

**Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka**

No. AD-R&T-901/723

September 21, 2017

Circular

Sub: Primary Course on Global Peacebuilders Program to be held from January 11, 2018 to February 16, 2018 in Japan

Hiroshima Peacebuilders Center (HPC) of Japan will be hosting Primary Course on Global Peacebuilders Program from January 11, 2018 to February 16, 2018 and invites applications from qualified citizens of Bangladesh.

02. The important features of the program are:

The program	Benefits	Qualification
Primary Course on Global Peacebuilders Program	Travel fees, Traveler's insurance, Accommodation fees, Living Expenses	<ul style="list-style-type: none">- A university degree or equivalent- At least 02 years of work experience in peacebuilding/development related field (Law, Public Administration, Education, IT, Public Health, Human Resource, Media etc.- A minimum IELTS/TOEFL score- Age is from 25 to 40 years

03. Please follow the attached brochure for further information. Please note that, the program is highly competitive having limited number of seats and final selection will be made by the Embassy of Japan. Interested persons are requested to submit the required documents to the R&T section of the Ministry of Foreign Affairs within 01 October 2017.

Ashraf 21/09/17
(Shah Md Ashraful Alam Mohon)
Assistant Secretary (R&T)



外務省委託

平和構築・開発における グローバル人材育成事業

Global Peacebuilders Program

(Commissioned by the Ministry of Foreign Affairs of Japan)

The Primary Course (JFY 2017)

Application Guidelines

(for Non-Japanese Applicants)

The Program for Global Human Resource Development for Peacebuilding and Development (Global Peacebuilders Program) is established by the Ministry of Foreign Affairs of Japan (MOFA) in order to strengthen civilian capacity for peacebuilding and development. The Hiroshima Peacebuilders Center (HPC), commissioned by MOFA, implements the program in cooperation with the United Nations Volunteers (UNV) programme.

The Primary Course is designed for people who have the strong will to build their careers in the field of peacebuilding and development to acquire the required practical knowledge and skills through participation in a 6-week Coursework in Japan.

This course expects to host 15 participants from Japan and 10 participants from other countries.¹

1. Duration

Coursework in Japan²:

Thursday, January 11, 2018 – Friday, February 16, 2018 (Monday, February 19 ~ Wednesday, February 21 *optional*³)
(approximately 5weeks)

2. Program Structure

Coursework in Japan (See Attachment 1-1 on Coursework in Japan for details):

Lectures and problem-solving workshops by facilitators both from Japan and abroad

(All sessions will be conducted in English)

3. Venue

Coursework in Japan: Tokyo and Hiroshima City

4. Participation Fees

There will be no fees charged for selected participants⁴

¹ Those from the following countries are eligible to apply for this year's program: Bangladesh, Cambodia, Egypt, Iraq, Mali, Philippines, Somalia, South Sudan, Sri Lanka, Tunisia.

² Japanese participants will participate in the Overseas Assignment after the Coursework in Japan, while participants from other countries will not be take part in the Overseas Assignment.

³ Participants who wish to take part in the optional training will complete the Coursework on February 21, 2018

⁴ The costs of program participation for the Coursework in Japan (travel fees, traveler's insurance, accommodation fees, and living expenses) will be covered by HPC.

General Inquiries on the Contents of the Program

The Hiroshima Peacebuilders Center: HPC

7F Sagamiya-Honsha, 6 Ichiban-cho, Chiyoda-ku, Tokyo

102-0082 JAPAN

TEL: +81-(0)3-4334-3119/ FAX: +81-(0)3-4334-3120

Email: hpc@peacebuilders.jp URL: <http://eng.peacebuilderscenter.jp/>

12. Status of the Participants

The participants will hold a status of "Program Associate" with its entitlements and obligations for the duration of the program starting January 11, 2018, irrespective of the participant's affiliation to any other organization. The Program Associates are expected to contribute to the further development of the program by providing advice and networking opportunities for future participants.

13. Obligations of the Participants

- (1) Participants are expected to carry out the program with utmost diligence.
- (2) Participants will submit a final report and provide input to improve the program.
- (3) Participants will reply to the follow-up inquiries regularly made by the Government of Japan about their latest status after the completion of the program.

14. After the Program

Participants are expected to participate in and cooperate with alumni networking.

15. Notes

- (1) The information in the required documents for the application will be used only for the selection and admission of the participants in the program. Please note that photos taken during the course of the program may be used by MOFA and related organizations for the purpose of promoting the program.
- (2) Submitted documents will not be returned.
- (3) Updated information on the program will be available on the HPC website.

The Program for Global Human Resource Development for Peacebuilding and Development

(Global Peacebuilders Program)

(Commissioned by the Ministry of Foreign Affairs of Japan)

The Hiroshima Peacebuilders Center (HPC)

<Tokyo Project Office>

7F Sagamiya-Honsha, 6 Ichiban-cho, Chiyoda-ku, Tokyo, 102-0082 JAPAN

TEL: +81-(0)3-4334-3119 / FAX: +81-(0)3-4334-3120

Email: hpc@peacebuilders.jp (Inquiries)

: application@peacebuilders.jp (Submission of documents)

URL: <http://eng.peacebuilderscenter.jp/>

The Hiroshima Peacebuilders Center (HPC) is the implementing body of
"The Program for Global Human Resource Development for Peacebuilding and Development"
commissioned by the Ministry of Foreign Affairs of Japan

5. Qualifications

- (1) The strong will to work in the field of peacebuilding and/or development in the future
- (2) At least two years of work experience in peacebuilding and/or development-related fields (e.g. law, public administration, education, public health, logistic support including IT, human resources, media, etc.)
- (3) A university degree or equivalent
- (4) Aged 25 or older and under 40 on the date of application
- (5) English proficiency equivalent to scores of or above 90 on TOEFL iBT, 900 on TOEIC or 6.5 on IELTS
- (6) Health condition suitable for participation in the program and the ability to attend the entire duration of the Coursework

6. Number of Participants to be Admitted

15 participants from Japan and 10 participants from other countries

7. Required Documents for Application

- (1) The application form (*Attachment 1-2*)
- (2) An essay in English about the applicant's career plan in the field of peacebuilding and/or development following the completion of this program (maximum 500 words in free format). The essay should also include the agency or organization which the applicant most wishes to work for in the future.
- (3) A letter of recommendation in English from a work supervisor who is able to evaluate his/her capacity and explain future prospects of his/her engagement in peacebuilding and/or development (In cases where it is difficult to obtain a letter of recommendation before the deadline, please submit a letter stating the reason).

*The recommendation letter may be submitted to HPC either by the applicant or directly by the referee via e-mail or post.

Please note that the deadline for the receipt of recommendations is the same as for the application.

Email: application@peacebuilders.jp (Please include the applicant's name in the subject line)

- (4) Certificate of English proficiency. The applicant needs to submit either a certificate or a score sheet of an English proficiency test such as TOEFL, TOEIC, IELTS taken in the last five years (A photocopy is acceptable. In cases where the applicant cannot submit such a document, reference to the applicant's command of English may be made in the letter of recommendation and used as a substitute).
- (5) The covenant (*Attachment 1-3*, Available on the HPC website)
The form should be filled in and signed by the applicant.

8. Submission of the Application

Send the required documents by e-mail to the following address: application@peacebuilders.jp

* If you don't receive a confirmation email from HPC within a few days after your submission, please contact HPC by phone or by email (please refer to General Inquiries in the section 11 for the contact information). If there are any troubles submitting the required documents via e-mail, please send them by fax.

E-mail: application@peacebuilders.jp

Fax: +81-(0)3-4334-3120

9. Application Deadline

Wednesday, October 25, 2017 (9:00 am Japan Time)

10. Selection Process

The selection process for non-Japanese participants entails 1) a document screening and 2) an interview. Non-Japanese applicants who pass the document screening will be contacted by the Japanese Embassy in their country of origin for an interview.



< Attachment 1-1 >

Primary Course (JFY 2017)
Contents of Coursework in Japan

The Coursework in Japan for the Primary Course will provide practical knowledge and skills through lectures and workshops over a period of 5 weeks. The Coursework is based on participatory problem-solving learning, and is designed to facilitate interactions between lecturers and participants and among participants. The aim of the Coursework is to master a high-level of knowledge of peacebuilding and development. Through workshops, the participants will learn to apply the acquired knowledge to practice and strive to develop practical skills in the field of peacebuilding and development.

The participants consist of 15 Japanese Program Associates and 10 non-Japanese Program Associates. The working language in the Coursework is English.

The Primary Course implemented by the Hiroshima Peacebuilders Center (HPC) is designed to develop the skills of practitioners in the field of peacebuilding and development. The Primary Course has the following three principles.

First, the Primary Course aims to develop the practical skills of the participants. Designed to develop human resources in the field of peacebuilding and development, the Primary Course provides the participants with opportunities to learn practical skills required on the ground of peacebuilding and development.

Second, the Primary Course is designed to develop the “competencies” of the participants. “Competencies” refer to job performance skills on which international organizations place much value. “Competencies” specifically include practical skills such as leadership in a multinational environment. The Primary Course offers a valuable opportunity for the participants to develop their “competencies.”

Finally, the Primary Course is designed as an opportunity for networking among the participants in the field of peacebuilding and development. Human resource development in the long run requires networks of personal contacts. In terms of long-term human resource development, networking among participants, graduates, and facilitators will be invaluable.

The following table shows a tentative curriculum. The contents and facilitators are subjected to change according to the schedules of the facilitators.

Date & Venue	Curriculum (tentative)	Facilitators
11 Jan (Thu) <u>National Olympics</u> <u>Memorial Youth Center</u> <u>(NYC), Tokyo</u>	Arrival Date of Non-Japanese Participants Guidance for Living in Japan Information on Japan Self-Study Guidance	
12 Jan (Fri) <u>United Nations University</u> <u>(UNU), Tokyo</u>	Commencement Ceremony HPC Guidance Courtesy Visit to MOFA Japan	Hideaki Shinoda, Yuji Uesugi
13 Jan (Sat)		
14 Jan (Sun)		
15 Jan (Mon) <u>NYC</u>	Team Building Exercise Presentations by PAs	Hideaki Shinoda, Yuji Uesugi
16 Jan (Tue) <u>UNU</u>	Initiatives of Government and International Organizations for Peacebuilding and Development (UNDP, UNHCR, UNICEF, WFP, IOM, MOFA, JICA)	Officials of International and Governmental Organizations in Tokyo

Date & Venue	Curriculum (tentative)	Facilitators
	Experiences of Program Graduates <i>Reception</i>	Program Associates (Program Graduates)
17 Jan (Wed) NYC	Enhancement of Competencies Work Environment of UN Organizations	Hideaki Shinoda, Michiru Tamanai
18 Jan (Thu)	Overview of Peacebuilding UN and Peacebuilding	Hideaki Shinoda, Sukehiro Hasegawa
19 Jan (Fri)	<Moving from Tokyo to Shizuoka> Visit Japan Ground Self-Defense Force [JGSDF] Garrison in Komakado, Shizuoka Prefecture	JGSDF officials
20 Jan (Sat)	<Moving from Tokyo to Hiroshima>	
21 Jan (Sun)	<i>Excursion to the Hiroshima Peace Memorial Park (Optional)</i>	Hideaki Shinoda
22 Jan (Mon) Aster Plaza, Hiroshima	<Week 1: Conflict Analysis > Theory and Methods of Conflict Analysis Policy Issues in the Political/Legal Fields (peace mediation/ dispute settlement in legal institutions) Group Exercise: Enhancing Abilities to Work in a Team	Sukehiro Hasegawa, Marshall Conley, Hiroto Fujiwara, Hideaki Shinoda, Yuji Uesugi, <i>et.al.</i>
23 Jan (Tue)		
24 Jan (Wed)		
25 Jan (Thu)		
26 Jan (Fri)		
27 Jan (Sat)	<i>Excursion to Miyajima (Optional)</i>	
28 Jan (Sun)		
29 Jan (Mon)	<Week 2: Planning > Methods of Project/Mission Planning Policy Issues in the Field of Security (DDR/SSR/Peacekeeping missions) Group Exercise: Enhancing Oral Presentation Skills	Desmond Molloy, Philip Shetler-Jones, Mamadou N'daw, Hideaki Shinoda, Yuji Uesugi, <i>et.al.</i>
30 Jan (Tue)		
31 Jan (Wed)		
1 Feb (Thu)		
2 Feb (Fri)		
3 Feb (Sat)	<i>Excursion to Kure and Etajima (Optional)</i>	
4 Feb (Sun)		
5 Feb (Mon)	<Week 3: Coordination > Coordination and Negotiation among Various Organizations in Peacebuilding Policy Issues in Humanitarian Aid (including gender and child protection) Group Exercises: Enhancing Skills for Managing Formal Meetings	Kenro Oshidari, Guillaume Foliot, Peter Kozelets, Shigeki Komatsubara, Hideaki Shinoda, Yuji Uesugi, <i>et.al.</i>
6 Feb (Tue)		
7 Feb (Wed)		
8 Feb (Thu)		
9 Feb (Fri)		
10 Feb (Sat)	Career Development in International Organizations Introduction to Enhancing Skills for CV Writing and Interview <i>(Optional)</i>	Michiru Tamanai
11 Feb (Sun)	Individual Consultation about Career Development <i>(Optional)</i>	Michiru Tamanai

Date & Venue	Curriculum (tentative)	Facilitators
12 Feb (Mon)	<Week 4: Project Management > Methods for Project Management Policy Issues in Development Aid through Various Fund Schemes Group Exercises: Enhancing Document Writing Skills Closing Ceremony	Mitsuhiko Inaba, Toshihiro Nakamura, Hideaki Shinoda, Yuji Uesugi, <i>et.al.</i>
13 Feb (Tue)		
14 Feb (Wed)		
15 Feb (Thu)		
16 Feb (Fri)		
17 Feb (Sat)		
18 Feb (Sun)	Individual Consultation about Career Development (Optional)	Michiru Tamanai
19 Feb (Mon)	Personal Safety Management (Optional)	John Campbell, Louise Robinson
20 Feb (Tue)		
21 Feb (Wed)		

Note: Participants who wish to take part in the optional training (Personal Safety Management Training held on February 19-21) will complete the Coursework on February 21, 2018.

< List of Facilitators >

(Initial Week)

- Sukehiro Hasegawa (Chair, HPC Council; Former Special Representative of the UN Secretary-General for Timor-Leste)
- Hideaki Shinoda (Director, HPC; Professor, Tokyo University of Foreign Studies)
- Yuji Uesugi (Program Officer, HPC; Professor, Waseda University)
- Michiru Tamanai (Managing Director, Lotus Insight Global, Pte. Ltd; Former Chief of HR, UNICEF India Country Office, New Delhi, India)

(Week 1)

- Marshall Conley (President, Conley-International Education Consultants; Former Senior Advisory Panel Member for the Programme Evaluations of the United Nations Department of Peacekeeping Operations [DPKO] and the Department of Safety and Security [DSS])
- Hiroto Fujiwara (Head, Country Analysts Unit, Division of External Operations, Registry, International Criminal Court [ICC])

(Week 2)

- Desmond Molloy (Course Mentor, HPC; Programme Director, The Nippon Foundation [TNF], Myanmar Liaison Office; Former Senior Rehabilitation Adviser & Programme Coordinator, United Nations Interagency Rehabilitation Programme [UNIRP], United Nations Development Programme [UNDP], Nepal)
- Philip Shetler-Jones (Practice Lead, International Security and Geopolitics at the World Economic Forum; Former Senior Planning Officer, OSCE Special Monitoring Mission, Ukraine; Former Chief of Mission Analytical Capability, EU Monitoring Mission, Georgia; Former Political Affairs Officer of Office of Deputy SRSG, United Nations Mission in Sudan)
- Mamadou N'daw (Results Based Management and Evaluation Advisor, Team Leader, UNDP in Ethiopia)

(Week 3)

- Kenro Oshidari (Member of HPC Council; Managing Director, Association for Aid and Relief (AAR) Japan; Former Regional Director, WFP Regional Bureau for Asia, Bangkok, Thailand)
- Guillaume Foliot (Consultant and lecturer on Humanitarian Affairs)
- Peter Kozelets (Coordinator at the Regional Centre for Emergency Preparedness for UNHCR in Bangkok)
- Shigeki Komatsubara (TICAD Programme Adviser, Regional Bureau for Africa, UNDP HQ [New York])

(Week 4)

- Mitsuhiro Inaba (Finance Analysis Advisor, Office of Finance and Administration, Bureau of Management, UNDP / Former Deputy Resident Representative, UNDP, Tanzania)
- Toshihiro Nakamura (Co-Founder & CEO, NPO Kopernik; Former Policy Specialist, United Nations Development Operations Coordination Office, United Nations Development Group [UNDG])

(Security Management Sessions)

- John Campbell (Private Consultant; Former Safety Advisor, UNHCR Indonesia)
- Louise Robinson (Director, InSiTu Training; Former Emergencies Project Manager, "WFP in Emergencies" & Global Staff Safety and Security Program, WFP, Rome)



平和構築・開発における
グローバル人材育成事業
JFY 2017 Primary Course
APPLICATION FORM

Please attach
your PHOTO

(taken within
last 1 year)

INSTRUCTIONS: Please answer each question clearly and completely.
Type or print in ink. Write in English. Read carefully and follow all directions.

1. Name									
Family / Last name			Given / First name			if any, Middle name and/or Maiden name			
Is the above name exactly as it is in your passport and other legal documents? YES <input type="checkbox"/> NO <input type="checkbox"/>									
2. Date of Birth (DD/MM/YYYY)			3. Sex Male <input type="checkbox"/> Female <input type="checkbox"/>		4. Present nationality(ies)		5. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/>		
6. Present title			Organization						
7. Office address									
Telephone number: _____ E-mail: _____									
Any objections to HPC contacting you at office? YES <input type="checkbox"/> NO <input type="checkbox"/>									
8. Permanent address									
Telephone number: _____									
9. Present address (if different from item 8)									
Telephone number: _____ E-mail: _____									
10. What is the specific reason for which you wish to participate in the Primary Course?									
11. What do you most strongly expect to gain from the Primary Course?									
12. Knowledge of languages									
What is your mother tongue? _____									
Other languages	Exam Scores (Indicate exam types)	READ		WRITE		SPEAK		LISTENING	
		Easily	Not easily	Easily	Not easily	Easily	Not easily	Easily	Not easily

13. Education									
A. University or equivalent									
Name, Place and Country	Attended from/to		Degrees and academic distinctions obtained	Main course of study					
	MM/YYYY	MM/YYYY							
B. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)									
Name, Place and Country	Type	Attended from/to		Certificates or diplomas obtained					
		MM/YYYY	MM/YYYY						
14. List professional societies and activities in civic, public or international affairs.									
15. List any significant publications you have written (do not attach).									
16. Employment: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size.									
A. Present post (Last post, if not presently in employment)									
From	To	Exact title of your post			Type of business				
MM/YYYY	MM/YYYY								
Name of employer				Name of supervisor					
Address of employer				Number and kind of employees supervised by you			Reason for leaving		
Description of your duties									
B. Previous posts (in reverse order)									
From	To	Exact title of your post			Type of business				
MM/YYYY	MM/YYYY								

Name of employer		Name of supervisor	
Address of employer		Number and kind of employees supervised by you	Reason for leaving
Description of your duties			
From	To	Exact title of your post	Type of business
MM/YYYY	MM/YYYY		
Name of employer		Name of supervisor	
Address of employer		Number and kind of employees supervised by you	Reason for leaving
Description of your duties			
From	To	Exact title of your post	Type of business
MM/YYYY	MM/YYYY		
Name of employer		Name of supervisor	
Address of employer		Number and kind of employees supervised by you	Reason for leaving
Description of your duties			
17. References: List three persons who are familiar with your character and qualifications			
Full name	Full address (include email address and telephone number)		Business or occupation

18. State any other relevant facts, including information regarding any residence outside the country of your nationality.

19. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If "yes", give full particulars of each case in an attached statement.

YES ☐ NO ☐

20. How did you learn of this year's call for applications for the Primary Course? Please check all that apply.

☐ Word of mouth ☐ HPC Facebook ☐ HPC website/mailling list ☐ MOFA website/mailling list
☐ UN Forum mailing list
☐ Other (please specify) _____

21. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

Date: _____

Name: _____

N.B. You may be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you are asked to do so and, in any event, do not submit the original texts of references or testimonials unless they are required for the sole use of this application.

< Attachment 1-3 >

**Covenant
(For Participants in the Primary Course)**

To the Director of the International Peace Cooperation Division of the Ministry of Foreign Affairs of Japan

To the Program Director for the JFY2017 "Program for Global Human Resource Development for Peacebuilding and Development," Hiroshima Peacebuilders Center

I hereby pledge to make my utmost effort to work in the field of peacebuilding and development in the future after completing the course requirements for "The Program for Global Human Resource Development for Peacebuilding and Development." I have read and fully understood the Application Guidelines, and pledge the following:

1. To observe instructions and guidance by the Hiroshima Peacebuilding Center (hereafter HPC), other organizers, lecturers, instructors and any other persons who provide instruction during the course, in order to achieve the goals of the program;
2. To respect the security situation and to observe the laws of countries where the program is held and regulations set by HPC and other organizers;
3. To compensate, with designated insurance or other appropriate means, HPC, other organizers or third parties for any damage caused intentionally by me or through my negligence during the program;
4. To abstain from claiming against HPC, other organizers or the related institutions for damages caused by unavoidable accidents such as natural or man-made calamities, traffic accidents, disease, crime, etc. during the program even after exhausting the designated insurance;
5. To abstain from engaging in activities concerning politics, proselytizing or personal gain while holding the status of Program Associate;
6. To observe decisions by the Ministry of Foreign Affairs of Japan, HPC and other organizers including termination of the program in the case of violation of this covenant or any inappropriate conduct;
7. To agree that the photos taken during the Primary course may be used for the purpose of PR for the program.

Date: _____

Signature: _____

Program for Global Human Resource Development for Peacebuilding and Development (Global Peacebuilders Program)

Background and Objectives

Ministry of Foreign Affairs Japan

- * Japan places emphasis on contributing to the peace and stability of the international community under the policy of "Proactive Contribution to Peace" based on the principle of international cooperation
- * The program aims to strengthen the capacities of civilians from Japan and other countries in the field of peacebuilding and development
- * MOFA Japan has trained 285 civilian participants from 37 countries since 2007 in the Primary Course

Primary Course

Objective: To train personnel who aspire to develop their careers in peacebuilding and development

Participants

- **Target:** 15 Japanese + 10 non-Japanese participants from Asia, Africa, and the Middle East (JFY 2017 participating countries: Cambodia, Philippines, Bangladesh, Sri Lanka, Mali, South Sudan, Somalia, Tunisia, Egypt, Iraq) (JFY 2016 participating countries: Angola, China, Jordan, Liberia, Pakistan, Sierra Leone, Timor-Leste, United Arab Emirates, Vietnam, Yemen)
- **Required qualifications:**
 - University degree or equivalent
 - 2+ years of professional experience in fields relevant to peacebuilding and development (e.g. law, administration, education, public health, media, air traffic control, logistics support, etc.)
 - English proficiency equivalent to TOEFL iBT 90, TOEIC 900, or IELTS 6.5
 - Must be in good health and able to attend the entire duration of the course
 - Must be 25 or older and under 40 at the time of application

Outline of the Course (tentative)

- **Duration:** 5 weeks of coursework in Japan (January 11th~February 16th (February 17th ~ 21th for those who wish to take part in optional training), 2017)
- **Content:** Conflict analysis, planning and managing peacebuilding projects, and coordination of peacebuilding activities