



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**SMALL AND MEDIUM ENTERPRISES / LOCAL INDUSTRY
PROMOTION FOR LATIN AMERICA (B)**

課題別研修「中南米地域中小企業・地場産業活性化(B)」

JFY 2017

NO. J1704304 / ID. 1784874

Course Period in Japan: From June 6, 2017 to July 7, 2017

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 (KCC) Program' as a New Start

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

I. Concept

Background

In many developing countries, the population and industries are concentrated in urban areas, while rural areas remain under-developed and face the problem of disparities among regions. In response to that, governments in developing countries aim to create employment, stimulate local communities, and reduce poverty in rural areas by promoting local industries in an effort to develop community.

JICA provides the support program towards "poverty reduction to redress disparities" through various cooperation schemes, with due consideration to the concept of human security to support the initiatives of governments of developing countries in this regard. As part of this endeavor, this program is offered to learn about support measures toward SMEs and strengthening of corporate structures for local industry development.

For what?

This program provides participants with the opportunity to acquire skills on SME support measures in local governments and methods for strengthening corporate structure of companies in the private sector. The cooperation of government and the private sector is essential for local industry development. Participants will learn practical knowledge about support measures towards SMEs, strengthening of value-added products by utilizing characteristics of companies and regions, and human resource development and business management for development of competitive companies.

For whom?

This program is offered to 1) Officials of local government and public institutions that support SMEs and local industry development and 2) Officers of Chamber of Commerce, Private Enterprises Federation, and Business Unions for SMEs.

Officers with practical skills are desirable since this program is an intensive course to learn manufacturing practices in local industry activation and stepwise capacity building for business management.

How?

Participants are expected to learn to build capacity as administrative officers or leaders of SMEs in rural areas by listening to lectures and visiting sites to learn about the concepts and practices of Japanese measures on the promotion of SMEs and local industry development. This program focuses on learning practical skills on local industry promotion such as practical knowledge of quality control, production management, sales promotion and human resource development. Learning the roles of the Chamber of Commerce and the Agriculture Cooperatives are also included in the program.

II. Description

1. Title (J-No.):

Small and Medium Enterprises / Local Industry Promotion for Latin America (B)
(J1704304)

2. Course Period in JAPAN:

June 6, 2017 to July 7, 2017

3. Target Regions or Countries:

Argentina, Brazil, Chile, Colombia, Costa Rica, Ecuador, Mexico, Peru
and Uruguay

4. Eligible / Target Organization:

This program is designed for;

- 1) Officials of local governments and public institutions that support SMEs and local industry development in the manufacturing sector and
- 2) Officers of chambers of commerce, private enterprises federations and business unions for SMEs.

* 1) and 2) must have more than five years of experience in the above mentioned fields.

* Counterparts or persons involved in JICA projects or working with JICA Senior Volunteers and/or Advisors who satisfy the required qualifications are encouraged to apply.

5. Course Capacity (Upper limit of Participants):

13 participantes

6. Language to be used in this program:

Spanish

(Application forms and documents must be written in English.)

7. Course Objective:

SMEs promotion plan for contributing to local industry development is formulated.

8. Overall Goal:

The organization of the participant can implement measures to support small and medium enterprises and develop local industries.

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
Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
Job Report & IAS is formulated	Formulation and submission of the Job Report and the Issue Analysis Sheet(IAS) with the application form

(2) Core Phase in Japan
 (June 6 to July 7, 2017)
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
1. To be able to explain the measures of the central and local governments about SMEs support policies in Japan	1. SMEs support measures in Japan 1) Industrial development and role of SMEs in Japan 2) SMEs promotion related laws(Central Government) 3) SMEs support measures (local government)	Lecture and Site Visit
2. To be able to explain about strengthening value added products utilizing characteristics of companies and regions	2. Support for strengthening value added products by regional organizations 1) Role of Chamber of Commerce 2) Role of Agricultural cooperative	Lecture and Site Visit
3. To be able to instruct human resource development and business management (including production and sales) for development of competitive companies	3. Strengthening of corporate structure 1) Quality control 2) Production management 3) Sales promotion 4) Human resource development (in-factory training/ Cooperation with vocational training schools)	Lecture and Site Visit
4. To improve capacity of formulating a strategic action plan for SMEs and local industry promotion	4. Action Plan 1) Guidance to identifying the issues 2) Sharing of issues among participants 3) Job report and Action plan presentation	Lecture, Exercise and Presentation

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.

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties:
 - Officials of local governments and public institutions that support SMEs and local industry development in the manufacturing sector,
 - Officers of Chambers of Commerce, Private Enterprises Federations, and Business Unions for SMEs.
 - * Candidates must provide information about the status of SMEs and local industry promotion in their regional areas using the Job Report form (Annex-4)
 - * Counterparts or persons involved in JICA projects or working with JICA Senior Volunteers and/or Advisors, who satisfy the required qualifications, are encouraged to apply.
- 2) Experience in the relevant field: have more than 5 years' work experience in the field of local industry promotion
- 3) Educational background: be a university graduate or have the equivalent academic background
- 4) Language: Good command of Spanish. Those who can prepare and submit application form in English. English ability is not a requirement for the program.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications:

- 1) To be able to communicate everyday conversation in English
- 2) Age: between the ages of twenty-five (25) and fifty (50) years

3. Required Documents for Application

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

(2) **Photocopy of passport:** to be submitted with the application form, 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.

(3) **Issue Analysis Sheet (IAS):** to be submitted with the application form. The IAS is used for screening of participants. It is a tool that logically organizes relationships between issues or problems which a nominee's organization is facing with and the subjects to be covered in the training program in Japan. The sheet should be completed in accordance with the descriptions in Annex-1.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**.

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by April 17, 2017.)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* 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

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than May 8, 2017**.

5. Document(s) to be submitted by accepted candidates

Job Report- to be submitted by May 21, 2017:

Before coming to Japan, accepted candidates are required to prepare a Job Report (detailed information is provided in the ANNEX-4 "Job Report".) The Job Report should be sent to JICA by May 21, 2017, preferably by e-mail to kictp@jica.go.jp. If the documents are not submitted by the deadline, the acceptance might be canceled.

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizador:

- (1) **Name:** JICA KYUSHU (Training Program Division)
- (2) **Contact:** kictp@jica.go.jp

2. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

3. Accommodation in Japan:

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

JICA Kyushu International Center (JICA KYUSHU /KIC)
Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka,
805-8505 Japan
TEL: +81-93-671-6311 FAX: +81-93-671-0979
(81: country code for Japan, 93: area code)
<http://www.jica.go.jp/english/contact/domestic/index.html>

4. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit and shipping
 - (2) Expenses for study tours (basically in the form of train tickets)
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

5. 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

1. Reports Presentation

(1) Job Report & Issue Analysis Sheet (IAS)

Accepted participants will make a presentation of his/her Job Report & IAS in up to 10 minutes, at the early stage of the training program in order to share knowledge and background with other participants as well as the course leader and lecturers. Visual materials such as Power Point and pictures may be helpful for your presentation. When you use Power Point, it is preferable to a font size of more than 24 points and not to use pictures in the background.

(2) Action Plan

Accepted participants are required to formulate an action plan at the end of the training program in Japan to show your ideas and plans, which you carry out after return home, reflecting the knowledge and method acquired from the training. Each participant will have 10 minutes for presentation.

2. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

VI. ANNEX

1. Issue Analysis Sheet (Annex-1)
2. Tentative training schedule (Annex-2)
3. Places to visit and points to learn (Annex-3)
4. Job Report (Annex-4)