



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

## GENERAL INFORMATION ON

Water Supply Administration for Better Management  
of Water Supply Services  
課題別研修「水道管理行政及び水道事業経営」

*JFY 2020*

NO. 202002280-J001

Online Course Period: From 18th January to 22nd January, 2021

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA) 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 is released from 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**

## **1. Program Background:**

Access to safe water is an essential part of the basic human rights and the foundation for a healthy life. However, even today, the world witnesses many instances of people lacking access to this essential commodity. To counter this situation, a new global agenda - the Sustainable Development Goals (SDGs) - was unanimously adopted by the member states of the United Nations in 2015. The agenda included a goal set on water supply (Goal 6) that aims to “ensure availability and sustainable management of water and sanitation for all.” Target 6.1 of Goal 6 of SDGs sets the target that by the year 2030, we should “achieve universal and equitable access to safe and affordable drinking water for all.”

Despite these efforts, many developing countries are still facing the above mentioned challenges partly because of the lack of the human resources for the administration and management of water supply systems. For this reason, JICA offers this Knowledge Co-Creation Program to enhance the capacities of the administration officers of water supply services.

## **2. For what?**

This Knowledge Co-Creation Program (Hereinafter referred to as “the Program”) helps participants acquaint themselves with Japanese experiences on water supply administration and technologies that Japan has accumulated. This will eventually contribute not only to the capacity building of the participants on administration, management, operation and maintenance, but also to the supply of safe and stable drinking water in respective countries.

## **3. For whom?**

This Program is offered to administrators who are responsible for management of water services in a water supply utilities or national / local government.

## **4. How?**

Participants of the Program shall have opportunities to enhance their capacities of administration and management of water supply services through lectures and discussions. Participants will acquire indispensable knowledge and get clues to supply of safe and stable drinking water in respective countries.

## **5. Sustainable Development Goals (SDGs)**

JICA is committed to achieving the Sustainable Development Goals (SDGs). This program contributes to the achievement of the Goal 6 “ensure availability and sustainable management of water and sanitation for all”.

## **II. Description**

**1. Title (No.) :**

Water Supply Administration for Better Management of Water Supply Services  
(202002280-J001)

(A) course and (B) course will be implemented together this year.

**2. Course Period in JAPAN:**

From January 18th to January 22nd, 2021

**Response to the time difference during the online program**

In order to have interactive communication between lecturers and participants, online sessions are planned during the online program.

All participants will be connected from 2:00PM to 5:00PM (Japan Standard Time: JST) at the Webinar.

<Important Note>

In the context of the COVID-19 pandemic, please note that there is a possibility the course period may be, changed, shortened, or the course itself cancelled.

**3. Target Regions or Countries:**

Afghanistan, Cambodia, Egypt, Laos, Malawi, Micronesia, Myanmar, Nigeria, Pakistan, Palestine, Peru, Philippines, Rwanda, South Africa, South Sudan, Sri Lanka, Tanzania, Tunisia and Zambia

**4. Eligible / Target Organization:**

Offices and agencies of national / local governments responsible for administration and management of water services or water supply utilities (public or private corporations)

**5. Course Capacity (Upper Limit of Participants):**

20 participants

**6. Language to be Used in This Program:**

English

**7. Course Objective:**

Through discussions and exercises, participants understand water supply administration in Japan to clarify the future challenges.

## 8. Expected Module Output and Contents:

The Program consists of the following components. Details on each component are shown below:

<b>(1) Preparation in participants' home countries</b>		
Participating organizations make required preparation for the Program in the respective countries.		
<b>Modules</b>	<b>Activities</b>	
To identify and define work-related problems on water supply administration beforehand	For all nominees <b>Deadline:</b> <b><u>16<sup>th</sup> December (Wed), 2020</u></b>	To formulate and submit " <b><u>Water Supply Service Information Sheet</u></b> " *This sheet will be used as one of the nominees' screening materials.

<b>(2) Core Phase (From January 18th to January 22th, 2021)</b>	
<b>Module1: Monitoring</b>	
Objective	Contents
To have clear understanding on monitoring etc., and sort out issues related to water business management	<u>Lecture</u> "Performance Indicators (PIs)" <u>Discussion</u>
<b>Module2: Covid-19 Pandemic and Public Health</b>	
Objective	Contents
To explore the relevance between the Covid-19 pandemic and public health by looking back on the history of the public health in Japan	<u>Lecture</u> "History of Japanese Public Health and clues to the Covid-19 pandemic" <u>Discussion</u>
<b>Module3: Water Quality</b>	
Objective	Contents
To have clear understanding on Water Safety Plan and prioritize issues on water quality management	<u>Lecture</u> "Water & Health, Water Safety Plan" <u>Group Work</u>
<b>Module4: Non-Revenue Water</b>	
Objective	Contents
To have clear understanding on water leakage and water theft and prioritize issues on non-revenue water	<u>Lecture</u> "Measures against Non-Revenue Water (NRW)" <u>Discussion</u>

<b>Module5: Better Management</b>	
Objective	Contents
To identify issues in respective country by understanding water management, water accounting and asset management in Japan	<u>Lecture</u> “Water Management, Water Accounting, and Asset Management in Japan”, <u>Discussion</u>
<b>Module6: “Solutions”</b>	
Objective	Contents
To consider solutions in respective country based on the acquired knowledge	All Lectures and Discussions

## 9. Planned Schedule:

Date	Time	Module	Contents	
18-Jan	Mon	14:00 ~ 14:40	—	Program Orientation
		14:40 ~ 14:50	—	Japan Water Works Administration in Covid-19 pandemic
		15:00 ~ 15:45	1	Performance Indicators (PIs)
		15:45 ~ 16:30	1	Discussion (1): Performance Indicators (PIs)
19-Jan	Tue	14:00 ~ 15:00	2	History of Japanese Public Health and clues to the Covid-19 pandemic
		15:00 ~ 16:00	2	Discussion (2): Covid-19 pandemic
20-Jan	Wed	14:00 ~ 15:00	3	Water & Health, Water Safety Plan
		15:00 ~ 16:30	3	Group Work : Water Safety Plan
21-Jan	Thu	14:00 ~ 15:00	4	Measures against Non-Revenue Water (NRW)
		15:00 ~ 16:30	4	Discussion (3): Measures against Non-Revenue Water (NRW)
22-Jan	Fri	14:00 ~ 14:45	5	Water Management, Water Accounting, Asset Management
		14:45 ~ 16:00	5	Discussion (4): Water Management, Water Accounting, Asset Management
		16:00 ~ 17:00	—	Evaluation Meeting, Closing Ceremony

The Schedule is subject to change without prior notification.

### **III. Eligibility and Procedures**

#### **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 operations. Participating organizations are expected to use 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.
- (3) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 as shown below.
- (4) Applying organizations are also expected to be prepared to make use of knowledge acquired by the participants after their return from Japan for the said purpose.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

###### **1) Current Duties:**

Be executive officers or senior administrative officers in charge of water services in offices and agencies of national / local governments responsible for administration and management of water services or water supply utilities (public or private corporations)

###### **2) Experience:**

Have sufficient experience (over 10 years' experience is preferred) in the field of water supply administration

###### **3) Career Expectation:**

Be expected to continue their careers in the water supply field,

###### **4) Language:**

Have a high level of English ability which is equal to TOEFL CBT 250 or more. (Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible).

## **5) Technical Requirements for the Online Course (Computer):**

### **Technology Proficiency:**

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- This course is delivered using the following services : Web Conferences (Zoom) and YouTube.  
(Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)

## **6) Equipment and Internet Connection Requirement:**

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- High Speed Broadband Connection (at least 2Mbps).
- Browser: Google Chrome, Edge, Firefox, Safari can be used.
- Webcam Microphone, and Audio output Device (Speaker or Headset)

**[Attention]** Internet access charge incurred for this course shall be borne by your organization or your house. If you find difficulty to meet the above requirements, please be sure to consult with the JICA office in your country before you apply.

In case you are using your office computer and you are unable to get permission to use Zoom, please contact the JICA office in advance.

## **7) Attendance Requirement:**

Participation in all program is an essential requirement for the completion of the course.

## **(2) Gender Consideration:**

JICA is promoting Gender equality. Women are encouraged to apply for the Program.

## **3. Required Documents for Application:**

### **(1) Application Form:**

available at the JICA office (or the Embassy of Japan) in respective countries.

### **(2) Attachments: to be submitted with the Application Form**

#### **1) Photocopy of passport or Official ID:**

If you possess your passport, please submit its photocopy. If not, please submit any official ID you have.

**2) Nominee's English Score Sheet:**

Attach the photocopy, if you have any official documentation of English ability.  
(e.g. TOEFL, TOEIC, IELTS)

**3) Water Supply Service Information Sheet:**

This sheet will be used as one of the nominees' screening materials.  
(\*See Attachment "Water Supply Service Information Sheet")

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

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

Closing date for applications:

**Please confirm the local deadline with JICA overseas office (or the Embassy of Japan).**

(Just for your reference, after receiving the documents, JICA overseas office is supposed to send it **to the JICA Tokyo by December16<sup>th</sup> (Wednesday), 2020**).

**(2) Selection:**

Primary screening will be conducted at JICA office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December25<sup>th</sup> (Friday), 2020**.

**5. Conditions for Participation**

Participants of KCCP are required

**(1)** To strictly observe the course schedule.

**(2)** Not to change the program topics.

**(3)** To participate in the whole program including program orientation.

**(4)** To respect copyright and portrait rights. To refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission.

## ***IV. Administrative Arrangements***

### **1. Organizer:**

JICA Tokyo Center (JICA Tokyo)

### **2. Implementing Partner\*:**

(1) **Name:** Japan International Corporation of Welfare Services (JICWELS),

(2) **URL:** <http://www.jicwels.or.jp>

### **3. Supervising Organization**

(1) **Name:** Ministry of Health, Labor and Welfare

(2) **URL:** <http://www.mhlw.go.jp/english/index.html>

## ***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 (KCCPs), JOCV programs, etc.

Within this wide range of programs, KCCPs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

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