



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

WORKSHOP ON REPRODUCTIVE HEALTH STRATEGY FOR NGO SENIOR OFFICERS

- Capacity Development of NGO Towards Sustainability -
集団研修「リプロダクティブヘルスNGO指導者ワークショップ」
JFY 2009

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J09-00764 / ID. 0980707

From May 2009 to December 2009

Phases in Japan and Indonesia: From June 2, 2009 to June 30, 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

After International Conference on Population and Development (ICPD) in 1994, sixty-seven (67) countries have been shifting its policy to reinforce the commitment to reproductive health (RH*) and Rights. And more than 40 countries have incorporated the perspective proposed at ICPD upon providing health services. Yet, RH index in many countries are still at low level, which indicates the existence of many unmet needs.

In relation to meeting the ICPD Plan of Action, Millennium Development Goals (MDGs)** and Human Security, there is an urgent need to outreach communities with effective, efficient and sustainable reproductive health programs by scaling up NGOs capacities while promoting GO and NGO collaboration.

This program aims to ensure capacity development of NGOs in its program effectiveness, financial security and organizational viability.

*ICPD Program of Action defines RH as “a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity, in all matters related to reproductive systems, functions and processes”.

**Reproductive Health issues are closely related to MDGs such as reduction of child mortality, improvement of maternal health, combat of HIV/AIDS, malaria and other diseases and promotion of gender equality.

For what?

This program aims to realize the implementation of sustainable strategies by NGOs for reproductive health activities.

For whom?

This program is offered to non-governmental organizations (NGOs) in the field of reproductive health activities, preferably a member association of IPPF (International Planned Parenthood Federation)

How?

Participants shall have opportunities in Japan and in Indonesia to identify approaches and strategies to ensure program effectiveness, enhance financial security, and improve organizational viability. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (J-No.): Workshop on Reproductive Health Strategy for NGO Senior Officers - Capacity Development of NGO Towards Sustainability - (J0900764)

2. Period of program

Duration of whole program:	May 2009 to December 2009
Preliminary Phase: (in a participant's home country)	May 2009 to June 2009
Core Phase in Japan:	June 2 to June 21, 2009
Third Country Phase in Indonesia:	June 21 to June 30, 2009
Finalization Phase: (in a participant's home country)	July 2009 to December 2009

3. Target Regions or Countries

Afghanistan, Bolivia, Brazil, Cameroon, Gambia, Honduras, Indonesia, Jordan, Nicaragua, Pakistan, Sri Lanka, Vanuatu and Yemen

4. Eligible / Target Organization

This program is designed for a non-governmental organization (NGO) in the field of reproductive health activities, preferably a member association of IPPF (International Planned Parenthood Federation).

5. Total Number of Participants

13 participants

6. Language to be used in this program: English

7. Program Objective:

This program aims to realize the implementation of sustainable strategies by NGOs for community-based reproductive health activities.

At the end of the program, the participants are expected to achieve the following;

- I. To achieve this program objective, participants are expected in Japan and Indonesia;
 - (1) To understand strategies to ensure program effectiveness
 - (2) To understand methods to enhance financial security.
 - (3) To understand strategies to improve organizational viability.
 - (4) To formulate an action plan (interim report) for sustainable reproductive health promotion.
- II. In participants' home country, it is also expected that the interim report is approved by the organization concerned.

8. Overall Goal

Community-based sustainable reproductive health activities are promoted

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (May 2009 to June 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and submission of Inception Report. Please refer to VI. Annex (page 12)

(2) Core Phase in Japan (June 2, 2009 to June 21, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To understand strategies to ensure program effectiveness	(1) JOICFP's Community-operated reproductive health strategy: ⇒sustainable community-operated RH program strategy (Integrated Family Planning and Parasite Control project-IP): ⇒Support to YKB on community-operated program management	Lecture Observation and Exercise
	(2) Networking of Japan Family Planning Association (JFPA) with GO in supplementing GO programs: ⇒Networking with GO sectors (central and local) ⇒Human resource development (training) ⇒MCH programs at prefectural and local government level (use of IEC materials, JFPA trained personnel working at school and in the community)	Lecture Observation and Exercise
	(3) Community-operated programs by local municipal government ⇒sustainable mechanism of community organizations in support of local government	Lecture Observation and Exercise
To understand methods to enhance financial security	(1) JOICFP's CoRH strategy (i.e. IP): ⇒Fee-charging strategy through IP	Lecture Observation and Exercise
	(2) JFPA's income generating strategy: ⇒ From contraceptive sales to IEC sales/ income from training ⇒ Fee-charging strategy/ use of available network	Lecture Observation and Exercise

	(3) Financial management by Tokyo Health service association ⇒ Forecasting the future possible financial risk/ countermeasures ⇒ Support to YKB on financial security	Lecture Observation and Exercise
To understand methods to enhance financial security	(1) JOICFP's Advocacy approach: ⇒ Identification of issues, advocacy strategy process	Lecture Observation and Exercise
	(2) JFPA's organizational strength: ⇒ Visionary leadership ⇒ Comparative advantage ⇒ Accumulation of assets (evidence based) ⇒ Advocacy strategy ⇒ Networking (GO, Academicians, Donors, NGO network)	Lecture Observation and Exercise
Action plan (interim report) on sustainable reproductive health promotion is formulated	(1) Issue analysis workshop for planning (2) Action Plan guidance (3) Presentation of Action Plan	Workshop Consultation Presentation

(3) Third Country Phase in Indonesia

(June 21, 2009 to June 30, 2009)

The core phase is combined with the third country phase in Indonesia.

Expected Module Output	Subjects/Agendas	Methodology
To get the idea of method for ensuring program effectiveness by seeing real cases in a developing country	<u>YKB's Service-based outreach programs:</u> (community-based, school-based, factory-based) ⇒ Pre set research on the target population ⇒ Community support system (community oriented)	Lectures & Discussion, Observation
To understand the necessity of establishing financial security	<u>YKB financial management:</u> ⇒ Fee-charging strategy ⇒ Balancing the low cost quality services (sustainability breaking points) ⇒ "Piggy backing" ⇒ Recording and Monitoring	Lectures & Discussion, Observation
To reconfirm the importance of organizational viability	<u>YKB's organizational strength:</u> ⇒ Visionary leadership/ Sharing mission ⇒ Comparative advantage ⇒ Accumulation of assets (evidence based) ⇒ Advocacy strategy ⇒ Networking (GO, Academicians, Donors <CSR>, NGO network) ⇒ Teamwork (bottom-up)	Lectures & Discussion, Observation

(4)Finalization Phase in a participant's home country <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
To implement an interim report (action plan)	Application and implementation of the action plan (interim report) back in the participant's country and submission of its final report by December, 2009.

<Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the inception report.

2. Core Phase (activities in Japan/ Indonesia):

Topic outline (subject to minor changes)

*1st week:

- (1) Sustainability component of RH NGO
- (2) History of Japanese maternal & child health and family planning, and the role of NGO (from past to present)
- (3) Inception report from participating countries (on a subject basis)
- (4) JFPA session (program effectiveness): strategy for self-sustainable management necessary to facilitate RH (fee charging and quality services), mission, activities, community participation, cooperation and collaboration with GO and other organizations
- (5) JOICFP's community oriented approach (i.e. Integrated Family Planning and Parasite Control project-IP)/ Sustainability of NGO (Summary of 1st week's learning, briefing for site-visits in Japan)

*2nd week: Site visits in Japan

- (1) Visit I -Local prefectural government
- (2) Visit II -The role of community organization for promoting municipality's maternal and child health care- performance of JFPA trained personnel and utilization of training materials.
- (3) Visit III-Adolescent sexual and reproductive health programs
- (4) Visit IV-Discussion on the result of the site visits
- (5) Briefing of action plan (interim report) formulation and site visits in Indonesia (About YKB and Japanese input)

*3rd week: Third Country Phase in Indonesia

- (1) YKB session, YKB Laboratory
- (2) Health Clinic in cooperation with private enterprise
- (3) Healthcare activity in elementary school, HIV/AIDS related activities in factory
- (4) Community RH activities
- (5) Summary of lessons learned in Indonesia, action plan (interim report) formulation
- (6) Formulation, draft plan presentation and modification of action plan (interim report)

*4th week: Third Country Phase in Indonesia

- (1) JICA-net session: presentation of action plan (interim report)/general overview of the workshop, evaluation, closing ceremony

3. Finalization Phase (activities in home country)

Participants are expected to implement the action plan (interim report) and report on progress within six (6) months after the end of the phases in Japan and Indonesia.

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:

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

(1) Essential Qualifications

- 1) Current Duties: be an executive official/manager in administration, planning and implementation of the RH programs in NGO.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of RH as executive official/manager
- 3) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more ((This workshop includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 4) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.
- 5) Must not be serving any form of military service.

(2) Recommendable Qualifications

1) NGO to which a candidate belongs, be preferably a family planning associations, affiliated member of IPPF (International Planned Parenthood Federation)

*IPPF web site: <http://www.ippf.org/>

2) Age: be between the ages of twenty-five (25) and fifty (50) years

3) Educational Background: be a graduate of university

3. Required Documents for Application

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

(2) 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. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **April 3, 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 Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center 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 **not later than April 28, 2009.**

5. Document(s) to be submitted by accepted participants:

Inception Report -- to be submitted by **May 15, 2009**:

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report". The Inception Report should be sent to JICA or the Japan International Cooperation Center by **May 15, 2009**, preferably by e-mail to jicatic-iice@jica.go.jp

6. 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 and section III -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo

(2) **Contact:** Ms. OKURA Junko (ticthd@jica.go.jp)

Ms. KASHITANI Yayoi (kashitani.yayoi@jice.org)

2. Implementing Partner:

(1) **Name:** Japanese Organization for International Cooperation in Family Planning (JOICFP)

(2) **Contact:** Ms. ASAMURA Lisa (lasamura@joicfp.org)

(3) **URL:** <http://www.jocifp.org>

(4) **Remark:** JOICFP has experience in community-level interventions for RH promotion, which was accumulated through lessons learned from the Japanese post-war experience in maternal and child health and family planning. Over the years, JOICFP has conducted the "Community-operated Reproductive Health (CoRH)" projects in collaboration with international agencies such as IPPF and UNFPA since 1974 at the grass roots in 28 developing countries. In addition, CoRH is a holistic community health and development approach with emphasis on community initiative, ownership and capacity building to developing countries in order to improve RH care in local communities. Entrusted by JICA, JOICFP has trained over 1,300 personnel in the field of RH/FP/Maternal and Child Health (MCH) since 1968. Received United Nations Population Award in 2001

3. Travel to Japan:

(1) **Air Ticket:** The following cost of the air ticket will be borne by JICA:

- ① Between an international airport in respective country designated by JICA and Japan
- ② Between Japan and Indonesia
- ③ Between Indonesia and an international airport in respective country designated by JICA

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

4. 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](http://www.jica.go.jp/english/contact/pdf/tic.pdf), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/pdf/tic.pdf>

5. 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 in Japan and in Indonesia (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. 9-16 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.

6. 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.

V. Other Information

Visa for Indonesia will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.

VI. ANNEX:

Reproductive Health Strategy for NGO Senior Officers -Capacity Development of NGO towards Sustainability (JFY 2009)

Inception Report

Participants are requested to prepare an inception report on the following issues and submit it to JICA or the Japan International Cooperation Center by **May 15, 2009**, preferably by e-mail to kashitani.yayoi@jice.org; tictgd@jica.go.jp; jicatic-jice@jica.go.jp. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 20 pages.

NOTE: Participants in this workshop are requested to discuss on their inception report in group discussion sessions during the program.

1. Background information

- 1) Country overview: RH policy of your country. Current situation and trend
- 2) SWOT Analysis of your NGO

S (internal strength) of your NGO	O (external opportunity) of your NGO
W (internal weakness) of your NGO	T (external threat) of your NGO

2. Topics for discussion: (please prepare your report on all of the following three topics)

Topic 1: Program effectiveness: (Organizational ability to perform strategic implementation and coordination of RH programs within limited resources that will result in a sustained desired impact)

- a) What are your efforts on strengthening “Program effectiveness”
- b) Lessons learned

Topic 2: Financial Security: (Organizational ability to manage its resources to meet organizational goals and objectives as effectively and efficiently as possible; to continuously generate stable revenues and diverse its resource base to either prolong, maintain or expand its core program and activities)

- a) % of financial support (foreign aid/ GO/ INGO), % of income through generating activity
- b) What are your efforts on strengthening “Financial security”
- c) Lessons learned

Topic 3: Organizational viability: (Organizational ability to fulfill its mission and vision and maintain its organizational strength; strength in management ability; relationship with external environment; governance; strategic thinking; organizational system)

- a) What are your efforts on strengthening “Organizational viability”
- b) Lessons learned

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)
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