

Annex 1

Explanation of Japanese Technical Cooperation through JICA (Japan International Cooperation Agency)

1. Technical Cooperation Project

- (1) This is one of JICA's main types of overseas cooperation.
- (2) Japan and the developing countries combine their resources in terms of knowledge, experience, and skills and thus work together to resolve an issue within a certain timeframe. This type of assistance is result-oriented and in order to achieve the objectives, JICA will dispatch experts from Japan to provide technical support, invite personnel from the developing countries to Japan for training, or provide necessary equipment, etc.
- (3) By formulating and implementing customized plans that match circumstances on the ground, JICA responds efficiently and effectively to a broad spectrum of needs in the developing countries.
- (4) "Dispatch of Japanese Expert" and "Training Course (Acceptance of Iranian Expert in Japan)", it is more preferable that the above two schemes would be requested within the scheme of "Technical Cooperation Project", if they are expected to gain more effects/achievements. However, only when it is difficult to estimate/identify the achievements beforehand, the application form can be submitted individually. The Japanese side will consider such a case as "Individual Technical Cooperation", and not "Technical Cooperation Project"

<Necessary Application Form>

- (1) Application Form (Including Screening Format)
- (2) A1 Form (When the Japanese expert is requested)

2. Individual Expert (Dispatch of Japanese Experts)

- (1) JICA will dispatch Japanese experts with the skills and knowledge suitable for the needs of the requesting countries. The dispatched experts contribute to the development of the partner country, raising its technology level by transmitting technical knowledge and skills to the counterparts in the partner country. Along with the technical training program, the dispatch of experts is one of the key elements of Japanese technical cooperation.
- (2) Basically, this scheme will be done within the scheme of "Technical Cooperation Project", however only when it is difficult to estimate/identify the achievements, beforehand (such as policy making advisor, etc.), the application form can be submitted individually. The Japanese side will consider such a case as "Individual Technical Cooperation", and not "Technical Cooperation Project".

<Necessary Application Form>

- (1) Application Form
- (2) A1 Form

3. Individual Training (Technical Training of Overseas Participants)

- (1) JICA invites engineers (and skilled workers) and governmental officials from requesting countries to Japan to be trained in a variety of fields such as administration, industry, vocational training, agriculture, environment, transportation, infrastructure, communications, medical treatment, etc. After learning skills and knowledge necessary for national development, the participants return to their home country to serve as the nucleus of the its socioeconomic development, additionally serving as a bridge of friendship with Japan. Along with the dispatch of experts, the technical training program is one of the key elements of Japanese technical cooperation.
- (2) Basically, this scheme will be done within the scheme of "Technical Cooperation

Project". However, only when it is difficult to estimate/identify the achievements beforehand, the application form can be submitted individually. The Japanese side will consider such a case as "Individual Technical Cooperation", and not "Technical Cooperation Project".

<Necessary Application Form>

(1) Application Form

4. Technical Cooperation for Development Planning

This assistance is for formulating development plans at the national or regional level in various social and economic fields. It includes drawing up master plans to act as blue-prints for medium- and long-term development programs, and also includes studying the technical, economic or environmental aspects of proposal project implementations as the basis for feasibility study.

<Necessary Application Form>

(1) Application Form (Including Screening Format)

APPLICATION FORM FOR JAPAN'S TECHNICAL COOPERATION

1. Date of Entry: Day _____ Month _____ Year _____
2. Applicant: The Government of _____
3. Technical Cooperation (T/C) Title: _____
4. Type of the T/C ※Select only one scheme.
☐ Technical Cooperation Project / Technical Cooperation for Development Planning
☐ Individual Expert ☐ Individual Training ☐ Equipment
5. Contact Point (Implementing Agency): _____
Address: _____
Contact Person: _____
Tel. No.: _____ Fax No. _____
E-Mail: _____
6. Background of the T/C

(Current conditions of the sector, Government's development policy for the sector, Issues and problems to be solved, Existing development activities in the sector, the Project's priority in the National Development Plan / Public Investment Program, etc.)

7. Outline of the T/C

(1) Overall Goal

(Long-term objective)

(2) T/C Purpose

(Objective expected to be achieved by the end of the project period. Elaborate with quantitative indicators if possible)

(3) Outputs

(Objectives to be realized by the "T/C Activities" in order to achieve the "T/C Purpose")

(4) T/C Site

(In case the proposed T/C assumes a particular area, please enter the name of the target area for the T/C and attach a rough map to the documents submitted. The attached map should be at a scale that clearly shows the project site.)

(5) T/C Activities

(Specific actions intended to produce each "Output" of T/C by effective use of the "Input".)

(6) Input from the Recipient Government

(Counterpart personnel (identify the name and position of the Project manager), support staff, office space, running expenses, vehicles, equipment, etc.)

(7) Input from the Japanese Government

(Number and qualification of Japanese experts/consultants, contents of training (in Japan and in-country) courses, seminars and workshops, equipment, etc.)

8. Implementation Schedule

Month _____ Year _____ ~ Month _____ Year _____

9. Description of Implementing Agency

(Budget allocated to the Agency, Number of Staff of the Agency, Department/division in charge of the T/C, etc.)

10. Related Information

(1) Prospects of further plans and actions/ Expected funding resources for the Project:

(If implementing agency plans to take some (future) actions in connection with this proposed project, please describe the concrete plans/action and enter the funding sources for the plans and actions.)

(2) Activities in the sector by other donor agencies, the recipient government and NGOs and others:

(Please pay particular attention to the following items:

-Whether you have requested the same project to other donors or not.

-Whether any other donor has already started a similar project in the target area or not.

-Presence/absence of cooperation results or plans by third-countries or international agencies for similar projects.

-In the case that a project was conducted in the same field in the past, describe the grounds for requesting this project/study, the present status of the previous project, and the situation regarding the technology transfer.

-Whether there are existing projects/studies regarding this requested project/ study or not. (Enter the time/period, content and concerned agencies of the existing studies.)

11. Global Issues (Gender, Poverty, Climate change, etc.)

(Any relevant information of the project from global issues (gender, poverty, climate change, etc.) perspective.)

12. Environmental and Social Considerations

(In case of Technical Cooperation Project / Technical Cooperation for Development Planning, please fill in the attached screening format.)

(Note) If JICA considers that the environmental and social considerations are required to the T/C, the applicants agree on JICA's information disclosure of the T/C for public hearing in accordance with JICA guidelines for environmental and social considerations as stated Question 11 in attached Screening Format.

13. Others

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Signed: _____

Title: _____

On behalf of the Government of _____

Date: _____

Additional Form for Expert

※If the applicants select the Individual Expert in 4. , please fill out this form.

1. Type of Assignment

(New / Extension / Successor)

If this type is "Extension" or "Successor", please
show whose extension or successor it is.

2. Qualifications and Experience required

(1) Age Limit

(2) Educational Background

(Doctor / Master / Bachelor)

(3) Practical Experience on Related Field

(4) Language

(Name / Level)

(5) Other Qualification and Experience

Additional Form for Equipment

※If the applicants select the Individual Equipment in 4. , please fill out this form.

1. Estimated Cost for the Equipment

☐ Recipient Country / ☐ Japan / ☐ Third Country

2. Place of Procurement

3. Preferable Time of Delivery

4. Necessity of Dispatch of Expert/s for Installation and Adjustment of the Equipment

☐ Necessary / ☐ Not necessary / ☐ Not clear

5. Main Users of the Equipment

6. List of the Equipment Requested

(Name of equipment)	(Specification)	(Quantity)	(Cost)
(1)			
(2)			
(3)			

Screening Format (Environmental and Social Considerations)

Please write "to be advised (TBA)" when the details of a project are yet to be determined.

Question 1: Address of project site

Question 2: Scale and contents of the project (approximate area, facilities area, production, electricity generated, etc.)

2-1. Project profile (scale and contents)

2-2. How was the necessity of the project confirmed?

Is the project consistent with the higher program/policy?

☐ YES: Please describe the higher program/policy.

(

☐ NO

2-3. Did the proponent consider alternatives before this request?

☐ YES: Please describe outline of the alternatives

(

☐ NO

2-4. Did the proponent implement meetings with the related stakeholders before this request?

☐ Implemented ☐ Not implemented

If implemented, please mark the following stakeholders.

☐ Administrative body

☐ Local residents

☐ NGO

☐ Others (

Question 3:

Is the project a new one or an ongoing one? In the case of an ongoing project, have you received strong complaints or other comments from local residents?

☐ New ☐ Ongoing (with complaints) ☐ Ongoing (without complaints)

☐ Other

Question 4:

Is an Environmental Impact Assessment (EIA), including an Initial Environmental Examination (IEE) Is, required for the project according to a law or guidelines of a host country? If yes, is EIA implemented or planned? If necessary, please fill in the reason why EIA is required.

☐Necessity (☐Implemented ☐Ongoing/planning)

(Reason why EIA is required:)

☐Not necessary

☐Other (please explain)

Question 5:

In the case that steps were taken for an EIA, was the EIA approved by the relevant laws of the host country? If yes, please note the date of approval and the competent authority.

☐ Approved without a supplementary condition	☐ Approved with a supplementary condition	☐ Under appraisal
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(Date of approval:

Competent authority:)

☐Under implementation

☐Appraisal process not yet started)

☐Other (

Question 6:

If the project requires a certificate regarding the environment and society other than an EIA, please indicate the title of said certificate. Was it approved?

☐Already certified)

Title of the certificate: (

☐Requires a certificate but not yet approved

☐Not required

☐Other {

Question 7:

Are any of the following areas present either inside or surrounding the project site?

☐Yes

☐No

If yes, please mark the corresponding items.

☐National parks, protection areas designated by the government (coastline, wetlands, reserved area for ethnic or indigenous people, cultural heritage)

- ☐ Primeval forests, tropical natural forests
- ☐ Ecologically important habitats (coral reefs, mangrove wetlands, tidal flats, etc.)
- ☐ Habitats of endangered species for which protection is required under local laws and/or international treaties
- ☐ Areas that run the risk of a large scale increase in soil salinity or soil erosion
- ☐ Remarkable desertification areas
- ☐ Areas with special values from an archaeological, historical, and/or cultural points of view
- ☐ Habitats of minorities, indigenous people, or nomadic people with a traditional lifestyle, or areas with special social value

Question 8:

Does the project include any of the following items?

- ☐ Yes ☐ No

If yes, please mark the appropriate items.

- | | | | |
|---|---------|-----------------------|-----------|
| ☐ Involuntary resettlement | (scale: | households | persons) |
| ☐ Groundwater pumping | (scale: | m ³ /year) | |
| ☐ Land reclamation, land development, and/or land-clearing | (scale: | | hectares) |
| ☐ Logging | (scale: | hectares) | |

Question 9:

Please mark related environmental and social impacts, and describe their outlines.

- ☐ Air pollution
- ☐ Water pollution
- ☐ Soil pollution
- ☐ Waste
- ☐ Noise and vibrations
- ☐ Ground subsidence
- ☐ Offensive odors
- ☐ Geographical features
- ☐ Bottom sediment
- ☐ Biota and ecosystems
- ☐ Water usage
- ☐ Accidents
- ☐ Global warming

- ☐ Involuntary resettlement
- ☐ Local economies, such as employment, livelihood, etc.
- ☐ Land use and utilization of local resources
- ☐ Social institutions such as social infrastructure and local decision-making institutions
- ☐ Existing social infrastructures and services
- ☐ Poor, indigenous, or ethnic people
- ☐ Misdistribution of benefits and damages
- ☐ Local conflicts of interest
- ☐ Gender
- ☐ Children's rights
- ☐ Cultural heritage
- ☐ Infectious diseases such as HIV/AIDS
- ☐ Other ()

Outline of related impact:

[

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Question 10:

In the case of a loan project such as a two-step loan or a sector loan, can sub-projects be specified at the present time?

☐ Yes

☐ No

Question 11:

Regarding information disclosure and meetings with stakeholders, if JICA's environmental and social considerations are required, does the proponent agree to information disclosure and meetings with stakeholders through these guidelines?

☐ Yes

☐ No

TECHNICAL COOPERATION BY THE GOVERNMENT OF JAPAN

PROPOSAL

By the Government of _____
for an expert, i. e., _____
to the Government of Japan

Notes -

This form has been devised for the general guidance of Government agencies concerned (JAPAN) in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of technical co-operation required. The careful completion of this proposal form will avoid much reference back and lead to speedier action.

1. Background Information

This section should show as precisely

as possible the general nature of the project for which the expert is required, stating whether it comes within the Government's development programme. It is important to indicate whether the project is a new enterprise or whether it was started previously. In the latter case, any assistance received under other technical co-operation programmes (e.g. under United Nations auspices) should be stated. With regard to industrial enterprises, some impression of the size is important and the output and number of workers to be employed are useful indications. The type of process, make and age of industrial or scientific equipment with which the expert will be concerned should be specified. In the case of academic establishments, it is an advantage to know the number of annual intake of students, their level of attainment, numbers and status of existing staff and details of any research facilities and the level of research being undertaken. (Copies of brochures, annual reports, financial statements, calendars, syllabus of instruction etc. should be attached where applicable).

2. Specification for the post.*

(a) post title

(b) duties for which the expert will be responsible.
These should preferably be listed, and it is important to give as much detail as possible.

(c) authority to whom expert will be responsible.

* It is essential that full particulars should be given. If the space provided is inadequate, they should be given on a separate sheet.

Annex 2B

(2)

2. Specification for the post (Contd) (d) Qualification and experience required and approximate age limits (e) number of personnel required.	
3. In the case of continuous projects, give name and particulars of understudy or counterpart who is to work with the expert	
4. Terms and conditions of appointment: (a) duration (b) actual place of employment, nearest town and post office (c) if living accommodation is to be provided, state whether furnished or unfurnished, and whether suitable for married man with family: (i) daily allowance for food if accommodation only provided (ii) daily rate for accommodation and food if neither are provided in kind (d) daily and nightly rates of subsistence payable when away from base on duty (e) are costs of internal travel paid or car provided? (f) what leave arrangements are suggested? (g) extent to which free hospital and medical treatment is to be provided for the expert and his accompanying dependants, if any (h) shall the expert be exempted from the payment of income tax and charges of any kind imposed on or in connection with any allowances to be remitted from overseas? (i) (i) shall the expert be exempted from the payment of customs duties and charges of any kind imposed on or in connection with the importation of equipment, machinery, materials and medical supplies as well as personal and household effects belonging to the expert and his family, including one refrigerator, one sewing machine, one radio and other electrical appliances? (ii) in case a car is not provided to the expert by the host government, shall the expert be exempted from the payment of customs duties and charges of any kind imposed on or in connection with the importation of a car?	Yes. Yes.

Annex 2B

(3)

4. Terms and conditions of appointment (Cont'd)	Yes.
(j) does host government undertake to indemnify expert in respect of damages awarded against him for actions performed in the course of his official duties?	
(k) approximate date on which the expert is required to arrive in receiving country	
(l) any other information	
5. Previous steps, if any, to fill the post,	
If any previous attempt has been made to fill the post from any external source (UN, Specialised Agency or other) please indicate:	
(a) to whom application was addressed, with date	
(b) result or present stage of negotiations	
(c) are other experts working in this area in associated projects or have there been experts working in this field previously? If so, are any reports by these experts available?	
6. Correspondence:	
Name, postal and telegraphic address of official to whom correspondence regarding this application should be forwarded	

Signed _____

on behalf of the Government of _____

Date: _____

Annex 3

Common Supplementary Note

1. Before submitting the requests to the Embassy, it is required to screen the unsuitable projects for Japanese technical cooperation scheme and coordinate similar projects to avoid the duplication.
2. In case any similar request is already terminated, it is advisable that the recipient country would implement the new project by itself by utilizing the technique which was already transferred through the completed project.
3. Each request should be signed and dated by the responsible persons at the end of the request form.
4. Every item is required to be filled in as concretely, precisely and informatively as possible in order that the Government of Japan could specify the prospect/result of the request for its appropriate examination.