



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

MANAGEMENT OF COMPOSTING PROJECT (A)

課題別研修「コンポスト事業運営(A)」

JFY 2018

NO. J1804381/ ID. 1884810

Course period in Japan: August 20, 2018 to September 20, 2018

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

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out 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 center of mutual learning process.*

I. Concept

Background

A growth in urban populations and economies has resulted in a corresponding accumulation in the amount of solid waste and local governments find this difficult to handle. Existing dumpsites are filling up; finding new dumpsites is becoming increasingly difficult in developing countries where organic materials usually comprise over half of the total waste.

“Composting” is one of the effective countermeasures for this problem. In this training course, the topics which need to be considered when one tries to establish composting project into a community will be covered, such as quality control of compost, participation of community, establishment of circulation system, etc.

For what?

This program intends to promote the introduction and effective management of a composting system in a community. By focusing on composting approaches that are applied on the ground, participants are able to enhance practical knowledge and techniques. Please note that general information of solid waste management in Japan will not be covered sufficiently in the curriculum.

For whom?

This program is offered to the staffs in charge of solid waste management in local government that has started or is going to start a composting system into a community. A nominee should have an enough background in solid waste management.

How?

Participants will learn techniques and know-how in the field through lectures, observations, practices, and discussions. At the end of the program, participants will be requested to present an Action Plan, utilizing the contents of the program.

II. Description

1. Title (J-No.): Management of Composting Project (A) (J1804381)

2. Course Period in JAPAN

August 20, 2018 to September 20, 2018

3. Target Regions or Countries

Argentina, Bolivia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Nicaragua, Paraguay and Peru

4. Eligible / Target Organization

This program is designed for the departments in charge of waste management in the local government that has started or is going to start composting projects for the community.

5. Course Capacity (Upper limit of Participants)

10 participants

6. Language to be used in this program: Spanish

Please note that **the application documents** including the application form, Job Report, Questionnaire and the Issue Analysis Sheet (IAS) **must be written in English.**

7. Course Objective

Participants will be able to formulate and propose Action Plans for effective management of composting project, utilizing contents of the training program.

8. Overall Goal

Formulated Action Plans are implemented in each country.

9. Expected Module Output and Contents

This program consists of the following components. Details on each component are given below:

Expected Module Output	Subject No.	Methodology
1) Being able to explain about overview of national/local policies and systems on waste management in Japan	1 Promotion of Composting in Solid Waste Management in Kitakyushu City 2 The Environmental Policy in Shibushi City 3 Composting in Municipal Solid Waste Management 4 Visiting to Sanitary Landfill, Incineration Facility, Recycling Center, Environmental museum 5 Promotion of Recycling-based Society	Lecture and observation
2) Being able to explain about overview of technical information of composting	6 Composting Technology for Green Waste and Sewerage Waste 7 Composting Technology for Domestic Garbage 8 Community Development through the Windrow Composting Project 9 The "Takakura" Composting Method 10 The Cardboard Composting Method 11 The EM-bokashi Composting Method	Lecture, observation and practice
3) Being able to understand the application of compost and management of composting project through case studies.	12 Application of Compost in Organic Farming and Agricultural Business 13 Initiatives for Sustainable Community: Biogas Utilization 14 Case Study of Composting Projects in Six Asian Countries 15 Environmental Education and Public Awareness in Kitakyushu City 16 Mechanism and Arrangement of Citizen Participation in Composting Projects 17 Application of Composting in CDM Project 18 Business model of Composting Technique	Lecture, observation

4) Being able to formulate an Action Plan to improve composting projects at participants' home countries.	19 Action Plan Formulation	Discussion, presentation and report writing
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*Please refer to the attached schedule (Annex-4). The schedule is subject to changes.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project 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.

Essential Qualifications

- (1) Current Duties: Staffs in charge of waste management in local governments
- (2) Experience in the relevant field: have more than 3 years of experience in the related area with an enough background in solid waste management
- (3) Educational Background: be a graduate of university
- (4) Language: Spanish (not necessarily, but preferable to be good at English)
- (5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

Recommended Qualifications

- (1) Be preferably in relation with past or on-going JICA projects focusing on environment such as waste management.
- (2) The organizations the participants belong to has started composting projects.
- (3) Be familiar with PC operation, as there will be many chances for report writing and presentation.

3. Required Documents for Application

(1) Application Form: The Application Form is available **at the JICA office (or the Embassy of Japan).**

(2) Job Report, Questionnaire and IAS: Fill in Annex-1, Annex-2, and Annex-3 of this General Information, and submit them along with the Application Form. Job Report, Questionnaire and IAS are necessary documents for screening of an applicant. Each participant will be required to present them in approximate 10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them. When you use

PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background.

- (3) Photocopy of passport:** to be submitted 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 photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

4. Procedure for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **June 19, 2018.**)

(2) Selection

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than July 19, 2018.**

5. Conditions for Attendance

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training

expenditure depending on the severity of said violation.

(8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer

- (1) Name: JICA Kyushu
- (2) Contact: kictp@jica.go.jp

2. Implementing Partner

- (1) Name: to be determined

3. Travel to Japan

- (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan:

JICA Kyushu International Center (JICA Kyushu) Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka 805-8505, Japan TEL: 81-93-671-6311 FAX: 81-93-671-0979 (where "81" is the country code for Japan, and "93" is the local area code)
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If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at: <http://www.jica.go.jp/english/about/organization/domestic/index.html>

5. Expenses

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit and shipping
- (2) Expenses for study tours (basically in the form of train tickets)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy or dental treatment are not included)
- (4) Expenses for program implementation, including materials

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.

6. Pre-departure Orientation

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

V. Other Information

1. Reports and Presentation

(1) Job Report, Questionnaire and Issue Analysis Sheet (IAS)

As written in the previous pages, each nominee is required to submit his/her own Job Report, Questionnaire and IAS following the instruction in Section III. Accepted participants will have a presentation including Job Report and IAS up to 10 minutes at the earlier stage of the training. Details for the Job Report presentation will be informed to the accepted participants at the acceptance letter.

(2) Action Plan Report

Participants are required to formulate an Action Plan at the end of the training program to express your idea and plan, which you carry out after your return, reflecting the knowledge and method you acquire from the training. Each participant will have 10 minutes for presentation.

(3) Laptop PC

It is recommended that the participants bring their own laptops. They will be useful to take notes, modify reports, and prepare for presentations.

2. International Exchange Program with local communities

Participants will have a chance to visit elementary schools or junior high schools. Therefore, participants are recommended to bring their national costumes or crafts and materials such as CDs and photographs that will make the exchange program more fruitful.

3. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

VI. Annex

1. Job Report
2. Questionnaire
3. Issue Analysis Sheet (IAS)
4. Tentative Schedule

Annex-1

Management of Composting Project (A) (JFY 2018) *Job Report*

Name: _____
Country: _____
Organization and present post: _____
E-mail: _____
FAX: _____

Remarks 1: The Report should be typewritten in English (12-point font, appropriately spaced, A4 size paper) and total pages of the report should be **limited to 3 pages** (not including organization chart).

Remarks 2: Each participant is required to have presentation up to 10 minutes based on this Job Report and Issue Analysis Sheet (IAS) at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants for each other.

Remarks 3: It is also requested to prepare a PowerPoint for the presentation. When you use PowerPoint, it is preferable to use letters **more than 24 points** and not to use pictures on the background.

Remarks 4: Please itemize your answer and make them specific

1. Organization and main tasks

(1) Brief description on the main tasks of the organization

(2) Organization chart

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned (The chart should be attached and not be counted in this page limit.)

(3) Description on your job assignments

2. Existing challenges of composting in your workplace

(1) Outline of your composting project(s) including method and capacity

(2) Challenges you are facing in your workplace (Please describe concrete details)

(3) Targets as a desirable situation that you would like to realize

3. Expectations for the training course

(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects

(2) How do you expect to apply skills and knowledge according the listed items in the curriculum after you return to your home country?

Annex-2

**Management of Composting Project (A)
(JFY 2018)
Questionnaire**

Name: _____
 Country: _____
 Organization and present post: _____
 E-mail: _____
 FAX: _____

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Please itemize your answers and make them specific.

1. Have you ever studied the following subjects? Please check either Yes or No. If your answer is “Yes,” please fill in “Years” parentheses with your years of experience on the respective items.

	YES	NO	Years
(1) Environmental science and engineering.....	()	()	()
(2) Sanitary engineering.....	()	()	()
(3) Environmental education.....	()	()	()
(4) Household refuse treatment practice.....	()	()	()
(5) Solid waste management administration.....	()	()	()

2. Explain the situation in the jurisdiction of your organization.

- (1) Population in the area which your organization is in charge of
- (2) The annual budget (U.S. dollar) for solid waste management
- (3) Solid waste management

a. Breakdown by weight of the annual solid waste materials and percentage

	Weight (tons)	Percentage
- food	(t)	(%)
- paper	(t)	(%)
- plastic	(t)	(%)
- metals	(t)	(%)
- others	(t)	(%)

b. Breakdown of annual municipal solid waste budget and their percentage

	Budget (USD)	Percentage
- collection	(USD)	(%)
- construction of treatment/disposal facilities	(USD)	(%)

- disposal operation and management (USD) (%)
- others (USD) (%)
- (4) Compost plant
 - Method and capacity
- (5) Environmental education
 - Method and target persons

Annex-3

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?

- (1) Please describe the issues you (your organization) confront(s) in column "**A: Issues that you (your organization) confront(s)**".

Prepare the separate rows for each problem; if necessary, please add new rows.

- (2) In column "**B: Actions that you (your organization) are (is) taking**", please describe actions that you (your organization) are taking to solve the issues shown in "**Column A**".

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.

- (3) It's not necessary to fill in column "**I : Task or the information that I need**", column "**II : Useful information that I obtained/found**" and column "**III: Lecturer**".

These columns shall be filled out during the training.

- (4) "**Column I**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the training.

- (5) "**Column II**" and "**Column III**" shall be filled out during the training and you are required to present completed IAS in the subject "**Action Plan Presentation**".

Issue Analysis Sheet (IAS)

Country: _____ Name: _____

No.	【A】 Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
1			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

No.	【A】 Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
2			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

No.	【A】 Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
3			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

【 I 】,**【 II 】**,**【 III 】** These columns will be filled during the training course.

Annex-4

Management of Composting Project (A) (JFY 2018)
Tentative Schedule (This schedule is subject to changes)

Date	9:00~12:00	13:00~16:00
8/20	Arrival	
	Briefing & Take a measurement for working cloth	Briefing
	Course orientation	Subject solution method using IAS
	Composting using cardboard (1)	Extraction of task work from IAS
	Solid waste management and composting activities in Kitakyushu City	Job report presentation by each participant
	Composting in municipal solid waste management: Lessons learned from six Asian countries	How to promote environmental education?
	Study Takakura composting method (1)	
	Study Takakura composting method (2)	
	Study livestock waste composting	Study livestock waste composting (site-visit) Review (first week)
	Study tour for Sasebo City, Imari City, Saga City	
	Study "EM-bokashi" composting (site-visit)	Study household waste composting (site-visit)
	Study windrow system composting (site-visit)	
	Study sewerage sludge composting (site-visit)	Study green waste composting (site-visit)
	Task selection & evaluation of IAS	Study the business model of composting technique (site-visit)
	Toward a sound material recycle	Environmental museum (site-visit) Review (second week)
	Study tour for Shibushi City	
	Policy of Shibushi City for solid waste Matsuyama composting factory (site-visit)	Sow recycling center for many valuable wastes (site-visit)
	Preparation for action plan presentation	Ohki town biogas & liquid fertilizer utilization practice (site-visit)
	Kogasaki incineration facility (site-visit)	Application of compost to organic agriculture (site-visit)
	Environmental education in elementary school (site-visit)	Sanitary Landfill site in Fukuoka-city (site-visit)
	Greenhouse gases (GHC) and the role of composting: The importance of MRV Measuring, Reporting and Verifying)	Study community involvement in 3R activity Review (third week)
	Honjo recycling center for Cans and Bottles (site-visit)	Composting using cardboard box (2)
	Course evaluation	Action plan presentation & Closing ceremony
9/20	Departure	

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

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