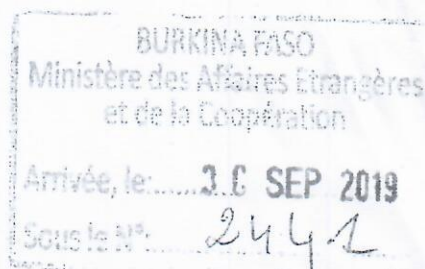


Ouagadougou, le 30 septembre 2019

N°715/2019/TI/TY/KB



L'Ambassade du Japon au Burkina Faso présente ses compliments au Ministère des Affaires Etrangères et de la Coopération du Burkina Faso et a l'honneur de porter à sa connaissance que le Ministère des Affaires étrangères du Japon (MOFA), en collaboration avec Hiroshima Peacebuilding Center (HPC), a mis en place le programme pour le Développement des Ressources Humaines pour la Consolidation de la Paix au plan mondial (Global Peacebuilders Program).

Dans le cadre dudit programme, le MOFA compte organiser, pour le compte de l'année fiscale japonaise 2019-*avril 2019 à mars 2020*-) des cours d'initiation, avec l'anglais comme langue de communication, de 5 semaines au Japon au profit de 15 participants japonais et de 10 participants d'autres pays, dont le Burkina Faso. A cet effet, l'Ambassade prie le Ministère de bien vouloir diffuser l'information au maximum auprès des personnes et structures concernées (Ministères de l'Education, Ministère de la Jeunesse, Ministère de la Sécurité, Ministère de l'Action Sociale, etc., leaders d'Associations, ONG) afin de donner la chance au Burkina Faso de présenter des candidatures pertinentes pour sa participation à ce programme. Les dossiers de candidature (voir annexes pour les détails) sont recevables, au plus tard le 30 octobre 2019, à l'ambassade du Japon au Burkina Faso à l'adresse suivante : amb.japon.bf@ou.mofa.go.jp.

Pour tout besoin d'informations complémentaires sur la question, l'Ambassade vous prie de bien vouloir contacter Monsieur Kiswindsida Saidou BARRY (barry.kiswindsida.saidou@ou.mofa.go.jp), Assistant de Coopération à l'Ambassade du Japon.

L'Ambassade du Japon au Burkina Faso saisit cette occasion pour renouveler au Ministère des Affaires Etrangères et de la Coopération du Burkina Faso les assurances de sa haute considération. *J*

P.J.: - Aperçu du Programme
- Application Guidelines-Application Form
- Content of Coursework

Copie : - Direction Générale de la Coopération
- Bureau de la JICA au Burkina Faso

**MINISTERE DES AFFAIRES ETRANGERES
Et DE LA COOPERATION
OUAGADOUGOU – Burkina Faso**





平和構築・開発における
グローバル人材育成事業
JFY 2019 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. What is your area of expertise?			
13. 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

14. 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	

15. List professional societies and activities in civic, public or international affairs.

16. List any significant publications you have written (do not attach).

17. 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 MM/YYYY	To MM/YYYY	Exact title of your post	Type of business
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

18. 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

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

20. 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

21. 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 Twitter HPC website/ mailing list MOFA website/ mailing list

Advertisements in journals/newspapers UN Forum mailing list

Other (please specify) _____

22. 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.

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

Ministry of Foreign Affairs Japan

Background and Objectives

- * 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 335 civilian participants from 47 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 2019 participating countries: Afghanistan, Burkina Faso, Democratic Republic of the Congo, Ethiopia, Myanmar, Philippines, South Sudan, Sri Lanka, Uganda, Vietnam)
- **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 21st ~February 21st (February 24th·25th for those who wish to take part in optional training), 2021)
- **Content:** Conflict analysis, planning and managing peacebuilding projects, and coordination of peacebuilding activities



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 2019)

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 5-week Coursework in Japan.

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

1. Duration

Coursework in Japan:

Tuesday, January 21, 2020 – Friday, February 21, 2020 (Monday, February 24 and Tuesday, February 25 are *optional*²)
(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 participants³

5. Qualifications

¹ Those from the following countries are eligible to apply for this year's program: Afghanistan, Burkina Faso, Democratic Republic of the Congo, Ethiopia, Myanmar, Philippines, South Sudan, Sri Lanka, Uganda, Vietnam.

² Participants who wish to take part in the optional training will complete the Coursework on February 25, 2020

³ 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.

- (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) 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).
- (4) 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)82-553-0910

9. Application Deadline

Wednesday, October 30, 2019 (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.

11. General Inquiries on the Contents of the Program

The Hiroshima Peacebuilders Center: HPC

Knowledge Square 1Floor, 1-1-61, Higashisendamachi, Naka-ku, Hiroshima, 730-0053 JAPAN

TEL: +81-(0)82-909-2631 / FAX: +81-(0)82-553-0910

Email: hpc@peacebuilders.jp URL: <https://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 21, 2020, 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)

<Hiroshima Project Office>

Knowledge Square 1Floor, 1-1-61, Higashisendamachi, Naka-ku, Hiroshima, 730-0053 JAPAN

TEL: +81-(0)82-909-2631 / FAX: +81-(0)82-553-0910

Email: hpc@peacebuilders.jp (Inquiries)

: application@peacebuilders.jp (Submission of documents)

URL: <https://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

Privacy Policy

The Hiroshima Peacebuilders Center (HPC) complies with the following privacy policy and other laws and regulations regarding the protection of personal information and ensures that care is taken to protect personal information.

▼HPC collects and uses personal information for work related to the program implementation, such as answers to inquiries, the processing of applications for training courses, information dissemination sessions, discussions and networking before and after training courses. Information sharing with organizations and lecturers before and after the period of the training will remain private.

▼HPC and the Ministry of Foreign Affairs will use personal information submitted from applicants only for the purpose of this Program. All personal information will be managed with strict confidentiality. The Ministry of Foreign Affairs may use personal information for career development support and share it with relevant institutions, including the organization which will be responsible for the program from Japanese fiscal year 2021. Photographs taken during the Program are managed appropriately and may be used for public relations.

▼HPC is committed to comply with all the rules and regulations stipulated in the Personal Information Protection Act of Japan and other laws concerning the protection of personal information.



< Attachment 1-1 >

**Primary Course (JFY 2019)
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.

Note: Participants who wish to take part in the optional training (Personal Safety Management Training held on February 24-25) will complete the Coursework on February 25, 2020

Date & Venue (tentative)	Curriculum (tentative)	Facilitators (tentative)
21 Jan (Tue)	Arrival Date of Non-Japanese Participants	
22 Jan (Wed) National Olympics Memorial Youth Center (NYC) & United Nations University (UNU), Tokyo	Commencement Ceremony (NYC) HPC Guidance Courtesy Visit to MOFA Japan Reception (UNU)	Hideaki Shinoda, Yuji Uesugi, Michiru Tamanai

23 Jan (Thu) NYC	Presentations by PAs Team Building Exercise	Hideaki Shinoda, Yuji Uesugi, Michiru Tamanai
24 Jan (Fri) JGSDF Camp Komakado, Shizuoka	<Moving from Tokyo to Shizuoka> Visit Japan Ground Self-Defense Force [JGSDF] Garrison in Komakado, Shizuoka Prefecture (for those who are interested)	
25 Jan (Sat) Hiroshima	<Moving from Tokyo to Hiroshima>	
26 Jan (Sun)	<i>Excursion to the Hiroshima Peace Memorial Park (Optional)</i>	
27 Jan (Mon) Aster Plaza Hiroshima	<Week 1: Analysis> Overview of Peacebuilding/UN and Peacebuilding	Marshall Conley, Kyoko Ono, Michiru Tamanai, Hideaki Shinoda, Yuji Uesugi,
28 Jan (Tue)	Theory and Methods of Conflict Analysis	
29 Jan (Wed)	Policy Issues in the Political/Legal Fields (peace mediation/ dispute settlement in legal institutions)	
30 Jan (Thu)	Group Exercise: Enhancing abilities to work in a team	
31 Feb (Fri)	Career Development in Political Affairs	
1 Feb (Sat)	<i>Excursion to Miyajima (Optional)</i>	
2 Feb (Sun)		
3 Feb (Mon)	<Week 2: Planning> Methods of Project/Mission Planning	Sukehiro Hasegawa, Desmond Molloy, Hiroko Hirahara, Marie Oniwa, Michael Emery, Anthony Duncker, Michiru Tamanai, Hideaki Shinoda, Yuji Uesugi
4 Feb (Tue)	Policy Issues in the Field of Security (DDR/SSR/Peacekeeping missions)	
5 Feb (Wed)	Group Exercise: Enhancing oral presentation skills	
6 Feb (Thu)	Career Development in Peace Operations	
7 Feb (Fri)	<i>Excursion to Kure and Etajima (Optional)</i>	
8 Feb (Sat)		
9 Feb (Sun)		
10 Feb (Mon)	<Week 3: Coordination> Coordination and Negotiation among Various Organizations in the Field of Peacebuilding	Kenro Oshidari, Kyungshin Lee, Louise Robinson, John Campbell, Michiru Tamanai, Hideaki Shinoda, Yuji Uesugi
11 Feb (Tue)	Policy Issues in Humanitarian Aid (including gender or child protection)	
12 Feb (Wed)	Group Exercises: Enhancing skills for managing formal meetings	
13 Feb (Thu)	Work Environment in International	
14 Feb (Fri)		

	Organizations Career Development in Humanitarian Aid	
15 Feb (Sat)	<i>CV Writing and Interview Skill Development (Optional)</i>	Michiru Tamanai
16 Feb (Sun)	<i>CV Writing and Interview Skills Development (Optional)</i>	Michiru Tamanai
17 Feb (Mon)	<Week 4: Management>	Toshihiro Nakamura, Mamadou N'daw, Simonetta Rossi, Minako Manome, Kenro Oshidari, John Campbell, Michiru Tamanai, Hideaki Shinoda, Yuji Uesugi
18 Feb (Tue)	Methods for Project Management	
19 Feb (Wed)	Policy Issues in Development Aid through Various Fund Schemes	
20 Feb (Thu)	Group Exercises: Enhancing document writing skills	
21 Feb (Fri)	Career Development in Development Aid	
22 Feb (Sat)	Career Management (for Japanese Participants)	Chio Sato
23 Feb (Sun)		
24 Feb (Mon)	Personal Safety Management (Optional for Non-Japanese Participants)	Louise Robinson, John Campbell, Kenro Oshidari
25 Feb (Tue)		

< List of Facilitators >

- Hideaki Shinoda (Director, HPC; Professor, Tokyo University of Foreign Studies)
- Sukehiro Hasegawa (Chair of HPC Council / President, Global Peacebuilding Association of Japan / Former Special Representative of the UN Secretary-General for Timor-Leste / Member, International Advisory Board of CCCPA, Executive Director for Academic Exchange and Cooperation, UNAJ / Member of the Board of Directions of the Japan Committee of the Earth Charter Commission / Head of ACUNS Liaison Office in Tokyo)
- Yuji Uesugi (Program Officer, HPC; Professor, Waseda University)
- Michiru Tamanai (Managing Director, Lotus Insight Global, Pte. Ltd., Singapore (HR Consulting Firm), HPC Senior Advisor, Career Support & Development / Member of HPC Council)
- 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])
- Kyoko Ono (Political Affairs Officer Syria Team, Middle East Division, UN Departments of Political and Peacebuilding Affairs and Peace Operations)
- Desmond Molloy (Course Mentor, HPC; Independent Consultant, post-conflict recover, stabilization, peacebuilding, lecturer/facilitator peace & conflict studies)
- Hiroko Hirahara, (Head of Field Office, Bentiu Field Office, United Nations Mission in the Republic of South Sudan [UNMISS])
- Marie Oniwa (United Nations Organization Stabilization Mission in the DR Congo [MONUSCO], Senior Gender and Election Advisor)
- Michael Emery (Director, Human Resources Management Division, International Organization for Migration [IOM])
- Anthony Duncker (Deputy Director, Chief of Staffing Service, Department of Operational Service, UN)

- 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)
- Faye Lee (Independent Consultant, Research & Lectures in Humanitarian Assistance)
- Louise Robinson (Senior Humanitarian Advisor and Security Training Specialist –Director of InSiTu Training)
- John Campbell (Private Consultant; Former Safety Advisor, UNHCR Indonesia)
- Toshihiro Nakamura (Co-Founder & CEO, NPO Kopernik / Guest Professor, Center for the study of co-design, Osaka University)
- Mamadou N’daw (Results Based Management [RBM] and Evaluation Advisor, Team Leader, UNDP in Ethiopia)
- Minako Manome (United Nations Development Programme [UNDP], Syria)
- Simonetta Rossi (Peace and Development Adviser, Office of the United Nations Resident Coordinator)
- Chio Sato (Head, Office Clutch)