



# TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON  
Workshop on Administration of Environmental and Social  
Consideration Process for Implementation of a Japanese  
ODA Loan Project**

**集団研修「円借款案件における環境社会配慮実務」  
*JFY 2009***

**<Type: Leaders Training Program / 中核人材育成型>  
NO. J09-00673 / Project ID: 0980106  
Phases in Japan : From May 24, 2009 to June 6, 2009**

This information pertains to one of the Training and Dialogue Programs 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.

# ***I. Concept***

## **Background**

It is vital as means for sustainable development to conduct environmental and social consideration (ESC) before, during and after project implementation. ESC is to identify environmental and social impacts of the candidate projects and take necessary measures against the negative impact. Therefore, it is crucial for developing countries to implement ESC in an appropriate manner.

When financing ODA loan projects, JICA needs to confirm, in accordance with the Guidelines for Confirmation of Environmental and Social Consideration that project proponents are undertaking appropriate environmental and social considerations, through various measures, so as to prevent or minimize the impact on the environment and local communities which may be caused by the projects.

This workshop is organized for the officers involved in ODA loan projects to conduct appropriate environmental and social considerations in accordance with JICA guidelines so that the projects will be smoothly implemented.

## **For what?**

This program aims at The ODA loan project shall be implemented with proper environmental and social consideration measures in accordance with JICA's Environmental and Social Consideration Guidelines.

## **For whom?**

Technical officers in;

Implementation body of a Japanese ODA Loan Project (or a proposed project), which requires environmental and social consideration.

## **How?**

Participants shall have opportunities in Japan to enhance their capability through lectures, exercises and discussions. Participants also are expected to formulate a project plan.

## ***II. Description***

1. Title:  
Workshop on Administration of Environmental and Social Consideration Process for Implementation of a Japanese ODA Loan Project (J09-00673)
2. Period of program:  
Duration of whole program: March 2009 to June 2009  
Core Phase in Japan: May 24th 2009 to June 6th 2009
3. Target Countries:  
Albania, Bangladesh, Bolivia, Botswana, Cambodia, Cameroon, Indonesia, Kenya, Macedonia, Morocco, Mongolia, Pakistan, Papua New Guinea, Philippines, Thailand, Tunisia, Turkey, Vietnam
4. Eligible / Target Organization:  
This program is designed for examining authorities of Environment Impact Assessment (EIA) or implementation bodies of a Japanese ODA Loan Project (or a proposed project), which will be required Environmental and Social Considerations.
5. Total Number of Participants:  
18
6. Language to be used in this program:  
English
7. Program Objective:  
This course aims at enhancing the capability of the person, who is in charge of Environmental and Social Considerations (ESC), to implement appropriate ESC and helping them to acquire the requirements for implementation of a Japanese ODA Loan project.
8. Overall Goal  
ODA loan projects shall be implemented with proper environmental and social consideration measures in accordance with Guidelines for Environmental and Social considerations that JICA requires.
9. **Expected Module Output and Contents:**  
This program consists of the following components. Details are given below:

<b>(1) Preliminary Phase in a participant's home country</b> (March 2009 to May 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Module	Activities
To prepare and submit the Inception Report	Submission of "Inception Report(See the ANNEX I)" by April 17 <sup>th</sup> 2009 (All Applicants)
To prepare the Inception Report presentation	Preparation of Inception Report presentation by May 24 <sup>th</sup> 2009 (Selected Participants only)

<b>(2) Core Phase in Japan</b> (14 June 2009 to 13 July 2009) Participant dispatched by the organizations attend the Program in Japan.		
Expected Module Output	Contents	Methodology
1. To be able to explain the necessity of appropriate environmental and social considerations (ESC) in ODA loan projects	Lessons Learned from conducting environmental and social consideration in ODA projects	Lecture/ Discussion
	Large-scale Development Projects in Japan	Lecture/ Site Visit
	Cost Benefit Analysis in conducting environment and social considerations	Lecture
2. To be able to explain the requirement of ESC desired in implementing Japanese ODA loan projects	Outlines of Environmental and Social consideration guidelines for Japanese ODA Projects	Lecture
	Case study on a Japanese ODA projects	Lecture/ Discussion
3. To understand the concept of ESC and to be able to explain the procedural and technical points of ESC for its implementation	Concept of ESC	Lecture
	Social Environmental Impact	Lecture
	Strategic Environmental Assessment	Lecture
	EIA Process Exercise (Screening, Scoping, Mitigation, Public Consultation and Accountability, Monitoring, Follow-up)	Group work
4. To identify and raise the issues and measures to conduct and improve ESC system in their countries	Inception Report presentation	Presentation
	Comparative Study; Environmental Assessment Law in Japan	Lecture
	Findings through the Program	Report

### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations:**

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

#### **2. Nominee Qualifications:**

##### **Essential Qualifications**

- (1) be in charge of the field of environmental and social consideration in executing agency of candidate or on-going Japanese ODA loan project,
- (2) have basic knowledge and working experience in EIA,
- (3) have 5 years or more of job experiences in the field of EIA,
- (4) be in the position to putting into practice in their countries the acquired knowledge through the workshop (preferable: chief or [deputy chief of the section](#))
- (5) be under forty-five (45) years of age (in principle),
- (6) have enough **English** capability for discussions and presentations,
- (7) be university graduates or posses the equivalent background in the field,
- (8) be in good health, both physically and mentally, to undergo training and
- (9) not be serving in any form of military services.

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

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **“Inception Report”:** to be submitted in accordance with III-5. and ANNEX1.

#### **4. Procedure for Application and Selection :**

##### **(1) Submitting the Application Documents:**

- Closing date for application form to the JICA Tokyo: **April 3<sup>rd</sup> 2009**
- Closing date for Inception Report to the JICA Tokyo: **April 17<sup>th</sup> 2009**

**Note: Please confirm the closing date set by the respective country’s JICA office or Embassy of Japan of your country to meet the final date in Japan.**

**(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Tokyo, which organizes this project. Selection shall be made by the JICA Tokyo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

**(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **no later than April 24<sup>th</sup> 2009.**

**5. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9.

## IV. Administrative Arrangements

### 1. Organizer:

**Name:** JICA Tokyo International Center (JICA Tokyo)

### 2. Travel to Japan

**(1) Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

**(2) Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### **(3) Accommodation in Japan:**

JICA will arrange the following accommodations for the participants in Japan:

JICA Tokyo International Center (JICA Tokyo)

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

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants. Please refer to the facility guide of JICA Tokyo at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

### 3. Expenses:

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

**(1)** Allowances for accommodation, living expenses, outfit, and shipping

**(2)** Expenses for study tours (basically in the form of train tickets.

**(3)** Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

**(4)** Expenses for program implementation, including materials

For more details, please see p. 8-15 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

### 4. Pre-departure Orientation:

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

## **VI. ANNEX:**

### **ANNEX I**

#### **Inception Report**

All applicants are requested to prepare an "Inception Report" and submit it to JICA Tokyo or the Japan International Cooperation Center by April 17<sup>th</sup> 2009, preferably by e-mail to [jicatic-jice@jica.go.jp](mailto:jicatic-jice@jica.go.jp). The paper should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing.

#### **【Deadline】**

by April 17th 2009

\*This Inception Report will be used for screening purpose, so the applicants are expected to submit it to JICA Tokyo by the deadline.

#### **【Submission to】**

[jicatic-jice@jica.go.jp](mailto:jicatic-jice@jica.go.jp)

#### **【Contents-Outline】**

The main purpose of the *Inception Report* is to describe the current state of EIA in your country and identify the issues and problems of its implementation. All applicants should prepare this report containing the following information in the "Outline of Inception Report" on page 12.

In addition, please note that the contents of this report will be used during the program for further discussion among course participants, to share case studies, and problems, and therefore should contain adequate information.

#### **Important Notice**

The selected participants will need to prepare presentation material for the Inception Report by **May 24<sup>th</sup> 2009 (commencing day of this course)**.

Each participant will have a chance to present their report in the first week of this course.

#### **【Length of Presentation per country】**

20 minutes of presentation and 10 minutes Q & A session.

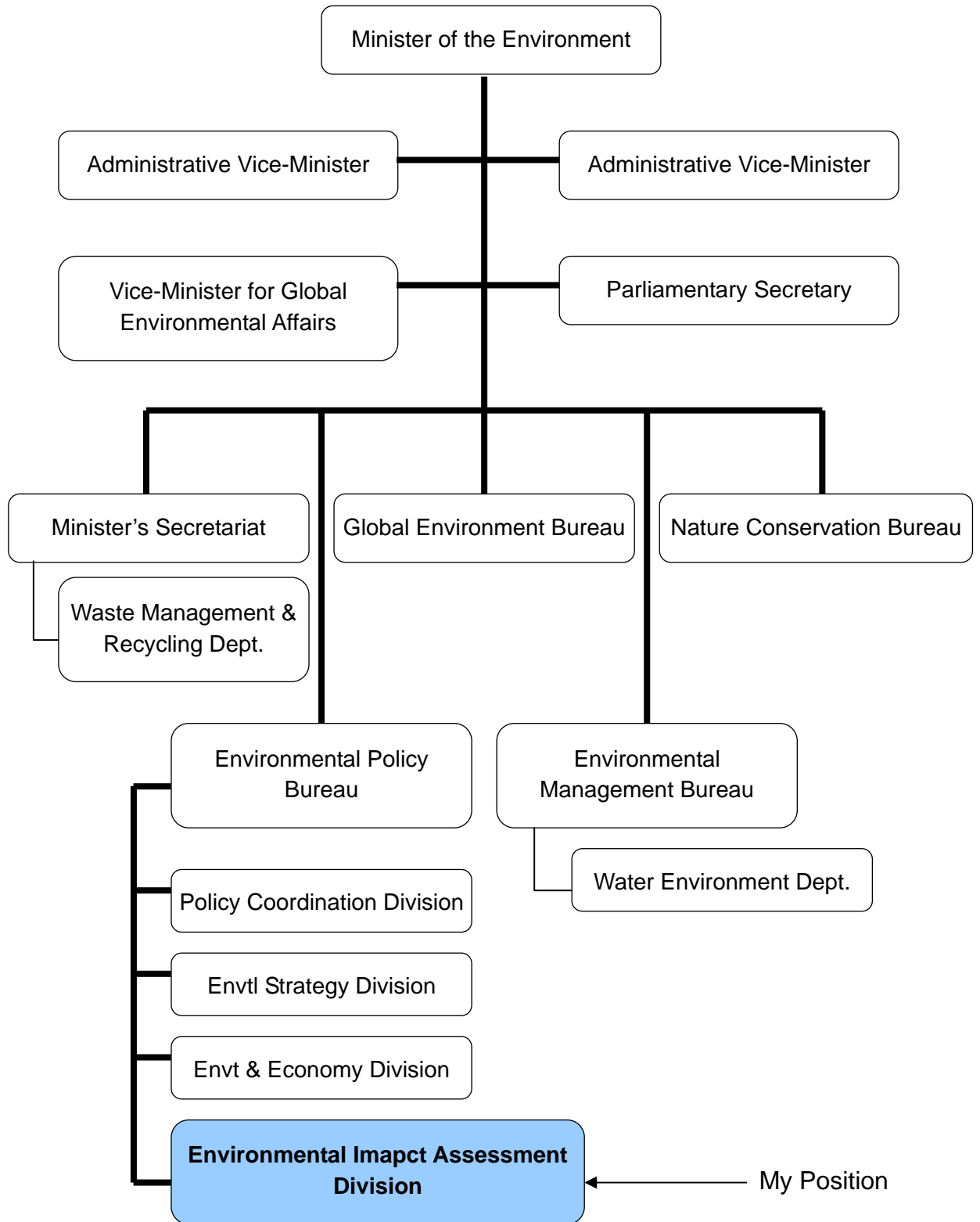
## ***Outline of Inception Report:***

1. Introduction
  - (1) Name of applicant:
  - (2) Name of organization and country:
  - (3) Current position and contacts:
  
2. Brief Country Information [half page maximum]
  - (1) Geographic location & area of country
  - (2) Population & density
  - (3) Climate & topography
  - (4) Economy (main industry, GDP, etc.)
  
3. Organizational Framework and Job Description
  - (1) Name of Organization
  - (2) Missions of the Organization
  - (3) Organization chart (see **ANNEX II** for sample)
  - (4) Outline of the organization and division/department  
(no. of staff, annual budget, availability of technical manuals, etc.)
  - (5) Description of your job (responsibilities, main assignments, etc.)
  - (6) Issues and constraints
  
4. State of EIA System and Case Studies:
  - (1) Outline of EIA  
(Description of EIA law and relevant laws, its relation with other laws and policies such as National Development Policy, poverty reduction strategies, etc.)

***\*Note: Please attach copies of EIA laws and regulations in both original language and in English if available.***
  - (2) Flowchart of EIA procedures (see **ANNEX III** for sample)
  - (3) Past performance of EIA  
(Number and types of projects subject to EIA per year, registered entities or list of local and international consultants conducting EIA, etc.)
  - (4) Case studies: Good & Problematic  
Describe two typical cases in your country which are considered as “Good Performance” (where EIA played a significant role) & “Problematic Performance” (where EIA did not function well). Explain how they are considered “good” and “problematic” in your country’s context.
  - (5) Table of content of EIA report of the case studies

**ANNEX II**  
**<SAMPLE> ORGANIZATION CHART**

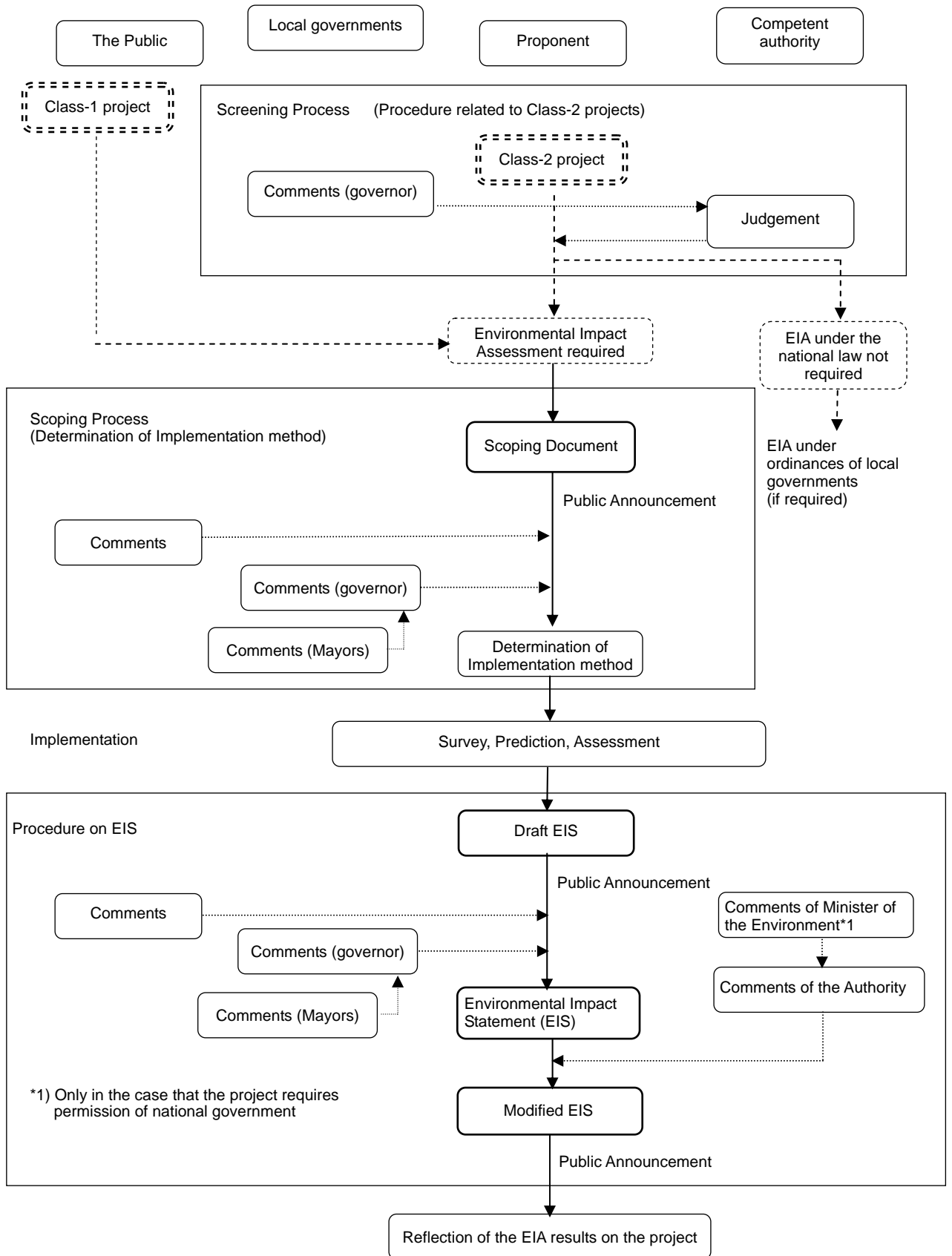
**Ministry of the Environment, Government of Japan**



**ANNEX III**

**<SAMPLE>**

**Flow of Procedures under the EIA Law in JAPAN**



## **For Your Reference**

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



***CORRESPONDENCE***

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

**JICA Tokyo International Center (JICA TOKYO)**

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

**TEL: +81-3-3485-7051 FAX: +81-3-3485-7904**