



No: 786/PRJ/11/2024

Jakarta, 19 November 2024

**Ms. Noviyanti**Head of Bureau for Foreign Technical Cooperation  
Ministry of State Secretariat**GI Letter on JICA Knowledge Co-Creation Program**  
**"Sustainable Urban Planning and Urban Transportation Development (JFY2025)"**

Dear Madam,

On behalf of the Japan International Cooperation Agency (JICA), we would like to express our sincere appreciation and gratitude for your support and cooperation for our activities in Indonesia.

We are pleased to inform you that Japan International Cooperation Agency (JICA) is going to organize a master/doctor degree program at universities in Japan. The details are as follows:

1. Name of the Program	Sustainable Urban Planning and Urban Transportation Development (JFY2025)
2. Duration and Academic Year	In principle, Master's program: Two (2) years, October 2025 - September 2027 <i>[Additional 6 months at longest as a research student if required from university]</i>
3. Number of Participants	Two (2) Participants
4. Target Institutions	1. Coordinating Ministry of Economic Affairs 2. Ministry of Transportation 3. Ministry of National Development Planning (BAPPENAS) 4. Ministry of Home Affairs - DKI Jakarta Provincial Government - West Java Provincial Government - Banten Provincial Government 5. Ministry of Agrarian Affairs and Spatial Planning/National Land Agency (ATR/BPN) 6. Land Bank Authority 7. Nusantara National Capital Authority (Otorita Ibu Kota Nusantara)
5. Receiving University	Toyo University
6. Eligibility	Candidate applicants must satisfy the following requirements: (1) Current Duties: young or middle-career government officials, prospective academics, who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields. (2) Nationality: Indonesia (3) Age: Thirty Five (35) years of age or under in principle (As of April 1st, 2025).



	<p><i>(However, under certain circumstances deemed to be considered, applicants over the age of 35 may become accepted. Please contact our JICA office for more information.)</i></p> <p>(4) Educational Background:        a Bachelor's Degree or Master's Degree holder (equivalent to at least 16 years of academic background)</p> <p>(5) Language: adequate English skills both in written and oral communication to complete master's courses with skills equivalent or exceeding the following;  <b>TOEFL iBT: 80; IELTS: 6.5</b>  <b>※When applying to each university officially, English certificate will be required/mandatory (TOEFL iBT, IELTS etc).</b></p> <p>(6) Physical Presence: must physically come to Japan to carry out research activities to complete this program.</p> <p>(7) Others: must not be receiving nor plan to receive other scholarship during the program.</p> <p>(8) Gender Equality and Women's Empowerment: JICA seeks more female applicants. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity. To select the satisfied trainees, JICA considered the gender balance recommended 40% female participation. Therefore, it would be greatly appreciated if the gender balance is considered in the internal candidate selection process. Note: <u>The selection process will not be affected by applicants' gender.</u></p>
<p>7. Deadline</p>	<p>a. Prior Notification Deadline  <b>Friday, November 29, 2024 (3PM)</b>        (Please send confirmation to JICA Indonesia Office by email regarding the potential number of nominees by mentioned-date above)</p> <p>b. Final Deadline  <b>Friday, December 13, 2024 (12 PM)</b>        (Please submit Application Form and other supporting documents to JICA Indonesia Office by e-mail)</p>

For further details of the program, please refer to the general information attached hereto.  
We would appreciate your kind attention and cooperation in this matter.



Yours faithfully,

岡村尚美

**TAKEDA Sachiko**

Chief Representative  
JICA Indonesia Office

CC:

**1. Coordinating Ministry of Economic Affairs**

- Deputy Minister for Regional Development and Spatial Planning
- Assistant to Deputy Minister of Development Planning of Strategic Economic Zone
- Economic Analyst for Assistant to Deputy Minister of Development Planning of Strategic Economic Zone
- Secretariat of the Coordinating Ministry of Economic Affairs
- Planning Bureau
- Legal and Organizational Bureau
- Communications, Information and Trial Bureau General Bureau

**JICA Expert**

- Mr. MORI Hiromitsu, Transit-Oriented Development Policy Advisor for Coordinating Ministry of Economic Affairs

**2. Ministry of Transportation**

- Head of Greater Jakarta Transportation Management Agency (BPTJ)
- Director of Facility - Greater Jakarta Transportation Management Agency/BPTJ
- Head of Sub-Directorate of Infrastructure Integration
- Acting Head of the Mass Transportation-Based Area Integration section
- Agency of Human Resources Development on Transportation (BPSDMP)

**3. Ministry of National Development Planning (BAPPENAS)**

- Executive Secretary/Chief Executive Secretary
- Deputy Minister for Development Funding
- Directorate of Regional II
- Director for Transportation
- Director of Bilateral Foreign Funding
- Head of Bureau of Human Resources
- Head of Centre of Planning Development, Education and Training

**4. Ministry of Home Affairs**

- Secretary General
- Head of Center for Facilitation of Cooperation

**DKI Jakarta Provincial Government**

- Acting Governor of DKI Jakarta
- Regional Secretary of DKI Jakarta Province



- Head of Regional Planning Board of DKI Jakarta Province
- Young Expert Planner as Sub-Coordinator of Transportation, Tourism, and Creative Economy Affairs
- Long-Term Development Planning Analyst

**West Java Provincial Government**

- Acting Governor of West Java
- Regional Secretary of Jawa Barat Province
- Head of Regional Planning Board of West Java Province

**Banten Provincial Government**

- Acting Governor of Banten
- Regional Secretary of Banten Province
- Head of Regional Planning Board of Banten Province
- Head of Sub-Division of Development and Transportation
- Head of Sub-division of Water Resources and Environment

**5. Ministry of Agrarian Affairs and Spatial Planning/National Land Agency (ATR/BPN)**

- Secretary of General
- Directorate of Land Consolidation and Land Development (DLCLD)
- Head of Organization and Human Resources Bureau
- Head of Planning and Cooperation Bureau

**6. Land Bank Authority**

- Deputy of Finance and Land Utilization, LBA

**7. Nusantara National Capital Authority (Otorita Ibu Kota Nusantara)**

- Deputy of Planning and Land Affairs

**8. Embassy of Japan**

- Minister for Economic Development Affairs

**Attachment:**

1. General Information - Sustainable Urban (JFY2025)
2. Application Form (Annex1&2&Health Certificate,Medical History)\_jica2025



# **JICA Knowledge Co-Creation Program for Long Term Participants (JICA Development Studies Program)**

## **General Information on Sustainable Urban Planning and Urban Transportation Development JFY2025**

**長期研修  
「持続可能な都市開発（2025年度）」**

This handout provides an overview of the “Sustainable Urban Planning and Urban Transportation Development” program/course, which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

## 0. Background

### **What is JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, “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.” JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

### **What is JICA Development Studies Program (JICA-DSP)**

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA’s Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>

# 1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen networks between the target countries in respective fields, JICA established a new long-term training program to foster young/middle-aged bureaucrats, academicians and leading human resources in various fields of target countries who are capable of influencing policy making processes in their countries or contributing to socioeconomic development in the near future.

The new program/course, “Sustainable Urban Planning and Urban Transportation Development,” was established in JFY 2019 under the framework of JICA Development Studies Program (JICA-DSP) for the purpose of promoting the cooperation of sustainable development in the world.

The program/course will offer participants with special curriculums on Japanese developmental experience (JICA-DSP) and internships, if necessary, in addition to obtaining a Master’s degree.

# 2. Objectives

- (1) To develop high level human resources who are capable of contributing to appropriate policy decisions and its implementation for tackling political and developmental issues in respective fields.
- (2) To establish and maintain mid and long-term amicable relationships between target countries and Japan.

# 3. Course Outline

The course consists of three large components.

## A) Education and research Program

- ✓ Acquire theoretical knowledge systematically
- ✓ Improve the ability to solve problems through research activities
- ✓ Acquire master’s degree in engineering from each university for the program

## B) Custom made Programs

### (1) Details of Custom-made Programs

The Custom-made Program aims to improve practical abilities, construction of networks, deepen understanding of Japanese urban and transportation development

- ✓ Annual retreat with other participants in the universities for the Program
- ✓ Field survey in Japan and/or other country
- ✓ Participation in JICA’s other training courses
- ✓ Participation in international and domestic conferences
- ✓ Participation and presentation in international and domestic symposium

✓ Participation in networking events with the organization related to urban and transportation development

#### B) Common Programs (Optional)

In addition to the above-mentioned programs, JICA will implement the Common Programs for JICA Participants. “Understanding the Japanese Development Experience” program gives the opportunity to learn about Japan’s modernization and its development history. It supports to draw lessons and gain insights that will support their development work in their home countries and internationally. Another program will be conducted by JICA Center (Domestic Office) to promote international exchanges and cultural understandings between JICA participants and regional residents.

## 4. Duration

In principle, 2 years for master’s course

## 5. Number of Participants

6 participants will be selected from Bangladesh, Rwanda, Indonesia, Nepal, Vietnam

## 6. Language to be used in this Program

English

## 7. Eligibility

Candidate applicants must satisfy the following requirements:

- (1) Current Duties: young or middle-career government officials, prospective academics, who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields.
- (2) Nationality: citizen of the above countries eligible for Japan’s ODA
- (3) Age: thirty five (35) years of age or under in principle (As of April 1<sup>st</sup>, 2025).
- (4) Educational Background: a Bachelor’s Degree or Master’s Degree holder (equivalent to at least 16 years of academic background)
- (5) Language: adequate English skills both in written and oral communication to complete master’s courses with skills equivalent or exceeding the following;  
TOEFL iBT: 80  
IELTS: 6.5



- (6) Physical Presence: must physically come to Japan to carry out research activities to complete this program.
- (7) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.<sup>1</sup>
- (8) Others: must not be receiving nor plan to receive other scholarship during the program.

## 8. Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination<sup>2</sup> of the university they have applied to, including examinations to enter the applicants' desired master's degree course.

## 9. Application Guidelines

Candidate applicants must apply through the procedures as described below, which are necessary requirements by both applicant's Government and the Government of Japan for the Official Development Assistance.

- (1) Procedures and Required Documents for Application:  
Each applicant is required to submit the "Application Documents<sup>3</sup>" listed in (2) below to JICA overseas office in charge of the applicants' country.

- (2) Application Documents

- Personal Information
- Educational Background
- Present Organization and Nomination
- Work Experience
- Declaration (Terms and Conditions needed to be agreed by candidate applicants)
- University Information (Annex1)
- Research Plan (Annex 2)
- Career Plan (Annex 2)
- Medical History (Annex 3)

- 2) Graduation certificate.

- \* Officially certified copies of the original
- \* Written in English or accompanied with official translation

- 3) Academic transcript

- \* Must contain all the grades earned at the university attended by the applicant

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<sup>2</sup> The results of JICA's screening procedure and University's general entrance examination will not accept any inquiry.

<sup>3</sup> Submitted documents will not be returned.

\* Officially certified copies of the original transcript

\* Written in English or accompanied with official translation in English

4) Photocopy of certificate of English Test

5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).

6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)

7) Health certificate (when the participant applied to the entrance examinations or within 6 months before arrival in Japan, whichever is later <sup>4)</sup>)

### **(3) Procedures in General**

Based on the above documents, candidate applicants are nominated and approved by their country's government, and later approved by JICA.<sup>5</sup> After this procedure, screening will be conducted at the universities chosen by the applicant.

Please kindly note that universities may reject the applicant's application when the required documents, or the submitted research plan is not accepted by the universities.

Candidate applicants must follow each university's application procedure after the screening. If the applicants withdraw their applications after their official applications to the universities, applicants must inform their withdrawal to the university by letter.

### **(4) Points to be Noted regarding Procedures**

1) Fees for English proficiency test or other necessary fees for preparation of application documents can be reimbursed only within the same Japanese fiscal year (from 1<sup>st</sup> April to 31<sup>st</sup> March of the next year) when the general entrance examinations are taken. Details of the reimbursement vary by each area and should be consulted with the nearest JICA overseas office of each candidate.

JICA shall determine whether the candidate is eligible to participate in training in Japan. JICA shall make a decision on acceptance or rejection based on several factors such as entrance examination results, planned number of participants, medical examination results and others. Reason for the decision will not be disclosed.

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<sup>4</sup> a health certificate of JICA format will be required. Without the certificate, admission may become rejected.

<sup>5</sup> 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.

## 10. Schedule

Date	Procedure
By the end of December 2024	>Nomination of applicants in respective organizations >“Application Documents” must be submitted to JICA overseas office in respective countries. >Screening by JICA
January 2025 – June 2025 (Tentative)	>Preparation for University’s application by the applicant
May-Sep 2025(Tentative) (depends on each university)	>Notification of the final result through JICA overseas office >Preparation for study in Japan if applicants pass examination
Sep-Oct 2025	Arrival in Japan/Beginning of term.

\*Schedule for the application period for the general entrance examination depends on each university.

\*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

## 11. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g., for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance	JPY 117,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY100,000	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000-224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan	In accordance with the provisions of the medical	

(the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).	insurance	
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\*Varies according to living area in Japan, type of accommodation, etc.

\*\*Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

\*\*\*Depending on the accommodation facility. Consultation with the university is required.

\*\*\*\*Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.

## 12. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, or dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) National Health Insurance fee

Note: If participant / accepted applicant does not follow the regulation of JICA, the participant may have to bear such other costs of necessary expenses.

## 13. Conditions for Participation<sup>6</sup>

The accepted applicants/participants of KCCP are required

- (1)** to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (3)** not to change course subjects or extend the course period,
- (4)** to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (5)** to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (6)** 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,
- (7)** to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
- (8)** to observe the rules and regulations of the program implementing partners to provide the program or establishments, ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (9)** not to engage in political activities, or any form of employment for profit,
- (10)** to agree to be discontinued of the program, should the participant (a)violate Japanese laws, JICA's regulations, or University's regulations, (b)commit illegal or any type of immoral conduct including sexual harassment, (c)become critically ill or seriously injured, after arrival in Japan.
- (11)** to be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA,"
- (12)** to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (13)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (14)** to observe the rules and regulations at the place of the participants' accommodation,
- (15)** to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (16)** to accept that 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,
- (17)** to submit a Health Certificate in JICA format at the participant's expense, when the participant applied to the entrance examinations or within 6 months before arrival in Japan, whichever is later.
- (18)** to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is

required due to the candidates' fault.

- (19)** to promptly resubmit your medical history, If there are changes in your health condition, such as pregnancy or a pre-existing disease,
- (20)** to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
- (21)** not to be receiving nor plan to receive another scholarship during the program,
- (22)** to understand not to make other applications for different JICA training courses at the same time, and
- (23)** to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (24)** to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.
- (25)** to approve the following conditions on summary of my thesis;
  - ① Summary of the thesis shall be kept at JICA.
  - ② Summary of the thesis can be read by anyone who made a request to JICA .
  - ③ Summary of the thesis can be used for publication by JICA or JICA website.
  - ④ Taking Photocopy of the thesis shall be allowed by anyone with JICA's permission.



***CORRESPONDENCE***

For enquiries and further information, please contact your nearest JICA office.