Karya;
3. Sekretaris Direktorat Jenderal Prasarana Strategis;
4. Sekretaris Direktorat Jenderal Pembiayaan Infrastruktur PU dan Perumahan;
5. Kepala Pusat Pengembangan Kompetensi Sumber Daya Air dan Permukiman;
6. Direktur Politeknik PU

Di tempat

Sehubungan dengan surat dari *Chief Representative* Nomor 012/GI/05/2025 tanggal 7 Mei 2025 hal *Information on Group and Region Focused for Knowledge Co-Creation Program for JFY 2025* dengan hormat kami sampaikan penawaran program sebagai berikut :

1. Pelatihan *JICA Sewerage Management (Basic) (On site Program)* akan diselenggarakan di Jepang pada 24 September 2025 – 6 November 2025.
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang/JICA.
3. Kuota peserta 1 orang dari Indonesia dengan kualifikasi dasar peserta :
  - a) Diutamakan yang memiliki pengalaman di bidang pengelolaan limbah atau pengembangan infrastruktur sanitasi perkotaan selama 3 tahun.
  - b) Minimal berpendidikan S1 (atau setara) dari program studi Teknik
  - c) Sehat secara fisik dan mental;
  - d) Usia dibawah 49 tahun;
  - e) Mampu berbahasa Inggris lisan dan tulisan (dilampirkan sertifikat kemampuan Bahasa Inggris)
4. Kelengkapan Dokumen peserta :
  - a) *JICA Application Form*;
  - b) *Fotocopy Paspor* yang masih berlaku;
  - c) *English Score Sheet*;
  - d) *Information Sheet*
5. Informasi, *application form* serta keterangan lebih lanjut terkait program pelatihan ini sebagaimana terlampir.
6. Diutamakan calon peserta yang berprestasi dan memiliki kinerja baik;
7. Calon peserta yang memenuhi syarat **beserta dokumen persyaratan lengkap** dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Hukum, Kerja sama dan Komunikasi Publik **selambat-lambatnya tanggal 8 Juli 2025** (hanya kandidat dengan dokumen persyaratan lengkap yang akan diproses).

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

Plt. Sekretaris Badan Pengembangan  
Sumber Daya Manusia,

Drs. Rudy Ridwan Effendi, M.T.

NIP. 196801081998031002

Tembusan :

1. Kepala Badan Pengembangan Sumber Daya Manusia;
2. Kepala Biro Perencanaan Anggaran dan Kerjasama Luar Negeri.



No. 012/GI/05/2025

Jakarta, 7 May 2025

**Ms. Noviyanti**

Head of Bureau for Foreign Technical Cooperation  
Ministry of State Secretariat  
Jakarta

**INFORMATION ON GROUP AND REGION FOCUSED FOR  
KNOWLEDGE CO – CREATION PROGRAM FOR JFY 2025**

Dear Madam,

We are glad to inform you that Japan International Cooperation Agency (JICA) is planning to hold a following program course:

Outline:

1. Name of the Course : **Sewerage Management (Basic) (On-site Program) [202411716J001]**
2. Period of Program : September 24, 2025 ~ November 6, 2025 (on-site in Japan)  
*(In the context of the COVID-19, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled)*
3. Number of Candidate : **One (1) person from Indonesia**
4. Training Institution : JICA Tokyo Center
5. Deadline : **July 15, 2025**  
*(JICA Indonesia must receive all required documents through the Ministry of State Secretariat)*
6. Documents for submission :

a. JICA Application Form	: 1 set
b. Photocopy of Passport*	: 1 set
c. English Score Sheet*	: 1 set
d. Information Sheet*	: 1 set

*\*Should be submitted together with Application Form*
7. Proposed Target Institution :
  - 1. Ministry of Public Works**
  - 2. Ministry of Home Affairs**
    - DKI Jakarta Provincial Government (Water Resources Agency)
    - Bali Provincial Government (UPTD PAL)

8. Target of Applicant :

Applying Institutions are requested to select appropriate nominees who meet the following essential qualifications, by consultation with JICA Expert(s)/Project(s) who are being assigned:

**Essential Qualifications:**

- 1) Current Duties: Be relatively inexperienced technical officers engaged in sewerage works in central or local governments, or government related organizations.
- 2) Experience in the Relevant Field: have more than three (3) years of experiences in sewage works and/or development of urban sanitation infrastructure.
- 3) Educational Background: be university graduates or persons who have equivalent technical



qualifications in the field of sewage works and/or water environment.

- 4) Language: have sufficient command of English. (During the program, participants are requested to give presentation and actively participate in discussions. Communication skill in English is highly important.).
- 5) Computer Skill:
  - Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
  - Be proficient in MS Word, Excel, and Power Point.
- 6) Health: must be in good health, both physically and mentally, to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

**Recommended Qualifications:**

- 1) Age: be preferably under forty-nine (49) years of age (Thirties is recommended).
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.  
  
To select the satisfied trainees, JICA considered the gender balance recommended 40% female participation. Therefore, 40% female participation is encouraged in all training courses, except for the training courses with only one quota.

In order to satisfy selection criteria, which have become stricter than before, we would like to inform the following important points:

- Please strictly adhere to the deadline of application submission. In case of any delayed submission and missing or incomplete documents, there is a strong possibility that such applications would be disqualified in the selection processes, regardless of multiple or single quota of participant.
- Please understand that final acceptance is decided based on the result of examination process by each JICA Domestic Center in consultation with implementing organizations in Japan. In case that applying nominees do not meet the required qualifications, there is a strong possibility that such nominees would be rejected in the selection processes, regardless of multiple or single quota of participants.
- When the number of qualified applicants exceeds the quota, there is a strong possibility that some of them would be rejected even if they satisfied the qualification.

JICA will provide the following costs based on JICA's regulation:

- Round trip international airfare from/to the designated airports



Japan International Cooperation Agency

JICA Indonesia Office

Sentral Senayan II, 14th Floor

Jl. Asia Afrika No. 8, Jakarta 10270, INDONESIA

Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

- Accommodation and Daily Allowance in Japan during the program

More details of the course are described in the General Information (GI) attached hereto.

Please be informed that the original JICA Application Form should be submitted to JICA Indonesia Office through Ministry of State Secretariat.

It would be appreciated if you could convey the above information to the authorities concerned.

Thank you for your kind attention and cooperation.

Sincerely yours,



村尚美  
TAKEDA Sachiko  
Chief Representative  
JICA Indonesia Office

Cc:

**1. Ministry of Public Works**

- Head of Human Resources Development Agency
- Head of Bureau of Budget Planning and International Cooperation

**2. Ministry of Home Affairs**

- Head of Center for Facilitation of Cooperation

**3. DKI Jakarta Provincial Government**

- Head of Water Resources Agency

**4. Bali Provincial Government**

- Head of UPTD PAL

**5. Embassy of Japan**

- Minister for Economic and Development Affairs





Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Sewerage Management (Basic)



Course Number: 202411716J001

Course Period: September 24 - November 6, 2025



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

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

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

下水道マネジメント

# How do we plan, implement, and manage the appropriate sewerage system?

You will gain insight to  
the essence of  
a more practical, more interactive,  
more inspirational use of  
Sewage Treatment  
including  
Inland Water Countermeasures.

# Outline



This program aims to provide the general knowledge about Japanese experiences in Sewerage and Urban Drainage\* Management. Specifically designed for technical officers in central or local governments, or government related organizations.

*\*Please note that this program mainly focuses on sewage management. The secondary focus is on urban storm water countermeasures.*

The sessions will be held via Face-to-Face Program in Japan. It will include site visits, individual presentations and group discussions etc.

All sessions will be carried out in English.

The program will be held from September 24 - November 6, 2025

Course Capacity:  
14 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.



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# For What?

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## Background

Insufficient number of wastewater treatment facilities and the lack of capacity for its maintenance have caused serious water pollution, which also can affect human health. In addition, rapid urbanization which accelerates the reduction of stormwater permeable area has induced frequent flooding.

Therefore, water quality management is a fundamental issue for sustainable development. For this purpose, comprehensive sewerage systems and stormwater drainage systems are broadly required. This also includes integrated effective measures, rational planning, implementation and management of those systems.

## Objectives

Through this program, participants are expected to acquire basic knowledge on the necessary planning for sewage and urban stormwater drainage\*. Also, participants will be able to examine approaches and processes to formulate master plans in the future.

*\*This program mainly focuses on sewage management. The secondary focus is on urban storm water countermeasures.*

*\*Please see the "Program Structure" on page 8-13 for the detailed information.*

# To Whom?

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## Job Areas and Organizations

This program targets the engineers of central/local governments, municipalities or public institutions engaged in wastewater treatment, sewage works, and stormwater drainage.

*\*Find the further Nominee Qualifications on page 16-17*

## Targeted Countries

Indonesia, Thailand, Cambodia, Viet Nam, Bangladesh, Maldives, Nepal, Pakistan, Sri Lanka, Micronesia, Solomon Islands, Ethiopia, Rwanda, Tajikistan

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

# When?

## Program Period



From September 24, 2025  
to November 6, 2025

Arrival date in Japan: September 23, 2025

Departure date from Japan: November 7, 2025

# Where?

This program is carried out entirely face-to-face and is organized by the JICA Tokyo Center.

It will mainly be held in and around the Tokyo metropolitan area but will also include some study trips to regional cities in Japan.

# How?

## How to Learn

- Lectures
- Field Visits
- Practices
- Discussions
- Interpersonal Interactions
- Presentations
- Individual Consultations



Watch



Listen



Study



Experience



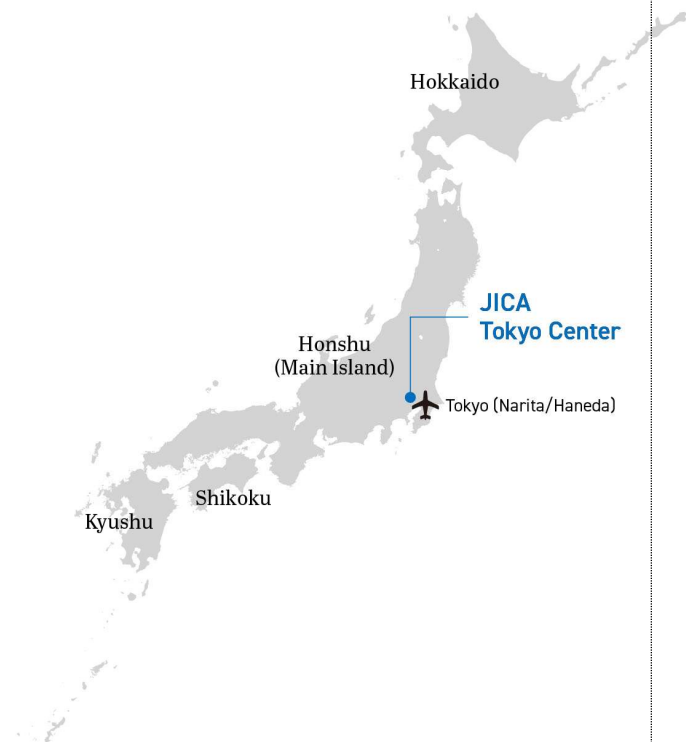
Discuss



Interact



Present



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## Language

English

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## Commitment to the SDGs



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## Program Structure

### <Expected Result>

- To be able to explain the approaches and process from planning to maintenance of sewage and urban stormwater drainage management as well as to understand the necessity for dissemination and awareness raising and human resource development.
- To understand the history of sewage treatment facilities development and overview of sewage improvement in Japan.
- To identify issues and challenges in the participants' countries and consider how to adopt or adapt the knowledge acquired from the program through guidance and discussions.



## <Contents of the program>

Please refer to the program contents for 2024 below. The program contents are reviewed on an annual basis, and this year's curriculum will be partially revised based on the 2024 program.

\*In 2025, the program is scheduled to run for **31 business days**, excluding Saturdays and Sundays.

\*The program will mainly be held in and around the Tokyo metropolitan area but will include some study trips to regional cities in Japan.

Day		Time (JST*2 =UTC+9)			Type	Contents / Theme of Lecture
	Mon					Arrival date in Japan
1	Tue	9:30 AM	-	12:00 PM		• Briefing • Program Orientation
		2:00 PM	-	4:00 PM		• Courtesy Call on Ministry of Land, Infrastructure and Transport (MLIT) and Japan Sewage Works Agency (JS)
2	Wed	9:30 AM	-	12:00 PM	PRS	• Country Report Presentation
		1:30 PM	-	4:00 PM	PRS	• Country Report Presentation
		4:10 PM	-	5:00 PM	DSC	Discussion for final Report (Theme Selection)
3	Thu	9:30 AM	-	12:00 PM	LCT	• Special Lecture: Sewerage Administration in Japan
		1:30 PM	-	4:00 PM	LCT	• Basic Planning of Sewage System
		4:10 PM	-	5:00 PM	DSC	Free Discussion
4	Fri	9:30 AM	-	12:00 PM	LCT	• Planning of Sewerage Systems and Comprehensive Basin Wide Planning of Sewerage Systems
		1:30 PM	-	4:00 PM	LCT	• Basics of Biological Wastewater Treatment

		4:10 PM	-	5:00 PM	DSC	Free Discussion
	Sat					Weekly Holiday
	Sun					Weekly Holiday
5	Mon	9:30 AM	-	12:00 PM	LCT	•Design of Wastewater Treatment Facilities
		1:30 PM	-	4:00 PM	LCT	•Design Practice in Wastewater Treatment Processes
6	Tue	10:00 AM	-	12:00 PM	PRC	•Design Practice in Wastewater Treatment Processes
		2:00 PM	-	4:00 PM	PRC	•Design Practice in Wastewater Treatment Processes
7	Wed	9:30 AM	-	12:00 PM	PRC	•Water Quality Analysis
		2:00 PM	-	4:00 PM	PRC	•Water Quality Analysis
8	Thu	9:30 AM	-	12:00 PM	PRC	•Water Quality Analysis
		2:00 PM	-	4:00 PM	PRC	•Water Quality Analysis
9	Fri	10:00 AM	-	12:00 PM	LCT	•Sludge Treatment Process and Reusing
		2:30 PM	-	4:00 PM	PRC	•Urban Disaster Exercise
	Sat					Weekly Holiday
	Sun					Weekly Holiday
10	Mon	9:30 AM	-	12:00 PM	LCT	•Climate Change and Heavy Rain Disaster, Urban Storm Water Drainage Planning
		1:30 PM	-	4:00 PM	LCT	•Rainwater Discharge Prevention(Penetration, Small Scale Storage)
11	Tue	9:30 AM	-	12:00 PM	LCT	•Industrial Wastewater and Detoxification facility

		2:00 PM	-	4:00 PM	OBS	•Factory Wastewater Treatment Plant
12	Wed	9:30 AM	-	12:00 PM	LCT	•Design of Sewers
		1:30 PM	-	4:00 PM	LCT	•Sewer Construction
13	Thu	10:00 AM	-	12:00 PM	OBS	•Site Visit for Machinery and Equipment Production
		2:00 PM	-	3:30 PM	OBS	•Facility tour of Ground and Under ground Manhole Testing and Verification
14	Fri	9:30 AM	-	12:00 PM	PRS	•Final Report guidance and consultation
		2:00 PM	-	4:30 PM	PRS	•Maintenance Management and Inspection Practice of Sewerage Facilities
	Sat					Weekly Holiday
	Sun					Weekly Holiday
	Mon					Public holiday
15	Tue					(move to Fukuoka Prefecture from JICA Tokyo)
		2:00 PM	-	3:30 PM	LCT	•Water Treatment Center / Visitor Center
		3:45 PM	-	4:30 PM	LCT	•Water Museum
16	Wed	10:00 AM	-	11:30 PM	OBS	•Manhole Toilets / River Museum
		2:00 PM	-	4:00 PM	OBS	•Toilet Museum
17	Thu	10:00 AM	-	11:30 PM	OBS	•Seawater Desalination Center
		2:00 PM	-	4:30 PM	OBS	•Treated Water Reuse Facilities Sewage / Water Treatment Center
18	Fri	9:30 AM	-	11:30 AM	OBS	•Purification Center (Underground / Membrane Bioreactor)

						(move to JICA Tokyo from Fukuoka Prefecture)
	Sat					Weekly Holiday
	Sun					Weekly Holiday
19	Mon	9:30 AM	-	12:00 PM	LCT	Design, Construction and Operational management of Pumping stations
		1:30 PM	-	4:00 PM	LCT	•Sewerage Management and Finance in Japan
20	Tue	9:30 AM	-	12:00 PM	LCT	•On-site: Night Soil Treatment and Disposal - Septage Management -
		1:30 PM	-	4:30 PM	LCT	•On-site: Domestic Wastewater Treatment Technology (Johkasou) in Japan
21	Wed	9:30 AM	-	12:00 PM	LCT	•JICA's approach to sanitation and sewage management
		1:30 PM	-	4:00 PM	LCT	•World Trend According with Wastewater Treatment and Sanitation
22	Thu	10:00 AM	-	4:30 PM	PRS/ DSC	•Technology introduction seminars by private Japanese companies.
23	Fri	9:30 AM	-	12:00 PM	LCT	•Citizen Awareness and publicity
		1:30 PM	-	4:00 PM	PRC	•Final Report guidance and consultation
	Sat					Weekly Holiday
24	Sun					(move to Miyagi Prefecture from JICA Tokyo)
25	Mon	9:00 AM	-	10:00 AM	OBS	•Small-scale Wastewater treatment facilities (batch-type)
		10:30 AM	-	11:45 AM	OBS	•Small-scale Wastewater treatment facilities (Oxidation ditch-method)
		2:00 PM	-	4:00 PM	OBS	Earthquake reconstruction of Wastewater treatment plant
						(move to JICA Tokyo from Miyagi Prefecture)
26	Tue	9:30 AM	-	12:00 PM	LCT	•Small-scale Rural Sewer Systems and Support by Public



		1:30 PM	-	4:00 PM	PRC	•Preparation and Consultation for creating the Final Report Presentation
27	Wed	9:30 AM	-	12:00 PM	PRS	•Final Report Presentation
		1:30 PM	-	4:00 PM	PRS	•Final Report Presentation
28	Thu	10:00 AM	-	12:00 PM		•Evaluation Meeting •Closing Ceremony
	Fri					Departure date from Japan

\*1 Curriculum is subject to change.

\*2 JST: Japan Standard Time is 9 hours ahead of the Universal Time Coordinated (UTC)

\*3 Abbreviation

PRS: Presentation

LCT: Lecture

PRC: Practice

OBS: Observation

DSC: Discussion

## Management Members

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### Instructor (more to be confirmed)

Program Leader

**Mr. HATADA Masanori**

Managing Director of Sewerage Business Management Centre (SBMC)

Message:

"I have been involved in sewerage for 45 years. I will explain the knowledge I gained from this experience. In the free discussion, I would like to answer as many questions and opinions as possible. I hope this training will be fun and meaningful."



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### Implementing Member

**Mr. TANAKA Matsuo**

Environment Management & Climate Change Group,  
Japan International Cooperation Agency (JICA)

Message:

"Thank you for planning to participate this program. We hope that this program will be a good opportunity for all of you to acquire knowledge and other country's experience of sewerage system. Let's discuss together what is inclusive sustainable sanitation and how the system can contribute water environment in your countries!"



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### Program Officer

**Ms. OKUYAMA Etsuko**

Japan International Cooperation Agency (JICA)  
Tokyo Center

Message:

"Hello, friends! Have you ever participated in Sewerage Management knowledge co-creation with international partners? In this program, we will provide you with the basic knowledge to solve the problems in sewerage systems. We are waiting for your application!"



# Voice

## Past Program Alumni Comments

### Participants from the Philippines, 2017

Through this program, I am equipped with knowledge, skills and experiences that will allow me to steer and lead/facilitate the preparation of Wastewater and Septage Management Plan to be implemented by my organization in coordination with the City Government. The course also helps me prepare for possible new assignment related to sewerage when my organization takes more active steps in fulfilling its mandate relative to sanitation which for a long time have been sidetracked.

### Participants from the Côte d'Ivoire, 2023

I would like to express my heartfelt gratitude to each and every one of you for the incredible experience I had during the one-month training in Tokyo. It was an unforgettable journey, and I wanted to take a moment to convey my appreciation.

The knowledge and insights I gained during this training program have been invaluable, and I am truly thankful for the efforts put forth by JICA staff, SBMC, JS and MLIT. Your dedication to providing us with a memorable and enlightening experience did not go unnoticed.

I also want to extend my appreciation to all the fellow participants. Our time together in Tokyo was not only educational but also a lot of fun, and I am grateful for the friendships and connections we formed.

Tokyo will forever hold a special place in my heart, and I look back on this training with the fondest memories. Thank you for making it a remarkable and rewarding experience.



# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are therefore expected to use the program fully for enhancing capabilities of technical officers in central or local governments, or government related organizations regarding Sewerage Management in their countries.
- (2) Applying organizations are expected to nominate the most qualified candidates who suit the said purposes, carefully referring to the qualifications described in the following section.

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## 2. Nominee Qualifications

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

**[Remarks]** Each organization is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

### (1) Essential Qualifications

- 1) Current Duties: Be relatively inexperienced technical officers engaged in sewerage works in central or local governments, or government related organizations.
- 2) Experience in the Relevant Field: have more than three (3) years of experiences in sewage works and/or development of urban sanitation infrastructure.



3) Educational Background: be university graduates or persons who have equivalent technical qualifications in the field of sewage works and/or water environment.

4) Language: have sufficient command of English. (During the program, participants are requested to give presentation and actively participate in discussions. Communication skill in English is highly important.).

5) Computer Skill:

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Be proficient in MS Word, Excel and Power Point.

6) Health: must be in good health, both physically and mentally, to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

## **(2) Recommended Qualifications**

1) Age: be preferably under forty nine(49) years of age(Thirties is recommended).

2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

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## **3. Required Documents for Application**

### **Application Form:**

available at the JICA local office (or the Embassy of Japan)



### Attachments:

- 1) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

- 2) **English Score Sheet:** to be submitted with the application form, if the nominee has any official English examination scores (e.g., TOEFL, TOEIC, IELTS)
- 3) **Information Sheet:** to be submitted with the application form. This sheet will be used as one of the nominees' screening documents.  
\* Please refer to ANNEX 1 and fill in the sheet.

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## 4. Procedures for Application and Selection

### (1) Submission of the Application Documents

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

(All required material must arrive at JICA Center in Japan by **July 15, 2025**)

### (2) Selection

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

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

### (3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than July 25, 2025**.

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## 5. Additional Document(s) to Be Submitted by Accepted Candidates

The accepted participants are required to make “Country Report Presentation” and submit to JICA Center in Japan by August.18, 2025. We'll send the specified format (PowerPoint) together with “Notice of Acceptance”.

(email address: [Okuyama.Etsuko2@jica.go.jp](mailto:Okuyama.Etsuko2@jica.go.jp))

\* Please refer to ANNEX 2.

And also is required to make the presentation on the report on Day 2 of this program.

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## 6. Conditions for Participation

The participants of KCCP are required to strictly observe the course scheduleThe participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for

- treatment of the said health conditions except for the medical care stipulated in (3) of “3.Expenses”, “Administrative Arrangements”,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
  - (10) not to drive a car or motorbike, regardless of an international driving license possessed,
  - (11) to observe the rules and regulations at the place of the participants’ accommodation, and
  - (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.



# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tokyo Center (JICA TOKYO)
  - (2) **Program Officer:** Ms. OKUYAMA Etsuko (Okuyama.Etsuko2@jica.go.jp)
- 

## 2. Implementing Partner

- (1) **Name:** Sewerage Business Management Centre (SBMC)
  - (2) **URL:** <https://www.sbm.or.jp/>
- 

## 3. Expenses

The following expenses in Japan will be provided by JICA

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

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/accept](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept)

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## 4. Pre-departure Orientation

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
French ver.	<a href="https://www.youtube.com/watch?v=v2yU9ISYcTY">https://www.youtube.com/watch?v=v2yU9ISYcTY</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WlQSDjl">https://www.youtube.com/watch?v=m7l-WlQSDjl</a>
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>

If the link of these URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

## 5. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/Resource/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_2024\\_en.pdf](https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_2024_en.pdf)



### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

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



### Website: JICA

English/French/Spanish

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



# Annex 1

(Due date of submission: July 15, 2025)

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Information Sheet All the applicants are required to make and submit the Information Sheet with the Application Form to JICA local office (or the Embassy of Japan). It will be used as one of the screening documents.

Attached “Information Sheet” should be made along the agenda below. Please fill in following items.

## **Agenda of Information Sheet;**

1. Country (area, population etc.) / City Overview (area, population)
2. Current status of sewerage improvement in the city
3. Introduction of Organization
4. Current duties/Involvement in sewerage improvement
5. Issues that you (your organization) confront(s)
6. Expectation for This Program

Country:

Name:

### <Information Sheet>

Please fill in following items.

1. Country/City Overview (including population, geographical features, etc.)

(1) About your Country

(2) Overview of the city\*

\* City where the applicant's organization is located

2. Current status of sewerage, drainage and/or existing sanitation system (facilities, finance, etc.) in the city\*

\* City where the applicant's organization is located

(Example)

- Sewerage system coverage rate is XX% of the city.
- Wastewater fee is collected at XX% of clean water tariffs through the water supply companies.

3. Introduction of Organization

- Organization name:
- Total number of employees:
- Mission:
- Challenges:

4. Current duties/Involvement in sewerage, urban drainage works and/or sanitation technology

(Example)

- Three years as a staff in charge of XXX, Sewage Treatment Division.
- Two years as a staff engineer, Sewage System Management Division.
- One year as a Staff Chief Engineer, Sewage Projects Division.(present position )

5. Issues that your organization confront\*

\*One of the expected results of this program is to identify issues and challenges in the participants' countries and consider how to adopt or adapt the knowledge acquired from the program.

You will create a Final Report regarding your challenges on the last day of this program. Please describe the points you have been identifying as particular challenges with a tie in to creating the Final Report.

(Example)

There are approximately 200 municipalities in our country. They have sanitation problems due to the lack of sewage infrastructure. This causes contamination of drinking water sources and is a serious health hazard for the residents.

6. Expectation for This Program\*

\*Please indicate the specific knowledge (e.g. sewerage technology, management, etc.) you would like to learn in order to gain insight into the issues you have described in section 5.

(Example)

I would like to obtain knowledge and information on the following.

- 1) The actual situation of small-scale sewage treatment methods in Japan (number of sites, main treatment technologies, etc.)
- 2) The financial and human resources support system.
- 3) The collection, transport and treatment of sludge from septic tanks and its return to farmland as an immediate measure.

# Annex 2

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## Country Report Presentation\*

\* For Accepted Applicants Only

Country Report Presentation should be made with the same data in the “Information Sheet” in the specified format of “Power Point”, about 6 pages in English. We'll send the format together with “Notice of Acceptance”.

The presentation session at the beginning of this program is aimed at sharing basic information about the participants' countries and backgrounds among the participants and implementing partners. This is to guide the lectures and discussions of the program in the most beneficial directions.

### Agenda of Country Report Presentation;

- Slide 1. Country (area, population etc.) / City Overview (Area, Population)
- Slide 2. Current status of sewerage improvement in the city
- Slide 3. Introduction of Organization
- Slide 4. Current duties/Involvement in sewerage improvement
- Slide 5. Issues that you (your organization) confront(s)
- Slide 6. Expectation for This Program

The accepted participants are required to submit to JICA Center in Japan by August 18, 2025. (email address: Okuyama.Etsuko2@jica.go.jp)

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# For Your Reference

## JICA and Capacity Development

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

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

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

## Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

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

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

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



## **Correspondence**

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

Further, address correspondence to:  
**JICA Tokyo Center (JICA Tokyo)**

Address: 49-5, Nishihara 2-chome, Shibuya-ku, Tokyo 151-0066, Japan

# Annex 1

(Due date of submission: July 15, 2025)

---

Information Sheet All the applicants are required to make and submit the Information Sheet with the Application Form to JICA local office (or the Embassy of Japan). It will be used as one of the screening documents.

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5. Issues that you (your organization) confront(s)
6. Expectation for This Program

Country:

Name:

### <Information Sheet>

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(1) About your Country

(2) Overview of the city\*

\* City where the applicant's organization is located

2. Current status of sewerage, drainage and/or existing sanitation system (facilities, finance, etc.) in the city\*

\* City where the applicant's organization is located

(Example)

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- Organization name:
- Total number of employees:
- Mission:
- Challenges:

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(Example)

- Three years as a staff in charge of XXX, Sewage Treatment Division.
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- One year as a Staff Chief Engineer, Sewage Projects Division.(present position )

5. Issues that your organization confront\*

\*One of the expected results of this program is to identify issues and challenges in the participants' countries and consider how to adopt or adapt the knowledge acquired from the program.

You will create a Final Report regarding your challenges on the last day of this program. Please describe the points you have been identifying as particular challenges with a tie in to creating the Final Report.

(Example)

There are approximately 200 municipalities in our country. They have sanitation problems due to the lack of sewage infrastructure. This causes contamination of drinking water sources and is a serious health hazard for the residents.

6. Expectation for This Program\*

\*Please indicate the specific knowledge (e.g. sewerage technology, management, etc.) you would like to learn in order to gain insight into the issues you have described in section 5.

(Example)

I would like to obtain knowledge and information on the following.

- 1) The actual situation of small-scale sewage treatment methods in Japan (number of sites, main treatment technologies, etc.)
- 2) The financial and human resources support system.
- 3) The collection, transport and treatment of sludge from septic tanks and its return to farmland as an immediate measure.





Application form for the JICA Knowledge Co-Creation Program:

**Form1. OFFICIAL APPLICATION FORM**

\*To be signed by the applicant's supervisor (the head of the relevant department / division of the applicant's organization).

**1. Course Title** (as shown in the GI)

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**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)

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**3. Course Duration** (DD/MONTH/YYYY)From 

-- Select--
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 / 

-- Select--
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 / 

-- Select--
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 To 

-- Select--
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 / 

-- Select--
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 / 

-- Select--
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**4. Country**

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**5. Name of Applying Organization**

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**6. Name of the Nominee(s)**

1)
2)
3)
4)

**7. Reason for nominating the Applicant**

Please describe the reason(s) why the applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the applicant after the KCCP, 4) Future plan of your organization and 5) Others.

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## 8. Expectation and Future Plan of Actions

Please describe the reason(s) why the applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the applicant after the KCCP, 4) Future plan of your organization and 5) Others.

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## 9. Confirmation by the organization in charge

I, as a supervisor, 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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							
Office Address and Contact	Address:						
	Tel:		E-mail:		Fax:		

### (If necessary) Confirmation by the organization in charge

#### MINISTRY (When this application is through a ministry.)

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

Date:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							

#### MINISTRY OF STATE SECRETARIAT

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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							

By Nominator (head of relevant department/division)

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					