



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

Jl. Pattimura 20 Kebayoran Baru – Jakarta Selatan, 12110 Telepon (021) 2751502

NOTA DINAS
NOMOR *SMOA/B/MS/2026/688*

Yth. : 1. Kepala Biro Kepegawaian, Organisasi dan Tata Laksana
2. Sekretaris Inspektorat Jenderal
3. Sekretaris Direktorat Jenderal Sumber Daya Air
4. Sekretaris Direktorat Jenderal Bina Marga
5. Sekretaris Direktorat Jenderal Cipta Karya
6. Plt. Sekretaris Direktorat Jenderal Prasarana Strategis
7. Plt. Sekretaris Direktorat Jenderal Bina Konstruksi
8. Sekretaris Direktorat Jenderal Pembiayaan Infrastruktur PU
9. Sekretaris Badan Pengembangan Infrastruktur Wilayah
10. Kepala Pusat, Direktur Politeknik PU, Kepala Balai dan Plt.
Kepala Bagian Kepegawaian dan Umum, BPSDM

Dari : Sekretaris Badan Pengembangan Sumber Daya Manusia

Hal : Informasi Penawaran Pelatihan *JICA Sewerage and Water Environment Management: Basic (A) (On-site Program)*

Tanggal : *14* Juli 2026

Sehubungan dengan surat dari *Chief Representative JICA Indonesia Office* Nomor 040/GI/07/2026 tanggal 1 Juli 2026 hal *Information on Group and Region Focused for Knowledge Co-Creation Program for JFY 2026*, bersama ini kami sampaikan sebagai berikut

1. *Japan International Cooperation Agency (JICA)* menawarkan program pelatihan *Knowledge Co-Creation Program (KCCP): Sewerage and Water Environment Management: Basic (A)* yang akan diselenggarakan secara luring di Jepang pada 4 November s.d. 16 Desember 2026.
2. Kuota peserta 1 orang dari Indonesia dengan kualifikasi dasar peserta:
 - a) Berpendidikan paling rendah Strata Satu (S1) atau memiliki kualifikasi teknis yang setara di bidang pengelolaan air limbah dan/atau lingkungan perairan;
 - b) memiliki pengalaman paling sedikit 3 (tiga) tahun di bidang pengelolaan air limbah (*sewerage works*) dan/atau pengembangan infrastruktur sanitasi perkotaan;
 - c) Memiliki kemampuan bahasa Inggris yang baik untuk mengikuti presentasi, diskusi, dan kegiatan pembelajaran selama program;
 - d) Memiliki kemampuan dasar pengoperasian komputer, termasuk penggunaan surat elektronik, *web browser*, serta Microsoft Word, Excel, dan PowerPoint;
 - e) Sehat jasmani dan rohani untuk mengikuti program di Jepang serta memenuhi ketentuan pemeriksaan kesehatan sesuai persyaratan JICA; dan
 - f) Berusia di bawah 49 (empat puluh sembilan) tahun.
3. Dokumen administrasi yang harus dilengkapi calon peserta:
 - a) *JICA Application Form*, menggunakan format formulir terbaru (Microsoft Excel, Februari 2026);
 - b) Salinan paspor yang masih berlaku;

c) English.....

- c) *English Score Sheet*;
 - d) *Information Sheet (terlampir pada Annex I)*; dan
 - e) dokumen pendukung lainnya sesuai ketentuan penyelenggara.
4. JICA akan menanggung biaya tiket pesawat internasional pulang-pergi, akomodasi, dan uang harian selama pelaksanaan program sesuai ketentuan JICA.
 5. Informasi lebih lanjut, *JICA Application Form*, dan ketentuan program pelatihan sebagaimana tercantum dalam dokumen terlampir.
 6. Calon peserta wajib menyampaikan dokumen pendaftaran melalui laman <https://ktln.setneg.go.id/id/beasiswa> untuk memperoleh *endorsement* Kementerian Sekretariat Negara paling lambat tanggal **1 September 2026**. Selain itu, calon peserta dimohon menyampaikan berkas pendaftaran secara paralel kepada JICA Indonesia melalui surat elektronik dengan tembusan (cc) ke kerjasama.pendidikan@pu.go.id. Dalam hal terdapat kendala dalam proses pendaftaran atau memerlukan informasi lebih lanjut mengenai program, calon peserta dapat menghubungi JICA Indonesia melalui surat elektronik Zahra-Putri@jica.go.jp atau pada nomor 0811-9098-713.
 7. Diutamakan calon peserta yang berprestasi dan memiliki kinerja baik.
 8. Calon peserta yang memenuhi syarat **beserta dokumen persyaratan lengkap** dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Hukum, Kerja Sama, Komunikasi Publik, dan Data dan Teknologi Informasi selambat-lambatnya hari **Rabu, tanggal 26 Agustus 2026**.

Dalam menunjang pembangunan Zona Integritas menuju Wilayah Bebas dari Korupsi, Badan Pengembangan Sumber Daya Manusia Kementerian Pekerjaan Umum berkomitmen meningkatkan kualitas pelayanan publik yang bebas dari korupsi dan memberikan pelayanan prima.

Demikian kami sampaikan, atas perhatian dan kerja samanya kami ucapkan terima kasih.

Sekretaris Badan Pengembangan
Sumber Daya Manusia,



Lina Anggraini

Tembusan:

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



No. 040/GI/07/2026

Jakarta, 1 July 2026

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 2026**

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 and Water Environment Management : Basic (A) [202515130J001]**
2. Period of Program : November 4, 2026 ~ December 16, 2026 (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 : **September 1, 2026**
(JICA Indonesia must receive all required documents through the Ministry of State Secretariat, while we are waiting the endorsement from Setneg, kindly submit all require documents to JICA Indonesia by Email)
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 : **Ministry of Public Works**

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: Technical officers with relatively limited experience who are engaged in sewerage works in central or local governments, or government-related organizations.
- 2) Experience in the Relevant Field: At least three (3) years of experience in sewerage works and/or the development of urban sanitation infrastructure.
- 3) Educational Background: University graduates or individuals with equivalent technical qualifications in the field of sewerage works and/or water environment.
- 4) Language: Sufficient command of English. (During the program, participants are required to



give presentations and actively participate in discussions. Strong communication skills in English are essential).

5) Computer Skill:

a. Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Proficiency in MS Word, Excel, and PowerPoint.

6) Health: must be in good health to participate in the program in Japan.

Participant's health and safety should be most respected. Pre-existing conditions and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

② Medical Certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy; preexisting conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

*Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.



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

*Medical expenses in Japan could be a significant financial burden when not covered by insurance.

Recommended Qualifications:

- 1) Preferably under forty-nine (49) years of age (candidates in their thirties are preferred).
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity, 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 quotation.

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

- Round trip international airfare from/to the designated airports
- 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.

The Document can be downloaded through the following address:

http://www.jica.go.jp/indonesia/english/office/others/data_AF.html

[5. Application Form for Knowledge Co-Creation Program for GRF and CF (As of February 2026) in Ms. Excel file].

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,

都竹良美

TAKEDA Sachiko

Chief Representative
JICA Indonesia Office

Cc:

1. Ministry of Public Works

- Head of the Bureau of Budget Planning and International Cooperation, Secretary General
- Head of Human Resources Development Agency, Secretary General

2. Embassy of Japan

- Minister for Economic and Development Affairs



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Sewerage and Water Environment Management : Basic (A)



Course Number : 202515130J001

Course Period : November 4 - December 16, 2026



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?

Gain insight into the essence of
a more practical, interactive,
and inspirational approach to
sewerage and water environment management,
including inland water countermeasures.

Outline



This program aims to provide the general knowledge of Japanese experience 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 sewerage management. The secondary focus is on urban storm water countermeasures.*

The sessions will be held via a face-to-face program in Japan. It will include site visits, individual presentations, and group discussions.

All sessions will be carried out in English.

The program will be held from November 4 - December 16, 2026.

Course Capacity:
12 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.

Table of Contents

For What?

(Background, Objectives) 6

To Whom?

(Job Areas and Organizations, Targeted Countries) 6

When?

(Program Period) 7

Where?

(Place Where the Program Take Place) 7

How?

(How to Learn, Language, Commitment to the SDGs) 7-8

(Program Structure) 8-11

(Implementing Member, Program Officer) 12

Voice

(Past Program Alumni Comments) 13

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications) 14-16

(Required Documents for Application) 16-17

(Procedures for Application and Selection) 17

(Additional Document(s) to Be Submitted by Accepted Candidates) 18

(Conditions for Participation) 18-19

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner, Reference) 20-21

Annex1

(Information Sheet) 22-24

Annex2

(Country Report) 25

For Your Reference

(JICA and Capacity Development, Japanese Development Experience) 26

Correspondence

(For Enquiries and Further Information) 27

For What?

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 pages 8–11 for detailed information.*

To Whom?

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.

**Please see the Nominee Qualifications on pages 14–16.*

Targeted Countries

Bangladesh, Cambodia, Indonesia, Laos, Nepal, Papua New Guinea, Philippines, Rwanda, Tajikistan, Thailand, Yemen, Zambia

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



When?

Program Period



From November 4, 2026
to December 16, 2026

Arrival date in Japan: November 3, 2026

Departure date from Japan: December 17, 2026

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 site visits to regional cities in Japan.

How?

How to Learn

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



Watch



Listen



Study



Experience



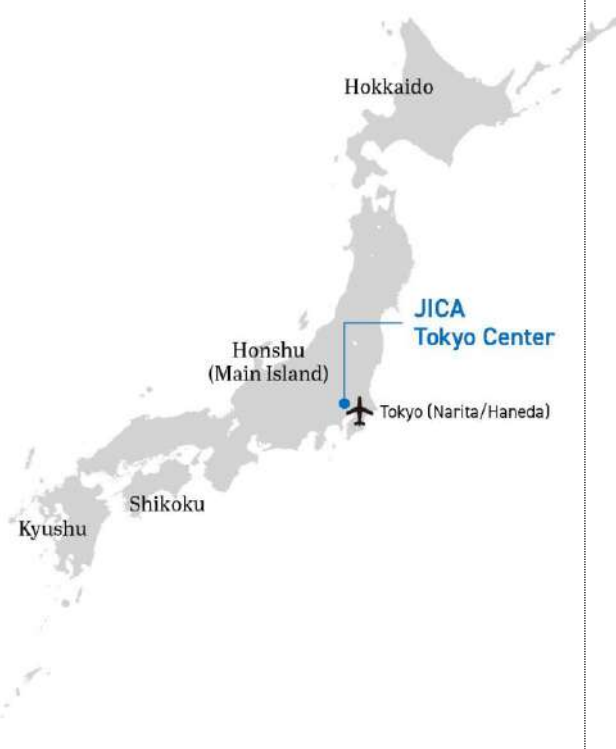
Discuss



Interact



Present



Language

English

Commitment to the SDGs



Program Structure

<Expected Result>

- To be able to explain the approaches and processes from planning to maintenance of sewerage 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 the development of sewage treatment facilities and to gain an overview of sewerage development 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>

The tentative schedule for FY2026 is as follows. Please note that the schedule is subject to change. Additionally, there may be travel arrangements for site visits scheduled on weekends (Saturday and Sunday).



JICA Knowledge Co-Creation Program (Group and Region Focus)
Sewerage and Water Environment Management: Basic (A)
Course NO. 202515130J001

Day		Type	Contents / Theme of Lecture
	Tue		Arrival date in Japan
1	Wed		•Briefing •Program Orientation
2	Thu	PRS	•Country Report Presentation
		DSC	Discussion for final Report (Theme Selection)
3	Fri		•Courtesy Call
		LCT	•Special Lecture: Sewerage Administration in Japan
	Sat		Weekly Holiday
	Sun		Weekly Holiday
4	Mon	LCT	•Basic Planning of Sewerage System
		LCT	•Basics of Biological Wastewater Treatment
5	Tue	LCT	•Sewerage Administration and Finances in Japan
		OBS	•Site Visit (TBD)
6	Wed	OBS	•Site Visit (TBD)
7	Thu	LCT	•Design of Wastewater Treatment Facilities
		PRC	•Water Quality Analysis
8	Fri	PRC	•Water Quality Analysis
	Sat		Weekly Holiday
	Sun		Weekly Holiday
9	Mon	LCT	•Sludge treatment facility design
		LCT	•Sludge Treatment Process and Reusing
10	Tue	PRC	•Water Quality Analysis
11	Wed	PRC	•Water Quality Analysis
12	Thu	PRC	•Water Quality Analysis
13	Fri	LCT	•Plan, Design and Operation of Pumping station
		PRS	•Final Report guidance and consultation
	Sat		Weekly Holiday
	Sun		Weekly Holiday
	Mon		Public holiday
14	Tue	OBS	•Study Trip (TBD)

15	Wed	OBS	• Study Trip (TBD)
		OBS	• Study Trip (TBD)
16	Thu	OBS	• Study Trip (TBD)
		OBS	• Study Trip (TBD)
17	Fri	OBS	• Study Trip (TBD)
	Sat		Weekly Holiday
	Sun		Weekly Holiday
18	Mon	LCT	• Design of Sewers
		LCT	• Sewers Construction
19	Tue	LCT	• Urban Storm Water Drainage Planning
		LCT	• Rainwater Discharge Prevention
20	Wed	LCT	• Industrial Wastewater and Detoxification facility
		OBS	• Site Visit (TBD)
21	Thu	LCT	• Faecal sludge treatment and management
		LCT	• On-site: Night Soil Treatment and Disposal - Septage Management -
22	Fri	PRC	• Final Report guidance and consultation
		PRC	• Maintenance Management and Inspection Practice of Sewerage Facilities
	Sat		Weekly Holiday
	Sun		Weekly Holiday
23	Mon	OBS	• Study Trip (TBD)
24	Tue	OBS	• Study Trip (TBD)
25	Wed	LCT	• Human resource development
		LCT	• Citizen Awareness and publicity
26	Thu	LCT	• JICA's Correspondence to Wastewater Management
		LCT	• Overseas support activities and CWIS
27	Fri		• Company Seminar / Networking

	Sat		Weekly Holiday
	Sun		Weekly Holiday
28	Mon	PRS	・Final Report Presentation
29	Tue	PRS	・Final Report Presentation
30	Wed		・Evaluation Meeting ・Closing Ceremony
	Thu		Departure date from Japan

*1 Curriculum is subject to change.

*2 Abbreviation

PRS: Presentation

LCT: Lecture

PRC: Practice

OBS: Observation

DSC: Discussion



Management Members *

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!”



Program Officer

Ms. WAKITA Atsuko

Japan International Cooperation Agency (JICA)
Tokyo Center

Message:

“Hello everyone! Would you like to explore practical solutions for sewerage and water environment challenges together with colleagues from around the world?

In this program, you’ll gain useful knowledge and experience through site visits and discussions based on Japan’s practices.

We hope you’ll join us and share your ideas—applications are very welcome!”



*The implementing partner, the organization responsible for implementing the program, will be determined at a later stage.



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

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.

2. Nominee Qualifications

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

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

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

- 1) Current Duties: Technical officers with relatively limited experience who are engaged in sewerage works in central or local governments, or government-



related organizations.

2) Experience in the Relevant Field: At least three (3) years of experience in sewerage works and/or the development of urban sanitation infrastructure.

3) Educational Background: University graduates or individuals with equivalent technical qualifications in the field of sewerage works and/or water environment.

4) Language: Sufficient command of English.

(During the program, participants are required to give presentations and actively participate in discussions. Strong communication skills in English are essential.)

5) Computer Skill:

- Basic computer skills such as sending and receiving emails with attachments and using a web browser.
- Proficiency in MS Word, Excel, and PowerPoint.

6) Health : must be in good health to participate in the program in Japan.

Participant's health and safety should be most respected. Pre existing conditions* and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out of pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

* Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

① Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)



d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

(2) Recommended Qualifications

- 1) Age: Preferably under forty-nine (49) years of age (candidates in their thirties are preferred).
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and ensures equal opportunities for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application

Application Form: Available at the JICA local office (or the Embassy of Japan)



JICA Knowledge Co-Creation Program (Group and Region Focus)
Sewerage and Water Environment Management: Basic (A)
Course NO. 202515130J001

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.

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 **September 1, 2026**)

(2) Selection

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

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not**



later than September 25, 2026.

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

Accepted participants are required to prepare and submit “Country Report” presentation to the JICA Tokyo Center in Japan by October 19, 2026.

(Email address: Wakita.Atsuko@jica.go.jp, tictreedoc@jica.go.jp)

* Please refer to ANNEX 2.

In addition, participants are required to give a presentation on their report during the program.

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 Japanese laws or JICA’s regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, 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.
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tokyo Center (JICA TOKYO)
 - (2) Program Officer: Ms. WAKITA Atsuko (Wakita.Atsuko@jica.go.jp)
-

2. Implementing Partner

Will be determined at a later stage

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

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.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WLQSDjI
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

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

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)

Website: JICA

English/French/Spanish/Russian

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



Annex 1

(Due date of submission: September 1, 2026)

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.

Contents of Information Sheet;

1. Country Overview (area, population, etc.) /City Overview (area, population,etc.)
2. Current Status of Sewerage Development in the City
3. Organizational Overview
4. Your Current Duties / Involvement in Sewerage Development
5. Issues Faced by Your Organization
6. Expectations for This Program



Country:

Name:

<Information Sheet>

Please fill in following items.

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

- (1) Overview of Your Country

- (2) Overview of the City*

* The city where the applicant's organization is located

2. Current Status of Sewerage, Drainage, and/or Sanitation Systems in the City* (facilities, finance, etc.)

*The 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.
- Existing On-site sanitation Systems

3. Organizational Overview

(Example)

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



4. Current Duties / Involvement in Sewerage, Urban Drainage, and/or Sanitation Technologies

(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 Faced by Your Organization*

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

Participants will prepare a Final Report addressing these challenges at the end of the program. Please describe the issues you have identified as particular challenges, with a view to developing your 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. Expectations for This Program*

Please indicate the specific knowledge (e.g., sewerage technologies, management practices, etc.) you would like to acquire in order to gain insights into the issues 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

(Due date of submission: October 19, 2026)

Country Report *

* For Accepted Applicants Only

The Country Report should be prepared based on the same information as the “Information Sheet,” using PowerPoint, with approximately 6 pages, in English.

The presentation session at the beginning of the program is intended to share basic information about the participants' countries and backgrounds among participants and implementing partners, and to guide the lectures and discussions in the most beneficial direction.

Contents of the Country Report ;

1. Country Overview (area, population, etc.) /City Overview (area, population,etc.)
2. Current Status of Sewerage Development in the City
3. Organizational Overview
4. Your Current Duties / Involvement in Sewerage Development
5. Issues Faced by You (or Your Organization)
6. Expectations for This Program

Accepted participants are required to submit their Country Report to JICA Tokyo Center in Japan by October 19, 2026.

(Email address: Wakita.Atsuko@jica.go.jp, tictreedoc@jica.go.jp)



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

Country: _____ Name: _____

<Information Sheet>

Please fill in following items.

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

(1) Overview of Your Country

(2) Overview of the City*

* The city where the applicant's organization is located

2. Current Status of Sewerage, Drainage, and/or Sanitation Systems in the City* (facilities, finance, etc.)

*The 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.
- Existing On-site sanitation Systems

3. Organizational Overview

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

4. Current Duties / Involvement in Sewerage, Urban Drainage, and/or Sanitation Technologies

(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 Faced by Your Organization*

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

Participants will prepare a Final Report addressing these challenges at the end of the program. Please describe the issues you have identified as particular challenges, with a view to developing your 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. Expectations for This Program*

Please indicate the specific knowledge (e.g., sewerage technologies, management practices, etc.) you would like to acquire in order to gain insights into the issues 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.