

July 2017

**JICA Knowledge Co-Creation Program  
(Long-Term)  
2017-2018**

**General Information for All Applicants  
on  
Master's Degree and Internship Program  
of  
A**frican Business Education Initiative for Youth  
(ABE Initiative) 5<sup>th</sup> Batch****

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

Africa's economy had been steadily growing since 2000 with the growth rate of over 5% on average. However, due to the decline of global commodity prices since 2013, the growth rate has been declined, and the International Monetary Fund (IMF) estimates that growth rates in Africa will be 2.6% in 2017 and 3.5% in 2018. While each African nation sets a target for sustainable economic development, policy implementation, aimed at turning commodity-based economies into multifaceted industrialized economies through developing primary and secondary industries, is an urgent matter. On the other hand, the International Labor Organization (ILO) points out that the number of youth unemployment in Africa has reached nearly 75 million, almost one third of the youth population (200 million) in the whole region. Given these circumstances, it is expected that the yield of value-added industries and the realization of high productivity of industries in Africa will resolve the issue as they generate job opportunities and bring about more stabilized economies. Moreover, Japanese enterprises are showing strong recognition of and interest in a prosperous Africa.

At the 5<sup>th</sup> Tokyo International Conference on African Development (TICAD V), held in Yokohama in 2013, the Japanese Government stated its policy of strengthening support for the ongoing dynamic growth of Africa with stronger public-private partnerships. Japanese Prime Minister Abe announced the “African Business Education Initiative for Youth” (hereafter referred to as the “ABE Initiative”), a strategic five-year plan providing 1,000 youths in Africa with opportunities to study at Japanese universities as well as do internships at Japanese enterprises. The ABE Initiative was launched based on a joint recommendation by Japanese industries, including the Federation of Economic Organizations (KEIDANREN) and the Japanese government at “Public-Private Council for the Promotion of TICAD V”. These bodies pointed out that there is a need for human resource development in both private and public sectors of Africa in order to cultivate a strong human network between Japan and Africa. The recommendation also mentioned the significance of increasing the number of African people visiting Japan, as well as increasing awareness among Africans regarding the efficiency of Japanese technologies and systems of enterprises. In addition, based on the announcement at TICAD VI held in Nairobi in 2016, Japan plans to continue the ABE Initiative.

Japan International Cooperation Agency (JICA) has been appointed to implement a master's degree and internship program within the ABE initiative framework developed for countries whose official requests have been approved by the Government of Japan.

## 2. Objectives

The objective of Master's Degree and Internship Program of the ABE Initiative is to support young personnel who have the potential to contribute to the development of industries in Africa. This program offers opportunities for young African personnel (hereafter referred to as “participants”) to study at master's courses in Japanese universities and experience internships at Japanese enterprises. This program intends to foster excellent personnel who can recognize and understand the contexts of Japanese society and systems of Japanese enterprises so as to contribute Africa's development in collaboration with Japanese private

sector. The expected outcome of the program is a network of potential contributors to the development of African industries who will also lead Japanese private sector to engage further in economic activities in/towards Africa.

### 3. Program Outline

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

(2) Language of the Program: **English**

### 4. Duration

#### **5<sup>th</sup> Batch participant group’s stay in Japan**

[Standard Timetable]

September, 2018 – September, 2021

- 6 months as a research student if necessary (See page 8)
- 1 or 2 years as a master’s student
- About 2 weeks internship in summer break for all participants and up to 6 months internship after graduation for the participants who get offers of internship opportunities by Japanese companies.

### 5. Number of Participants

JICA has accepted approximately 1,000 participants since 2014. Following are the allocated numbers of participants per batch. This number is subject to change due to budgetary conditions.

Year	Batch	Number of Participants
2014	1st Batch	156 Participants
2015	2nd Batch	317 Participants
2016	3rd Batch	348 Participants
2017	4th Batch	250 Participants (tentative)
2018	5th Batch	200 Participants(Plan)

### 6. Target Countries

<b>Fifth Year (5<sup>th</sup> Batch: 2018)</b>	All 54 African countries
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### 7. Target Participants

This program targets on the participant who will take a role as a pioneer for developing African industries through the collaboration with Japanese private sector. Target participants are selected from the following three categories.

<b>(1) Persons from the Private Sector</b>	Young individuals who are or will be involved in economic activities in the local private sector maintaining and developing
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	<p>strong ties with Japanese companies including;</p> <ul style="list-style-type: none"> <li>• Those who are working at Japanese companies</li> <li>• Those who are to be employed at Japanese companies</li> <li>• Those who are working at local companies which have close business relation with Japanese companies</li> <li>• Those companies or individuals who are willing to have close relation with Japanese companies</li> </ul>
<b>(2) Government Officials</b>	Young government officials/civil servants who take part in formulation and/or implementation of industrial policies, and has a recommendation by a Japanese company.
<b>(3) Educators</b>	Young instructors/teachers in Higher Education and TVET (Technical and Vocational Education and Training) institutions in Africa, and has a recommendation by a Japanese company.

※Since the start of the initiative, the number of woman participants has been limited. Woman participants are encouraged to apply for the program.

## 8. Fields of Study at Japanese Universities

In this program, participants will be accepted in any field of study for master's courses at Japanese universities while engineering, agriculture and economics/business administration are specified as key fields. Proposed research topics must be relevant to the program objectives to form network of potential contributors to the development of African industries, who have strong ties with Japanese companies.

## 9. Internship at Japanese Private Companies

All participants are expected to do internships at Japanese companies during summer break. Summer Internship opportunity is MANDATORY and will be arranged by matching between your availability and offers from companies.

Post-Graduation Internship can be arranged ONLY IF a Japanese company offers you the opportunity. Maximum period of Post-Graduation Internship is 6 months starting from your graduation.

Internship programs are carried out in English. In principle, no reward or compensation should be paid to the companies and the participants. Details of the internships will be fixed according to the hosting companies' schedule. The participants of the "private sector" category who are nominated /recommended by private companies at the time of application are all supposed to do their internships at those companies.

## 10. Qualifications and Requirements

Applicants must satisfy the following requirements:

<b>(1) Nationality</b>	- Citizens of one of the 54 African countries
<b>(2) Age</b>	- Between 22 and 39 years of age (as of April 1 <sup>st</sup> , 2018 for the 5 <sup>th</sup> Batch participants)
<b>(3) Education</b>	- Bachelor's degree (equivalent to at least 16 years of academic

	background)
<b>(4) Working Experience /Status</b>	Applicants for the category of “Government officials” and “Educators” (shown in the Section 7.) 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>
<b>(5) English - language Proficiency</b>	- Adequate English skills both in written and oral communication to complete the master’s course.
<b>(6) Understanding of the Program</b>	- Applicants are required to have clear understanding of the objectives of the ABE initiative Master’s Degree and Internship Program, and to have a strong will to contribute to the industrial development of their home countries as well as to strengthen the linkage between their countries and Japan after returning home.
<b>(7) Others</b>	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 foreign organizations, and</li> <li>- attend the activities on the weekends in unavoidable circumstances(ex. official exam)</li> </ul>

## 11. Procedures and Required Documents for Application

In the nine countries (i.e. Egypt, Ethiopia, Kenya, Morocco, Mozambique, Nigeria, Senegal, South Africa and Tanzania), where a large number of applicants and Japanese companies doing business in those countries are expected, applicants may contact JICA offices to obtain necessary information and application forms. In other countries, in principle, application procedures will start by JICA overseas offices’ contact with the respective countries’ governments to provide detailed information of the program.

Each applicant is required to submit the following documents by the deadline set by JICA office in the applicants’ country except for (7) which are to be submitted after 4<sup>th</sup> selection or official approval.

<b>Application Documents</b>	(1) Application Form 【1-(1)】 consists of: <ul style="list-style-type: none"> <li>· Personal Information</li> <li>· Declaration of desired university placement: from 1st to 3rd choice</li> <li>· Education Background</li> <li>· Present Organization and Nomination</li> <li>· Work Experience</li> <li>· Medical History</li> <li>· Declaration</li> </ul>
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	<ul style="list-style-type: none"> <li>• Check List</li> <li>• Details of Current and Previous Work (Annex1)</li> <li>• Career Plan after Graduation (Annex2)</li> <li>• Research Plan (Annex3)</li> </ul> <p>(2) A letter of recommendation from 【1-(2)】 home country's government, Japanese company, university, your organization, Embassy of Japan, JETRO, or JICA overseas office.</p> <p>* (For applicant who has no current employer) A letter of recommendation from related organization which you belonged to in the past, graduated school and any other relevant person/organization are available.</p> <p>*Additional recommendation letter may be required through selection procedure.</p> <p>(3) Undergraduate degree graduation certificate which officially certified.</p> <p>* Officially certified copies of the original</p> <p>*Written in English or accompanied with official translation</p> <p>(4) Academic transcript</p> <p>* Must contain all the grades earned in the university.</p> <p>* Officially certified copies of the original</p> <p>*Written in English or accompanied with official translation</p> <p>(5) 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)</p> <p>(6) 1 ID Photo (4 cm × 3 cm ) pasted on application form (Original and copy) and another 6 same photos.</p> <p>(7) Health certificate to be submitted after the 4th Selection</p>
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Please visit the website below to download the “Application Form” and other necessary documents to apply.

[http://education-japan.org/africa/ap\\_form.html](http://education-japan.org/africa/ap_form.html)

1-(1), Application Form

(Annex 1) Details of Current and Previous Work Experience

(Annex 2) Career Plan after graduation

(Annex 3) Research plan

1-(2), Form of Recommendation Letter

2-(1), Instructions

2-(2), University Information for the Applicants

2-(3), Contact Information

## 12. Application Period (5<sup>th</sup> Batch)

August 2017 to October 2017

(The period may be differed in each country. Please check with the JICA office in the country of your nationality. Please refer to 2-(3) Contact Information.)

### 13. Selection Procedures (5<sup>th</sup> Batch)

- \* There are no fees to be charged directly by JICA/JICE during the selection process.
- \*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/JICE but should be covered by an applicant.
- \*The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

#### (1) Screening of Submitted Application Documents

Submitted application documents are to be screened to check requirements of each applicant.

#### (2) 1<sup>st</sup> Selection

Period	November 2017 (Please check with the JICA office in the country of your nationality. Please refer to 2-(3) Contact Information.)
Contents	Written examinations for English (TOEFL ITP) and mathematics*1
Objectives	To assess applicant's basic knowledge
Venue	To be determined
Results	The results will be provided to the Japanese universities as a reference for their decisions in the 4 <sup>th</sup> Selection process (see below). Low scores may result in disqualification at the 1 <sup>st</sup> Selection.

\*1: Please refer to the example of Math exams at the site below.  
<http://www.education-japan.org/africa/news/index.php#h270601>

#### (3) 2<sup>nd</sup> Selection

Period	November 2017-December 2017 (Please check with the JICA office in the country of your nationality. Please refer to 2-(3) Contact Information.)
Contents	Interviews by the members of the Steering Committee (see Section 14.)
Objectives	To check applicants' understanding of the program objectives and to make a prioritization list of applicants.
Venue	To be determined
Results	The Steering Committee will generate a prioritized list of applicants for the 3 <sup>rd</sup> Selection. Applicants who are judged not to have a clear understanding of the objectives of the program may be disqualified at the 2 <sup>nd</sup> Selection.

#### (4) 3<sup>rd</sup> Selection

Period	January 2018 - March 2018 (to be confirmed)
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Contents	Document screening by Japanese universities (mainly “Research plan” of the Application documents and the results of the written examinations for English and mathematics at the 1 <sup>st</sup> Selection.)
Objectives	To match applicants with university supervisors
Selection and Result	JICA/Support organization (see Section 14) will send application documents with the results of the English and mathematic examinations to the applicants’ first-choice Japanese universities, in principle. Universities will then examine the documents to match applicants with the courses/supervisors, and may select candidates two to three times the number of allocated spots for the 4 <sup>th</sup> Selection).

**(5) 4<sup>th</sup> Selection (Final Selection)**

Period	March 2018- May 2018 (to be confirmed)
Contents	Interviews by Japanese universities (via video conference system)
Objectives	To select the final candidates (to be proceeded to official approval)
Venue	JICA Office (video or web conference)
Selection and Result	Each applicant will be interviewed by video conference by faculty members of the Japanese university.

Note: JICA may adjust the number of candidates after the 4<sup>th</sup> Selection based on the budget limitation and a balance of the number of candidates from each country.

**(6) Approval of the Successful Candidates**

Successful candidates who pass the 4<sup>th</sup> Selection (and JICA adjustment if necessary) must be officially approved as participants of the program by the Steering Committee. Participants from the countries without the Steering Committees are supposed to be approved by the respective government and JICA. Each approved participant’s status as “officially dispatched student” should be endorsed by their home countries’ governments.

**(7) Research Student**

Research students are part-time students who utilize their time to prepare for the entrance examination for a master’s courses. 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 6 months. Participants as research students are requested to study and take examinations for the master’s course within six (6) months. If failed, he/she has to return to their home country.

**(8) Training Program for Human Resources Development in the Mining Sector (KIZUNA program)**

Participants who wish to study in the area of Mining, Geology, etc. may be classified as applicants of a different program ‘Human Resources Development in the Mining Sector (KIZUNA program)’, which is also organized by JICA, and will be screened according to the selection procedures of the KIZUNA program from 3<sup>rd</sup> Selection of ABE Initiative. JICA



will inform you when you are classified as an applicant of the KIZUNA program.

## **14. Implementation Framework**

### **(1) Steering Committee**

Steering Committees will be established in some countries whose economic relationships are comparatively close with Japan. A Steering Committee will be formed by every batch and take necessary procedures for selections of participants. The committee consists of the Embassy of Japan, JETRO, representatives of the Japanese business community (such as the Japanese Chamber of Commerce), the country's government, and JICA. The Steering Committee will be chaired by the JICA representative and make decisions on selection policies and schedule in detail. The government representative is in a position to endorse the successful candidates as the participants of the program.

### **(2) Advisory Committee**

Advisory Committee consists of the representatives from related ministries and organizations in Japan, namely the Ministry of Foreign Affairs (MOFA), the Ministry of Education, Culture, Sports, Science, and Technology (MEXT), the Ministry of Economy, Trade and Industry (METI), the Federation of Economic Organizations (KEIDANREN), and JICA. The committee meeting will be held annually in Tokyo in order to monitor the progress of the entire program.

### **(3) Japanese Universities**

Japanese universities which offer the master's courses in this program will take roles in document screening, conducting final interviews, education and guidance to the participants.

### **(4) JICA and Support Organization**

As a support organization to JICA for facilitating the operation of this program, the Japan International Cooperation Center (JICE) will make necessary arrangements for running the Steering Committee, recruiting local applicants, selection procedures, implementing familiarization program upon participants' arrival in Japan, daily life support during the participants' stay in Japan, implementing company tours and internship matching, and following up of the graduates. For other than the arrangements stated above during the participants' stays in Japan, JICA domestic offices (at 13 locations in Japan) will be in charge.

## **15. Expenses to Be Borne by JICA**

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

- Tuition at Japanese university master's degree programs (and research student)
- Allowances for living expenses, outfit, shipping etc. See the box below for more

details.

- A round-trip airfare
- Expenses for support programs during the study in Japan, including the costs of observation tours and internship

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, necessary procedure by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. JICA strongly recommend inviting family AFTER 6 MONTHS upon arrival in Japan.

\*Revised in July 2017

Allowance Item	Amount of payment	Frequency
Tuition	Actual cost	Each semester
Living allowance	¥2,317~¥5,052/day	Every 2 months
Air fee	Actual cost	2 times (arrival and return)
Outfit allowance (general outfit and shipping)	¥106,000	1 time (month of first arrival)
Moving allowance	¥164,000~¥224,000	1 time (when you move to apartment)
Books	¥30,000/year	Every 2 months
Interior research	¥50,000/year	Every 2 months

## 16. 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)

