



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : **All Regional Executive Directors**

The Director
Environmental Management Bureau

The OIC, Director
Climate Change Service

The OIC, Director
Policy and Planning Service

FROM : **The Assistant Secretary**
Administration and Human Resources

SUBJECT : **INVITATION TO NOMINATE TWO (2) CANDIDATES TO THE
ONLINE TRAINING PROGRAM ON CAPACITY
DEVELOPMENT FOR THE IMPROVEMENT OF ACCESS TO
CLIMATE FINANCE FROM 17 JANUARY TO 8 FEBRUARY
2022**

DATE : **OCT 01 2021**

This pertains to the attached invitation of Japan International Cooperation Agency (JICA), in coordination with the Technical Education and Skills Development Authority (TESDA), to nominate two (2) candidates to the **Online Training Program on Capacity Development for the Improvement of Access to Climate Finance from 17 January to 8 February 2022**.

The program aims to improve access to climate finance by enhancing their skills to formulate climate change project proposals, particularly development of concept notes for Green Climate Fund (GCF). Further, it aims to enhance participants' capacity for accessing climate finance to implement climate change measures in each country, thereby contributing to transition to carbon-neutral and climate-resilient society.

In this regard, please nominate two (2) candidates with the following qualifications:

1. current duties involve planning, formulation and/or implementation of climate change mitigation and/or adaptation projects in line with the countries Nationally Determined Contributions (NDC);
2. must be proficient in MS Word, Excel, Power Point;
3. good command of the English language;
4. ages between twenty-five (25) to fifty (50) years old;

5. be in good health, both physically and mentally;
6. women are encouraged to apply

The applicants shall submit the following requirements to HRDS-Training and Development Division **not later than 06 October 2021**:

1. Nomination letter/Memorandum addressed to the Director of Human Resource Development Service by the Head of Office;
2. Signed Human Resource Development Committee (HRDC) resolution, if applicable;
3. Individual Development Plan (IDP);
4. Service Record (at least two (2) years as a permanent employee);
5. Certifications stating that the nominee:
 - has no pending administrative and/or criminal case;
 - has no pending scholarship nomination;
 - has at least a very satisfactory performance rating for two (2) immediate rating periods.
6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior; and
7. Duly accomplished Personal Data Sheet (with list of in-service trainings and seminars attended) and 2 x 2 photo (hard and soft copies).

The Human Resource Development Committee (HRDC) will conduct screening and selection of candidates to the said training program.

TESDA's deadline of submission of nomination and documentary requirements is on **18 October 2021** and interview is scheduled on **04 November 2021**. Attached are the invitation letter, application form, and other details of the program, for reference.

For information and appropriate action.


RUTH M. TAWANTAWAN, CESO II



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 ISO 9001: 2015 Certified



21 September 2021

SECRETARY ROY A. CIMATU
 Department of Environment & Natural Resources
 DENR Building
 Visayas Avenue
 Diliman, Quezon City

Attention: **Dir. Ric G. Enriquez**
 Director, Human Resource Development Service

Dear **Secretary Cimat**:

The Japan International Cooperation Agency (JICA) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite your department/agency/organization to nominate two (2) candidates for the online training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview via Google Meet At 2:00 pm
Capacity Development for the Improvement of Access to Climate Finance	January 17, 2022 to February 08, 2022	October 18, 2021	November 04, 2021

In nominating your candidates, please consider the concerns specified in Annex A indicating the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary.

Please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, 3rd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 88179095.

Thank you for responding to our invitation.

Very truly yours,



SEC. ISIDRO S. LAPEÑA, PhD., CSEE
 Director General

Attention: DENR-EMB





【Online】 Knowledge Co-Creation Program (Group & Region Focus)

**GENERAL INFORMATION ON
Capacity Development for the Improvement of Access to Climate Finance
課題別研修
「気候資金へのアクセス改善に係る能力強化」
JFY 2021
NO. 202003256J001**

**Online Program Period: From January 17th to February 8th, 2022
(In the context of the COVID-19 pandemic,
please note that there is still a possibility the course period will be a little bit changed)**

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

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

I. Concept

Background

A large amount of finance is needed to tackle climate change in developing countries. Among several climate finance, i.e. Adaptation Fund (AF), Global Environment Facility (GEF), Green Climate Fund (GCF), GCF has become the biggest climate financial mechanism.

It was established in 2010 within the framework of the United Nations Framework Convention on Climate Change (UNFCCC), as the operating entity of the financial mechanism. Only Accredited Entities (AEs) have the access to GCF funding, and 113 AEs have been approved by GCF, including JICA (as of September 2021). GCF has approved 177 projects (as of September 2021), of which 38 projects were formulated and submitted by Direct Access Entities (DAEs), and GCF encourages DAEs to formulate projects.

This course, targeting the officials from National Designated Authorities (NDAs) and line ministries, aims to improve access to climate finance by enhancing their skills to formulate climate change project proposals, particularly development of concept notes for the GCF.

For what?

This course, targeting the officials from National Designated Authorities (NDAs) and line ministries, aims to improve access to climate finance by enhancing their skills to formulate climate change project proposals, particularly development of concept notes for the GCF.

For whom?

This program offers ministries, which plan to formulate and/or implement climate change mitigation, and/or adaptation projects in line with the Country's NDC priority actions/areas.

How?

At first, participants analyze current situation and challenges, and possible solution(s) in participants' respective countries through preparation of an Inception Report. (MS Word, and PPT)

Secondly, through online tools and Learning Management System (LMS), participants have opportunities to take lectures on the international framework and trend in climate change sector, policies and initiatives in relevant ministries and research institutes in Japan and overview of international climate finance. In addition, participants will also take lectures on concrete measures on how to

formulate climate change projects (problem analysis, Logical framework, Theory of Change, drafting and brushing up a Concept Note, etc.). Participants prepare an Action Plan/Concept note that they create in this program to be applied in their own organizations in order to achieve their goals for Climate Change sector.

II. Description

1. Title (No.):

Capacity Development for the Improvement of Access to Climate Finance
(202003256J001)

2. Online Program Period

January 17th to February 8th , 2022

• In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed.

• The program is currently scheduled to run between

11:00 ~ 13:00 JST(for Asia and Oceania) .

16:00 ~ 18:00 JST(for Africa).

3. Target Regions or Countries

Philippines, Fiji, Solomon, Samoa, Eswatini, Zambia, Mozambique

4. Eligible / Target Organization

Ministries which plan to formulate and/or implement climate change mitigation and/or adaptation projects in line with the Country's NDC priority actions/areas.

5. Course Capacity (Upper limit of Participants)

16 participants

• It is preferable to attend two or more person from relevant ministries from each country.

6. Language to be used in this program:

English

7. Course Objective:

To enhance participants' capacity for accessing climate finance to implement climate change measures in each country, thereby contributing to transition to carbon-neutral and climate-resilient society.

8. Overall Goal

The course will promote the implementation of climate change related projects leveraging the climate finance and contribute to achieving the climate mitigation and adaptation goals within each country's Nationally Determined Contributions (NDC).

9. Expected Module Output and Contents:

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

(1) Preliminary Phase (Dec 17, 2021 to Jan 16, 2022) Participating organizations make required preparation for the Program in the respective country.	
Expected Module Output	Activities
To make Inception Report (Microsoft PPT for presentation)	To write an Inception Report which analyzes current situation and challenges, and possible solution(s) to them

(2) Core Phase (Jan 17 to Feb 8, 2022) Participants attend the on-line program.		
Expected Module Output	Subjects/Agendas	Methodology
(1) To understand the current situation on mitigation of, and adaptation to Climate Change in participants' country and organization.	● Presentation and discussion on Inception Report	Online (ZOOM)
(2) To understand the overview of international framework on mitigation of, and adaptation to Climate Change.	● Overview of International framework and trend of Climate Change mitigation and adaptation	Online (ZOOM) Learning Management System (Google Workspace, YouTube, or JICA-VAN)
(3) To understand impact assessment and vulnerability assessment on Climate Change, and Climate Change projections	● Observation and forecast, Impact Assessment, Sectoral vulnerability assessment for Climate Change	Online (ZOOM) Learning Management System (Google Workspace, YouTube, or JICA-VAN)

<p>(4) To understand Japan's policy, initiatives and cases on Climate Change..</p>	<ul style="list-style-type: none"> ● Japan's policy, initiatives and cases on Climate Change mitigation and adaptation ● JICA's cooperation strategy and measures on Climate Change, and JICA's initiative as an Accredited Entity of GCF 	<p>Online (ZOOM)</p> <p>Learning Management System (Google Workspace, YouTube, or JICA-VAN)</p>
<p>(5) To understand Japan's innovative green technologies through case studies in Japan and developing countries.</p>	<ul style="list-style-type: none"> ● Innovative Green Technologies and their application both in Japan and developing countries 	<p>Online (ZOOM)</p> <p>Learning Management System (Google Workspace, YouTube, or JICA-VAN)</p>
<p>(6) To understand the overview of international climate finance including GCF.</p>	<ul style="list-style-type: none"> ● Overview of international Climate Finance (GCF, GEF, JCM etc.) 	<p>Online (ZOOM)</p> <p>Learning Management System (Google Workspace, YouTube, or JICA-VAN)</p>
<p>(7) To understand necessary information how to access to GCF funding.</p>	<ul style="list-style-type: none"> ● Exercise on formulation of climate change project proposals (problem analysis, Logical framework, Theory of Change, drafting and brushing up a Concept Note, etc.) 	<p>Online (ZOOM)</p> <p>Learning Management System (Google Workspace, YouTube, or JICA-VAN)</p>
<p>(8) To formulate Action Plan which include a draft Concept Note for mitigation of, and adaptation to Climate Change in participants' organizations.</p>	<ul style="list-style-type: none"> ● Development and Presentation of Action Plan / concept note 	<p>Online (ZOOM)</p>

III. Eligibility and Procedures

1. Expectations from the Participating Organizations:

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this course is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation by carrying out the activities of the Preliminary Phase described in section II -9.
- (4) Participating organizations are also expected to make the best use of the action plan of the Core Phase (8) described in section II -9 in the respective country.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: Ministries which plan to formulate and/or implement climate change mitigation and/or adaptation projects in line with the Country's NDC priority actions/areas.
- 2) Experience in the relevant field: have five years' or more experience.
- 3) Educational Background: be university graduates or have an equivalent academic background.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 213 or more.

*This training program includes active participation in discussions and development of Action Plan/GCF Concept note, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability (e.g. TOEFL, TOEIC, IELTS).

- 5) Computer skill: be proficient in MS Word, Excel and Power Point, and have basic skill on internet operation (Zoom, Google Workspace, YouTube, Google Classroom)
- 6) Health: must be in good health, both physically and mentally to participate in the Program.
- 7) Age: between the ages of twenty-five (25) and fifty (50) years

(2) Specific Qualifications for Online program participation

- 1) Have own available laptop computer (with microphone and camera).
- 2) Have access to stable internet connection (5Mbps speed).
- 3) Have basic skill on internet operation such as accessibility to Zoom, YouTube, etc.
- 4) Secure the date for attending all lectures of online program.
- 5) Have availability for participation regardless of the normal working hours.

Online lectures/discussion (web meeting) will be held from 11:00 to 13:00 (for Asia and Oceania), from 16:00 to 18:00(for Africa) at Japan time during the period (tentative).

If there are any concerns, JICA overseas offices will support for setting up participants' IT environment (ex. tablet or laptop PC lending, venue arrangement, etc.) by answering Questionnaire. Please see VIII. ANNEX II. (Please be noted that JICA overseas offices may not able to offer sufficient support.)

(3) Recommendable Qualifications

- 1) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the JICA office (or the Embassy of Japan).

(2) Photocopy of passport: to be submitted with the Application Form.

•Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.
If you don't have the passport, other identifications can be acceptable (e.g., National Identification Card).

(3) Nominee's English Score Sheet: to be submitted with the Application

Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it or a copy to the application form.

(4) Inception Report: Applicants should prepare Inception Report (MS Word) according to ANNEX III and submit it with the Application Form. The Application Form without the report will be rejected.

(5) Questionnaire: to be submitted with the application form. Fill in VIII. ANNEX II of this General Information.

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 materials must arrive at **JICA Center in Japan** by November 25th, 2021.

(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

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than December 15th, 2021.

5. Documents to be submitted by accepted participants:

Presentation material on Inception Report(PPT):

Participants will be requested to make a presentation (within 20 minutes) and discuss on their Inception Report in a group discussion session at the beginning of the program. Only accepted participants are requested to improve the contents of Inception Report, and to submit the presentation material not later than January 4th, 2022, preferably by e-mail to the

respective country's JICA Office and JICA Tsukuba (tbictp@jica.go.jp).

6. Conditions for Participation:

The participants of KCCP are required

- (1) To strictly adhere to the program schedule.
- (2) Not to change the program topics.
- (3) To refrain from engaging in any political activities.
- (4) To comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for KCCP. Especially, participants are strictly prohibited to record online lectures or use contents providing during the program without permissions. Participants may also sign a copyright agreement.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Tsukuba Center (JICA Tsukuba or TBIC)
- (2) **Contact:** Mr. YAMABE Tomohiro (tbictp@jica.go.jp)

2. Implementing Partner:

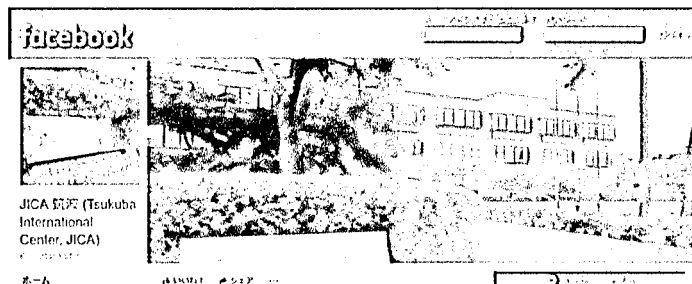
Overseas Environmental Cooperation Center (OECC)

3. JICA Tsukuba Information:

JICA Tsukuba website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

JICA Tsukuba Facebook [<https://www.facebook.com/jicatsukuba>]

*You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.



4. Orientation:

An orientation will be held to provide participants with details on conditions of the online program and other matters.

V. Other Information

Latest Data on the current situation and issues concerning Climate Change sector in your country :

Participants are recommended to bring the latest relevant data for Climate Change sector of your country in your laptop for discussion and preparation of Action Plan.

VI. ANNEX

ANNEX I : Tentative schedule (PDF)

ANNEX II : Questionnaire For all candidates

<p>【Your IT Environment for Online Program】 Based on your answer, JICA office will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer honestly.</p>		
No.	Questions	Yes or No
1	Do you have a following system to attend online program at your home or office?	/
1-1	Desktop or laptop PC	Desktop or Laptop or None
1-2	Internet environment	Yes or No (OS version:)
1-3	Stable Internet connection (5Mbps speed)	Yes or No
1-4	PC with Microphone	Yes or No
1-5	PC with Camera	Yes or No
2	Have you ever attend online meeting?	Yes or No (When:) (Organizer:)
3	Have you ever used those online systems below?	/
3-1	Zoom	Yes or No
3-2	Microsoft Teams	Yes or No
3-3	Google Drive	Yes or No
3-4	Google Form	Yes or No
3-5	You Tube	Yes or No
3-6	Facebook	Yes or No
3-7	Other	Describe it:
4	Which do you prefer, participating from your home, your office or the designated place that JICA provide such as hotels or conference rooms, during the online program?	Your home, your office, or the designated place that JICA provide
5	Please let us know if you have any concerns or questions for participating the program.	Describe:
6	Your contact email address and phone number during the online program	Email: Phone:

ANNEX III: Inception Report (To be submitted with the Application Form)

All of the applicants are required to prepare Inception Report on the following issues and submit it to JICA as an attachment of application by November 25th, 2021. Inception Report should be type written in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

【Cover】

**Inception Report
JICA Knowledge Co-Creation Program on
“Capacity Development for the Improvement
of Access to Climate Finance”**

Name: _____
Country: _____
Organization: _____
Position: _____

【Contents】

Inception Report

< Main Body >

1. General information on your country:

General information is requested, e.g. geographical status of your country, weather conditions, social and economic conditions, population, emission of greenhouse gases, most vulnerable sectors to Climate Change. It will be recommended that any statistical data, tables and figures are shown in the Report.

2. Name of the organization and organization chart:

- i) Brief description of your organization
- ii) Role of your organization to cope with Climate Change, including activities relevant to the United Nations Framework Convention on Climate Change (UNFCCC).
- iii) Your position and duty in your organization
- iv) Brief description of your working experience

3. Existing laws and regulations relevant to Climate Change sector :

Please describe the current situation of existing laws and regulations relevant to Climate Change as well as listing them.

4. Current situation and issues concerning Access to Climate Finance in your

country:

i) Current status of major finance sources that your country is investing domestically and receiving externally to implement climate mitigation and /or adaptation projects/programs

ii) List of climate change projects planned or currently implemented in your country (including ODA and list of projects developed with the support of GCF regional/country team and/or other sources of climate finance)

iii) One or two project ideas or concept that you wish to develop into a concept note during this training program

5. Major constraints (institutional, technical, financial or legislative) for implementing the above mentioned projects in line with the NDC and reasons.

6. Possible and feasible measures to overcome above-mentioned constraints.

【Remarks】

Only accepted participants are required to prepare the presentation material of Inception Report, based on the one submitted with the Application Form. The deadline is January 4th, 2022.

The presentation material should be made by **PowerPoint at maximum of 20 slides.** Participants are requested to make a presentation of Inception Report within 20 minutes per person at the beginning of the program in Core phase.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner (developing) countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to developing 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 developing 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 a Training Program, and it is one of the core programs carried out in Japan. By inviting officials from developing 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 programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs 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 the 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, 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 developing countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems in developing countries.



CORRESPONDENCE

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

JICA Tsukuba Center (JICA TSUKUBA)
Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan
TEL: +81-29-838-1111 FAX: +81-29-838-1790

Tentative Schedule

Course Title: **Capacity Development for the Improvement of Access to Climate Finance**

Duration of the program 2022/1/17 ~ 2022/2/8

Date	Time (in JST/UTC+9)	Type	Program	In charge	Lecturer's Language	Tool	Volume of On-demand Lecture (minute)
				Title and Organization			
1/17	11:00 ~ 11:30	Presentation	Program Orientation (for Asia&Pacific)	JICA Tsukuba, OECC	English	Zoom	
	11:30 ~ 12:00	Presentation	Course Briefing (for Asia&Pacific)	JICA Tsukuba, OECC			
	12:00 ~ 13:30	Presentation	Inception Report Presentation 1 (for Asia&Pacific)	JICA Tsukuba, OECC			
	16:00 ~ 16:30	Presentation	Program Orientation (for Africa&Europe)	JICA Tsukuba, OECC	English	Zoom	
	16:30 ~ 17:00	Presentation	Course Briefing (for Africa&Europe)	JICA Tsukuba, OECC			
	17:00 ~ 18:30	Presentation	Inception Report Presentation 1 (for Africa&Europe)	JICA Tsukuba, OECC			
1/18	11:00 ~ 12:30	Presentation	Inception Report Presentation 2 (for Asia&Pacific)	JICA Tsukuba, OECC	English	Zoom	
	16:00 ~ 17:30	Presentation	Inception Report Presentation 2 (for Africa&Europe)	JICA Tsukuba, OECC			
1/19		Lecture	Background of Climate Change International Negotiations	OECC	English	On-demand Lecture	60
		Lecture	Toward decarbonization society development (Latest trends after adoption of the Paris Agreement)	OECC			
1/20		Lecture	Overview on Climate Change International Funds (incl. GCF, GEF, etc)	OECC	English	On-demand Lecture	60
		Lecture	JICA's programs and policies as AE of GCF	JICA HQ			
1/21	11:00 ~ 12:30	Practice	Guidance for Action Plan and GCF Concept Note development (for Asia&Pacific)	OECC	English	Zoom	
	16:00 ~ 17:30	Practice	Guidance for Action Plan and GCF Concept Note development (for Africa&Europe)	OECC			
1/22							
1/23							
1/24		Lecture	International trends on climate change funds from the perspective of the UNFCCC Secretariat	UNFCCC Secretariat	English	On-demand Lecture	60
		Lecture	GCF's good practices, and latest information on gender and socio-environmental issues	GCF Secretariat			
1/25	11:00 ~ 12:30	Practice	Guidance for Theory of Change and/or Logframe (for Asia&Pacific)	(TBD)	English	Zoom	
	16:00 ~ 17:30	Practice	Guidance for Theory of Change and/or Logframe (for Africa&Europe)	(TBD)			
1/26	11:00 ~ 12:30	Practice	Individual guidance for Action Plan and GCF Concept Note development (for Asia&Pacific)	OECC	English	Zoom	
	16:00 ~ 17:30	Practice	Individual guidance for Action Plan and GCF Concept Note development (for Africa&Europe)	OECC			
1/27		Lecture	Introduction of role of NDA, Screening criteria and good practices of GCF	IGES	English	On-demand Lecture	60
		Lecture	Introduction of GCF approved projects and precautions for preparing GCF proposal from the	UNDP			
1/28	11:00 ~ 13:00	Presentation	Presentation on Draft Action Plan 1 (for Asia&Pacific)	OECC	English	Zoom	
	16:00 ~ 18:00	Presentation	Presentation on Draft Action Plan 1 (for Africa&Europe)	OECC			
1/29							
1/30							
1/31	11:00 ~ 13:00	Presentation	Presentation on Draft Action Plan 2 (for Asia&Pacific)	OECC	English	Zoom	
	16:00 ~ 18:00	Presentation	Presentation on Draft Action Plan 2 (for Africa&Europe)	OECC			
2/1		Lecture	Overview of Japan's policies and actions to achieve NDC	Ministry of the Environment, Japan	English	On-demand Lecture	60
		Lecture	Japan's Climate Change Adaptation Information Platform (A-PLAT) and adaptation good practices	Climate Change Adaptation Center,			
2/2	11:00 ~ 12:30	Discussion	Sequence of steps of GCF application and tips for approval (for Asia&Pacific)	Deloitte Tohmatsu Financial Advisory	English	Zoom	
	16:00 ~ 17:30	Discussion	Sequence of steps of GCF application and tips for approval (for Africa&Europe)	Deloitte Tohmatsu Financial Advisory			
2/3	11:00 ~ 12:30	Practice	Individual guidance for Action Plan and GCF Concept Note development (for Asia&Pacific)	OECC	English	Zoom	
	16:00 ~ 17:30	Practice	Individual guidance for Action Plan and GCF Concept Note development (for Africa&Europe)	OECC			
2/4	11:00 ~ 13:00	Presentation	【Final Presentation】 Action Plan Presentation 1 (Asia&Pacific)	OECC	English	Zoom	
	16:00 ~ 18:00	Presentation	【Final Presentation】 Action Plan Presentation 1 (Africa&Europe)	OECC			
2/5	~						
2/6	~						
2/7	11:00 ~ 13:00	Presentation	【Final Presentation】 Action Plan Presentation 2 (Asia&Pacific)	OECC	English	Zoom	
	16:00 ~ 18:00	Presentation	【Final Presentation】 Action Plan Presentation 2 (Africa&Europe)	OECC			
2/8	11:00 ~ 12:30	Presentation	Evaluation meeting, Closing ceremony (for Asia&Pacific)	JICA Tsukuba, OECC	English	Zoom	
	16:00 ~ 17:30	Presentation	Evaluation meeting, Closing ceremony (for Africa&Europe)	JICA Tsukuba, OECC			

VI. Annex II (Questionnaire)

<p>【Your IT Environment for Online Program】 Based on your answer, JICA office will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer honestly.</p>		
No.	Questions	Yes or No
1	Do you have a following system to attend online program at your home or office?	
1-1	Desktop or laptop PC	Desktop or Laptop or None
1-2	Internet environment	Yes or No (OS version:)
1-3	Stable Internet connection (5Mbps speed)	Yes or No
1-4	PC with Microphone	Yes or No
1-5	PC with Camera	Yes or No
2	Have you ever attend online meeting?	Yes or No (When:) (Organizer:)
3	Have you ever used those online systems below?	
3-1	Zoom	Yes or No
3-2	Microsoft Teams	Yes or No
3-3	Google Drive	Yes or No
3-4	Google Form	Yes or No
3-5	You Tube	Yes or No
3-6	Facebook	Yes or No
3-7	Other	Describe it:
4	Please let us know if you have any concerns or questions for participating the program.	Describe:
5	Your contact email address and phone number during the online program	Email: Phone:

**Application Guideline for
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> • To be filled by you and your supervisor* • To be signed by your supervisor • Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Course Title (as shown in the GI)**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)**3. Course Duration**From to (DD/MM/YYYY)**4. Country****5. Organization****6. Name of the Nominee(s)**

1)	3)
2)	4)

7. Confirmation by the organization in charge

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:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					
Office Address and Contact Information	Address:				
	Tel:	E-mail:	Fax:		

(If necessary) Confirmation by the organization in charge

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

Date:			Signature:		
Name:	<u>SEC. ISIDRO S. LAPEÑA, PhD., CSEE</u>			Official Stamp	
Title / Position	<u>Director General</u>				
Department / Division	<u>TESDA</u>				



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. 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.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

6) Contact Information

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】

*If your organization and/or your status is related to the Military, please mark with or X below in the () which best describes the relationship.

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <input type="checkbox"/> an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register <input type="checkbox"/> the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <input type="checkbox"/> an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment
--

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

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

2) Academic Background (University, College or Higher Education)

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

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in G1)				
Listening	() Excellent	() Good	() Fair	() Poor
Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)				
2) Mother Tongue				



3) Other languages ()	() Excellent	() Good	() Fair	() Poor
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Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:
Describe the issues that your organization/department intends to tackle by participating in this program.

2) Main duties of Applicant: Describe your main duties and responsibilities in relation to this program.

3) Relevant Experience of Applicant: Describe previous occupational experiences that is highly relevant in this program.

4) Your individual Goal: Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and
Title/Position

Signature

3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

--

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
-----------------------------	---

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

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

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant

Date
Name and Title/Position
Signature

※Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS**1. General Rules**

The participants are requested:

- (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) not to quit the program, should the participants violate 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,
- (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.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

(3) Security Notice

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

***Information Security Policy of JICA in relation to Personal Information Protection**

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulcation, loss or damages of such personal information.
 - Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
1. To provide the KCCP to Participants.
 2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
 3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
 Agree / Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature

(Letterhead of the Agency/Department)

CERTIFICATION

Mr. / Ms. _____ herein referred to as the Applicant and Mr. / Ms. _____ referred hereto as the Personnel Manager certify that:

The Department of _____ thru its Scholarship Committee endorses the nomination of Mr. / Ms. _____ to the _____ scheduled from _____ to _____ and sponsored by the _____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete the course and not be allowed to cancel or terminate the scholarship/training without justifiable reason and without giving prior notice to and getting the approval from the donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20_____.

Applicant

HR/Personnel Manager

**FOREIGN SCHOLARSHIP & TRAINING PROGRAM
TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

ANNEX A (JAPAN) – Japan International Cooperation Agency (JICA)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Must be physically fit to travel and undergo overseas training
- ✓ Must possess a valid passport

II. Documentary Requirements – Nominees must submit ONE SET of the following on or before the deadline set by TESDA:

A. Nomination Letter indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE

Director General

Technical Education and Skills Development Authority
TESDA Complex, East Service Road
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. Certification from the Head/Manager of the Human Resource Department**
(Please see attached **CERTIFICATION format**)
- C. Nominee Data Sheet** (please see attached format)
- D. Personal Data Sheet** to include list of training programs and seminars attended
- E. Statement of PRESENT Actual Duties and Responsibilities** (including past involvement) **RELEVANT** to the course/program signed by the immediate superior
- F. JICA Application Form with Japanese visa size photos on white background**
(Handwritten application forms will not be accepted; please use A4 paper)
- G. Photocopies of Passport / COMPANY ID**
- H. DIPLOMA/TRANSCRIPT OF RECORD**

NOTE: A copy of the JICA Knowledge Co-Creation Program General Information (GI) is provided together with the Invitation Letter. The **General Information** provides the course coverage and other details including formats of required reports. It is expected that nominees have read and understood the terms of awards prior to the dates for submission of documents and the interview session.

IAN NOMIO
Desk Officer
Telefax: 88179095
Email: fstp.unit@tesda.gov.ph

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
NOMINEE DATA SHEET**

Program/Course:

Name	Agency	Position	Age	Contact Number / Email Address	Degree/ Education	Training Programs Relevant to the Course	Work Experience	Present Actual Duties & Responsibilities