



Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

Comprehensive City Planning



Course Number: 202515073J001

Course Period: October 12 -November 18, 2026



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



How do we implement sustainable urban planning?

Gain insight to the essence of
sustainable city planning,
more efficient, more comprehensive,
more inspirational
from the experiences of Japan.



Outline



This program mainly focuses on sharing relevant knowledge as well as perspectives between the participants and the Japanese professionals to find practical solutions to issues/challenges related to city planning in the respective countries.

The sessions will be held face-to-face in Japan.

All sessions are carried out in English.

The period of the program in Japan is from October 12 to November 18 2026.

Course Capacity:
13 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

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For What?

Background

Rapid urbanization is occurring in many developing countries, and it is projected that in 2050, more than 80% of the urban population are in the developing countries. Although, urban cities play an important role as an engine of growth, rapid urbanization is causing various problems such as lack of infrastructure, heavy traffic, and pollution. To solve this, comprehensive measures and efficient city planning need to be considered.

Course Goal and Outputs

Main Goal: To enhance knowledge of urban planning and urban development through learning from Japan's experience, and to explore effective and efficient measures to improve urban planning and development in respective countries.

Output 1: To understand the overview of city planning and urban development in Japan.

Output2: To understand the framework of city planning in Japan.

Output 3: To understand the methods of city planning in Japan.

Output4: To understand specific city planning and urban development methods through case studies.

Output 5: To consider and compile ideas to put into practice with output 1-4.

To Whom?

Job Areas and Organizations

This program is designed for officials from central/local governments who are responsible for formulation of city planning or implementation of urban development.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Bangladesh, Cambodia, Egypt, Indonesia, Laos, Maldives, Mozambique, Nepal, Pakistan, Papua New Guinea, South Sudan, Uganda, Vanuatu

Participants who have successfully completed the program will be awarded a certificate by JICA.

When?

Program Period in Japan



From October 12
to November 18, 2026

Where?

This course is organized by JICA Tokyo Center, and the course program is mainly conducted in the Tokyo metropolitan area.

And another city outside of Tokyo metropolitan area for few days.



How?

How to Learn

- Lectures
- Site Visit
- Study tour
- Discussions
- Presentations



Watch



Listen



Experience



Study



Chat



Discuss



Present

Language

English

Commitment to the SDGs



Program Structure

This program consists of the following 3 phases.

**Preliminary Phase in Participant's Home Country:
September to October 2026**

Modules	Activities
Self-learning	-Pre-program reading materials will be provided
Country Report	-Preparation of Country Report (for details please see Annex 2)

Core Phase in Japan: October 13 to November 17, 2026

Modules	Contents
I. Overview of Urban Planning	<ul style="list-style-type: none"> - Essential Information to Understand City Planning and Development in Japan - Framework of City Planning System - City Planning, Master Plan and its Issues
II. Land Use and Control	<ul style="list-style-type: none"> - Land Use Control System - District Plan (Detailed land use plan) - Development Permission System
III. Urban Development	<ul style="list-style-type: none"> - Land Readjustment and Urban Redevelopment Project - New Town Development
IV. Urban Transportation	<ul style="list-style-type: none"> - Transportation Strategies and Public Transportation - Transit Oriented Development (TOD)
V. Other Important Topics	<ul style="list-style-type: none"> - Comprehensive Development Planning in Developing Countries - Urban Disaster Prevention and Reconstruction - Environmental and Social Considerations in City Planning - Climate Change Adaptation - Town Management - Machizukuri (Development of "Cities for People")
VI. Others (Preparation and Presentation)	<ul style="list-style-type: none"> - Presentation of Country Report (share and discuss urban planning/development issues) - Preparation and presentation of Action Plan

Note: The above contents are subject to minor changes, if necessary.

Final Phase in Participant's Home Country: December 2026 to February 2027

Modules	Activities
Back-to-the-office Reporting	-Share and discuss what you learned in Japan with your superior(s) as well as your colleagues, including a presentation of the Action Plan

Eligibility and Procedures

1. Expectations to the Applying Organizations¹

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
 - (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in “2 Nominee Qualifications” below.
 - (3) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
-

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications.²

[Remarks]

Gender: Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women’s empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. “Reasonable accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden,

where needed in a particular case.

(1) Essential Qualifications

1) Current Duties: be administrative officers in the central/local government, responsible for the formulation of urban development policies/regulations or implementation of urban development programs/projects.

2) Educational Background: be university graduate or equivalent

3) Age: forty-five (45) years old or under

4) Language Proficiency: have a competent command of English proficiency (This course includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if available.)

5) Health: must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Preexisting conditions and pregnancy may lead to health problems that were not present prior to arrival in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below. existing conditions and pregnancy may lead to health problems of pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

* Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved

① Questionnaire (“QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION”)

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

a. Chronic diseases (e.g., hypertension, diabetes)

- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy, pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

(2) Recommended Qualifications

- 1) City population: be administrative officers in the central/local governments of capital cities or cities with a population of 500,000 or more.
- 2) Experience in the Relevant Field: have at least 5 years of professional experience in city planning and/or urban development.
- 3) 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.



3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
 - * If you have any physical difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the Application Form. Information will be reviewed and used for reasonable accommodation.
- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
 - *The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
 - *It is recommended that your passport be valid for more than 6 months after the last day of the program.
- (3) **An organizational chart of the applicant's department clearly showing their position within the organization**
- (4) **Materials illustrating the organization's position within the national or local structure (e.g., a diagram showing its place within the overall government structure)**
- (4) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).

(All required material must arrive at JICA Center in Japan by **August 12, 2026**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center

will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan. (Please fill out“ 【Questionnaire on Relationship with the Military】 ”under “Form 3 INDIVIDUAL APPLICATION FORM” of the Application Form

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than September 4, 2026.**

5. Additional Document to Be Submitted by Accepted Candidates

Country Report: please refer to Annex 2 for details

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed,
- (4) not to bring or invite any family members,
- (5) 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,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue

- the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of “3. Expenses”, “Administrative Arrangements”,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
 - (10) not to drive a car or motorbike, regardless of an international driving license possessed,
 - (11) to observe the rules and regulations at the place of the participants’ accommodation, and
 - (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer

Program Officer

Mr. OKAMOTO Ryohei

Officer, Infrastructure Management Department
Japan International Cooperation Agency (JICA)

Message: How does your desirable city look like? Even if everyone has a different vision, this program offers you to learn efficient tools and effective policies that worked in Japan to build livable cities. I want to welcome everyone who has a passion to improve urban planning system in your home country.



Program Officer

Ms. IMAMURA Sari

Officer, Tokyo Center
Japan International Cooperation Agency (JICA)

Message: Welcome to JICA Knowledge Co-creation Program (KCCP)! We welcome participants who can share their experience, who can actively participate in discussions, and who are willing to learn from each other. We look forward to meeting you in November!



Implementing Partner

Ms. KANEKO Motoko

Professional Engineer, International Business Division
ALMEC CORPORATION

Message: Each city possesses its own unique identity- shaped by distinct socio-economic dynamics, urban structures, and people's mobility. Therefore, urban planning must be customized to fit your local context.
As your implementing partner, I am dedicated to supporting you in finding the specific lessons and practical strategies from Japan that will work best for your city's future.



2. Course Adviser

- (1) The City Planning Institute of Japan (<https://www.cpij.or.jp/eng/>)
- (2) JICA Senior Advisor:Mr.GOTO Tesuji (for urban and regional development)

3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept

4. Pre-departure Orientation

A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

5. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide_2024_en.pdf

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>

Website: JICA

English

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

Annex 1 (for accepted candidates)

Country Report

Deadline: October 1st , 2026

To: Imamura.Sari@jica.go.jp

Accepted candidates are required to prepare and submit a Country Report before arriving to Japan. All the participants are requested to present the Country Report at the beginning of the program in Japan.

Purpose of the Country Report:

1. To define the issues of city planning and urban development that you face in the work. This will be your objectives of the participation in this program and should be led to the Action Plan which proposes the solution of the issues.
2. To share your issues and backgrounds with other participants.

Format of the Country Report

1. Report (Microsoft Word)

Should be typewritten in English on A4 size paper (21 cm by 30 cm), within 10 pages. (35 lines per page in 12-point font with margins of at least 2.5cm on all sides.)

1. Presentation (Microsoft Power Point)

The presentation time will be approximately 15 minutes with 5 minutes of Q&A (Maximam 25 slides)

(Note)

- It is advisable the report and the presentation be made with charts and pictures.
- The presentation should focus on “Section 4. Problem/ Issues to be addressed.” Please do not prepare a presentation on just the mere introduction of your country.
- Please share the existing city planning laws and regulations, and master/structure plan, or any planning standards / guidelines in your country in English by electric data, if possible

Contents of the Country Report:

1. Your Name / Organization / Country
2. About your organization
 - (1) Roles and responsibilities of the organization
 - (2) Organization chart
 - (3) Your responsibilities
 - a) Your post/job title
 - b) Outline of the job you are in charge of
3. Overview of city planning and urban development system/method
 - (1) Introduction of characteristics of your country and city including statistical data of urban area
 - (2) The outline of existing city planning laws and regulations, and master/structure plan (with “City Planning Map” and/or “City Map”) in your country
 - (3) Summary of the land use planning, city planning, and urban development method/approach practiced in your country
4. Problem/Issues to be addressed
 - (1) The issues and problems regarding presentation including issues you are currently tackling
 - (2) The causes and backgrounds of the issues and problems
 - (3) Your idea to address the above-mentioned issues and problems
 - (4) Specific issues and problems you would like to study through this program.

Annex 2

JICA Projects Related this program

JICA have conducted several projects and/or surveys which contribute urban development for each countries. Please refer below when you prepare supplement report and country report.

1. Formulation of Transportation Infrastructure Development Strategies in National Land Planning and Administration for Greater Cairo Region and its Surrounding Area,
Country : Egypt
Report : https://openjicareport.jica.go.jp/pdf/11709938_01.pdf
2. Project on Sustainable Urban and Transport Management in Luang Prabang,
Country :Laos
Report :(<https://openjicareport.jica.go.jp/pdf/12254462.pdf>
<https://libopac.jica.go.jp/images/report/12268025.pdf>
3. Project on Kathmandu Valley Urban Transport System Master Plan,
Country:Nepal
Report:https://openjicareport.jica.go.jp/710/710/710_116_12289682.html
4. Development of Policy and Guidelines for Transit Oriented Development,
Country:Bangladesh
Report:<https://openjicareport.jica.go.jp/pdf/12324026.pdf>
5. The Project for the Improvement of the Quality Standards of Urban Public Transportat System in Maputo,
Country:Mozambique
6. Project for Formulation of Tri-City Development Plan,
Country: Indonesia
7. Project for Implementation of Smart City Approach to Solve Urban Issues in Siem Reap Ph ase 2
Country: Cambodia
8. The Project for Development and Enhancement of Land Use Information Management Sys tem
Country: Papua new guinea
9. Project for Integrated Urban Development Master Plan for Kampala Special Planning Area
Country: Uganda
Report: <https://openjicareport.jica.go.jp/pdf/1000053551.pdf>



For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade, and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.



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



This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

Cover page (p1) and Outline page(p3) Pictures

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Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

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("81" is the country code for Japan, and "3" is the local area code)