



# Knowledge Co-Creation Program (Group & Region Focus)

**General information on**  
**Flood Disaster Risk Reduction**  
**課題別研修「洪水防災」**  
**JFY 2023**  
**Course NO.202208494J001**  
**Course Period in Japan: From September 28, 2023 to September 14, 2024**  
(In the context of the COVID-19 pandemic, please note that methodology of course may be modified.)

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 by 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 natural hazard becomes a disaster when the affected country or region lacks the coping capacity. In recent years, flood disasters have been increasing in numbers as well as in scale. This is particularly so in developing countries due to lack of leadership with vision, political will, coping capacity and resources. The resulting social and economic damages in such cases are likely to worsen with climate change.

In order to address this problem, and to plan sustainable development in developing countries, there is an urgent need to nurture leaders and experts on flood disaster mitigation, who can plan and implement management measures such as preparedness, response, recovery and rehabilitation.

Japan has a wealth of experience in coping with and managing many kinds of natural disasters including floods, and therefore is in a position to assist and transfer knowledge and expertise which can contribute to the development process of needy countries.

This program aims to train experts with the hope that they in turn will transfer the knowledge gained to the next level of professionals thereby upgrading the human resources capacities of developing countries.

## **For what?**

This program aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements at regional and national level in developing countries which suffer from them consistently.

## **For whom?**

This program is provided to technical officials, engineers or researchers who are expected to be core human resources in the organization. Participants are expected to become independent investigators in the areas of integrated flood disaster management, who are equipped with the most advanced technical and legal know-how to enhance the basic understanding of the challenges of flood risks and to translate this knowledge back to practical flood disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

## **How?**

Participants shall have opportunities in Japan to acquire knowledge and techniques of Flood Disaster Risk Reduction through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a Master Thesis and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

**Remark:**

The curriculum of this program is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and the Public Works Research Institute (PWRI). (GRIPS program: Disaster Management Policy Program (Water-related Disaster Management Course))

Completing all graduation requirements during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and PWRI.

Accordingly this program is very demanding. Applicants with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

## II. Description

**1. Title (Course No.)**

Flood Disaster Risk Reduction (202208494J001)

**2. Course Duration in Japan**

September 28, 2023 to September 14, 2024

**3. Target Regions or Countries**

Bangladesh, Bhutan, Honduras, India, Indonesia, Iran, Malawi, Mauritius, Morocco, Pakistan, Philippines, Sri Lanka, Thailand and Timor-Leste

**4. Eligible / Target Organization:**

This program is designed for governmental organizations concerning river management or flood disasters.

**5. Course Capacity (Upper limit of Participants)**

14 participants

**6. Language**

English

**7. Objective(s)**

The participant's capacity to practically manage and mitigate damages of flood disasters in developing countries which suffer from them consistently is enhanced.

**8. Overall Goal:**

The damage of flood disasters is reduced by planning and implementing the countermeasures of flood disasters in their countries.

## 9. Output and Contents

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

<b>(1) Preliminary Phase in a participant's home country;</b> <i>Participants make required preparation for the Program in the respective countries.</i>	
	Activities
	Submission of Assignments
	Formulation and submission of Inception Report Presentation Material

<b>(2) Phase in Japan;</b> <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Outputs	Subjects/Agendas (Tentative)	Methodology
To be able to explain basic concept and theory on generation process of flood disasters, hazard risk evaluation, disaster risk management policy and technologies	<b>Basic Concepts of Integrated Flood Risk Management (IFRM):</b> - Outline of integrated flood risk management - Disaster management cycle - Basic concepts of IFRM	Lecture
	<b>Urban Flood Management and Flood Hazard Mapping:</b> - Outline of disaster prevention countermeasures - Local disaster emergency plan - Non- structural countermeasures in Japan (Early warning system, Flood Hazard Map)	Lecture, Exercise
	<b>Disaster Management Policies A: from Regional and Infrastructure Aspect:</b> - Social system against disasters - Education on basic knowledge for disasters - Policy for infrastructure - Policy making process for disasters	Lecture, Presentation, Discussion
	<b>Disaster Management Policies B: from Urban and Community Aspect:</b> - Basic issues of disaster management policies - Urban disaster management policies in Japan - Lessons from past large disasters in the world - Policies and regulations to secure building safety	Lecture, Presentation, Discussion
	<b>Site Visit of Water-related Disaster Management Practice in Japan</b>	Field trip
To be able to	<b>Hydrology:</b>	Lecture

explain basic concept and theory on flood countermeasures including landslide and debris flow	<ul style="list-style-type: none"> <li>- Climate System and Water Cycle</li> <li>- Hydrological Processes, In-situ Observation and Modeling</li> <li>- Remote Sensing of Hydrology</li> <li>- Water Resources Planning and Management</li> </ul>	
	<b>Hydraulics:</b> <ul style="list-style-type: none"> <li>- Fundamentals</li> <li>- Advection and Diffusion</li> <li>- General transport equations</li> </ul>	Lecture, Exercise
	<b>Flood Hydraulics and River Channel Design:</b> <ul style="list-style-type: none"> <li>- Outline of rivers in Japan</li> <li>- Fundamental mechanics of flood flows</li> <li>- Steady quasi-two dimensional analysis of Flood flow</li> </ul>	Lecture
	<b>Mechanics of Sediment Transportation and Channel Changes:</b> <ul style="list-style-type: none"> <li>- Mechanics of sediment transportation</li> <li>- River morphology</li> </ul>	Lecture
	<b>Control Measures for Landslide &amp; Debris Flow:</b> <ul style="list-style-type: none"> <li>- Introduction to Sabo projects</li> <li>- Countermeasures for sediment-related disasters</li> <li>- Hazard mapping for sediment-related disasters</li> </ul>	Lecture, Exercise
	<b>Computer Programming:</b> <ul style="list-style-type: none"> <li>- Programming Language</li> <li>- Numerical Computation</li> </ul>	Lecture, Exercise
	<b>Practice on GIS and Remote Sensing Technique:</b> <ul style="list-style-type: none"> <li>- Geographic Information System (GIS)</li> <li>- Advanced Remote Sensing</li> </ul>	Lecture, Exercise
	<b>Practice on Flood Forecasting and Inundation Analysis:</b> <ul style="list-style-type: none"> <li>- Rainfall-Runoff-Inundation modeling</li> <li>- Runoff Analysis with IFAS</li> <li>- Large-scale Runoff Analysis with BTOP</li> <li>- Advanced Hydrological Model</li> </ul>	Lecture, Exercise
	<b>Socio-economic and Environmental Aspects of Sustainability-oriented Flood Management:</b> <ul style="list-style-type: none"> <li>- Outline of Socio-economic and environmental aspects</li> <li>- Methodology of risk assessment</li> <li>- Socio-economic impacts of disasters</li> </ul>	Lecture

	<b>Practice on Open Channel Hydraulics:</b> <ul style="list-style-type: none"> <li>- Hydraulic phenomena</li> <li>- Usage of the experimental instrumentation</li> <li>- The methodology of flow discharge measurement</li> </ul>	Lecture, Exercise
To formulate the countermeasures to solve the problems and issues concerning flood disasters in their countries for applying techniques and knowledge acquired through the program	<b>Individual Study:</b> <ul style="list-style-type: none"> <li>- Formulation of the Master thesis <ul style="list-style-type: none"> <li>➤ Participants will make a Master thesis based on the knowledge and techniques acquired through Lectures, Discussions, Exercises and Field Trips in the program.</li> </ul> </li> </ul>	Discussion, Presentation

**<Structure of the Course>**

Topic outline (subject to minor changes)

**(1) Preliminary Phase:**

After receiving the "Notice of Acceptance", each participant has to make and submit an "Inception Report Presentation Material" and assignment materials to review fundamental subjects (e.g., math, hydrology) necessary for the master's level course work.

**(2) Core Phase in Japan:**

This program consists of "Lecture", "Exercise", "Discussion", "Presentation", "Field trip" and "Individual study". This course schedule is shown in Fig. 1.

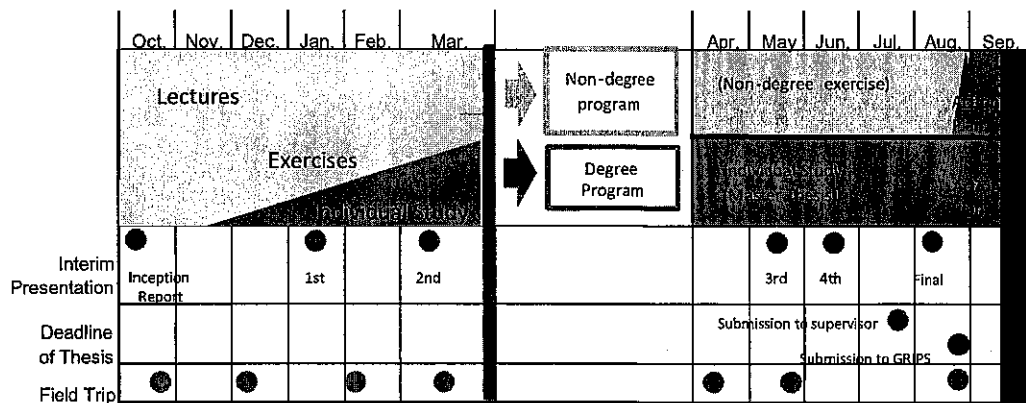


Fig. 1: Course schedule in Japan

## **III. Eligibility and Procedures**

### **1. Expectations to the Applying Organizations**

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying 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 course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems

### **2. Nominee Qualifications**

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

- (1) be nominated by their governments in accordance with the procedures described in **III-4**.
- (2) be technical officials, engineers or researchers who have three (3) or more years of experience in the field of river management or flood disasters in governmental organizations.
- (3) be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- (4) be proficient in basic computer skills.
- (5) have a competent command of spoken and written English. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and Master thesis, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate of English ability such as TOEFL or IETLS.)(see ANNEX I checklist 5.)
- (6) Health : must be in good health to participate in the program in Japan.  
To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.
- (7) Between 25 and 42 years of age as of October 1, 2023
- (8) Expectations for the Participants
- (9) Gender Consideration: JICA promotes 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 overseas office (or the Embassy of Japan)**.

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

#### **(2) Application Materials for GRIPS/PWRI Master's Program:**

The entire curriculum of this program is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master's Program as written in ANNEX I.

- Application for admission to GRIPS/PWRI Master's Program
- 1 clear photograph of your face (30 x 40 mm)
- 2 letters of recommendation
- Certificate of employment
- Official transcripts of academic record and graduation/degree certificates
- Official evidence of English ability
- Statement of purpose

Please note that an applicant will NOT be registered as an applicant until we have received all of the above materials. Please carefully review the information in ANNEX I.

#### **(3) Inception Report:**

Each applicant must prepare an "Inception Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the required format (see ANNEX II). The Inception Report will be used only for screening purpose and as training materials, only if applicant is selected.

#### **(4) Photocopy of Passport:**

To be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, date of birth, nationality, sex, passport number and expire date

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

##### **(1) Submission of the Application Documents**

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by **April 7<sup>th</sup>, 2023**)

##### **(2) Selection:**

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Embassy of Japan) will conduct screenings, and send the documents to JICA TSUKUBA, which organizes this program.
- 2) JICA TSUKUBA will carry out the screening jointly with PWRI and decide the passed applicants out of those who fulfill the set qualifications described above in III-2.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.  
The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants.
- 4) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the application materials such as official transcripts.
- 5) The applicants who are accepted to participate in this program will be decided by the Academic Council of GRIPS finally by **the end of July, 2023.**

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

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

##### **(3) Notice of Acceptance:**

The JICA overseas office (or the Embassy of Japan) will notify the results **no later than July 28<sup>th</sup>, 2023.**

(\*Acceptance Agreement will be sent from GRIPS by e-mail together with the official admission letter soon after this notice of acceptance.)

#### **5. Conditions for Participation**

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the 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. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

## **6. Certificate and Master's Degree**

- Participants who have successfully completed the program will be awarded a certificate by JICA.
- Participants who have successfully completed all graduation requirements will be awarded a Master's Degree, "Master of Disaster Management" by GRIPS and PWRI.

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA TSUKUBA)
- (2) **Program Officer:** Ms. Miki Nishioka ([tbicttp@jica.go.jp](mailto:tbicttp@jica.go.jp))

### 2. Implementing Partner

#### (1) International Centre for Water Hazard and Risk Management (ICHARM) under the auspices of UNESCO, Public Works Research Institute (PWRI)

- 1) URL: <https://www.pwri.go.jp/icharm/index.html>
- 2) Address: 1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan
- 3) TEL: +81-29-879-6809
- 4) FAX: +81-29-879-6709
- 5) E-mail: [training.icharm@pwri.go.jp](mailto:training.icharm@pwri.go.jp)
- 6) Remark: ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 100 years since its establishment.

(where "81" is the country code for Japan, and "29" is the local area code)

#### (2) National Graduate Institute for Policy Studies (GRIPS)

- 1) URL: <https://www.grips.ac.jp/en>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) E-mail: [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)
- 5) Remark: GRIPS is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy arena, advancement of policy research, and collection and dissemination of policy-related information.

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

### 3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

#### 4. Accommodation in Japan

Basically, JICA will arrange the following accommodations(s) for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)  
Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan  
TEL: +81-29-838-1111, FAX: +81-29-838-1119  
(where "81" is the country code for Japan, and "29" is the local area code)  
Please refer to facility information of JICA TSUKUBA at its URL:  
<https://www.jica.go.jp/tsukuba/english/office/index.html>

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodation(s) for the participants.

#### 5. Expenses:

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

- (1) Allowances for accommodation, meals, 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
- (5) For more-details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.

**The curriculum of this program is approved as a master's degree program by GRIPS and PWRI. The application fee, admission fee and tuition for the Master's Degree Program will be provided by PWRI.**

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

#### 6. Pre-departure Orientation:

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

\*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT

Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

**Part I: Knowledge Co-Creation Program and Life in Japan**

<https://www.youtube.com/watch?v=SLurfKugrEw>

**Part II: Introduction of JICA Centers in Japan**

JICA Tsukuba

<https://www.jica.go.jp/tsukuba/english/office/index.html>

## V. Other Information

### 1. Computer:

The participants are recommended to bring own laptop/notebook computers to prepare the presentation slides and to communicate by e-mail.

### 2. Relevant Data for Flood Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data for flood disasters in their countries on their laptop/notebook computers for preparing the presentation slides etc.

### 3. For the Promotion of Mutual Friendship:

JICA TSUKUBA encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.

### 4. Bring Some Cash:

Allowances, such as accommodation, living, clothing, and shipping allowances, will be deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is advisable that participants bring some cash and exchange it at the airport in order to cover necessary expenses for the first few days. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

### 5. More information about JICA TSUKUBA

You can check our location, facility and services on our website and social media.

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

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

We post articles about the KCCP on our Facebook page.



END

**ANNEX I: Check List / Application Materials for GRIPS/PWRI Master's Program**

**ANNEX II: Instruction for Inception Report**

**ANNEX III: Course Schedule (tentative)**



## **For Your Reference**

### **JICA and Capacity Development**

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and

technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



***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: +81-29-838-1744 FAX: +81-29-838-1119**



## **Application Materials for GRIPS/PWRI Master's Program**

### **1. The Application Process**

Selection for admission is based on the evaluation of supporting documents that you submit. Before initiating your application, please carefully review the following details of the application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents by post.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadlines. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents together in one package.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

#### **Protection of personal information**

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

### **2. Supporting Documents**

#### Important notes

- All documents must be in English.
- Digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents to be prepared solely by the applicant, should be typed on computer wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

**◆ Please check  whether you have submitted all the necessary documents**

**ANNEX I** Check List

1.	<p><b><u>Application for admission to GRIPS/PWRI Master's Program</u></b> (use the designated form)</p> <p>Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.</p>	<input type="checkbox"/>
2.	<p><b><u>Two (2) letters of recommendation</u></b> (use the designated form)</p> <p>Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or academic supervisor.</p> <p>You are required to obtain the letters from your recommenders using the designated form and submit them by post. Each of your letters must contain both of the two A4 pages provided. <u>Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.</u></p>	<input type="checkbox"/>
3.	<p><b><u>Certificate of employment</u></b> (use the designated form)</p> <p>You are required to submit this if you are currently employed. You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post.</p>	<input type="checkbox"/>
4.	<p><b><u>Official transcripts of academic record and graduation/degree certificates</u></b></p> <p>You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.</p> <p>You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. <u>These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.</u></p> <ul style="list-style-type: none"> <li>• Official transcripts of academic record Official transcripts should contain the following information: <ul style="list-style-type: none"> <li>- Name of the degree program/course</li> <li>- Enrollment period</li> <li>- Names of all courses taken and grades received</li> <li>- Grading scale including the maximum grade point/score</li> </ul>                     If you are currently attending a university, please submit your most recent transcript.                 </li> <li>• Official graduation/degree certificates Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. <b>DO NOT</b> send your original diploma, as documents will not be returned.</li> </ul> <p>If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.</p> <p><b>Important notes</b></p> <ul style="list-style-type: none"> <li>➤ Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.</li> <li>➤ If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.</li> <li>➤ If a university cannot issue an official English version of your transcript/certificate, you are required to submit both: <ul style="list-style-type: none"> <li>- The <u>official</u> transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and</li> <li>- An <u>official</u> verbatim English translation of the document, prepared by an accredited translator.</li> </ul> </li> </ul>	<input type="checkbox"/>

**ANNEX I** Check List

5.	<p><b>Official evidence of English ability</b></p> <p>You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.</p> <p>Please note that English test scores are valid for two years from the test date, and therefore, <u>tests must have been taken within two years of the time of enrollment at GRIPS.</u></p> <p>TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.</p> <p><u>How to apply for a waiver of the English language proficiency requirement</u> (There are two categories in our English test exemption policy.)</p> <p>Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an <u>accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland</u> will be automatically exempted from submitting an English test score.</p> <p>Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement.</p> <p>If you wish to apply for such a waiver, you must submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted <u>entirely</u> in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.</p> <p><u>This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.</u></p> <p>You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements.</p>	<input type="checkbox"/>
6.	<p><b>Statement of purpose</b> (use the designated form)</p> <p>For details on required content, please see the explanation on the designated form.</p>	<input type="checkbox"/>

**3. After You Apply**

**Notify the JICA office (or the Embassy of Japan) of any changes**

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Details regarding the graduate program may be obtained at the following websites:

<https://www.grips.ac.jp/en/>

<http://www.pwri.go.jp/eindex.html>

# Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

## **APPLICATION FOR ADMISSION TO GRIPS/PWRI MASTER'S PROGRAM 2023-2024**

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Paste your photograph or  
insert your digital image  
taken within the last three  
months, providing a  
clear, front view of your  
entire face.

(4cm x 3cm)

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

### **PERSONAL DATA**

1. Full name: \_\_\_\_\_  
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: \_\_\_\_\_ 3. Age (as of October 1st, 2023): \_\_\_\_\_  
Month/Day/Year

4. Gender:  Male  Female

5. Marital status:  Single  Married

6. Nationality: \_\_\_\_\_  
As written in your passport

7. Present employer (name of organization): \_\_\_\_\_  
(Does your organization belong to a central or regional authority?  Central  Regional  Neither)  
(Upon admission to GRIPS,  I will be given study leave by my employer.  I will quit my job.)

8. Present position, department/section: \_\_\_\_\_

9. Work address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_  
Country code - complete number

10. Residential address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_  
Country code - complete number

11. Preferred mailing address:  Work  Residence  Other, namely (Fill in the following fields.)

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_  
Country code - complete number

12. E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_



**ANNEX I** Application Materials for GRIPS/PWRI Master's Program  
**APPLICATION INFORMATION**

13. Education History

Tertiary Education

- List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

Tertiary education	Full name of institution & location (city & country)	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/class/rank/ division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			
				years and months			

From Primary to Secondary Education (Before Tertiary Education)

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education	Full name of institution	Period of attendance		Duration of schooling
		(from) Month, year	(to) Month, year	
Elementary school				years and months
Middle school/Junior high school				years and months
(Senior) High school				years and months

Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive)	years and months
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\*Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

14. English proficiency:

One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS.

TOEFL iBT: \_\_\_\_\_  
 Score                                      Month/Day/Year

**ANNEX I** Application Materials for GRIPS/PWRI Master's Program

IELTS Academic: \_\_\_\_\_  
 \_\_\_\_\_ Score                  \_\_\_\_\_ Month/Day/Year

Other information:  Undergraduate education instructed in English  
 Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

The USA, the UK, Canada, Australia, New Zealand, or Ireland  
 Other country

15. List below two persons familiar with your academic and/or professional activities, from whom you have requested letters of recommendation.

1. \_\_\_\_\_  
   Name    Position and affiliation

2. \_\_\_\_\_  
   Name    Position and affiliation

16. List your current and previous employment (up to five positions) in reverse chronological order, starting with your most recent position. Exclude part-time work and internship.

Organization, type, & city	Job title and description (maximum 20 words)	Dates	
		(from) Month, year	(to) Month, year

**CERTIFICATION**

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

\_\_\_\_\_ Signature of the applicant    \_\_\_\_\_ Month/Day/Year

**Please submit this form along with other supporting documents by courier or registered mail.**

# Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

## LETTER OF RECOMMENDATION 2023-2024

**TO THE APPLICANT:** Please complete this section ("Your name" and "Recommender's name"), and give this form to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name: \_\_\_\_\_  
As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender's name: \_\_\_\_\_

**TO THE RECOMMENDER:** Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? \_\_\_\_\_ years \_\_\_\_\_ months
2. In what capacity have you known the applicant?  
\_\_\_\_\_

3. How often have you interacted with the applicant?  
 Daily       Weekly       Monthly       Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall academic ability?  
 Outstanding (top 5%)  
 Excellent (top 10%)  
 Good (top 20%)  
 Average (top 50%)  
 Below average (lower 50%)  
 Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall professional ability?  
 Outstanding (top 5%)  
 Excellent (top 10%)  
 Good (top 20%)  
 Average (top 50%)  
 Below average (lower 50%)  
 Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ANNEX I** Application Materials for GRIPS/PWRI Master's Program

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

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8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

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9. **For university professors and instructors only**  
Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

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10. Additional comments, if any.

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11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

Outstanding       Good       Average       Poor

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Name of person completing this form: \_\_\_\_\_

Position/title: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

TEL: \_\_\_\_\_ E-mail: \_\_\_\_\_

Country code - complete number

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Month/Day/Year

ANNEX I Application Materials for GRIPS/PWRI Master's Program  
Disaster Management Policy Program by GRIPS and PWRI  
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

**CERTIFICATE OF EMPLOYMENT 2023-2024**

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Application Form.

**EMPLOYER DETAILS**

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

TEL: \_\_\_\_\_

Country code - complete number

E-mail: \_\_\_\_\_

**EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_  
Full name of applicant (as written in his/her passport)

has been employed by this organization from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: \_\_\_\_\_

This applies to applicants from Bangladesh, India and Pakistan.

**LEAVE OF ABSENCE APPROVAL**

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

Authorized person completing this form:

Name: \_\_\_\_\_

Position/title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Month/Day/Year

Please put an official stamp or seal in this space. If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.

# Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

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## **STATEMENT OF PURPOSE 2023-2024**

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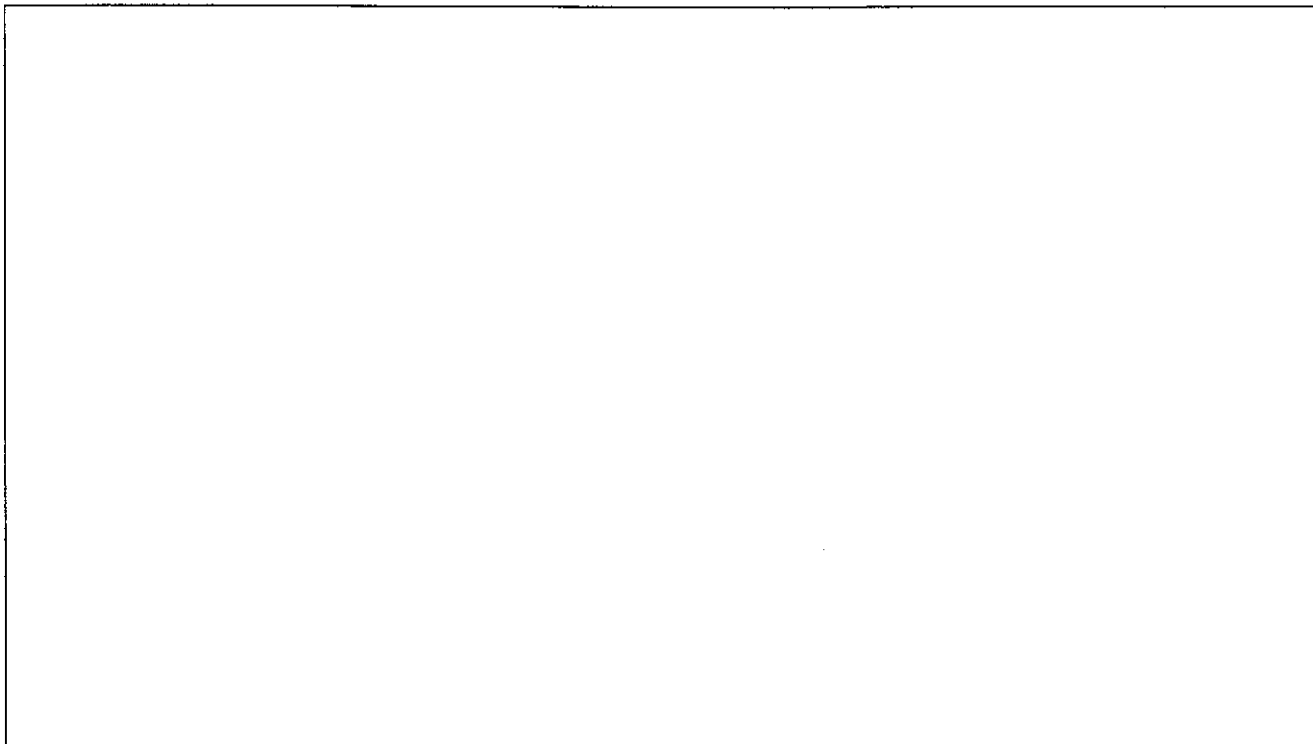
(You can change the size of the boxes.)

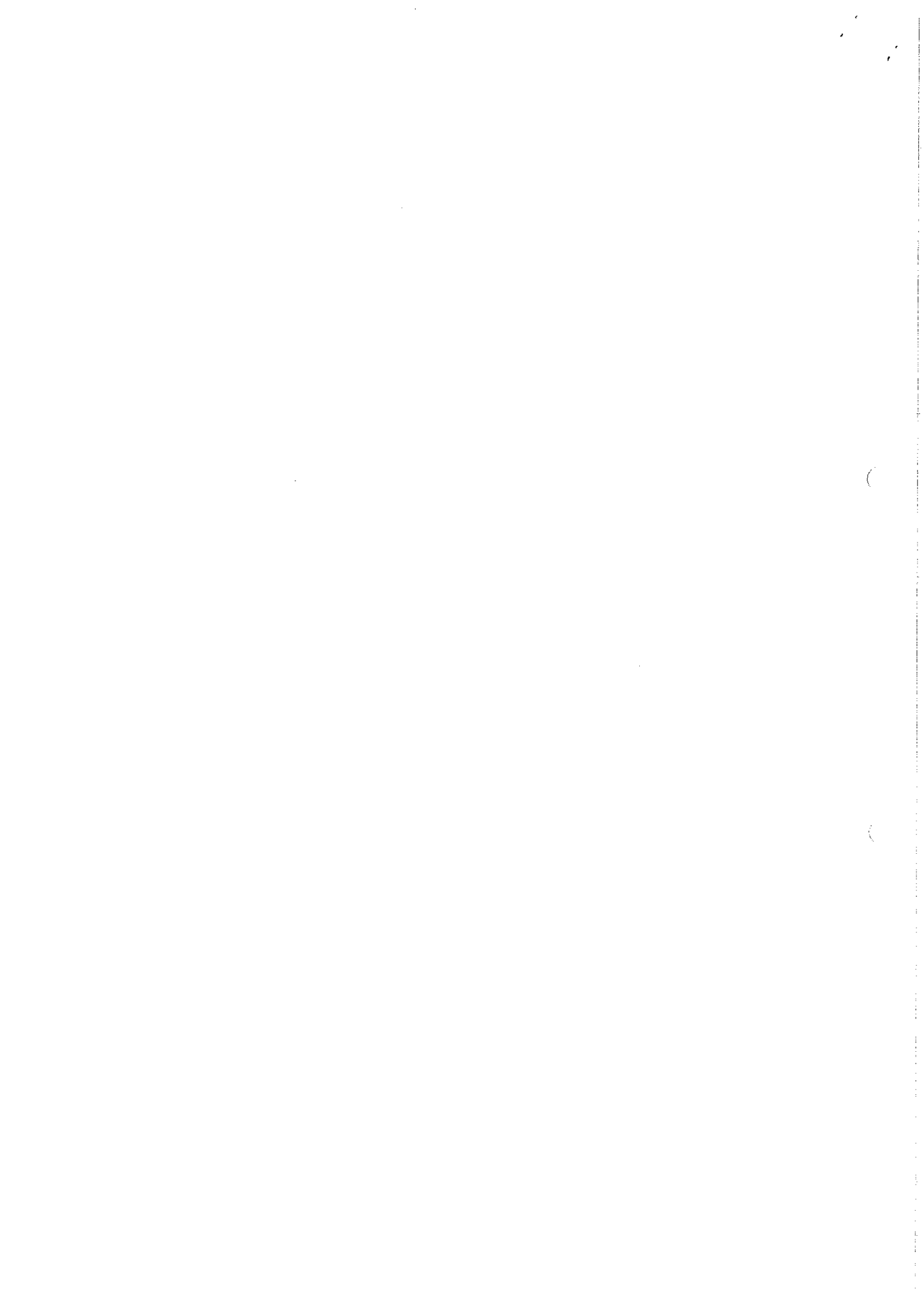
1. Describe what you have learnt as a college or graduate school student (could be academic contents, your thesis, or any other experiences). (Up to 300 words)

2. Summarize your present duties and responsibilities, and your accomplishments at work. If you are still in school or do not currently work, summarize your accomplishments either at prior work or at school. (Up to 300 words)

**ANNEX I** Application Materials for GRIPS/PWRI Master's Program

3. State your purpose for studying at GRIPS. In particular, describe what you wish to study or investigate, what social problems and/or policy issues you wish to tackle, and how your studies at GRIPS might contribute to your future career. (Up to 300 words)







**Inception Report**

*for the Knowledge Co-Creation Program (Group & Region Focus)  
on "Flood Disaster Risk Reduction"  
(JFY 2023)*

**Note:**

- (1) This report must be submitted with the Application Form for the JICA Training and Dialogue Program. Applicants without this report will be out of the selection.
- (2) This report must be prepared by the applicant himself/herself with the cooperation of the participating organizations.
- (3) This report must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the following format.

**1. Please fill your following information.**

- (1) Name:
- (2) Organization:
- (3) Present Post:
- (4) Country:
- (5) E-mail:

**2. Please fill the following items about your organization and department.**

- (1) Mission, Objective, and Role:  
*What are the Missions/Objectives/Roles of your organization?*
- (2) Activities:  
*What are the activities of your organization to achieve those missions?*

**3. Please show your organization chart and indicate your position.**

Please attach your organization chart.



**4. Please explain your job experience related to flood control and water resources in the last 10 years.**

*\* Please add the item according to your situation.*

- (1) Period:
- (2) Organization:
- (3) Position:
- (4) Outline of duties:

**5. Please explain issues which you have to solve or any difficulties on your work.**

Please describe the issues, difficulties and reasons (technical and organizational/institutional) in detail.

*\* Please add the item according to your situation.*

- (1) Technical Aspects: Issues, Difficulties, and Reason
- (2) Organizational/Institutional Aspects: Issues, Difficulties, and Reason

**6. In the fields of flood-related disaster mitigation, what topics are you interested in?**

Please describe the topics, subjects and the reason why you are interested in those topics

*\* Please add the item according to your situation.*

**7. Please explain your future plans to apply expected results of the program in order to work on projects related flood disaster mitigation after returning to your country.**

**8. If you have any request, please write down.**

END



### Course Schedule (tentative) 2023-2024

Year	Date	Program	
2023	September	Arrival to Japan	
		Briefing at JICA Tsukuba	
	October	2 (Mon)	Opening Ceremony at ICHARM
		3(Tue)-4(wed)	Entrance Guidance and Orientation at GRIPS
		5 (Thu)	Start of Lecture at ICHARM
		Mid	Presentation on Inception Report
		Late	Field Trip (1)
	November	1(Wed)-15(Wed)	Intensive lectures at GRIPS
	December	Mid	
29 (Fri)		Field Trip (2)	
2024	January	↓	Winter Vacation
		3 (Wed)	
		Late	1st Interim Presentation on Master's thesis
	February		
	March	Early	Field Trip (3)
		Late	2nd Interim Presentation on Master's thesis
	April		
		Late	Field Trip (4)
	May	Mid	3rd Interim Presentation on Master's thesis
		Late	Field Trip (5)
	June		
	July	Early	4th Interim Presentation on Master's thesis
		Late	Submit the draft of Master's thesis
	August	Early	Final Presentation on Master's thesis
		Late	Submit Master's thesis to the GRIPS/Submit a training summary report to JICA
	September	11 (Wed)	Closing Ceremony at JICA, Graduation Ceremony at GRIPS
			Apostille
		Return to home country	

