



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 2010

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

NO. J10-00754 / ID. 1080707

From August 2010 to April 2011

Phases in Japan: From September 21, 2010 to October 16, 2010

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.

NGOs are important partners that have an important role in developing approaches to improve the reproductive health status and to achieve ICPD Plan of action that contributes to millennium Development Goals (MDGs) and Human Security,.

In relation to this, there is an urgent need to outreach communities with effective, efficient and sustainable reproductive health programs by strengthening NGOs capacities.

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 strengthen “capacity development strategies” of NGOs for sustainability of reproductive health activities.

For whom?

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

How?

Participants shall have opportunities to identify approaches and strategies to ensure “program effectiveness”, enhance “financial security”, and improve “organizational viability”. Participants will formulate strategy on “capacity development” by tapping on to their existing or on-going activities.

II. Description

1. Title (J-No.): Workshop on Reproductive Health Strategy for NGO Senior Officers - Capacity Development of NGO Towards Sustainability - (J1000754)

2. Period of program

Duration of whole program: August 2010 to April 2011

Preliminary Phase in a participant's home country:

August 2010 to September 2010

Core Phase in Japan: September 21, 2010 to October 16, 2010

Finalization Phase: October 2010 to April 2011

(in a participant's home country)

3. Target Regions or Countries

Kosovo, Mongolia, Nicaragua and Bolivia

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). (See Attachment for your reference.)

5. Total Number of Participants

4 participants

6. Language to be used in this program: English

7. Program Objective:

This program aims to develop the capacity of reproductive health NGOs by implementing "capacity development strategies" for sustainable 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;

(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 countries, it is also expected that the action plan (interim report) is approved by the organization concerned.

8. Overall Goal

Sustainable reproductive health activities are promoted and implemented in the area/ region

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 (August 2010 to September 2010) <i>Participating organizations make required preparation for the Workshop 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 13)

(2) Core Phase in Japan (September 21, 2010 to October 16, 2010) <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	<ul style="list-style-type: none"> ⇒ Sustainable community-operated RH program strategy (Integrated Family Planning and Parasite Control Project-IP): ⇒ Service-based outreach programs ⇒ Pre-set research on target population ⇒ 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) ⇒ Coordination with community-operated programs by local municipal government ⇒ sustainable mechanism of community organizations in support of local government (community support system) 	Lecture Observation and Exercise
To understand methods to enhance financial security	<ul style="list-style-type: none"> ⇒ Fee-charging strategy through IP ⇒ Income generating strategy: from contraceptive sales to IEC sales/ income from training ⇒ Fee-charging strategy/ use of available network/ resources ⇒ Forecasting the future possible financial risk/ countermeasures ⇒ Balancing the low cost high quality services (sustainability breaking points) ⇒ Fee-charging strategy ⇒ Piggy-backing ⇒ Recording and monitoring 	Lecture Observation and Exercise

To understand methods to enhance organizational viability	⇒ Visionary leadership/ sharing mission ⇒ Comparative advantage ⇒ Accumulation of organizational assets (evidence based) ⇒ Advocacy strategy -identification of issues, advocacy strategy process ⇒ Networking (central and local) (GO, Academicians, Donors, NGO network) ⇒ Team work	Lecture Observation and Exercise
Action Plan (interim report) on sustainable reproductive health promotion is formulated	(1) Issue analysis workshop for planning (2) Action Plan development (3) Presentation of Action Plan	Workshop Consultation Presentation

(3) Finalization Phase in a participant's home country

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

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 April 2011.

<Structure of the program>

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

2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

***1st week:**

- (1) Discussion on the sustainability component of reproductive health NGO
- (2) Role of NGO (from past to present) in reproductive health (maternal & child health and family planning) in Japan
- (3) Inception report from participating countries (on a subject basis)
- (4) Sessions by Japanese NGOs - JFPA (Japan Family Planning Association) and THSA (Tokyo Health Service Association) and JOICFP on a) program effectiveness; b) financial security; and c) organizational viability

***2nd week: Site visits in Japan**

- (1) Visit I -Local prefectural government
- (2) Visit II -The role of community organization for promoting maternal and child health care by local government
- (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

***3rd week:**

- (1) Discussion on the lessons learned through the workshop
- (2) JICA-net (conference via satellite): communication with participants of JFY 2009
- (3) Action Plan (interim report) formulation and presentation
- (4) Overview, evaluation of the workshop

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 Core phase in Japan.

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 based on the Action Plan (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) Present position should be an executive official/manager in administration, planning and implementation of the reproductive health NGO.
- 2) Occupational background: have more than 3 years' experience in the field of RH as executive official/manager
- 3) Be proficient in spoken and written English (Since this workshop includes active participation in discussions and development of action plan (interim report), high English competency is required. If applicants have official certification of English language, e.g. TOEFL, TOEIC, IELTS, etc, please attach it for the selection purpose)
- 4) Be sufficiently in good health, both physically and mentally, to attend all of the sessions of the Workshop.
- 5) Must not be serving any form of military service.

※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.

(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 JICA office or the Embassy of Japan in respective country.

(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 Tokyo: **July 30, 2010.**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the JICA office (or the Embassy of Japan) in respective country shall conduct screenings, and send the documents to the JICA Tokyo, which organizes this program. 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 keen interest to utilize the opportunity of this program (workshop) will be highly valued in the selection.

(3) Notice of Acceptance

Notification of results shall be made by JICA office (or Embassy of Japan) in respective country to the respective Government **by August 20, 2010.**

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

Inception Report -- to be submitted by **September 7, 2010:**

Participants are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report".) The Inception Report should be submitted to JICA by e-mail to ticthd@jica.go.jp by **September 7, 2010,**

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 accommodations and not to change the accommodation designated by JICA, and
- (7) to participate the whole Workshop 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-(1) and section III5.

IV. Administrative Arrangements

1. Organizer:

- (1) Name:** JICA Tokyo
Contact: Ms. OKURA Junko, ticthd@jica.go.jp

2. Implementing Partner:

- (1) Name:** Japanese Organization for International Cooperation in Family Planning (JOICFP)
(2) Contact: Ms. ASAMURA Lisa (lasamura@joicfp.or.jp)
(3) URL: <http://www.jocifp.or.jp>
(4) Remark: JOICFP has accumulated experience in community-level interventions for RH promotion based on 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 31 developing countries. In addition, JOICFP enjoys its strong linkage with various health promoting NGOs within Japan. Entrusted by JICA, JOICFP has trained over 5,600 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 cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
(2) Travel Insurance: Terms of Insurance: From arrival to departure in Japan. *the traveling time outside Japan shall not be covered.

4. Accommodations 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 TIC at its URL, <http://www.jica.go.jp/english/contact/pdf/tic.pdf>

5. Expenses:

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

- (1) Allowances for accommodations, 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 (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

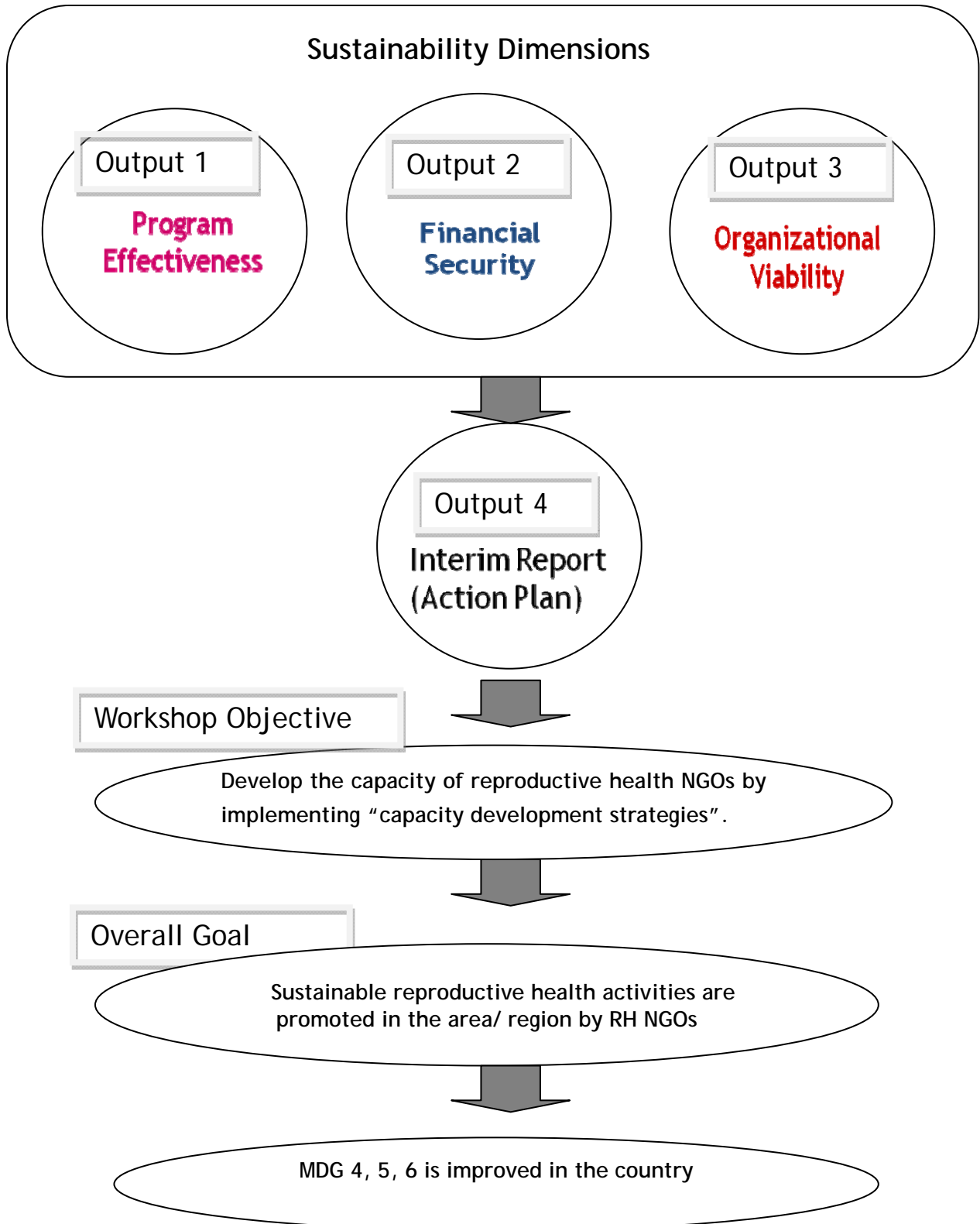
For more details, please see p.9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

ANNEX-1

Training Framework



ANNEX-2

Inception Report

Reproductive Health Strategy for NGO Senior Officers -Capacity Development of NGO towards Sustainability (JFY 2010)

Inception Report

Only accepted applicants are required to prepare a Inception Report by following questions within 15 pages and submit it to JICA Tokyo by e-mail at ticthd@jica.go.jp by September 7, 2010 (typewrite, A4 word file). You will have a discussion session during the program based on your report.

Topic 1: Analyzing the organization

1)-1 SWOT Analysis of your NGO on the following three issues:

a) "Program Effectiveness"

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

b) "Financial Security"

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

c) "Organizational Viability"

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

1)-2 Strategies based on the above SWOT analysis

- a) "Program Effectiveness"
- b) "Financial Security"
- c) "Organizational Viability"

Topic 2. Program Effectiveness

"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) Good practices (success story) in performing effective RH programs (key points/ elements of your efforts on strengthening "Program effectiveness")
- b) What remains a problem as challenges?

Topic 3. Financial Security

"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) Good practices (success story) in ensuring financial security.
- b) What are your efforts on strengthening "Financial security"?
 - Income generating initiatives
 - Multiple/ diverse source of funding
 - Government/ local business sector contracts
- c) What remains a problem as challenges?

Topic 4. Organizational Viability

"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) Good practices (success story) in strengthening organizational viability.
- b) What are your efforts on maintaining "Organizational viability"?
 - Good practices in public image promotion
 - Good practices in advocacy strategy
 - Piloting new and innovative programs in "niche market" that demonstrates program quality and impact, thereby ensuring long-term organizational viability
- c) What remains a problem as challenges?

Attachment / IPPF Member Associations:

NICARAGUA

Asociación Pro-Bienestar de la Familia Nicaragüense (PROFAMILIA)

Physical Address: De La Shell Plaza El Sol Una Cuadra Al Sur, Nicaragua

Postal Address: Apartado Postal No.4220, Managua, Nicaragua

Telephone: (2) 701 531/(2) 701 535/(2) 701 536

Email: cardenasf@profamilia.org.ni

BOLIVIA

Centro de Investigación, Educación y Servicios (CIES)

Physical Address: Calle Fernando Guachalla N° 342 Edificio Victor 4to Piso, Zona Sopocachi 9935, Bolivia

Postal Address: La Paz, Bolivia

Telephone: (2) 2445351/(2) 2445352

Email: jorosco@cies.org.bo

MONGOLIA

Mongolian Family Welfare Association (MFWA)

Physical Address: Bayangol district 5 khoroo, 10 khoroolol, Bldg 89/3, 2nd floor, Mongolia

Postal Address: Bayangol district 5 khoroo, 10 khoroolol, Bldg 89/3, 2nd floor, Ulaanbataar, POB-2080, Mongolia

Telephone: +976-70183514

Email: mfw.ippf@yahoo.com

KOSOVO

none

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