



**REPUBLIC OF KENYA**  
**MINISTRY OF EDUCATION**  
**STATE DEPARTMENT FOR UNIVERSITY EDUCATION AND RESEARCH**  
**DIRECTORATE FOR UNIVERSITY EDUCATION**

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P.O. Box 9583-00200  
**NAIROBI**

**12<sup>th</sup> October, 2020**

All Public Universities  
All Semi-Autonomous Government Agency (SAGAs)

**REF: COURSE ANNOUNCEMENT: 8<sup>TH</sup> BATCH MASTERS DEGREE AND  
INTERNSHIP PROGRAM OF THE AFRICAN BUSINESS EDUCATION INITIATIVE  
FOR THE YOUTH (ABLE INITIATIVE) AND SDGs GLOBAL LEADERSHIP PROGRAM**

The Ministry is in receipt of a letter on the above subject inviting suitable applicants to make application on the above program sponsored by the Japanese Government through Japan International Cooperation Agency (JICA). The initiative offers opportunities to young people in Africa to study Masters Degree and Doctoral program in Japanese Universities and undertake Internship in Japan.

The purpose of this letter is to forward to you the application instructions to enable interested and qualified individuals to make applications in your institutions.

Kindly note that the deadline for application is due tomorrow on 13<sup>th</sup> October, 2020.

**Darius M. Ogutu**  
**For: Principal Secretary**



DIRECTOR, DIRECTORATE OF UNIVERSITY EDUCATION  
MINISTRY OF EDUCATION  
STATE DEPT. FOR UNIVERSITY EDUCATION

8585 12 OCT 2020

RECEIVED

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REPUBLIC OF KENYA  
MINISTRY OF PUBLIC SERVICE AND GENDER  
STATE DEPARTMENT OF PUBLIC SERVICE  
Office of the Principal Secretary

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Ref. No. MPSYG /DPSM/HRD/6/17/1Vol.CXXIV(33)

1<sup>st</sup> October, 2020

**Dr. Francis O. Owino, CBS**

Principal Secretary

State Department for Industrialization

Ministry of Industrialization, Trade and Enterprise Development

**NAIROBI**

**Amb. Johnson Weru**

Principal Secretary

State Department for Trade and Enterprise Development

Ministry of Industrialization, Trade and Enterprise Development

**NAIROBI**

**Prof. Hamadi Iddi Boga, CBS**

Principal Secretary

State Department for Agriculture

Ministry of Agriculture, Livestock, Fisheries and Cooperatives

**NAIROBI**

**Prof. Japhet M. Ntiba, CBS**

Principal Secretary

State Department for Fisheries, Aquaculture and the Blue Economy

Ministry of Agriculture, Livestock, Fisheries and Cooperatives

**NAIROBI**

**Dr. Chris Kiptoo, CBS**

Principal Secretary

Ministry of Environment and Forestry

**NAIROBI**

**Joseph W. Irungu, CBS**

Principal Secretary

Ministry of Water, Sanitation and Irrigation

**NAIROBI**

**Susan Mochache, CBS**

Principal Secretary

Ministry of Health

**NAIROBI**

**Amb. Simon Nabukwesi**

Principal Secretary

State Department for University Education

Ministry of Education

**NAIROBI**

**Prof. Arch. Paul M. Mwangi, CBS**

Principal Secretary

State Department for Infrastructure

Ministry of Transport, Infrastructure, Housing, Urban Development  
& Public Works

**NAIROBI**

**Prof. Victoria Wambui Ngumi, PhD**

Vice Chancellor

Jomo Kenyatta University of Agriculture and Technology.

**NAIROBI**

Dear

**COURSE ANNOUNCEMENT: 8<sup>th</sup> BATCH MASTERS DEGREE AND INTERNSHIP PROGRAM OF THE AFRICAN BUSINESS EDUCATION INITIATIVE FOR THE YOUTH (ABE INITIATIVE) AND SDGs GLOBAL LEADERSHIP PROGRAM**

Reference is made to the above programme that is sponsored by the Japanese Government through Japan International Cooperation Agency (JICA). The Initiative offers opportunities to young people in Africa to study Masters Degree in Japanese Universities and undertake Internship in Japan.

The ABE Initiative program is highly competitive and attracts candidates from both the Private and Public Sector from across African region where applicants go through a rigorous interview process to qualify for the opportunity. Ministries/Departments/Agencies are, therefore, invited to encourage suitable candidates to apply for the 8<sup>th</sup> Batch of the ABE Initiative Master's Degree and Doctoral Programme where applicable.

The applicants should:

- i. Be young government officials or Civil Servants between the ages of 24-39 years as of 1<sup>st</sup> April, 2021.
- ii. Be drawn from government agencies in the field of Economic Infrastructure, Industry/Trade, Agriculture/Fisheries, Water/Environment and Health.
- iii. Have at least six months (6) relevant work experience.
- iv. Obtain permission of application from the employer/organization where they are working.



- v. Have a Bachelor's Degree from a recognized University in the area of study for Masters Programme or relevant masterS degree for PhD Programme (Attach copies of certified academic certificates and transcripts). Applicants from foreign Universities are required to get accreditation from the Commission of University Education.

This year, JICA has also introduced the SDGs Global Leadership Program targeting Higher Education Institutions for both Masters and Doctoral Programs. These include Government affiliated Think Tanks, Research and Development Institutions as well as Higher Education Institutions (Educators), including Jomo Kenyatta University of Agriculture and Technology (JKUAT). The SDGs program is only eligible for public institutions.

Applications for suitable applicants should be forwarded to this Ministry on or before **13<sup>th</sup> October, 2020** for submission to JICA office by 16<sup>th</sup> October, 2020. Please note that applications submitted to JICA office directly will not be considered.

Please note that you will be required to advise the recommended applicants to contact the following email: [ky-abe-mip@jica.go.jp](mailto:ky-abe-mip@jica.go.jp) to access current list of universities and application requirements for ABE and SDG program. Applicants are advised to read and see other eligibility criteria and application procedure in the attached course brochure.

In submitting application forms for your nominee (s), please provide their employment number and designation.

Yours

*Sincerely*  
*MW Kimonye*

**Mary W. Kimonye (Mrs.), MBS**  
**PRINCIPAL SECRETARY**

Encl.

August 2020

## **JICA Knowledge Co-Creation Program (Long-Term)**

### **General Information for All Applicants on**

### **A: Master's Degree and Internship Program of African Business Education Initiative for Youth and**

### **B: SDGs Global Leader**

**FY2021**

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

Each country may have its own schedule and/or qualifications for the program. The additional information is listed on the separated paper.



## 1. Background

At the 5<sup>th</sup> Tokyo International Conference on African Development (TICAD V), held in Yokohama in 2013, Prime Minister Abe announced the “African Business Education Initiative for Youth” (hereafter referred to as the “ABE Initiative”). This is a strategic five-year plan providing 1,000 youths in Africa with opportunities to study at Japanese universities as well as to do internships at Japanese enterprises. ABE Initiative builds on the concept that there is a need for human resource development in both private and public sectors of Africa through cultivating strong human network between Japan and Africa. At TICAD VI held in Nairobi in 2016, Prime Minister Abe reiterated the Initiative. At the TICAD 7 held in Yokohama in 2019, “ABE initiative 3.0” was announced which would invite 3,000 African youths to Japan over the next 6 years.

More than 1,200 participants from all the 54 countries have ever joined the program since 2014, and over 950 participants have completed. This has resulted in establishing a wide range of human resource network of ABE Initiative participants. Furthermore, many Japanese companies and ABE Initiative participants have collaborated in various ways to promote private sectors development in Africa.

In addition, there are still many challenges to achieve “Sustainable Development Goals (SDGs)” in Africa. It is thus vital to develop human resources that contribute to tackling the challenges in the respective fields through policy decision and implementation. JICA established a new long-term training program from JFY 2019 to foster young/middle bureaucrats, academicians and leading human resources in various fields of target countries who will make influence on policy making processes of their countries or will contribute to socioeconomic development in near future.

Hence, JICA provides two (2) programs: A: Master’s Degree and Internship Program of African Business Education Initiative for Youth and B: SDGs Global Leader.

## 2. Program Outline

### (1) Master’s Degree and Internship Program of African Business Education Initiative for Youth

1	Objectives	<ul style="list-style-type: none"> <li>- to support young generation willing to contribute to the development of industries in Africa.</li> <li>- to foster persons that bridge between Africa and Japan through deep understanding of Japanese society and Japanese business culture.</li> </ul>
2	Language	English
3	Duration(Standard Timetable)	September, 2021 – August, 2024(in principle) <ul style="list-style-type: none"> <li>- 6 months as a research student if necessary (See page 7)</li> <li>- 1 or 2 years as a master’s student</li> <li>- Internship after graduation for the limited participants only (details are to be determined)</li> </ul>
4	Eligible Countries	All 54 African countries
5	Eligible Applicants	Eligible participants shall be divided into the following categories.  (1) <u>From the Private Sector</u> Those who have experience in economic activities in the private sectors in the African countries and wish to contribute to Africa’s development through cultivating strong network with Japanese companies.  (2) <u>From Government (Related to the areas where Japanese companies are involved or concerned)</u> <ul style="list-style-type: none"> <li>- Those who take part in formulation and/or implementation of</li> </ul>



		<p>industrial policies and wish to contribute to Africa's development through government activities.</p> <ul style="list-style-type: none"> <li>- Those who are engaged in the areas of which Japanese companies have interest in the applicant's country.</li> </ul>
6	Internship at Japanese Private Companies / Networking with Japanese Companies	<ul style="list-style-type: none"> <li>- All participants are expected to do internships at Japanese companies during their stay in Japan (ex. summer break, after graduation, etc.).</li> <li>- Internship programs are carried out in English. In principle, any reward or compensation should NOT be paid to both the companies and the participants. Details of the internships will be fixed at the hosting companies' convenience.</li> <li>- All participants are expected to participate in the networking fair in order to get relationship with Japanese companies.</li> </ul>
7	Additional Program	<ul style="list-style-type: none"> <li>- All participants are expected to participate in "Additional Program" such as Japanese language seminar, entrepreneurship seminar etc.</li> <li>- Participants have an opportunity to join in Japan Development Studies Program (JICA-DSP). The Program aims to provide opportunities to learn about Japan's modernization and development experiences, which differ from those of Europe and the U.S., and its wisdom as a country that provided cooperation toward the progress of developing countries after World War II.</li> </ul>
8	Qualifications and Requirements	Applicants must satisfy the following requirements:
	(1) Nationality	- Citizens of one of the 54 African countries
	(2) Age	- Less than forty (40) years of age (as of April 1 <sup>st</sup> , 2021)
	(3) Educational background	<ul style="list-style-type: none"> <li>- Bachelor's degree (equivalent to at least 16 years of academic background)</li> </ul> <p>For more information, please check the website of the Universities.</p>
	(4) Working experience /status	<p>Applicants for the category of "From the Private Sector" are required:</p> <ul style="list-style-type: none"> <li>- to have working experiences,</li> <li>- not to be employed by Japanese companies at the timing of joining the program (arriving in Japan).</li> </ul> <p>Applicants for the category of "From Government" are required:</p> <ul style="list-style-type: none"> <li>- to have more than 6 months working experience at their current organizations and</li> <li>- to obtain permission for application, and</li> <li>- to secure reinstatement from their current organizations.</li> </ul>
	(5) English - language Proficiency	- Adequate English skills both in written and oral communication to complete the Master's Degree such as; TOEFL iBT :80 / CEFR :B2 (estimated score)
	(6) Others	<p>Applicants must:</p> <ul style="list-style-type: none"> <li>- be in good health condition to complete the program,</li> <li>- contribute to networking with Japanese companies,</li> <li>- <u>not receive or plan to receive a scholarship offered by other organizations</u>, and</li> <li>- attend the mandatory examination of universities (some universities conduct the exam on the weekends, and the absence for any reasons may fail the class)</li> </ul>



## (2) SDGs Global Leader

1	Objectives	<ul style="list-style-type: none"> <li>to foster young or mid-career personnel who contribute to tackling challenges in respective fields through political decision and implementation, and maintain long-term good relationship between Africa and Japan.</li> </ul>
2	Language	English
3	Duration(Standard Timetable)	<u>September, 2021 – August, 2024 (in principle)</u> <ul style="list-style-type: none"> <li>6 months as a research student if necessary (See page 7)</li> <li>In principle, 2 years for Master's Program or 3 years for Ph.D. Program (It depends on each program offered by universities)</li> </ul>
4	Eligible Countries	All 49 Sub-Saharan African countries
5	Eligible Applicants	Young or middle Government officials or academics who wish to contribute policy formulation or implementation for tackling political and developmental issues, mainly in the fields of public policy/administration and economics.
6	Additional Program	<ul style="list-style-type: none"> <li>Participants who wish to participate in "Additional Program" are provided with opportunities such as the networking fair with Japanese companies, internship at governmental institutes and Japanese companies (if student wish to do) and Japanese language seminar, etc.</li> <li>Participants have an opportunity to join in Japan Development Studies Program (JICA-DSP). The Program aims to provide opportunities to learn about Japan's modernization and development experiences, which differ from those of Europe and the U.S., and its wisdom as a country that provided cooperation toward the progress of developing countries after World War II</li> </ul>
7	Qualifications and Requirements	Applicants must satisfy the following requirements:
	(1) Nationality	Citizens of one of the 49 Sub-Saharan African countries
	(2) Age	Less than 40 years of age (as of April 1 <sup>st</sup> , 2021)
	(3) Educational background	<ul style="list-style-type: none"> <li>Bachelor's degree for Master's degree course (equivalent to at least 16 years of academic background)</li> <li>Master's degree for Doctor's degree course (equivalent to at least 18 years of academic background)</li> </ul> For more information, please check the website of the Universities.
	(4) Working experience/ status	Applicants are required: <ul style="list-style-type: none"> <li>to have more than 6 months working experience at their current organizations, and</li> <li>to obtain permission for application and securing reinstatement from their current organizations.</li> </ul>
	(5) English language Proficiency	<ul style="list-style-type: none"> <li>Adequate English skills both in written and oral communication to complete the Master's or Doctor's course such as; TOEFL iBT :80 / CEFR :B2 (estimated score)</li> </ul>
	(6) Others	Applicants must: <ul style="list-style-type: none"> <li>be in good health condition to complete the program,</li> <li>not receive or plan to receive a scholarship offered by other organizations, and</li> <li>attend the mandatory examination of universities (some universities conduct the exam on the weekends, and the absence for any reasons may fail the class)</li> </ul>



### 3. Procedures and Required Documents for Application

Application procedures are described below.

#### (1) Procedures for Applicants

For the applicants who apply for FY2021, in principle, application procedures will start by JICA overseas offices' contact with the respective countries' governments and the other relevant organizations to provide detailed information of the program.

#### (2) Required Documents for Application for All Applicants

Each applicant is required to submit the following JICA's Application Documents by the deadline set by JICA office in the applicants' country except for Health certificate listed below (6). The applicants who pass the 3<sup>rd</sup> Selection are required to check necessary application documents set by the university where they can apply. After receiving application documents from university, the applicants need to submit them directly to the university by the deadline set by the university.

##### JICA's Application Documents

- (1) Application Form [1-(1)] consists of:
  - Personal Information
  - Declaration of desired university placement
  - Education Background
  - Present Organization and Nomination
  - Work Experience
  - Medical History
  - Declaration
  - Check List
  - Details of Current and Previous Work (Annex 1)
  - Career Plan after Graduation (Annex 2)
  - Research Plan (Annex 3)
  - Score of English examination (if you have)
- (2) Undergraduate degree graduation certificate that officially certified.
  - \* A copy of "Officially certified copies of the original" is acceptable
  - \* Written in English or accompanied with official translation
- (3) Academic transcript
  - \* Must contain all the grades earned in the university.
  - \* A copy of "Officially certified copies of the original" is acceptable
  - \* Written in English or accompanied with official translation
- (4) A copy of Valid Passport with photo (for checking nationality, name, sex, and date of birth). Valid National ID and birth certificate are acceptable if you do not have Passport. Certified English translation must be attached if ID is not written in English, French, Portuguese or Spanish)
- (5) 2 ID Photos (4 cm×3 cm) pasted on application form (Original and copy).
- (6) Health certificate to be submitted after the 4<sup>th</sup> Selection

#### (3) Necessity for Official Certificate of English score

Many universities require official certificate of English score (ex. TOEFL, IELTS) at the 4<sup>th</sup> selection. For this reason, the applicants who pass the 2<sup>nd</sup> Selection may need to have a valid score before the application's deadline of the desired university.

For the applicants who pass the 2<sup>nd</sup> Selection and do not have a valid score can take the examination only in case official certificate is required from the desired university. However, in such case the applicants must take the examination by themselves and JICA pay necessary expenses for the examination to the applicants ONLY ONCE. Subject to the schedule of examination, applicants need to pay temporarily.

If the desired university judges that the candidate possesses English proficiency equivalent to the scores above, the candidate may be qualified at the discretion of the accepting university.



#### (4) Withdraw of the Application

If applicants encounter the situation that needs to withdraw the application by force majeure during the selection process, the applicants need to contact with JICA office and explain the situation as soon as possible.

### 4. Selection Procedures

\*There are no fees to be charged directly by JICA during the selection process except for English examination fee as described in 3. (3).

\*Any costs incurred during the selection procedures including travel expenses, documents preparation (photos, official notification etc.) and any other personal expenses will NOT BE COVERED by JICA but should be covered by an applicant.

\*The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

There are mainly following three selection processes: (A) Selection in each country, (B) Matching with Japanese universities, and (C) Selection by Japanese universities.

#### (A) Selection in each country

##### (1) 1<sup>st</sup> Selection

[Necessary Actions for Applicants for this selection]

Each applicant needs to submit JICA's Application Documents by the deadline set by JICA office in the applicants' country (around end of September).

Period	September - October 2020 (Please check with the JICA office in the country of your nationality.)
Contents	Screening of submitted JICA's Application Documents
Objectives	To check qualifications and requirements of each applicant. To check applicants' understanding of the program objectives and working experiences/educational background in the context of the "Eligible Participants" (shown in the section 2.).
Result	Applicants who pass this selection can proceed on to the 2 <sup>nd</sup> Selection.

##### (2) 2<sup>nd</sup> Selection

[Necessary Actions for Applicants for this selection]

Each applicant needs to be interviewed.

Period	October - November 2020(Please check with the JICA office in the country of your nationality.)
Contents	Interviews by JICA office, etc.
Objectives	To check applicants' capability of contributing to the achievement of the course objectives addressing Africa's development challenges after the program.
Venue	To be determined (JICA office in the country of your nationality will announce.)
Results	The applicants who pass this selection can proceed on to the 3 <sup>rd</sup> Selection.*



## **(B) Matching with Japanese universities (3<sup>rd</sup> Selection)**

### **(3) 3<sup>rd</sup> Selection**

Period	December 2020 - January 2021
Contents	Document screening by Japanese universities (mainly "Research Plan" of the JICA's Application Documents, the Undergraduate degree graduation certificate, and Academic transcript)
Objectives	To match applicants with university courses/supervisors
Selection	JICA will send JICA's Application Documents to the applicants' desired universities (from first choice to third choice). Universities will examine the documents to check if the applicant's field of study and research plan are matched with the courses/supervisors.
Result	The applicants who pass this selection can proceed on to the 4 <sup>th</sup> Selection. JICA will inform of these applicants of the name of university where the applicant can apply. The applicants then need to check and prepare university's application documents and submit them directly to the university.

## **(C) Selection by Japanese universities (4<sup>th</sup> Selection)**

### **(4) 4<sup>th</sup> Selection (Final Selection)**

[Necessary Actions for Applicants for this selection]

Each applicant needs to check necessary application documents set by the university where he/she can apply. Then, he/she needs to submit university's application documents directly to the university by the deadline set by the university.

During this selection process, each applicant may be interviewed depending on university's selection process.

Period	February 2021 - June 2021 (approximately)
Contents	Screening of submitted university's application documents and interviews by Japanese universities
Objectives	To select the final candidates (to be proceeded to official approval)
Venue	If necessary, using Skype or other means for interviews
Selection	Universities will screen the applicants through submitted university's application documents and interviews.
Result	The applicants who pass this selection (and JICA adjustment if necessary) will be selected as successful candidates of the program.

Note: JICA may adjust the number of candidates after the 4<sup>th</sup> Selection based on a balance of the number of candidates from each country. Therefore, the notice of acceptance by universities do not mean the acceptance of the program by JICA, and some of the applicants who pass the 4<sup>th</sup> Selection may not be selected as successful candidates of the program.

### **(5) Approval of the Successful Candidates**

Successful candidates who pass the 4<sup>th</sup> Selection (and JICA adjustment if necessary) may be officially approved as participants of the program by the Steering Committee/the respective government and JICA.

#### **Research Student**

Research students are part-time students who utilize their time to prepare for the entrance examination for a Master's/Doctor's courses in Japan. Research students are able to join lectures, receive instruction from professors and make use of university facilities. The period for being a research student is limited to six (6) months. Participants as research students are requested to study hard and take examinations for the Master's course within six (6) months. If failed, they have to return to their home country immediately.



## 5. Expenses to Be Borne / Not to Be Borne by JICA

JICA will provide the following expenses for participant of the program that is equivalent to similar JICA schemes.

- Tuition at Japanese university Master's Degree (Doctor's Degree included in case of SDGs Program) programs (and research student).
  - Allowances for living expenses, outfit, shipping etc. See the box below for more details.
  - A round-trip airfare
- Other costs should be covered by the participants' organizations or other individuals.

\*Participants are not allowed to work while their stay in Japan.

\*To invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedures in Japan by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. If the participants wish to invite families, JICA strongly recommend doing so AFTER 6 MONTHS upon arrival in Japan at the earliest.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	Every semester
Living Allowance	JPY 143,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance	JPY106,000	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 360,000 per year)	

\*Varies according to living area, type of accommodation, etc.

\*\*The grant which support your research, such as purchase of books or necessary equipment, participation fees for academic conference, research trips, etc. can be provided via your university. Maximum amount of grant is 30,000 yen per month (360,000 yen per year), and can be disbursed with the approval of your supervisor.

Note: JICA will pay for examination / application fees directly to universities.

If universities ask applicants to pay it by themselves, please let JICA office in your country know it.

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 in the 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

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

## 6. JICA's Policies

### (a) Privacy Policy

#### 1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

#### 2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### 3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

### (b) Copyright Policy

Participants of ABE Initiative are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:
  - (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
  - (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
  - (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for ABE Initiative

- (1) The copyright on a work that a participant prepares for ABE Initiative shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.



(2) When using texts, supplementary educational materials and other materials distributed for ABE Initiative, participants shall comply with the purposes and scopes approved by each copyright holder.

**(c) Compliance Policy**

1. JICA shall improve the transparency and fairness of its operations and financial activities in order to secure public trust.
2. JICA shall contribute to the sound development of the international economic community through development assistance in order to secure the trust of the international community.
3. JICA shall meet the needs of developing regions and swiftly and flexibly provide quality service.
4. JICA shall consider natural and social environments when conducting its operations.
5. JICA shall communicate well with various levels of society and maintain an organizational culture of transparency.

\*Please refer to JICA website below regarding the detailed JICA's Compliance.

[https://www.jica.go.jp/english/our\\_work/compliance/index.html](https://www.jica.go.jp/english/our_work/compliance/index.html)







Master's Degree and Internship Program of African Business Education Initiative for Youth  
/ SDGs Global Leadership Program for FY2021

# SAMPLE FORM

**Instruction**

1. Handwritten form is NOT acceptable
2. Fill in the form in English
3. It is a MUST to fill all the YELLOW columns (Please write "N/A" if not applicable)
4. Write years in western calendar
5. Write proper nouns in full without abbreviation
6. Sign all pages on the bottom of right hand corner after printing
7. Check your application form using the checklist at the back of this application form

send email to:

1-1. Course (JICA may suggest appropriate course during the 2nd Selection)

☒ Master's Degree and Internship Program of African Business Education Initiative for Youth

☐ SDGs Global Leadership Program

1-2. Number (Not need to fill in JICA will inform after selection Procedure)

ky-rep-mip@jica.go.jp

Color Photo  
(4cm×3cm)

Paste your photo  
taken within  
6 months.

1-3. Information about the applicant

Family Name			
First Name			
Other Name (if any)			
Sex		Date of Birth (Day/Month/Year)	/ /
Nationality		Age (As of 4/2017)	
Ident Country		Religion (if any)	
City/Town		TEL (Primary)	
State/Province		TEL (Secondary)	
Email			

# FOR DETAILS & UNIVERSITY LIST

1-4. Contact Person in Emergency (2 people)

1	Name			Relationship	
	Province & Country	TEL		Email	
2	Name			Relationship	
	Province & Country	TEL		Email	

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_



## 1-(1) Application Form

**2. Declaration of desired university placement**

- 1) All applicants are required to specify first, second and third choice of Universities by reference to "2-(1): University Information for the Applicants".

Priority	Course Code	Name of Selected University and Graduate School	Graduate School	Course / Program / Degree	Master/PhD (Master ONLY if you apply for ABE Initiative)	Supervisor of choice*
1						
2						
3						

- \* If you wish to apply for a PhD, please make sure to fill in "Supervisor of choice".  
In case of Master's program, please fill in if you have a desired supervisor.

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_



## 1-(1) Application Form

## 3. Educational Background

## Instruction

1. Exclude kindergarden education and nursery school education.
2. Preparatory education for university admission is included in upper secondary education.
3. If you attended multiple schools at the same level of education due to moving house or readmission to university, modify level column and write the schools in the separate rows.
4. Any school years or levels skipped or repeated should be indicated in the Remarks column.
5. End date for Higher Education should match with the date on the graduate certificate which you submit.
6. Academic Degree must be filled for Higher Education level. (If not obtained any degree, write "N/A")

Level	Name of School Faculty / Department	Province, Country	Years of schooling	From (Month)/(Year) To (Month)/(Year)	Academic Degree
Primary Education				From /	
				To /	
Lower Secondary Education				From /	
				To /	
Upper Secondary Education				From /	
				To /	
Higher Education				From /	
				To /	
				From /	
				To /	
				From /	
				To /	
Total Years of Education:				0	years of schooling

Please write the reasons in Remarks if you need to make a supplement or explanation for the instruction 4, 5, or 6.

Remarks	
---------	--

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

## 1-(1) Application Form

## 1) Language Proficiency

English Proficiency	Listening	
	Speaking	
	Reading	
	Writing	
	Certificate (if any) ex. TOEFL, IELTS	
Mother Tongue ex. French		
Other Language (if any)		
Proficiency of the other language		

Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

## 2) Have you ever been awarded a scholarship for studying abroad?

	Name of scholarship				
	Duration	From	/	To	/

## 3) Are you currently applying for any scholarship(s), other than ABE Initiative?

	Name of scholarship	
--	---------------------	--

## 4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

	Name of the course				
	Country you visited		Name of the institution or agency		
	Duration	From	/	To	/

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_



#### 4. Present Organization and Nomination


##### 4-1. Present Organization and Position

Type of Organization*			if others, specify	
Organization				
Department / Division				
Position				
Date of employment	/	/	Date of assignment to the present position	/ /
Province & Country		TEL		Email

Category of Organization	Type of Organization	Description
A. Private Sector	Private	Private company including Private school
B. Ministry / Government Institution	National Government	Ministry or Federal Institution
	Local Government	Governmental Institution run by state/province or city/town
	Public Enterprise	Government-owned corporation or facilities
C. Higher Education and TVET	University	Either public or Private University
D. Others	NGO/Private(non-profit)	NGO or non-profit organization
	Self-employed	Freelancer (if you own a company, chose "Private")
	Fresh Graduate	Just graduated or will Graduate soon from University and not working
	Unemployed	not working
	Others	Any status not applying to all above

##### 4-2. Confirmation of the nomination by the applicant's present organization

I agree to nominate this person on behalf of our organization

Date		Signature	
Name			
Department / Division			
Position			
TEL			
Email			

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

- \* This confirmation is necessary if the applicant's present organization is the ministry / government institution or any higher education and TVET institution

## 6. Medical History

### 6-1. Present Medical Status

a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

	Name of illness, and condition	
	Name of medicine	

If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program

b) Are you pregnant?

	Months of pregnancy	month	Expected date of delivery	/
--	---------------------	-------	---------------------------	---

c) Are you allergic to any medication or food?

	What are you allergic to?	
--	---------------------------	--

d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

--

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

### 6-2. Past Medical History

a) Have you had any significant or serious illness?

	if yes, please specify	
--	------------------------	--

b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

	if yes, please specify	
--	------------------------	--

### 6-3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

--

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_



## 7. Declaration

I, \_\_\_\_\_

declare that I apply for the Master's Degree and Internship Program of African Business Education Initiative for Youth (ABE Initiative) / SDGs Global Leader with a full understanding of the "General Information", especially the articles stipulated below:

### (1) APPLICATION

1. all the information answered and provided in this application form by me, is true and accurate to the best of my knowledge and ability. My application will be cancelled if any information is proven to be false.
2. all the information provided by me in this application form had been approved by my supervisor in my organization (Required only for Governmental Officials (including public organizations) and/or Educators.)
3. an application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. the selection procedure and results rest entirely with JICA as the secretariat of ABE Initiative. No inquiries or objections by applicants regarding the result of the selection process will be considered.

### (2) OBJECTIVE OF THE PROGRAM

(2-1) When I am accepted for the Master's Degree and Internship Program of African Business Education Initiative for Youth program, I agree

- 2-1-1. that the objective of the program which is written in G.I. Therefore, I will participate in observation tours of companies, summer internship, and post graduate internship as designated by JICA,
- 2-1-2. that I am required to contribute to the development of my nation's relationship with Japan after completing the Master's course and Internships in Japan,
- 2-1-3. that the objective of the program is not provision of employment in Japan upon completion of the program.

(2-2) When I am accepted for the SDGs Global Leadership Program, I agree

- 2-2-1. that the objective of the program which is written in G.I. Therefore, I will participate in additional programs as being instructed in G.I if necessary,
- 2-2-2. that I am required to contribute to the development of my nation's long-term good relationship with Japan after completing the course in Japan,
- 2-2-3. that the objective of the program is not provision of employment in Japan upon completion of the program.

### (3) JICA's GUIDELINES

When I am accepted for the program, I agree

1. to invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedures in Japan by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. If the participants wish to invite families, JICA strongly recommend doing so AFTER 6 MONTHS upon arrival in Japan at the earliest,
2. all the information answered in 8. MEDICAL HISTORY is true, and to accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program,
3. to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
4. to follow the program, and abide by the rules of the institution or establishment that implements the program,
5. to refrain from engaging in political activity or any form of employment for profit or gain,
6. to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
7. to discontinue the program if JICA and the applicant's current organizations agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation,
8. to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the program, against duplication and/or translation by JICA, as long as they are used for the purposes of the program,
9. to approve the privacy policy and the copyright policy in the G.I.  
JICA's Information Security Policy in relation to Personal Information Protection
  - JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information. Any information able to identify individuals that is acquired from applicants/participants shall be entered into and stored in a platform, used or analysed within the scope of ABE Initiative Programs and activities of concerned parties: JICA, Japanese Universities and registered Japanese enterprises.
  - Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.
    1. To provide ABE initiative to the participants.
    2. To provide ABE initiative to the participants from developing countries under the Citizens' Cooperation Activities.
    3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
10. to observe Japanese laws and ordinances (including, for example, such as 'Sexual Harassment') during my stay, if I violate, will return the total amount or a part of the expenditure required for ABE Initiative depending on the extent of the violation,
11. to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me.  
I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE (Day / Month / Year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 1-(1) Application Form

## Check List

Please check the following BEFORE printing

Page	Check Point	Applicant	JICA
All	Are all the Yellow columns (MANDATORY) filled?		
1	Is the full name written as shown on the Passport? (National ID is acceptable if the applicant does not own a Passport)		
	Is the date of birth same as on the Passport or ID?		
	Is your age between 22 to 39? (If not, check qualified age at JICA overseas office in charge of your country)		
2	Is the name of supervisors chosen from the professor list in the University Information?		
3	Is the schooling years corresponded to the years specified in University Diploma and Academic Transcript?		
	Is the name of the degree same as in the "University Diploma" and "Academic Transcript"?		
	Is the total schooling years over minimum academic years for Bachelor's degree? your total schooling years->	0 years	
	If the schooling years does not match with the regular academic period, is it explained in the Remarks column?		
4	Is the applicant applying for any scholarship other than ABE Initiative?		
5	Is the name of organization, department, and position correctly mentioned? (No abbreviation is allowed)		
6	Is the working history and period correctly filled? *Any employment before university completion is not considered as working history. *Only full-time working with acquisition of diploma, such as night school, is approved as working experience.		
Annex 3 Research Plan	Is the research plan written with enough amount of words? (Extreme lack of words may not be accepted)		
	Is the "Title", "Introduction", "Objective" and "Conclusion", respectively followed?		

Please check the following AFTER printing

Page	Check Point	Applicant	JICA
All	Is there a signature on the bottom-right corner of all pages?		
1	Is the applicant's photo attached on the Application form?		
5	Is there official stamp/signature of current organization?		
8	In the Declaration Form, is the signed date within the application period?		
University Diploma	Is the notary seal affixed to University Diploma? The copied document of original one is approved only with the original notary seal affixed. *The notary seal: To officially notarize the copied document, affixed by authorized public institutions or lawyers.		
	Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter.		
	If not written in English, is the official English translation attached?		
Academic Transcript	Is the notary seal affixed to Academic Transcript for all the grades earned in the university?		
	Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter.		
	If not written in English, is the official English translation attached?		
Copy of Passport(ID)	Is the copy of valid Passport (or National ID) attached?		
	If not written in English, is the official English translation attached?		
Photos	Is 6 photos attached other than attaching on page 1 of Application Form?		
(Doctor's Letter)	If yes in 6-1(a), is the doctor's letter (written in English) attached? The letter should describe current status of the applicant's illness and has a consent for an applicant to join the program healthy.		

Please check the following BEFORE submission

Page	Check Point	Applicant	JICA
All	Are all attachments submitted?		

Reg.No \_\_\_\_\_

Name of Applicant: \_\_\_\_\_



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1-(1) ANNEX 1

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

Reg. No. \_\_\_\_\_

## ANNEX 1. Details of Current and Previous Work

Please describe your responsibilities in your current and previous work within 150 words each. Make sure to sign on every page.

➤ **Current Work** (150 Words)

➤ **Previous Work** (150 Words)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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1-(1) ANNEX 2

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

Reg. No \_\_\_\_\_

## **ANNEX 2: Career Plan after Graduation**

Please describe your idea /plan to utilize your knowledge, skills and experiences that you would obtain in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of the ABE Initiative/SDGs Global Leadership that expects the participants to contribute to the development of industries of their home countries, to utilize the networks which are built up during participants' stay in Japan, and to continue to foster good relationships between their countries and Japan.

1/1

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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ABE Initiative/SDGs Global Leadership FY2021

1-(1) ANNEX 3

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

Reg. No \_\_\_\_\_

### ANNEX 3: Research Plan

Write a brief research plan of your proposed Master's/Doctor's thesis in more than 700 words (minimum 3 pages). At the selections, this research plan will be used to evaluate your academic ability and motivation, and to match you with university courses/supervisors you desired.

If plagiarism or fraud is discovered after selection, the candidate will be disqualified retroactively.

(1) Title:

(2) Research Plan (more than 700 words):

① Introduction

② Objectives

③ Conclusion

1/1

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Reg. No \_\_\_\_\_

### **ANNEX 3: Research Plan**

Write a brief research plan of your proposed Master's/Doctor's thesis in more than 700 words (minimum 3 pages). At the selections, this research plan will be used to evaluate your academic ability and motivation, and to match you with university courses/supervisors you desired.

If plagiarism or fraud is discovered after selection, the candidate will be disqualified retroactively.

(1) Title:

(2) Research Plan (more than 700 words):

① Introduction

② Objectives

③ Conclusion

Name: \_\_\_\_\_

Signature: \_\_\_\_\_