



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Capacity Development for Investment Promotion(C)
課題別研修「投資促進のためのキャパシティ・ディベロップメント(C)」

JFY 2018

NO. J1804393 / ID. 1884945

Course Period in Japan: From October 2, 2018 to October 26, 2018

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 in 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

Today, foreign direct investment (FDI) is considered as an important accelerator of economic growth in developing countries. FDI is expected to bring benefits to developing countries, such as job opportunities, new technology and activation of local economy. Government and public organizations, such as Investment Promotion Agency(IPA) play a crucial role in promoting quality FDI by setting clear strategy and preparing appropriate incentives and business environment to invite FDI.

From investor's point of view, investment involves big risk and opportunity. Investment decision requires careful assessment of information. However, it is sometimes difficult for foreign investors to acquire correct and latest information about developing countries.

With the increasing international competition, effective promotion of their countries to the potential investors is the key to attract FDI to developing countries. It is essential for developing countries to let the potential investors know the strength of their country, such as business environment, human resources and market potential.

Therefore, it has become more and more important for IPA to enhance the capacity to understand the needs of investors, prepare the necessary data/information and promote their country to promising investors.

For what?

This program intends to strengthen the capacity of officials of IPA (or equivalent organization) as a FDI promotion expert. This training especially focuses on acquiring the practical skill and knowledge to effectively promote their country to potential investors. FDI promotion experts are expected to have professional knowledge on investment procedure, regulations and information about private sectors of their countries.

For whom?

This program is offered to governmental and private organizations in charge of Inward FDI promotion.

How?

Participants are expected to learn by lectures, site visits and group discussions. This program focuses on gaining practical knowledge for improvement of investment environment of participant's country through experience and examples of Japanese companies (including small and medium enterprises).

During the program, participants will visit several Japanese investment promotion agencies and Japanese companies. Participants will learn about successful measures of country promotion by examining other countries' cases as well.

II. Description

- 1. Title (J-No.): Capacity Development for Investment Promotion (C)
(J1804393)**
- 2. Course Period in JAPAN**
October 2, 2018 to October 26, 2018
- 3. Target Regions or Countries**
Viet Nam, Pakistan, Myanmar, Ethiopia, Zimbabwe, Malawi, Tajikistan, Serbia, Turkey, Peru, Mexico, Vanuatu and Cook Islands
- 4. Eligible / Target Organization**
Governmental and private organizations which promote foreign direct investment (FDI) to their countries, such as Investment Promotion Agency (IPA), Bank etc.
- 5. Course Capacity (Upper limit of Participants)**
13 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**
Based on the knowledge and insight gained through the program, an action plan to promote foreign direct investment (FDI) to participant's country is formulated and implemented by the participant's organization.
- 8. Overall Goal**
This program aims to strengthen the capacity of the participant's country to promote quality FDI.

9. Expected Module Output and Contents:

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

	Expected Module Output	Subjects/Agendas	Methodology
1	Current situation, challenges, efforts and advantages for FDI of participant's country is clearly recognized.	<ul style="list-style-type: none"> Identifying current situation and issues of their country's FDI (assignment before coming to Japan) including strength and weakness of their countries. Pre-study report presentation 	<ul style="list-style-type: none"> Self-analysis Presentation Group discussion
2	Participants are able to explain the basic points for effective investment promotion, reviewing their environmental and infrastructural situation.	<ul style="list-style-type: none"> Key points of FDI Promotion for developing countries Role and responsibility of Investment Promotion Agencies(IPA) Effective measures of investment promotion (e.g., seminars, promotion tools, incentives including subsidy). Strengthen promotion activity for the SMEs aiming business development in overseas. Scouting and supporting the local potential partners (including SMEs). 	<ul style="list-style-type: none"> Lecture Site visit Group discussion Work shop (Role play)
3	Participants are able to explain the key elements for FDI promotion towards efficient and attractive activity for domestic industrial development based on the needs of overseas investors.	<ul style="list-style-type: none"> FDI promotion to develop high potential domestic industry. Trend and characteristics of FDI by Japanese companies. (Visit to Japanese companies operating in developing countries) (Visit to Japanese organizations promoting overseas business of Japanese companies) Making presentation about their country at the investment promotion seminar for Japanese companies. Follow up system for sustainable FDI 	<ul style="list-style-type: none"> Lecture Site visit Group discussion
4	An effective and achievable action plan to promote FDI to participant's country is created based on the knowledge and insight gained through the program.	<ul style="list-style-type: none"> Sum up the learning from the training Each participant is requested to compile the actions to be taken for the issues they set at the beginning of the course Make and present Action plan 	<ul style="list-style-type: none"> Group discussion 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 utilize the program 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 program 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: be administrative officials or private enterprise staff of foreign direct investment promotion or an equivalent level of knowledge who will continue working in the same field after the training course.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of 1).
- 3) Educational Background: be a graduate of university.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more. (This program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.)
- 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.
- 6) Attitude toward participation: Through the application form and inception report submitted, nominees shall be regarded whether they fully understand the program purport and have high motivation for learning or not.

(2) Recommendable Qualifications:

- 1) Age: between the ages of twenty-five (25) and forty-five (45) 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 Expiry date.

- (3) **Nominee's English Score Sheet (copy):** to be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).
- (4) **Inception Report:** to be submitted with the Application Form. Fill in ANNEX of this General Information.

In case there are any missing documents or missing part, the nominee may be excluded from the selection.

4. Procedures for Application and Selection:

(1) Submission of 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 July 24, 2018**)

(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 August 24, 2018**.

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

Before coming to Japan, only accepted participants are required to prepare a Pre-study Report. Pre-study Report shall be made by PowerPoint and be sent by e-mail to Hokkaido International center (Obihiro), organizer of this training course before your leaving. Please check the format of the Pre-study Report in ANNEX 2.

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 program expenditure depending on the severity of said violation, and
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Hokkaido (Obihiro)
- (2) **Contact:** Mr.KONDO Tadasu (jicaobic@jica.go.jp)

2. Implementing Partner:

Name: Hokkaido Association of Small Business Entrepreneurs

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:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

4. Accommodation in Japan:

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

Hokkaido International Center (Obihiro)
Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan
TEL: 81-155-35-1210 FAX: 81-155-35-1250
(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants.

The YouTube channel of "Hokkaido International Center (Obihiro)"

<https://www.youtube.com/watch?v=tbAJwtMhu3Q&feature=youtu.be>

5. Expenses:

The following expenses will be provided for 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.
- 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.

6. Pre-departure Orientation:

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

V. Other Information

1. Certificate

The participants who have successfully completed the training program will be awarded a certificate by JICA.

2. Ceremony

The program includes some ceremonies such as closing ceremony etc, so it is recommended to bring appropriate clothes.

3. Laptop computer

Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in Hokkaido International center (Obihiro) where 12 desk-top computers are available with internet access.

4. Medical history

In case you have or have had malaria, you are requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

5. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

		Appropriate clothes.											
		Winter		/ Spring			/ Summer		/ Autumn		/ Winter		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperature (°C)	Maximum	-1.9	-0.6	4.0	11.9	17.6	20.8	23.5	25.2	21.5	15.6	8.0	1.1
	Average	-7.5	-6.2	-1.0	5.8	11.1	14.8	18.3	20.2	16.3	10.0	3.2	-3.7
	Minimum	-13.7	-12.6	-6.0	0.6	5.7	10.3	14.5	16.4	12.1	4.8	-1.5	-8.9
Humidity (%)		70	68	66	66	69	79	83	82	79	73	68	68
Precipitation (mm)		42.8	24.9	42.4	58.9	81.0	75.5	106.4	139.1	138.1	75.0	57.6	46.1

(Japan Meteorological Agency 1981-2010 in average)

6. Currency Exchange

Participants are advised to exchange local currency to Japanese currency on your arrival in Narita (Haneda) airport in Tokyo if it is needed, since it is quite difficult to exchange money after that, due to limited availability of facility or time during the program.

7. Items to be lent to participants by JICA

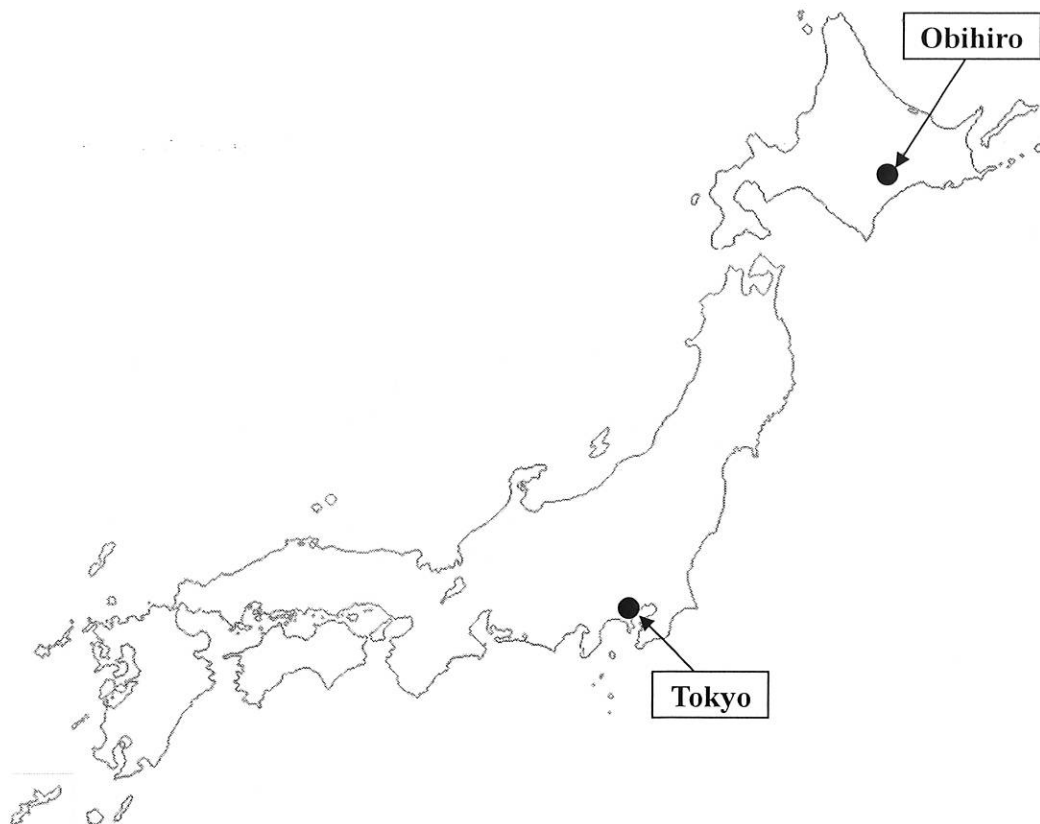
JICA provides participants with the following necessary items during the training period;

- 1) rain jackets & trousers
- 2) work jackets & trousers
- 3) rubber boots
- 4) warm jackets

*Therefore, participants don't need to take own items above.

8. Study Trip

Short study trips are included in the training program.



9. Information about Obihiro City and its surrounding region

Information of Obihiro is available at following URLs :

- a. Homepage of Obihiro city.

<http://www.city.obihoro.hokkaido.jp/>

- b. Homepage of Tokachi Prefecture.

(Obihiro city is belong to Tokachi prefecture.)

<http://visit-tokachi.jp/en>

- c. Homepage of JICA Obihiro

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

- d. The YouTube channel of "Tokachi, A Kingdom of Agriculture"

<https://www.youtube.com/watch?v=rIVNvV4HEf8>

VI. ANNEX:

Inception Report

(please submit with the Application Form)

Please answer the following questions. This report must be type written in English in less than 2 pages. Please submit the inception report **with** your Application Form.

Country : _____

Name : _____

Q1	Basic information of your organization; mission, organization structure, number of staffs etc. Please attach the organization chart if you have one.
Q2	Please describe your country's current FDI promotion strategy including your country's incentives related to inward FDI.
Q3	You country's investment related incentives
Q4	Please name 3 main sectors that your country wants to invite FDI 1. 2. 3.
Q5	If potential investors ask you "Why should we choose your country to invest?", what would you say? In other words, what are the strength/advantage of your country in terms of attracting FDI? Name 3 points. 1. 2. 3.
Q6	Challenges and obstacles in FDI promotion of your country.

VII. ANNEX 2

Pre-study Report

This assignment is **only for the accepted participants**. Detailed instruction will be given after the notice of acceptance.

This report must be type written in English in Powerpoint which covers following items. **Please submit the pre-study report summarized within 10 pages of slides by September 14, 2018 to JICA office.** This report shall be a presentation by the accepted participants at the first day of training program in Japan.

Country : _____

Name : _____

- (1) The mission of your organization and your department/ division
- (2) Current situation and trend of FDI in your country
 - FDI inflow to your country (by sector and country)
 - Investment Contribution to GDP
 - Number of companies with foreign capital in your country
- (3) Current issues/problems about FDI promotion in your country
- (4) What policies/measures are currently taken to solve the issues written in question (3)?
- (5) Overview of the current situation of Investment climate.
 - a) Trends of the following economic Indicators (last 5-10 years)
 - (i) Population
 - (ii) GDP
 - GDP Growth Rate
 - GDP Capita Income
 - Inflation Rate
 - Amount of Export / Import

b) Investment climate

• Taxation

Corporate income tax	%
Personal income tax	%
Value-added tax (VAT)	%
Are foreign companies allowed to remit Profits/dividends/royalties to their home country?	Yes/No
Is there any taxation on the remittance of interest/ dividends/ royalty to Japan?	Yes/No %

▪Wages

Workers (Fulltime general workers) :Base salary (monthly)	
Bonus payment (Fixed + Variable bonus)	
Managers (Fulltime) Base salary (monthly)	
Legal minimum wage	
Social security burden ratio (Employer's) (Employee's)	

▪Employment

Employed population	
Unemployment rate	

c) Locations of Export Processing Zones and/or industrial area/estate for foreign investors

d) 1. Are there any industries where FDI is prohibited or restricted?
2. Are there any limitation or rules of FDI, such as business forms and maximum percentage of foreign capital ?

(6) Interview with any foreign companies which are already operating business in your country.

- a) Company information (sales amount, company size, industry etc.)
- b) Why did they choose to invest in your country?
- c) Do they receive any support from your country?
- d) Do they have any problems with their business in your country?

Action Plan

What is Action Plan?

During the training program, all participants are required to prepare an Action Plan (AP). Participants are expected to make a presentation of Action Plan at the end of the program in Japan and in your organization after returning to your country.

The purpose of its preparation is to identify a specific environmental problem and a concrete solution for it. You are recommended to focus on one topic you are able to carry out after returning to your country. Therefore, Action Plan should be both concrete and practical. Try to make your Action Plan by using the existing human and financial resources in your organization in the most efficient and effective way possible.

<Contents of Action Plan (Recommended) >

- a. Title
- b. Problem(s) you are facing in your "work-team" and its reason/cause (those problems you have defined before attending training program)
- c. Hints from seminar to solve the problem and related knowledge/skill acquired during the training in Japan. (Direct and Indirect beneficiaries)
(What you have learned and their relevancy to solving your problems you have defined before attending training program.)
- d. What you are going to do to solve the problem. (What you have learned and their relevancy to solving your problems you have defined before attending training program.)
- e. Action Component
- f. Implementation schedule
- g. Responsible agencies and their roles
- h. Monitoring and evaluation
- i. Budget and other necessary resources (amount of budget and how to raise fund)

Note: Participants will have more detailed guidance during the program in Japan.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 Embassy of Japan. Further, address correspondence to:

JICA Hokkaido International Center (Obihiro)

Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250