

Arab Republic of Egypt
Ministry of Higher Education and Scientific Research

**Implementation Support for the
Egypt-Japan Education Partnership:
Human Resource Development Project
(EJEP-HRDP) in the Arab Republic of Egypt**

Project Completion Report

February 2019

Japan International Cooperation Agency (JICA)

Registered Non-Profit Organization Asia SEED

Vision and Spirit for Overseas Cooperation Co., Ltd. (VSOC)

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Table of Contents

Summary	1
Chapter 1. Egypt-Japan Education Partnership: Human Resource Development Project	3
1.1. Background.....	3
1.1.1. Current Situation and Issues of Egypt’s Higher Education Sector	3
1.1.2. Current Situation and Issues of Egypt’s Basic Education Sector	3
1.1.3. Current Situation and Issues of Egypt’s Health Sector	4
1.1.4. Education and Health Sector Strategies in Egypt.....	4
1.1.5. ODA Policy and Achievements by Japan on Education and Health Sectors	5
1.1.6. Response of Other Donor Agencies.....	6
1.1.7. Background of EJEP-HRDP	6
1.2. Outline of EJEP-HRDP	7
1.3. Program Structure.....	7
1.4. Implementation Structure	10
Chapter 2. Implementation Support for EJEP-HRDP	18
2.1. Background.....	18
2.2. Objective.....	18
2.3. Work Flow	19
2.4. Work Details	21
2.5. Project Progress	24
2.5.1. Programs for Higher Education Sector.....	27
2.5.2. Programs for Basic Education Sector	40
2.5.3. Programs for Health Sector.....	46
2.5.4. Capacity Building Program for Implementing Organization	57
2.5.5. Public Relations for EJEP-HRDP.....	58
2.5.6. Portal Site for EJEP-HRDP	60
2.5.7. Management of Japanese ODA Loan	61
2.5.8. Monitoring of Japanese ODA Loan and Capacity Building for Implementation	62
2.6. Project Status	63
Chapter 3. Future Implementation Policy	65
3.1. Implementation Structure	65
3.2. Scope of Work	66
3.3. Recommendations for Consultants and Japanese PMU2 Co-director	70

List of Figures and Tables

Figure 1-1 Implementation Structure in EJEP-HRDP.....	10
Figure 2-1 Work Flow (Plan).....	20
Figure 2-2 Work Flow (Actual)	21
Table 1-1 Outline of EJEP-HRDP	7
Table 1-2 Program Structure of EJEP-HRDP	7
Table 1-3 Plan and Actual of the Dispatched Egyptian to Japan (Japanese Fiscal Year Basis)	9
Table 1-4 Main Tasks of Related Organizations.....	10
Table 1-5 Staffing Structure at PMU2 (as of January 2019)	13
Table 1-6 Staffing Structure at ECEB (as of January 2019).....	15
Table 1-7 List of Japanese Experts.....	16
Table 2-1 Project Objective and Expected Outputs	18
Table 2-2 Status of Programs	24
Table 2-3 Recruitment and Selection Result of Higher Education Sector Programs	28
Table 2-4 Prioritized Fields of Study of Each Call	28
Table 2-5 Ph.D. Degree Program: Result of 1st Call	29
Table 2-6 Ph.D. Degree Program: Result of 2nd Call	30
Table 2-7 Ph.D. Degree Program: Result of 3rd Call.....	31
Table 2-8 Short Study (1 month) Program: Result of 3rd Call	33
Table 2-9 Semester (6 months)/One-Year (1 year) Study: Result of 3rd Call.....	35
Table 2-10 Joint Supervision/Post-doctoral Research: Result of 2nd Call	36
Table 2-11 Joint Supervision/Post-doctoral Research: Result of 3rd Call.....	36
Table 2-12 Higher Education Sector: Selection Schedule of Degree/Non-degree Programs	38
Table 2-13 Higher Education Sector: List of Application Qualifications	39
Table 2-14 Programs for Basic Education Sector (Group Training)	41
Table 2-15 Participant Selection Procedure: Programs for Basic Education Sector	44
Table 2-16 Programs for Basic Education Sector: Schedule of 1st Batch.....	45
Table 2-17 Programs for Health Sector (Group Training)	47
Table 2-18 Participant Selection Procedure: Programs for Health Sector	49
Table 2-19 Programs for Health Sector: Schedule of 1st Batch.....	50
Table 2-20 OJT Program for Health Sector	51

Table 2-21 Prioritized Fields of Study of OJT Program	52
Table 2-22 Participant Selection Procedure: OJT Program (Physicians)	53
Table 2-23 OJT Program for Health Sector: Schedule of 1st Batch of OJT Program	56
Table 2-24 Number of Participants in CDM Training Program.....	58
Table 2-25 First EJEP-HRDP Seminar: Questionnaire Result	59
Table 2-26 Second EJEP-HRDP Seminar: Questionnaire Result	60
Table 2-27 Structure of PMU2 and ECEB for Financial Management.....	62
Table 3-1 Structure and TOR of the Consultants.....	65

List of Attachments

[Higher Education Sector]

Attachment 1 : List of Agreement between Egyptian and Japanese Universities.....	1
Attachment 2 : List of One-month Study Programs	10
Attachment 3 : Program Structure and Selection Schedule	13
Attachment 4 : Pre-Departure Orientation	22
Attachment 5 : Concept Paper of CDM Training Program	32
Attachment 6 : Timetable of CDM Training Program	41

[Basic Education Sector]

Attachment 7 : Request for Proposal (Basic Education).....	42
Attachment 8 : Contents of EJEP-HRDP Seminar (Basic Education).....	143
Attachment 9 : Handouts of EJEP-HRDP Seminar (Basic Education).....	145

[Health Sector]

Attachment 10 : Request for Proposal (Health)	170
Attachment 11 : Contents of EJEP-HRDP Seminar (Health).....	240
Attachment 12 : Handouts of EJEP-HRDP Seminar (Health)	242
Attachment 13 : OJT Application Forms and Selection Process	271
Attachment 14 : List of OJT Host Institutions	294
Attachment 15 : Handouts of OJT Pre-departure Orientation.....	298

[Financial Management Sector]

Attachment 16 : Advance Procedure	300
Attachment 17 : Fund Flow	310
Attachment 18 : Financial Forecast for First Disbursement	311

[Others]

Attachment 19 : Mission Schedule in Egypt	312
Attachment 20 : List of Visited Institutions in Japan	315
Attachment 21 : Assignment Schedule.....	317
Attachment 22 : Draft Contents of EJEP-HRDP Portal Site	319
Attachment 23 : Search Tool for Program Information of Japanese Universities	340

List of Abbreviations

CAPMAS	Central Agency for Public Mobilization and Statistics
CDM	Central Department of Mission
D/A	Designated Account
EAO	Egyptian Ambulance Organization
EC	Executive Committee
ECEB	Culture, Education and Science Bureau, Embassy of Egypt
EJEP	Egypt-Japan Education Partnership
EJEP-HRDP	Egypt Japan Education Partnership: Human Resource Development Project
EJS	Egypt-Japan School
E-JUST	Egypt-Japan University for Science and Technology
F/F	Financial Forecast
JASSO	Japan Student Services Organization
JICA	Japan International Cooperation Agency
L/A	Loan Agreement
MOE	Ministry of Education and Technical Education
MOHE	Ministry of Higher Education and Scientific Research
MOHP	Ministry of Health and Population
MOU	Memorandum of Understanding
OECD	Organization for Economic Co-operation and Development
OJT	On the Job Training
PMU	Project Management Unit
RFD	Request for Disbursement
RFP	Request for Proposal
RFQ	Request for Quotation
R/S	Reconciliation Statement
S/A	Sub Account
SC	Steering Committee
SOE	Statement of Expenditure
TA	Teaching Assistant
TOR	Terms of Reference
WG	Working Group

Summary

This report is the Project Completion Report of the Implementation Support for the Egypt-Japan Education Partnership: Human Resource Development Project (hereinafter referred to as “EJEP-HRDP”) conducted by the Japan International Cooperation Agency (hereinafter referred to as “JICA”) from February 2017 to February 2019.

In February 2016, in pursuance of strengthening the capacity of young people of Egypt, and contributing to the promotion of peace, stability, development and prosperity of the country, Egypt and the Government of Japan spearheaded the Egypt-Japan Educational Partnership (hereinafter referred to as “EJEP”). Japan announced that it will accept more than 2,500 Egyptian students and participants over five years, mainly in the education and health sector. More than half are scheduled to be dispatched to Japan through EJEP-HRDP.

In response to the request of the Government of Egypt, the Implementation Support (hereinafter referred to as “the Project”) aims to prepare for the first Japanese ODA loan scholarship project of study abroad for human resource development, and to strengthen the capacity of Egyptian counterpart for implementing study abroad/training programs.

The main outcomes of the Project are summarized into the following four points:

- (1) Finalize contents of study abroad/training program that match the needs of Egypt;
- (2) Promote EJEP-HRDP and support procurement of Japanese host institutions required for implementation of the programs;
- (3) Coordinate with Japanese universities and training institutions concerning the implementation of EJEP-HRDP and encouraging them to accept Egyptian students and participants;
- (4) Enhance capacity through joint implementation with Egyptian counterpart for the effective and smooth implementation and management of EJEP-HRDP.

The study abroad/training programs formed based on the needs of Egypt include three sectors, namely, the higher education sector, the basic education sector, and the health sector. Furthermore, as the purpose and the implementation method are different from each program, activities for preparation and facilitation of implementation vary. Details of these activities are described in each chapter.

Chapter 1 briefly summarizes the background, the Project details, and the organizational structure of EJEP-HRDP. Chapter 2 describes in details, the background, objective, work flow

and status, as well as the progress of the Project. Lastly, Chapter 3 discusses structure, scope of work of Japanese Consultants, as well as recommendations for Japanese Consultants and PMU2 Co-director (Japanese).

Support tools for the Project implementation have been developed and are also appended at the end of this document.

Chapter 1. Egypt-Japan Education Partnership: Human Resource Development Project

1.1. Background

1.1.1. Current Situation and Issues of Egypt's Higher Education Sector

The higher education system in Egypt has the longest history in the world. Its original form started in A.D.988 with Al-Azhar University, which is the highest educational institution for Sunni Islam and remains in operation today. The National Egyptian University, now known as Cairo University, was established in 1908 and thereafter led to the development of other public universities throughout Egypt. After the 1952 Egyptian Revolution, the constitution was amended to provide education for free at all levels, including higher education, as declared in the Presidential Decree in 1962 and later enshrined in the Constitution in 1971. This led to the rapid increase of enrollment and expansion of the higher education sector.

In this way, public educational institutions in Egypt serve as the main body in higher education because access is guaranteed free of charge at public universities. According to the Economic Statistics Bureau of Egyptian Statistics (CAPMAS) in 2014, 1.65 million of 1,740,000 college students belong to public universities (2012-13). Universities in urban areas of Egypt are particularly larger in the scale, and Cairo University has about 230,000 students. The student-teacher ratio is high: the student-teacher ratio in the engineering faculty of Cairo University is 1:30, counting about three times that of engineering top universities in Japan and the world. The prevalence of lecture-oriented education has also resulted in a severe lack of practical skills and research abilities. In order to promote sophistication and diversification of domestic industries in Egypt, it is necessary to train teachers and enable them to support students' development of practical skills and research abilities at the higher education level in Egypt.

1.1.2. Current Situation and Issues of Egypt's Basic Education Sector

The net enrollment rate in Egypt in 2012-2013 is 96.5% at primary level and 83.7% at secondary level in 2014. Both are above the world average (85% primary education, 61% lower secondary education). The high primary school enrollment (44 students per class, which is about twice the OECD average of 21.6 people) is due to rapid population growth exceeding 1.5% per year. In addition, as a result of an education system with an over-emphasis on memorization and examinations, problems such as lack of understanding of students and lack of discipline and cooperation are occurring. In order to solve these problems, Egypt is trying to introduce an education that contributes to better learning motivation and fosters a sense of community in all schools, by referring to Japan. It is thus an urgent task to foster human resources of teachers and

personnel regarding Ministry of Education and Technical Education (hereinafter referred to as “MOE”) for the introduction and dissemination of this education.

1.1.3. Current Situation and Issues of Egypt’s Health Sector

Health and medical situation in Egypt has improved in the past 20 years, and life expectancy at birth (71 years of age, as of 2014), child mortality rate under five years of age (1,000 births) (24, as of 2015), infant mortality rate (20, as of 2015), and maternal mortality rate (birth 100,000 pairs) (33, as of 2015), are all above the world average. There is no shortage of medical human resources; the number of doctors and nurses per 10,000 people was 28.3 and 35.2 (WHO, 2015) respectively, exceeding the average of the world average of 13.9 doctors and 28.6 nurses per 10,000 people.

On the other hand, due to rapid population increase in recent years and depopulation of medical staff in rural areas because of city concentration, concerns are pointed out that shortage of medical personnel at public medical institutions in remote areas. There are educational systems in place to train medical staff, but there are issues such as improvement of educational curriculum and training of trainers. Many medical professionals who work in public medical institutions after completing undergraduate courses also lack knowledge and skills because the skill-up system in the field has not been established. The training of medical personnel, including trainers, remains an urgent task to be achieved¹.

1.1.4. Education and Health Sector Strategies in Egypt

In the current Constitution (Constitution of 2014) that came into effect on January 18, 2014, it is clearly stipulated in Article 19 on Rights to Education that education is the right of all citizens. Its purpose is to foster Egyptian Character, protect national identity, root in scientific mind, promote capacity development and innovation and establish cultural and mental value that is said to be the foundation of the concept of citizenship, tolerance and discrimination. In order to achieve these objectives and provide an education that meets international standards, it has been decided that school fees would be waived, with at least 6% of the gross national product to be devoted to education-related budgets. In addition, it is clearly stipulated that all citizens are guaranteed the right to receive comprehensive health care services, placing health as an important agenda of the state, with at least 3% of gross national product to be devoted to health-related budget.

Furthermore, in the Strategy for Sustainable Development: Egypt Vision 2030, it was announced

¹ Health sector cooperation planning survey in Arab Republic of Egypt (March 2017)

in February 2016 that the goal is to achieve four objectives, namely, to develop market competitiveness, economics, human resources and citizen's happiness. In order to achieve this goal, emphasis is placed on the quantity and quality of education and health care services, as well as human resource development.

According to the basic education sector strategy, the Strategic Plan for Pre-University Education 2014-2030 aims for "young people to understand obligation and rights, to embody values of freedom, impartiality and nonviolence (patience)". According to the Egyptian Higher Education Development 2015-2030, the higher education sector aims to "educate human resources who are potential in the international labor market and can contribute to sustainable economic development". In the health sector, under the Health Sector Reform Program² established in 1997, human resource development and reform of health and medical services are listed as the main priorities.

1.1.5. ODA Policy and Achievements by Japan on Education and Health Sectors

In the Country Assistance Program for the Arab Republic of Egypt (June 2008), Japan has proposed for the "realization of sustainable economic growth and job creation" and "improvement of poverty reduction and standard of living" as priority areas. Within these priority areas, "export promotion and industry development" and "expansion and improvement of public service" were identified as core agenda for development. In addition, in the country-specific analysis paper of Egypt, the Japan Education and Human Resources Development Support Program and the Basic Social Service Improvement Support Program are listed as collaborative programs that contribute to important challenges for development.

In February 2016, EJEP aimed at strengthening the capacity of young people and contributing to the promotion of peace, stability, development and prosperity and it was announced that at least 2,500 Egyptians will be dispatched to Japan over the next five years under EJEP, centered on the education or health sector.

In addition, at the May 2016 G7 Ise-Shima Summit, Japan committed to provide support for women's capacity building through strengthening the health sector and high-quality education. Also, at the Sixth Tokyo International Conference on African Development (TICAD-VI) Summit held in August of the same year, Japan announced that it will establish "a foundation for peace and stability by education and vocational training".

² The implementation of the program was stagnant before and after the 2011 coup, but the effort was resumed in 2014.

In addition to previous technical cooperation aimed at improving science and mathematics education for the basic education sector of Egypt from 1997 to 2006, JICA is currently engaged in technical cooperation in the sectors of pre-primary education (Education before Preschool and Quality of Childcare Improvement Project, June 2017), basic education (Environmental Improvement Project for Improving Learning Quality, February 2017), and technical education (Technical Education Improvement Project, April 2017). Furthermore, the contract of Egypt-Japan Education Partnership was agreed upon in February 2018. In the higher education sector, current projects aimed at strengthening the education and research capacity and management system of the Egypt-Japan University for Science and Technology (hereinafter referred to as “E-JUST”) are technical cooperation (from 2008) and grant aid (from 2016).

JICA has also provided significant support to the health sector, particularly grant aid (in 1980, 1987, 1995 and 2015) and technical cooperation (from 1983 to 2002) to the Children’s Hospital of Cairo University.

1.1.6. Response of Other Donor Agencies

Currently, agencies such as the German Reconstruction Finance Corporation (KfW) and the World Bank (WB) are financing the construction of schools in Egypt. In addition to improving school infrastructure for children with disabilities, the European Union (EU) is supporting international studies in the field of higher education. The United States Agency for International Development (USAID) and the United Kingdom are also providing study abroad opportunities for students and researchers who cannot pursue further development domestically due to gender discrimination and poverty issues. In the health sector, the World Health Organization (WHO) has been strengthening the social medical insurance system and providing policy support, and the United States has also been providing technical cooperation aimed at improving the quality and safety of health care since 2014.

1.1.7. Background of EJEP-HRDP

Under EJEP, Japan will accept at least 2,500 Egyptian students, researchers, faculty, medical practitioners and government officials, mainly in the education and health sector. This will take place over the next five years, to contribute to development and realization of reform of Egypt through strengthening the capacity of young Egyptian.

In order to achieve this goal, data collection and confirmation survey³ of the higher education sector were conducted. The outline of the programs required by each sector was confirmed based on this survey, and it was agreed that the expenses of more than half of the planned number to

³ EGYPT: Higher Education Sector Cooperation Planning Survey in Egypt Scholarship Program (February 2017)

be dispatched under EJEP will be covered by using the Japanese ODA loan. Thereafter, the Loan Agreement (L/A) of the EJEP-HRDP was signed in May 2017.

1.2. Outline of EJEP-HRDP

Outline of EJEP-HRDP is as follows.

Table 1-1 Outline of EJEP-HRDP

Project Title	Egypt Japan Education Partnership: Human Resource Development Project (EJEP-HRDP)
Total Project Cost	10,735 million yen (Of which, ODA loan amount: 10,192 million yen)
Executing Agency	Ministry of Higher Education and Scientific Research in Egypt
Duration/Timescale	September 2024 (Project ended at the completion of all programs)
Objective	Promote human resource development in the Egyptian priority sectors including education and health by conducting study abroad, training etc., in Japan for students, researchers, faculty, medical practitioners and government officials, thereby promoting poverty reduction in Egypt, and contributing to improvement of living standards
Use of Project Cost	Tuition fees, accommodation expenses, travel expenses, employment of Japanese Consultants etc., required for Egyptian participants to study and participate in the training in Japan

1.3. Program Structure

Programs of EJEP-HRDP are aimed at enhancing human resources, mainly in the education and health sectors, and are classified under three different categories, namely, Degree Program, Non-Degree & Research Program and Group Training Program. Under this classification, there are 9 programs (A to I). The program implementation period, target participants and purpose are summarized in the table below.

Table 1-2 Program Structure of EJEP-HRDP

Classification	Program	Period	Target ⁴	Purpose
Degree Program	Ph.D. Degree Program	3 – 4 years	Master’s course students/master holders	1)Strengthening the practical skills of students and instructors in higher education 2)Development of research capability 3)Enhancing the level of higher
	Master Degree Program	2 years	Undergraduate students/bachelor holders	

⁴ Targets for higher education sector are students and graduates of public universities (including E-JUST), faculty members, and researchers.

					education institutions in Egypt
Non-Degree & Research Program	B	Short Study	1 month	Undergraduate students	1) Providing young Egyptian students including undergraduate and master students the opportunity to study abroad to expand their knowledge 2) Making a chance to study in the future Japanese degree studying abroad
	C	Semester Study	6 months	Undergraduate and master's course students of public universities	
	D	One-Year Study	1 year		
	E	Joint Supervision	6 months – 2 years	Ph.D. students of public universities	Strengthening relations between Egyptian and Japanese universities through exchange students and researchers
		Post-doctoral Research		Ph.D. holders, researchers, faculty of public universities and government research institutes	
Group Training Program	F	Group Training (Basic Education Sector)	4 weeks	Principals, teachers, administrative staff of the Egypt-Japan Schools (EJS) ⁵	Human resource development of principals, teachers, supervisors and government officials of the Ministry of Education and Technology Education towards the dissemination of the Japanese type “Whole Child Education Model (Tokkatsu+)” ⁶
	G	Group Training (Health Sector)	6 weeks–8 weeks	Physicians/nurses working in public hospitals affiliated with Ministry of Health and Ministry of Higher Education, instructors of the Egyptian Emergency Organization	1) Human resource development that contributes to improvement of nursing and medical services in Egypt 2) Knowledge and skill improvement of medical staff working at public medical institutions
	H	OJT (Health	3	Physicians/nurses	Practicing Japan's medical

⁵ In a meeting between Prime Minister Abe and President Abdel Fattah El-Sisi in January 2015, the President expressed interest in the possibility of assistance on Japanese style education, and in September 2015 Egyptian government asked the Japanese government to conduct “Project for Creating Environment for Quality Learning” aimed at realizing Egypt-Japan School (EJS). This technical cooperation is being implemented from February 2017 under the framework of EJEP.

⁶ “Project for Creating Environment for Quality Learning” will promote the “Whole Child Education Model (Tokkatsu+)” in EJS. In addition to special activities “Tokkatsu” (elementary and junior high schools) that form the core of general humanitarian education, this model includes learning through play (kindergartens) and school management necessary for performing special activities in cooperative activities, so that it is called “Tokkatsu+” collectively.

		Sector)	months– 1 year	working in public hospitals affiliated with Ministry of Health and Ministry of Higher Education	system and medical technology through practical training at Japanese medical institutions to improve Egypt's state-of-the-art level and medical system
	I	CDM Training	1 month	Executing agency and CDM staff	Acquiring knowledge on Japanese higher education institutions and enhancing capacity for management and implementation of EJEP-HRDP

Table 1-3 shows the breakdown of plan and dispatched number of Egyptian students and participants under EJEP-HRDP as of July 2018, by programs.

Table 1-3 Plan and Actual of the Dispatched Egyptian to Japan (Japanese Fiscal Year Basis)⁷

Classification	Program	Sector	2017		2018		2019	2020	Total	
			Plan	Actual	Plan	Actual			Plan	Actual
Degree Program	A. Ph.D. / Master Degree Program	Higher Education	25	13	55	13	55	55	190	26
Non-Degree & Research Program	B. Short Study (1 month)		10	—	10	30	20	20	60	30
	C. Semester Study (6 months)		15	—	15	—	25	25	80	
	D. One-Year Study (1 year)		15	—	15	6	30	30	90	6
	E. Joint Supervision/ Post-doctoral Research		30	5	30	15	30	30	120	20
Group Training Program	F. Group training (Basic Education)	Basic Education	170	—	170	42	170	170	680	42
	G. Group training (Health)	Health	40	—	40	10	40	40	160	10
	H. OJT (Health)		25	—	25	—	25	25	100	
	I. CDM Training	Higher Education	—	—	12	—	12	—	24	
Total			330	18	372	116	407	395	1,504	134

The achievement rate in FY 2017 and 2018 remains at a low level mainly due to the delay in the L/A effectuation until the end of 2017 (described in detail in Chapter 2). Therefore, although the number of dispatched students will be increased from 2019, according to the actual number of

⁷ As of January 2019

dispatched students, the Egyptian side intends to extend the final year of dispatch to Japan to 2021 at the earliest, 5 years from the start of dispatch in 2017. The dispatch plan for each fiscal year from 2019 will be reviewed based on the outcomes of FY 2018.

1.4. Implementation Structure

Implementation structure, implementation support framework and responsible organizations for EJEP-HRDP are as shown in Figure 1-1 and Table 1-4.

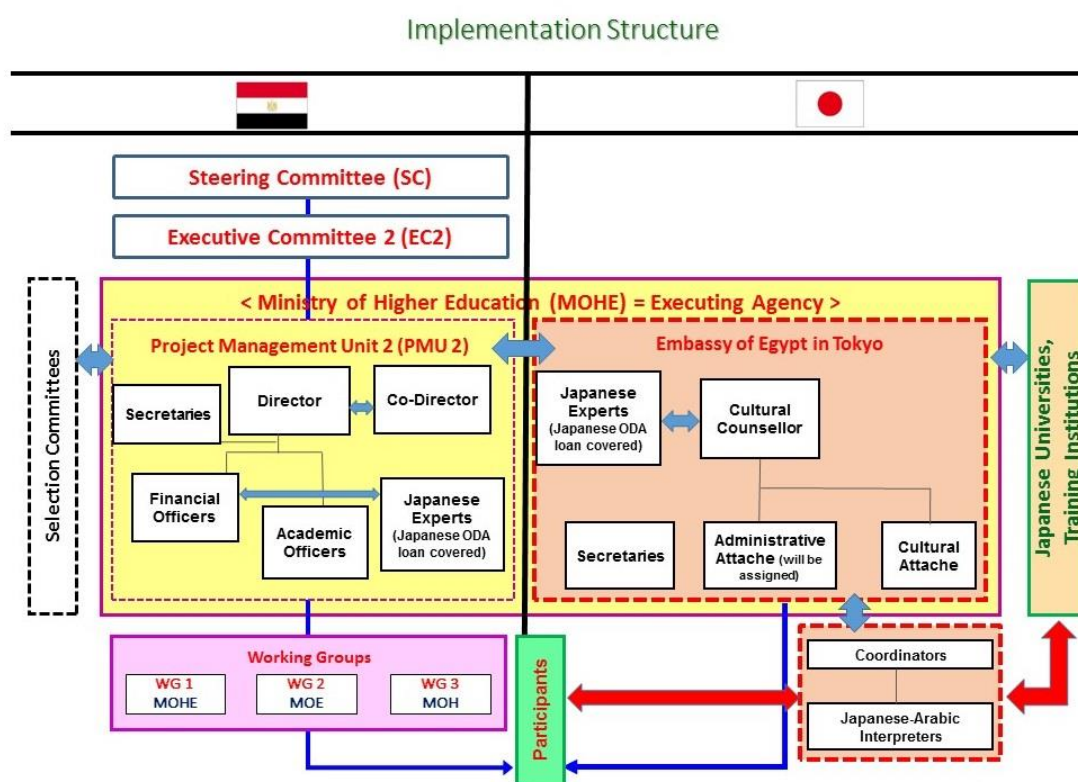


Figure 1-1 Implementation Structure in EJEP-HRDP

Table 1-4 Main Tasks of Related Organizations

Organization	Member	Main Tasks
Steering Committee (SC)	Ministerial class of related ministry, ambassador of Embassy of Japan in Egypt, Chief of Representatives of JICA Egypt Office	<ul style="list-style-type: none"> ■ Organize, follow up and evaluate EJEP regularly ■ Monitor and evaluate activities of EC2
Executive Committee 2 (EC2)	Minister of Higher Education, government officials, JICA Egypt Office, (officials of Embassy of Japan in Egypt)	<ul style="list-style-type: none"> ■ Manage overall plan to dispatch at least 2,500 to Japan in next 5 years ■ Report to SC ■ Allocate students/participants and approve budget

		<ul style="list-style-type: none"> ■ Approve regulation for operation and selection criteria ■ Approve program contents suggested by WG ■ Approve selection implemented by WG (it is possible to delegate authority to PMU2) ■ Monitor and evaluate activities of PMU2, WG, Japanese expert
PMU2	Officials in MOHE, Japanese expert (See Table 1-5)	<ul style="list-style-type: none"> ■ Develop overall planning, implementation policy and financial management in EJEP-HRDP ■ Manage progress and implementation of each program ■ Design details of programs for higher education sector such as application criteria, announcement of call, selection, procedure to dispatch students, and so on ■ Select training universities for basic education and health sectors, evaluate proposals and contract with institutions ■ Approve program components, participants and dispatching procedures for basic education and health sectors ■ Recruit and select applicants for group training and OJT in health sector (through discussion with WG3) ■ Align with ECEB on sharing information about students/participants and supporting human resources ■ Implement the pre-departure orientation for students/participants ■ Design details of CDM Training and select training institution and participants
WG1	Officials in MOHE	<ul style="list-style-type: none"> ■ Design details of study abroad programs for higher education sector and recruit and select students/researchers
WG2	Officials in MOE	<ul style="list-style-type: none"> ■ Design details of group training for basic education sector, evaluate proposals, and recruit and select participants ■ Support implementation of follow-up training program (in collaboration with PMU2)
WG3	Officials in MOHP	<ul style="list-style-type: none"> ■ Design details of group training for health sector, evaluate proposals, and recruit and select participants (in collaboration with

		PMU2) <ul style="list-style-type: none"> ■ Design details of OJT program, and recruit and select participants (in collaboration with PMU2)
ECEB	Culture, Education and Science Bureau, Embassy of Egypt (See Table 1-6)	<ul style="list-style-type: none"> ■ Public relations for EJEP-HRDP in Japan ■ Coordinate with Japanese universities/institutions for implementation of programs ■ Monitor students/participants and respond in case of emergency ■ Support implementation of group trainings in basic education and health sectors (negotiation with training institutions, arrange coordinators, Japanese-Arabic translators, accommodation for participants and transportation in Japan and so on) ■ Support implementation of OJT in health sector ■ Manage finance
Japanese Institutions	Japanese universities, hospitals and research institutes	<ul style="list-style-type: none"> ■ Accept Egyptian students and take procedures for enrollment (higher education sector) ■ Develop and implement short-term programs and accept Egyptian participants (basic education and health sectors)
Consultants Covered by the Japanese ODA Loan	Japanese consultants to be hired for EJEP-HRDP by Egyptian government	<ul style="list-style-type: none"> ■ Support and develop implementation of each program in EJEP-HRDP ■ Support PMU2 and ECEB and develop their capacity through joint implementation
Japanese Experts (The Project)	Japanese experts dispatched by JICA for this Project (See Table 1-7)	<ul style="list-style-type: none"> ■ Prepare for the implementation of each program in EJEP-HRDP ■ Develop implementation capacity among PMU2 staff through joint implementation ■ Develop implementation capacity among ECEB staff through joint implementation

Steering Committee (hereinafter referred to as “SC”) was established in Egypt as a supreme decision-making organization. Furthermore, Executive Committee 2 (hereinafter referred to as “EC2”) was established as an implementing organization under EJEP. The staff of Embassy of Japan in Egypt and JICA participated in both SC and EC2, which are implemented jointly by Egypt and Japan.

The Ministry in charge of EJEP-HRDP is Ministry of Higher Education and Scientific Research

(hereinafter referred to as “MOHE”) and the executing agency is Project Management Unit 2 (PMU2) which consists of members from the Central Department of Mission (hereinafter referred to as “CDM”) managing international affairs in MOHE. As the official assignment of PMU2 staff has been delayed even after the initiation of EJEP-HRDP, some CDM staff who have wide experience in dispatching students to foreign countries and who are also potential assignees to PMU2 conducted the work. PMU2 has not been officially established as of January 2019. Since the prospective PMU2 staff has not been fixed, the staffing structure at PMU2 is still tentative as in Table 1-5.

Table 1-5 Staffing Structure at PMU2 (as of January 2019)

Organization	Position	Main Task	Number	Current Situation
PMU2 (14-17 staff members)	Director	Overall management of EJEP-HRDP	1	CDM staff is conducting work until the official assignment is made
	Co-director (Japanese)		1	Dispatched by JICA in March till July 2018 Will be dispatched by JICA in February 2019
	Program Manager	Overall program management in each sector under Director/Co-director	1	CDM staff is conducting work until the official assignment is made
	Financial Manager	Overall financial management under Program Manager	1	CDM staff is conducting work until the official assignment is made
	Financial Staff	Work related to finance and accounting under Financial Manager	3-5	CDM staff is conducting work until the official assignment is made
	Scientific Affairs Manager	Overall management of WG1, WG2 and WG3 under Program Manager	1	CDM staff is conducting work until the official assignment is made
	Scientific Affairs Staff	Support for the selection of students/researchers in higher education sector	2-3	CDM staff is conducting work until the official assignment is made
	IT Engineering Staff	Organizing and maintaining portal website of EJEP-HRDP	1	CDM staff is conducting work until the official assignment is made

	Officer in charge of WG1	Coordination for the program implementation in higher education sector	1	CDM staff is conducting work until the official assignment is made
	Officer in charge of WG2	Coordination for the program implementation in basic education sector	1	CDM staff is conducting work until the official assignment is made
	Officer in charge of WG3	Coordination for the program implementation in health sector	1	CDM staff is conducting work until the official assignment is made

As mentioned above, EJEP-HRDP encompasses not only higher education but also basic education and health sectors. Therefore, Working Group 1 (hereinafter referred to as “WG1”) was established in MOHE for designing details of study abroad programs for higher education sector, Working Group 2 (hereinafter referred to as “WG2”) was established in MOE for designing details of programs for basic education sector and Working Group 3 (hereinafter referred to as “WG3”) was established in Ministry of Health and Population (hereinafter referred to as “MOHP”) for detailed designing of programs for health sector.

The members of WG2 are similar to Project Management Unit 1 (hereinafter referred to as “PMU1”)⁸ of JICA’s technical cooperation Project for Creating Environment for Quality Learning. This is because it was expected that programs for basic education sector should be synergized with the Project for Creating Environment for Quality Learning. Therefore, members of WG2 designed the details of programs for basic education sector with support from JICA’s Technical Cooperation Team dispatched for JICA’s technical cooperation.

In addition to related organizations of the Egyptian side, Culture, Education and Science Bureau, Embassy of Egypt (hereinafter referred to as “ECEB”) is also one of the most important organizations for EJEP-HRDP. ECEB has experience in accepting 150 to 200 government-funded Egyptian students annually as a division in charge of cultural administration of MOHE. In EJEP-HRDP, ECEB is expected to play a role in supporting implementation of the programs including logistic tasks as a counterpart of Japanese host institutions in various group trainings as well as accepting more students than before.

⁸ PMU1 is a project implementation unit in MOE which is in charge of preschool education implemented by JICA (“Project for Creating Environment for Quality Learning”, since June 2017), basic education (“Project for Creating Environment for Quality Learning”, since February 2017), and technical education (“Technical Education Improvement Project”, since April 2017). JICA Expert dispatched by JICA resides in Egypt to jointly work with PMU1 as Japanese Co-director. Besides, PMU1 is supervised by Executive Committee 1 (EC1) and SC.

Table 1-6 Staffing Structure at ECEB (as of January 2019)

Organization	Position	Main Task	Number	Current Situation
ECEB (5 staff members)	Cultural Counselor	Overall management of cultural administration at ECEB	1	Assigned in July 2018
	Cultural Attaché	Contact with Japanese institutions, external personnel ⁹ management for programs	1	Assigned in February 2017
	Financial Attaché	Financial Management	—	Will be assigned in 2019
	Secretary	Support for Cultural Counselor and Cultural/Financial Attaché	3	In charge of general affairs, accounting, and contact with Japanese institutions

Under EJEP-HRDP, Japanese host institutions, not only universities but also research institutes and hospitals, accept Egyptian students and participants as various statuses in higher education, basic education and health sectors.

Consultants covered by the Japanese ODA loan (hereinafter referred to as “the Consultants”) assist implementation of EJEP-HRDP and capacity building of PMU2 and ECEB through joint implementation. Commencement of consultancy service was initially scheduled in September 2017, however, it was postponed due to the delay in L/A effectuation and official establishment of the PMU2. In December 2018, only the Consultants in basic education and health sectors came to a contractual agreement and started their work.

Japanese experts who were engaged in the Project supported preparation and promotion of EJEP-HRDP under the scheme of JICA Technical Assistance until commencement of consultancy service by the Consultants. The Project was initially planned to be implemented from February 2017 until March 2018 but it was extended to February 2019 upon request by the Egyptian side due to the delay in procurement procedure of the Consultants and absence of PMU2 Japanese Co-director.

Japanese experts and their main tasks are as follows. During the project period, Ms. Saito replaced Ms. Kitazume. Additionally, Mr. Kitamura took over as a JICA expert (PMU2 Japanese Co-director) in March 2018, including his previous responsibilities, however, Mr. Hamano and

⁹ External personnel consist of Japanese – Arabic interpreters for group trainings of basic education and health sectors and training coordinators. ECEB is planning to organize external personnel by Egyptians residing in Japan (They are not yet prepared as of January 2019)

Mr. Uchiyama replaced him in August 2018.

Table 1-7 List of Japanese Experts

Responsibility	Name	Main Tasks
Team Leader / Higher Education Sector Study Program I	HAMANO Masahiro	<ul style="list-style-type: none"> Formulate project plan of EJEP-HRDP and monitor implementation status
Sub-Leader / Higher Education Sector Study Program II	SUEHIRO Mayumi	<ul style="list-style-type: none"> Manage other members of Experts Public relations for EJEP-HRDP Prepare for the project reports
Higher Education Sector Research Program I	YAMANO Naoki	<ul style="list-style-type: none"> Assist study abroad program development and preparation for implementation Assist selection/placement of Egyptian students
Higher Education Sector Research Program II	UCHIYAMA Takuya	<ul style="list-style-type: none"> Assist preparation in accepting students by Japanese universities Assist development of portal site for EJEP-HRDP Assist preparation/implementation of CDM Training Program
Basic Education Sector Training Program I	TANAKA Etsutaro*	<ul style="list-style-type: none"> Assist detailed planning of group trainings for basic education sector Assist procurement of host institutions
Basic Education Sector Training Program II	MASAMOTO Keiko	<ul style="list-style-type: none"> Assist preparation in accepting participants by host institutions Support selection of participants
Health Sector Training Program I	KITAZUME Akino** (Predecessor)	<ul style="list-style-type: none"> Assist detailed planning of group trainings and OJT program for health sector
	SAITO Rina*** (Successor)	<ul style="list-style-type: none"> Assist procurement of host institutions Preparation of the list of host institutions for OJT program
Health Sector Training Program II	SAWAI Kenji***	<ul style="list-style-type: none"> Assist preparation in accepting participants by host institutions Support for selection of participants
Financial Management I	KONTA Tatsuo****	<ul style="list-style-type: none"> Assist financial management for Japanese ODA Loan
Financial management II	SHIMIZU Hideaki	<ul style="list-style-type: none"> Support banking arrangement Assist preparation of various documents required for the first disbursement
Higher Education Sector Monitoring / Capacity Development	KITAMURA Yoshiya****	<ul style="list-style-type: none"> Assist overall management of EJEP-HRDP Monitor loan execution
	HAMANO Masahiro / UCHIYAMA Takuya	<ul style="list-style-type: none"> Assist procurement and selection of the Consultants (Only Mr. Kitamura was assigned)

*Vision and Spirit for Overseas Cooperation (VSOC) Co.,Ltd.
**Earth and Human Corporation
***Binko International Limited
****Individual Consultant

Chapter 2. Implementation Support for EJEP-HRDP

2.1. Background

This Project was conducted with the aim of preparing for full-scale implementation of EJEP-HRDP and to develop implementing capacity of the executing agency in Egypt.

MOHE has no prior experience managing a Japanese ODA loan project, and the initiation of consultancy by the Consultants who will be responsible for supporting the implementation and promotion of EJEP-HRDP was anticipated to be delayed significantly. Therefore, based on the request by the Egyptian government, JICA dispatched Japanese experts who provide technical assistance such as support for detailed designing of each program, program implementation, financial management, until the Consultants are able to start their service, under the JICA Technical Assistance scheme.

2.2. Objective

The table below shows the project objective and expected outputs.

Table 2-1 Project Objective and Expected Outputs

Objective	Promotion of implementation of EJEP-HRDP
Expected Outputs	<p>Output 1 : The programs that meet the needs of the Egyptian side are formed through coordination with Japanese host institutions, and the preparation for dispatching Egyptian students/participants to Japan is completed.</p> <p>Output 2 : Capacity of the executing agency of the Egyptian side to be strengthened in order to implement each program of EJEP-HRDP smoothly and effectively</p>
Activities	<p>[Preparation of Project Implementation]</p> <ol style="list-style-type: none"> 1) Preparation of work plan 2) Support for the formulation of detailed project draft plan of EJEP-HRDP 3) Public relations for EJEP-HRDP 4) Study abroad/training program development 5) Support for screening of applicants 6) Support for placement of students/participants 7) Support for accepting students/participants by Japanese host institutions 8) Development of CDM Training Program 9) Financial management of Japanese ODA loan 10) Monitoring of EJEP-HRDP and enhancement of capacity building 11) Preparation of progress report 12) Preparation of interim and project completion report

	<p>[Promotion of Project Implementation]</p> <ol style="list-style-type: none">1) Monitoring of EJEP-HRDP and enhancement of capacity building2) Support for EJEP-HRDP management in collaboration with the Consultants
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2.3. Work Flow

Figure 2-1 and 2-2 show the initial and actual work flow of the Project.

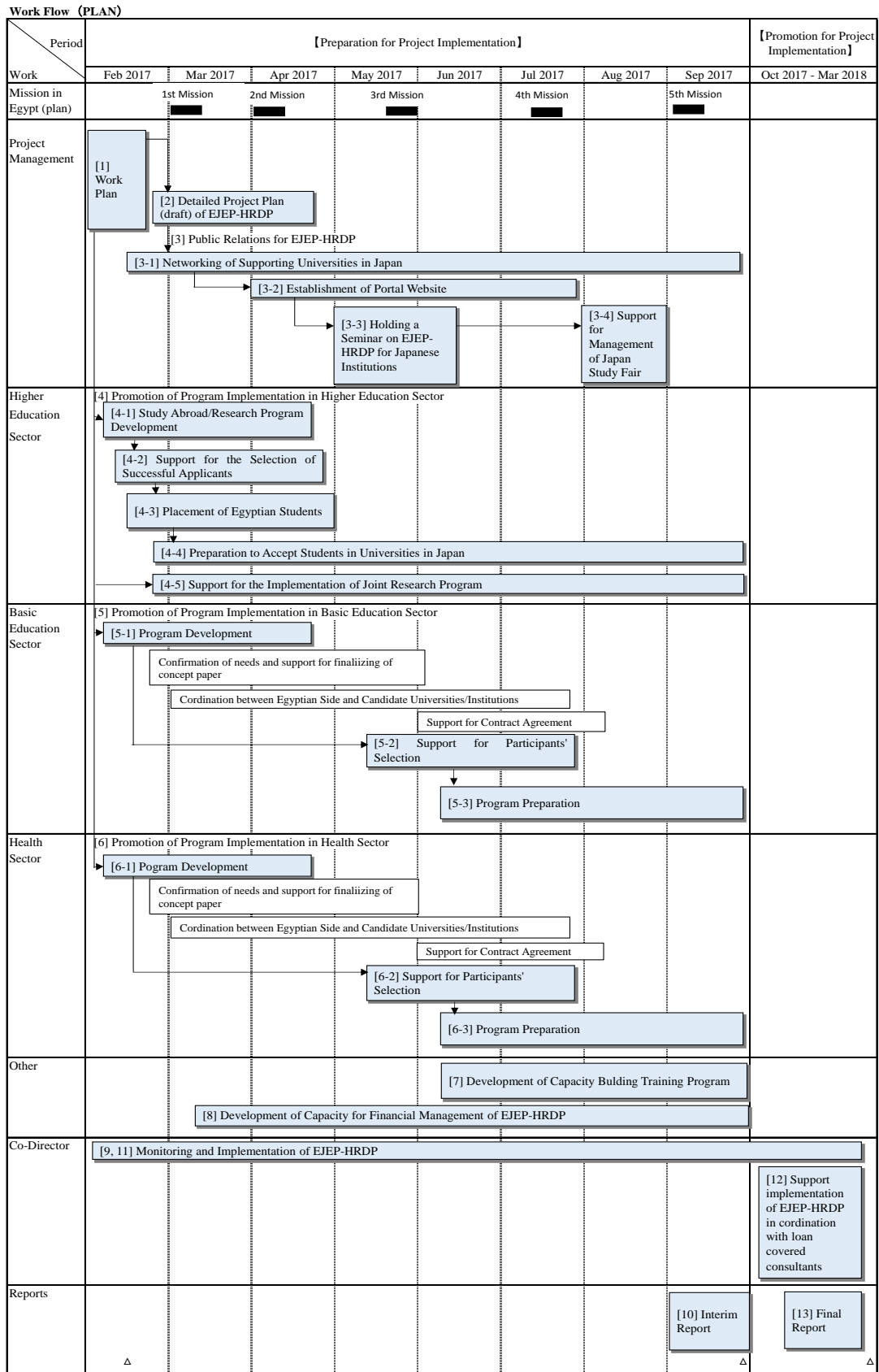


Figure 2-1 Work Flow (Plan)

Japanese experts are responsible for assisting in making the draft of annual implementation schedule and budget planning of EJEP-HRDP with PMU2, in prior consultation with JICA. Subsequently, detailed project plan is finalized based on the consultation with the Egyptian side. Furthermore, Japanese experts provide technical assistance for agreement amongst PMU2 and relevant organizations in Egypt, and transfer knowledge on formulating the detailed project plan.

(3) Public Relations for EJEP-HRDP

With reference to the existing host universities of Egyptian government scholarship program, Japanese experts are responsible for assisting PMU2 in networking with supporting universities of EJEP-HRDP, and supporting in constructing EJEP-HRDP portal site, so as to disseminate information on EJEP-HRDP to Japanese institutions and Egyptian students. Japanese experts also conduct seminars on training programs for basic education and health sectors, and visit prospective host universities/institutions individually upon request. In addition, Japanese experts participate in seminars on Japanese ODA loan programs organized by JICA for Japanese universities when required, assist in the Japan Study Fair in Egypt to be hosted by Japanese universities and transfer knowledge to PMU2 and ECEB through joint implementation of above mentioned public relations activities.

(4) Study Abroad/Training Program Development

Japanese experts are responsible for clarifying the needs for study abroad programs by the Egyptian side including E-JUST, and providing technical assistance in the preparation and implementation of training programs, such as procurement of host institutions, finalization of program contents, coordination for improvement of program contents and implementation policy, preparation of RFP and referred price, development of OJT program, and conclusion of contract. Japanese experts also assist in developing non-degree programs for undergraduates, master students, Ph.D. students and Ph.D. holders, as well as supporting the placement of students to appropriate Japanese universities.

(5) Support for screening of applicants

Japanese experts are responsible for assisting PMU2 in deciding the selection criteria, selection method, and selection schedule that are appropriate for EJEP-HRDP, with reference to existing selection procedures of the Egyptian government scholarship program. With regard to the selection process for applicants from E-JUST, technical assistance and knowledge transfer are conducted in agreement with the implementing organizations in Egypt where needed.

(6) Support for placement of students/participants

Japanese experts are responsible for providing necessary information to identify appropriate host

universities under the EJEP-HRDP scheme, with reference to existing placement method of Egyptian government scholarship program. Japanese experts also assist in receiving university acceptance letters if necessary, and support networking to find supervisors in Japanese universities. For the OJT program in the health sector, Japanese experts facilitate participants' acceptance into prospective medical institutions, support the conclusion of contract and knowledge transfer to PMU2 and ECEB.

(7) Support for accepting students/participants by Japanese host institutions

Japanese experts are responsible for providing technical advice for PMU2 and ECEB in systemizing dispatching procedure including submission of application forms for entrance exam, admission procedure, payment of admission fee, arrangement of accommodation, obtaining certificate of eligibility, visa application, arrival schedule, arrangement of air ticket, insurance etc. Japanese experts also advise on safety confirmation and response in emergencies, regular monitoring and making monitoring reports for the students in Japan. In addition, Japanese experts provide support in the preparation and implementation of pre-departure orientation in Egypt, as well as promoting a collaborative relationship between implementing organizations in Egypt and Japanese host institutions through sharing information such as implementation status of relevant programs. Through the abovementioned activities, Japanese experts seek to transfer knowledge to PMU2 and ECEB.

(8) Development of CDM Training Program

Japanese experts are responsible for providing technical assistance in developing the training program contents, selecting participants and preparing for the program implementation, so as to support the capacity building for PMU2 and CDM staff.

(9) Financial Management of Japanese ODA loan

Japanese experts are responsible for assisting PMU2 in the financial management of a Japanese ODA loan project including the advance procedure for Japanese ODA loan, such as banking arrangement, preparation of financial forecasts (hereinafter referred to as "F/F"), collection of payment evidences, compiling Statement of Expenditure (hereinafter referred to as "SOE"), and through the process, transfer knowledge in financial management to PMU2.

(10) Monitoring of EJEP-HRDP and enhancement of capacity building

Japanese experts are responsible for assisting PMU2 in monitoring the progress of EJEP-HRDP, project management, coordination of study abroad/training programs, and Japanese ODA loan execution. Technical advice and knowledge transfer are provided to PMU2 when needed.

(11) Preparation of Progress Report

Japanese experts are responsible for compiling overall progress of EJEP-HRDP and implementation policy in a form of Progress Report and submit it to JICA by September 2017.

(12) Preparation of Interim and Project Completion Report

Japanese experts are responsible for preparing and submitting a project interim report that summarizes the project outline and activities up to that point by March 2018. In addition, Japanese experts submit a project completion report to JICA that summarizes activity status and recommendations of the whole period by the end of February 2019.

[Promotion of Project Implementation]

(1) Monitoring of EJEP-HRDP and enhancement of capacity building

Japanese experts are responsible for assisting PMU2 as a substitute of PMU2 Japanese Co-Director in monitoring the progress of EJEP-HRDP, project management, procurement of the Consultants, coordination of study abroad/training programs, and Japanese ODA loan execution. Technical advice and knowledge transfer to PMU2 is provided when needed.

(2) Support for EJEP-HRDP management in collaboration with the consultants

Japanese experts are responsible for assisting PMU2 mainly in Egypt in collaboration with the Consultants for smooth implementation of EJEP-HRDP. Support for PMU2 in dispatching of Egyptian students/participants to Japan and financial management of EJEP-HRDP is provided.

2.5. Project Progress

The following table shows a summary of project progress, issues and points to be taken into consideration.

Table 2-2 Status of Programs

Classification	Program		Sector	Status	Issues and points to be taken into consideration after the Project
Degree Program	A	Ph.D. Degree Program	Higher Education	<ul style="list-style-type: none">• Complete (Program contents were developed and it was announced in 1st call)• Students have come to Japan sequentially since September 2017	<ul style="list-style-type: none">• Fix selection schedule• Confirm structure of screening of applicants and selection and assignment of interviewers• Security management during stay in Japan
		Master Degree Program		<ul style="list-style-type: none">• Complete (Program contents were developed and it was announced in 4th	<ul style="list-style-type: none">• According to the present regulations of MOHE, government officials and

				call)	students at private universities are not allowed to apply for governmental scholarship, however, amendment of the regulations is planned so that they can have more chances to study abroad
Non-Degree study & Research Program	B	Short Study (1 month)	Higher Education	<ul style="list-style-type: none"> Complete (Program contents were developed and it was announced in 3rd call) Students have come to Japan sequentially since June 2018 	<ul style="list-style-type: none"> Coordinate placement of students and arrangement of payment of tuition fee etc. by ECEB
	C	Semester Study (6 months)	Higher Education	<ul style="list-style-type: none"> Complete (Program contents were developed and it was announced at 3rd call) Students have come to Japan sequentially since Autumn 2018 	<ul style="list-style-type: none"> Strengthen public relations to expand demand Review conditions (exclude condition of credit)
	D	One-Year Study (1 year)	Higher Education		
	E	Joint Supervision/ Post-doctoral Research Program	Higher Education	<ul style="list-style-type: none"> Complete (Program contents were developed and it was announced in 2nd call) Students have come to Japan sequentially since September 2017 	<ul style="list-style-type: none"> Confirm structure of screening of applicants and selection and assignment of interviewers Security management during stay in Japan
Group Training Program	F	Group Training (Basic Education Sector)	Basic Education	<ul style="list-style-type: none"> Complete (Program contents were developed, bidding procedure was finished and contract with Japanese host institution was agreed) Programs have started sequentially since January 2019 	<ul style="list-style-type: none"> Establish logistic support system (Arrangement of ECEB staff and interpreter) Support for implementation of the follow up training (Establish structure for support of PMU2 and WG2)
	G	Group Training (Basic Education Sector)	Health	<ul style="list-style-type: none"> Complete (Program contents were developed, bidding procedure was finished and contract with Japanese host institutions 	<ul style="list-style-type: none"> Establish logistic support system (Arrangement of ECEB staff and interpreter)

				<p>was agreed)</p> <ul style="list-style-type: none"> • “Nursing Education” has not been fixed due to the ongoing assessment of the contents by MOHP • Programs have started sequentially since January 2019 	
H	OJT	Health	<p><u>OJT for doctor</u></p> <ul style="list-style-type: none"> • Complete for preparation of implementation (confirmed host institutions which can receive participants in FY 2018) • Participants will come to Japan sequentially after spring in 2019 <p><u>OJT for nurse</u></p> <ul style="list-style-type: none"> • Complete for preparation of implementation (participants and host institution were selected) 	<p><u>OJT for doctor</u></p> <ul style="list-style-type: none"> • Support for application for Certificate of Eligibility to Immigration Bureau by host institutions • Support for application for Advanced Clinical Training to Ministry of Health, Labor and Welfare by host institutions <p><u>OJT for nurse</u></p> <ul style="list-style-type: none"> • Follow-up to submit additional application for Advanced Clinical Training • Support for application for Advanced Clinical Training to Ministry of Health, Labor and Welfare by host institutions 	
I	CDM Training	Higher Education	<ul style="list-style-type: none"> • Complete (program components were fixed and Request for Quotation was made) • Uncompleted due to delay in official establishment of PMU2 • Program will start after spring in 2019 	<ul style="list-style-type: none"> • Fix criteria and procedure for selection of host institution • Fix criteria and procedure for screening participants 	

As shown in the above table, preparation for implementation of each program is mostly completed. However, from the perspective of implementation status, only 134 Egyptian students have been dispatched to Japan since 2017 until January 2019. This is because effectuation of L/A was delayed until December 2017, so that the program that can be implemented was restricted to only a part of the programs for the higher education sector. Furthermore, the

contents of the group trainings for basic education sector was significantly revised at the end of 2017, and adaption of open tender policy for selection of host institution of group trainings resulted further delay in commencement of programs for basic education and health sectors. Contract agreement for implementation of programs for basic education and health sectors was made in December 2018.

However, from the FY 2019, it is expected that the number of Egyptian students and participants to be dispatched to Japan will increase rapidly, for example, 30 students of Short Study Program were dispatched to Japan in the summer of 2018, more than 130 students/researchers will be arriving in Japan in April 2019 onwards as the successful applicants of 3rd Call of higher education sector which announced the result in July 2018, and the group trainings for basic education and health sectors have been initiated sequentially since January 2019.

The activities carried out for preparation and promotion of each program and EJEP-HRDP as a whole are described in detail below by program and by task.

2.5.1. Programs for Higher Education Sector

The following five programs were developed for the higher education sector:

- A. Ph.D. Degree / Master Degree Program (Degree Program)
- B. Short Study (1 month; Non-Degree Program)
- C. Semester Study (6 months; Non-Degree Program)
- D. One-Year Study (1 year; Non-Degree Program)
- E. Joint Supervision / Post-doctoral Research Program

As earlier mentioned, it took until the end of December 2017 for the L/A procedures to be completed. However, Egypt was willing to proceed with some programs with proven track record, such as conducting Ph.D. Degree Program (part of program A), Joint Supervision and Post-doctoral Research Program, before the L/A came into effect.

It was in this context that the higher education sector programs that Egypt had prior experience with commenced under MOHE's own budget.

For the same reason, within the 4 rounds of open call conducted during the project implementation period, only applications to the Ph.D. Degree Program was accepted for the first round, and only the Ph.D. Degree Program and Joint Supervision/Post-doctoral Research Program were accepted for the second round. However, by the time of the third round, the L/A was coming into effect, so other Non-Degree Programs (B to D) were open for application. This

was also the first time in Egypt that undergraduate students and master's course students were considered for governmental scholarship. For the fourth round, Master Degree Program which had been postponed in the previous calls was initiated, which led all the programs of higher education sector were open. Egypt will review whether the present program structure should be continued or not from the following call onwards and is planning to develop new programs such as Double Degree Program etc.

The number of eligible applicants and selection results of 1st to 4th call for applications as well as the prioritized fields of study proposed and approved at the EC2 for each call are as follows as of January 2019.

Table 2-3 Recruitment and Selection Result of Higher Education Sector Programs

Call		1st Call		2nd Call		3rd Call		4th Call	
Public offering period		Feb 2017		May - Jun 2017		Dec 2017 - Feb 2018 ¹⁰		Nov - Dec 2018 ¹¹	
Announcement of selection results		Apr 2017		Aug 2017		July 2018 ¹²		Mar 2019 ¹³	
Admission time		Fall 2017		Spring 2018		Spring 2019		Fall 2019	
Program		Applic ation	Selecte d	Applic ation	Selecte d	Applic ation	Selecte d	Applic ation	Selecte d
A	Ph.D. Degree Program	87	15	25	5	81	32	60	TBA
	Master Degree Program	—	—	—	—	—	—		
B	Short Study (1 month)	—	—	—	—	533	30	271	TBA
C	Semester Study (6 months)	—	—	—	—	20	9	8	TBA
D	One-Year Study (1 year)								
E	Joint Supervision	—	—	35	8	74	26	39	TBA
	Post-doctoral Research	—	—	41	7	97	40	56	TBA
Total		87	15	101	20	805	137	434	TBA

Table 2-4 Prioritized Fields of Study of Each Call

Call	Prioritized fields of study
1st Call	Renewable Energy, Water Resources, Computer Science & ICT, Medical Science, Agriculture & Food Resources, Commerce, Humanities & Social Sciences, Advanced Technology & Technical Science
2nd Call	Education, Medical Sciences
3rd Call	Environmental Science, Social Sciences & Education, Water Resources & Desalination, Nano Technology, Renewable Energy, Agriculture & Nutrition, Business Management, Pharmaceutical Industry Development, Modern/Rare

¹⁰ Application submission deadline for Short Study (1 month) was January 2018.

¹¹ Application submission deadline for Semester/One-Year Study and Joint Supervision was January 2019.

¹² Selection result of Short Study (1 month) program was announced in February 2018.

¹³ Selection result of Short Study (1 month) program will be announced in February 2019.

	Engineering & Technological Sciences, Health & Population
4th Call	Environmental Science, Social Sciences & Education, Water Resources & Desalination, Nano Technology, Renewable Energy, Agriculture & Nutrition, Business Management, Pharmaceutical Industry Development, Modern/Rare Engineering & Technological Sciences, Health & Population

Actual results and progress of each program are described below:

A. Ph.D. Degree / Master Degree Program (Degree Program)

[1st Call]

The Call for applications (maximum 25 seats) targeting students who would enroll in Japanese university in the fall semester of 2017 was announced in February 2017. Since selection procedure and schedule were discussed and authorized by Egyptian side in “EGYPT: Higher Education Sector Cooperation Planning Survey in Egypt Scholarship Program” report, support for announcement of call was implemented according to the approved schedule (Table 2-12). Although the initial period of application was set for 2 months, Egyptian side agreed to shortening it to 1 month to be in time for enrollment in the fall semester. Also, Egypt agreed to applying prioritized fields of study of governmental scholarship procedures for the 1st Call of Application, despite the initial plan to review them prior to all applications. Although it was estimated at first that the number of applicants for 1st Call would be undersubscribed due to short application period, it eventually became 87 since Egyptian side shifted the applicants for governmental scholarship to the 1st Call. Among them, 71 applicants satisfied the requirements, but through the document screening and interviews, it was discovered that most of them expected to apply for Joint Supervision or Post-doctoral Research, which were not a target of 1st Call. Some were also deemed to be underqualified to study in Japanese universities. Consequently, only 15 applicants were nominated as successful applicants in the Ph.D. Degree Program.

Table 2-5 Ph.D. Degree Program: Result of 1st Call

Prioritized fields of study		Number of Eligible Applicants	Successful Applicants	Japanese University (Planned) (Random order)
1	Renewable Energy	8	3	Nagoya Institute of Technology, Kyushu University
2	Water Resources	0	0	—
3	Computer Science & ICT	1	0	—
4	Medical Sciences	39	7	Hokkaido University, University of Toyama, Hiroshima University,

				Okayama University, Kagoshima University, University of Miyazaki
5	Agriculture & Food Resources	5	2	Okayama University, Tottori University
6	Commerce	1	0	—
7	Humanities & Social Sciences	3	1	Kanazawa University
8	Advanced Technology & Technical Science	14	2	Kyoto University, Hiroshima University
Total		71	15	

[2nd Call]

Since the number of successful applicants of 1st call was 15, which was lesser than the expected 25, additional call to recruit additional students for enrollment in the spring semester of 2018 was announced in May 2017. Selection results were set to be decided in August and announced in September to be prepared for enrollment in the spring semester. The application period was also set for 2 months as scheduled originally.

In the 2nd Call for applications, the prioritized fields of study were decided by EC2 to be “Education” and “Medical Sciences” because it focuses on human resource development in basic education sector and health sector. Although the prioritized fields of study were limited, there were 25 applicants. However, through the document screening and interview process, most of them were deemed to be unsuitable to study in Japan, leaving 5 successful applicants.

Table 2-6 Ph.D. Degree Program: Result of 2nd Call

Prioritized fields of study	Number of Eligible Applicants	Successful Applicants	Japanese University (Planned) (Random order)
1 Education	7	3	Saitama University, Hiroshima University
2 Medical Sciences	9	2	Nagoya City University, Osaka University
Total	16	5	

[3rd Call]

Just before the L/A came into effect, there was a series of discussion with the Egyptian side on whether the Master Degree Program should be included in 3rd Call. Discussion on application criteria for the Master Degree Program was difficult to resolve as MOHE has never dispatched Master Degree students by governmental scholarship. Therefore, it was postponed to recruit Master Degree Program and announced in December 2017 that only applicants to the Ph.D.

Degree Program were considered for the 3rd Call.

The target number of successful applicants in 3rd Call for enrollment in the fall semester of 2018 was set at a maximum of 61. Also, following the revision of prioritized fields of study as shown in Table 2-4, 10 areas including “Education” and “Health” were set. Due to the small number of applications within the 2-month application period, the deadline for submission of application was extended for 2 more weeks, after which the number of applicants reached 81. However, due to the delay in setting up the evaluation committee, the announcement of successful applicants was not made on March 2018. Although it was announced in July and 32 students were accepted as successful students, they were not able to start their enrollment in the fall semester of 2018 which was originally scheduled. Eventually, they were made to postpone their enrollment to the spring semester of 2019.

Table 2-7 Ph.D. Degree Program: Result of 3rd Call

Prioritized fields of study		Number of Eligible Applicants	Successful Applicants	Japanese University (Planned) (Random order)
1	Environmental Science	13	4	TBD
2	Social Sciences & Education	2	1	TBD
3	Water Resources & Desalination	3	1	TBD
4	Nano Technology	5	3	TBD
5	Renewable Energy	10	4	TBD
6	Agriculture & Nutrition	9	6	TBD
7	Business Management	0	0	–
8	Pharmaceutical Industry Development	13	7	TBD
9	Modern/Rare Engineering & Technological Sciences	3	1	TBD
10	Health & Population	5	5	TBD
Total		61	32	

[4th Call]

In 4th Call, Master Degree Program which had been postponed by Egypt was open for application and the target number of successful applicants of Degree Program (Master Degree and Ph.D. Degree) was 84. Also, it was targeted that 20% of all the successful applicants should be related to “Education” since Egypt was aiming at increase in the number of successful

applicants in “Education” field. However, due to violation of the regulations of MOHE, it was postponed to include government officials in the target applicants of Master Degree Program which was originally intended. This will be reviewed by MOHE by the 5th Call. Although the application period was 2 months or so in the previous call, 4th Call started in November 2018 and its application period was only 1 month. There were 60 applicants as a total of Master Degree and Ph.D. Degree Program. The number of eligible applicants in each prioritized field has not yet been revealed as of January 2019. The result will be announced by the end of March 2019 so that they can apply for entrance exam of Japanese university for the enrollment of fall semester 2019.

B. Short Study (1 month) Program (Non-degree Program)

This program was not included in 1st and 2nd Call. However, in consideration of future programs, a list of 1-month study program (summer program) in Japanese universities was prepared and shared with the Egyptian side. Upon discussion with the Egyptian side, it was decided that the target participants of this program are 2nd and 3rd year undergraduates enrolled in Egypt’s public universities. Additionally, corresponding to the available programs in Japanese universities, they focused on those studying Japanese language and Japanese culture.

[3rd Call]

This program provided the undergraduates in Egypt with the first chance of governmental funding. For 3rd Call, although the deadline for other programs was set at the end of February, the deadline for the Short Study (1 month) Program was set at the end of January as application deadlines of summer programs at Japanese universities tend to be from February to April. Within the short 1-month application period, there were 533 applicants for 20 seats. Eventually, 30 successful applicants were selected through document screening and interviews.

Although the selection criteria for summer programs in Japanese universities are relatively less strict, the payment condition to Japanese universities is strict such as payment of program fee at the point of application to the program etc. ECEB was required to coordinate the payment with all the Japanese universities which accepted students. Since this was the first time for ECEB to coordinate these matters with universities, Egyptian side agreed to narrow down to suitable programs within a maximum of 7 to 8 Japanese universities, in order to reduce the burden of ECEB. Eventually, 30 successful participants were dispatched to 6 universities.

Table 2-8 Short Study (1 month) Program: Result of 3rd Call

University (Random Order)	Program	Number of Participants	Implementation Period	Program Components	
1	Tokyo University of Foreign Studies	TUFS Short Stay Summer Program 2018	4	Jul. 8 – Aug. 8, 2018	<ul style="list-style-type: none"> • Comprehensive Japanese (Beginner, Intermediate, Advanced), Business Japanese (Intermediate, Advanced) • Japanese Culture Experience (Yukata, Japanese tea ceremony, Japanese flower arrangement)
2	Kyushu University	Summer Program for EJEP	6	Jun. 25 – Jul. 20, 2018	<ul style="list-style-type: none"> • Introduction of Modern Japan • Japanese (Beginner, Elementary 1 • 2, Intermediate) • Field Study (Japanese culture) • Homestay
3	Waseda University	Waseda Summer Session 2018	3	Jun. 22 – Jul. 20, 2018	<ul style="list-style-type: none"> • Japanese business, Politics, Overall Society • Modern Society in Heisei Era • Arts and Culture in Edo Era • International Concerns, Politics, Overall Society in Japan and Asia
4	University of Miyazaki	UOM Summer Program 2018	4	Jul. 9 – Jul. 30, 2018	<ul style="list-style-type: none"> • Japanese • Japanese Culture • Experimental Research • Training on Conservation, Management and Use of Genetic Resources
5	Sophia University	Summer Session in East Asian Studies and Japanese Language 2018 Sophia University	10	Jul.2 – Jul. 27, 2018	<ul style="list-style-type: none"> • Japanese History, Literacy, Arts • Research on Japanese Religion • Japanese Business Management • General Statement of Modern Japanese Society
6	Ritsumeikan University	Ritsumeikan Summer Japanese Program 2	3	Jul. 3 – Aug. 3, 2018	<ul style="list-style-type: none"> • Japanese (Reading/Writing, Oral communication) • Business, History, Society, Traditional Culture
Total			30		

[4th Call]

Since there were more applicants than expected in 3rd Call, which showed high demand of Egyptian undergraduates for this program, Egyptian side decided to increase the target number of successful applicants at 40 in order to provide them with more chances to study abroad. Successful applicants will be dispatched to Japan and attend a 1-month study program (summer program) as well as 3rd Call between June and August 2019. Priority was given to students wishing to study business, management, engineering, culture etc. Egyptian side dared to provide students who want to study Japanese with less priority. This is because PMU2 intended to increase the number of applicants of Semester/One-Year Program by providing those who major in Japanese with high priority. The application period was 1 month from November 2018 as well as 3rd Call. Although the impact of 4th Call was small compared to that of 3rd Call, there were still 271 applicants within a month of application period, which showed there was still a high demand of this program in Egypt. Because the application period for the summer programs at Japanese universities tends to start around February every year, the result is expected to be announced at the beginning of February 2019.

C. Semester Study (Non-degree Program)

D. One-Year Study (Non-degree Program)

These programs were not offered in 1st and 2nd Call. However, there was a discussion about implementation policy and application criteria for these programs in order to start in 3rd Call.

As the Egyptian side required applicants to obtain credits at their home university in Egypt through research activities in Japan, it was proposed that dispatching students under exchange student programs between Egyptian and Japanese universities. A list of Egyptian universities which have MOUs with Japanese universities was shared with the Egyptian side. It was agreed that the target participants for these programs are undergraduates and master students, adhering to the prioritized fields of study in Table 2-4.

[3rd Call]

As there were less than the expected number of 30 applicants by the application deadline, the application period was extended by two weeks. However, the number of applicants did not increase much and there were only 20 applicants in 3rd Call. Also, due to the delay in setting up the evaluation committee, the announcement of successful applicants was postponed from the originally scheduled March to July 2018. Finally, there were only 9 successful applicants.

Table 2-9 Semester (6 months)/One-Year (1 year) Study: Result of 3rd Call

		Number of Eligible Applicants	Successful Applicants	Japanese University (Planned) (Random order)
1	Undergrad	13	7	University of Tsukuba, Chiba University, Yokohama National University, Kansai University etc.
2	Master	3	2	
Total		16	9	

[4th Call]

Since there were less applicants than expected in 3rd Call, the target number of successful applicants was set at 10 for Semester Study and 20 for One-Year Study in 4th Call. Also in 4th Call, it was expected that most of the applicants would apply for the fields related to Japanese which the credit transfer system was already fixed between Egyptian and Japanese universities. This is because one of the criteria of this program was that credits from courses taken in Japanese universities must be transferred and approved by Egyptian universities. The application period was 2 months from November 2018, which was longer compared to other programs of 4th Call, because the number of applicants of Semester/One-Year Study was estimated smaller compared to other programs. However, as Egyptian students showed less interest in this program, there was no applicant for Semester Study and only 8 applicants for One-Year Study. The result will be announced around the end of March.

E. Joint Supervision/Post-doctoral Research Program (Non-degree Program)

These programs were not offered in 1st Call because it offered only Ph.D. Degree Program. However, there was a discussion with Egyptian side about contents or target applicants. Also, it was determined that prioritized fields of study were applied to these programs as they were applied to Degree Program.

[2nd Call]

For 2nd Call, as Table 2-4 shows, “Education” and “Medical Sciences” were set as prioritized fields of study. There were 35 applicants for Joint Supervision Program and 41 applicants for Post-doctoral Research Program. Through document screening and interviews, 8 successful applicants were selected for the former and 7 for the latter (Breakdown: 1 for Education, 4 for Pharmacy, 5 for Medicine, and 5 for Veterinary Medicine).

Table 2-10 Joint Supervision/Post-doctoral Research: Result of 2nd Call

Prioritized fields of study		Number of Eligible Applicants	Successful Applicants	Japanese University (Planned) (Random order)
1	Education	2	1	Kobe University, Hiroshima University
2	Medical Sciences	20	14	Obihiro University of Agriculture and Veterinary Medicine, Hokkaido University, University of Tsukuba, Tokai University, International University of Health and Welfare, Kyoto University, Tokushima University, Okayama University, Kyushu University, Kumamoto University, Nagasaki University
Total		22	15	

[3rd Call]

There were 74 applicants for Joint Supervision Program and 97 for Post-doctoral Research Program in 3rd Call (Target number of successful applicants for both programs was 60 in total). However, the announcement of successful applicants was postponed from the end of March to July 2018 since organizing the evaluation committees was late. Eventually, 26 for Joint Supervision and 40 for Post-doctoral Research were accepted as the successful applicants.

Table 2-11 Joint Supervision/Post-doctoral Research: Result of 3rd Call

Prioritized fields of study		Number of Eligible Applicants	Successful Applicants	Japanese University (Planned) (Random order)
1	Environmental Science	17	5	TBD
2	Social Sciences & Education	4	2	TBD
3	Water Resources & Desalination	3	2	TBD
4	Nano Technology	13	11	TBD
5	Renewable Energy	12	9	TBD
6	Agriculture & Nutrition	38	5	TBD
7	Business Management	4	1	TBD
8	Pharmaceutical Industry Development	19	18	TBD
9	Modern/Rare Engineering & Technological Sciences	4	4	TBD

10	Health & Population	25	9	TBD
Total		139	66	

[4th Call]

Since the number of applicants of Joint Supervision and Post-doctoral Research in the previous two calls was good, which showed strong interest of Egyptian students/researchers in these programs, Egypt decided to increase largely the target number of successful applicants at 50 for Joint Supervision and 35 for Post-doctoral Research in 4th Call. The application period of Post-doctoral Research was 1 month from November 2018, though it was 2 months in the previous calls. That of Joint Supervision was 2 months from November 2018. There were 56 applicants for Post-doctoral Research and 39 applicants for Joint Supervision. The result will be announced by the end of March. See Attachment 1 to 4 for the materials prepared for implementation programs for higher education sector.

Table 2-12 Higher Education Sector: Selection Schedule of Degree/Non-degree Programs

Events	Year Month Week	2017												2018												2019					
		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
		1st Call (Ph.D. Degree)				2nd Call (Ph.D. Degree, Joint Supervision, Post-doctoral Research)				3rd Call (Short Study)				3rd Call (Ph.D. Degree, Semester/One-Year Study, Joint Supervision, Post-doctoral Research)				4th Call (Short Study)				4th Call (Ph.D./Master Degree, Post-doctoral Research)			4th Call (Semester/One-Year Study, Joint Supervision)						
1	EC2 (approval of Call)	█				█				█				█				█													
2	Announcement of Call	█				█				█				█				█													
3	Eligibility Check (including grace period)	█				█				█				█				█													
4	Technical Evaluation	█				█				█				█				█													
5	Joint Selection Meeting (JSM)	█				█				█				█				█													
6	Interview	█				█				█				█				█													
7	Drafting Selection Result	█				█				█				█				█													
8	EC2 (approval of results)	█				█				█				█				█													
9	Announcement of successful applicants	█				█				█				█				█													

1 : Approval of application criteria and prioritized fields of study by EC2

2 : Application period on the website of MOHE

3 : Eligibility check & check of submission materials by PMU2

4 : Evaluating applicants who passed eligibility check by the external evaluators according to their discipline

5 : Based on the technical evaluation, the committee consisting of PMU2, Embassy of Japan in Egypt and JICA authorizes the participants to interview evaluation and result of interview evaluation

6 : Interviewing applicants who passed technical evaluation by the external interviewer

8 : Approval of the result by EC2

Table 2-13 Higher Education Sector: List of Application Qualifications

	Degree Program		Non-degree Program			
	Ph.D.	Master	Short Study	Semester/One Year	Joint Supervision	Post-doctoral Research
Target	-Master degree holder -No more than 30 years old	-Bachelor holder -No more than 26 years old	-2nd or 3rd year of undergraduate at Egyptian public university	-Master degree student or 2nd or 3rd year of undergraduate at Egyptian public university	-Ph.D. student at Egyptian public university -No more than 35 years old	-Ph.D. holder -No more than 50 years old
Position Experience	-Assistant Lecturer or Assistant Researcher or Demonstrator at Egyptian public institution	-2 year's working experience at Egyptian public institution	-	-	-Assistant Lecturer or Assistant Researcher at Egyptian public institution	-Lecturer or Assistant Professor or Professor at Egyptian public institution
Requirement	- Bachelor and Master Degree with at least GPA 3.2 -Must hold acceptance letter from Japanese university	-Bachelor with at least GPA 3.2 -Must hold acceptance letter from Japanese university	-GPA 3.2 or 80% for academic achievement or equivalent at the time of application	-GPA 3.2 or 80% for academic achievement or equivalent at the time of application	-Bachelor and Master degree with at least GPA 3.2 -Must hold acceptance letter from Japanese university	-Ph.D. degree -Must hold acceptance letter from Japanese university
Language Proficiency	-6.0 IELTS – 79 iBT	-6.0 IELTS – 79 iBT	-5.0 IELTS – 45 iBT or equivalent	-5.5 IELTS – 59 iBT	-5.5 IELTS – 59 iBT	-5.5 IELTS - 59 iBT *Ph.D. from Japanese university, language certificate not required

2.5.2. Programs for Basic Education Sector

F. Group Training for Basic Education Sector

[Detail Design]

Group training programs are expected to generate synergy effect with JICA's Project for Creating Environment for Quality Learning and their detailed contents were designed with the assistance of JICA technical cooperation project team. The purpose and outline of each program are summarized as follows.

■ Tokkatsu & School Governance Management

Purpose of the Training : To ensure effective school management and leadership with the clear educational objective of introducing Whole Child Education (Tokkatsu+) model

Background and Outline of the Training : In order to achieve effective, efficient, and sustainable management of EJS, it is crucial to foster superior leaders who have in-depth understanding of Japanese educational system. This training program is designed for principals, vice-principals and government officials who are responsible for EJS administration, to have them acquire features and effects of basic educational system in Japan including Tokkatsu. Participants are expected to understand the role, responsibility, activity of school management and develop their leadership. After returning to Egypt, participants are expected to formulate plans for effective, efficient and sustainable school management mechanism of EJS.

■ Tokkatsu+ Activities

Purpose of the Training : To acquire essential knowledge and techniques to ensure Whole Child Education (Tokkatsu+) model including non-academic subjects which will be transferred to EJS.

Background and Outline of the Training : Tokkatsu is an effective group activity and practiced in various ways throughout a day. For the purpose of practical understanding of Tokkatsu in Japan, this training program offers the opportunities for participants to observe and participate in variety of Tokkatsu at elementary schools in Japan. Participants are expected to familiarize themselves with the concept, importance and role of Tokkatsu in the Japanese education context. They are also expected to contribute to the development of Egyptian Tokkatsu non-academic subjects for EJS that are suitable for Egyptian context upon completion of the training program.

■ Tokkatsu & Learning Improvement (Lesson Study)

Purpose of the Training : To improve the level of academic achievement among students

through enhancement of teaching and interpersonal skills in providing education.

Background and Outline of the Training : Lesson Study, a core feature of Japan’s teacher training, is aimed at improving teachers’ teaching methods in collaboration with colleagues and supervisors. This training is designed for EJS teachers to have them deepen their understanding on basic education system in Japan including Tokkatsu. Participants are expected to deepen their understanding of Lesson Study and strengthen their ability to collaborate with colleagues.

■ Tokkatsu & Early Childhood Education

Purpose of the Training : To strengthen the educational activities of “Learning through Playing” at the kindergarten stage for smooth transition to the Whole Child Education (Tokkatsu+) model at the basic education level.

Background and Outline of the Training : ”Learning through playing” is an important concept of early childhood education, due to the fact that the playing in early childhood plays an important role in developing numeric, reading and writing skills, as well as cultivation of children’s social nature. This training program is designed for EJS teachers and provides opportunities for them to obtain practical knowledge and skills of the system, concept, and measures of early childhood education in Japan including “Learning through playing,” which is new in Egypt. Upon completion of the training program, participants are expected to contribute toward planning and implementing “Learning through playing” and Tokkatsu activities that develop creativity, knowledge and physical abilities of kindergarten pupils in Egypt.

The table below shows the training period, the number of participants and target participants of each program. To reduce the burden on the host institutions in Japan, most of the required logistics for the implementation of training programs, such as recruiting interpreters (Japanese-Arabic), accommodation and transportation, was conducted by ECEB.

Table 2-14 Programs for Basic Education Sector (Group Training)¹⁴

Program	Period	The number of participants (the number of batches in 4years)	Target
Tokkatsu & School Governance Management	4 weeks training in Japan and maximum 1 week follow-up training in	220 (11 times in 4 years)	<ul style="list-style-type: none"> • Principals and vice principals of new EJS • Below 45 years of age,

¹⁴ Upon request from MOE, group trainings for basic education sector must be conducted during the long holidays of EJS (Jan-Feb, Jun-Sep)

	Egypt (maximum 4 times in 4 years)		bachelor degree or higher and more than 3-year working experience
Tokkatsu+ Activities		220 (11 times in 4 years)	<ul style="list-style-type: none"> • Teachers of new EJS • Below 35 years of age, bachelor degree or higher and more than 3-year working experience
Tokkatsu & Learning Improvement (Lesson Study)		120 (6 times in 4 years)	
Tokkatsu & Early Childhood Education		120 (6 times in 4 years)	
Total		680	

The four-week training is composed of one week for Common Module and three weeks for Specialized Module. The Common Module aims to deepen knowledge of Japanese education system including Tokkatsu through lectures and observation at kindergarten, primary school, junior high school, board of education. The Specialized Module aims to improve knowledge and specialized skills of each training theme through lectures related to the topic, observation at related organizations, practical training of trial class and formulation of action plan. In addition to the training in Japan, one-week of follow-up training can also be conducted in Egypt for EJS staff who is unable to participate in training in Japan, up to four times over four years, upon request by the Egyptian side.

As mentioned previously, the JICA Technical Cooperation Team has been engaged in designing program components as WG2 with regard to the implementation of group trainings for basic education sector. Since this Project is expected to align with the Project for Creating Environment for Quality Learning, the members of WG2 mostly overlap with those of PMU1 which is engaged in that project. WG2 including the JICA Technical Cooperation Team is in charge of setting the selection criteria for participants, recruitment, screening and holding orientation sessions in Egypt. They also provide the Japanese host institution with support for the annual follow-up training programs in Egypt. Furthermore, pre-departure training in Egypt was initiated at the same time of preparatory training for the opening of EJS with a support of JICA Technical Cooperation Team. From the above, there is significant complementary effect at the preliminary stage of preparation for group trainings between this Project and the Project for Creating Environment for Quality Learning.

[Support for Procurement]

Preparation for bidding, such as drafting the Request for Proposal and Reference Price, organizing bidding procedures and discussing evaluation method, was also undertaken during the project period, and the open tender was launched on 26 February 2018. To promote EJET-HRDP and to encourage Japanese universities and training institutions to participate in the tender, EJET-HRDP seminar was held in July 2017 (details to be described later). The announcement of the tender was posted on the MOHE website. For each of the four programs, one to four proposals were submitted by Japanese universities by the deadline. See Attachment 7 for materials prepared for the implementation programs for basic education sector.

As Table 2-16 shows, after the submission of proposals from Japanese universities, the first qualified bidders were nominated through the procurement procedure and technical and financial evaluation carried out by the Tender Procurement Committee¹⁵ established in Egypt. As it took nearly five months for the selection process, the commencement of contract negotiation was significantly delayed and started from September 2018. Finally, Fukui University was selected as the first qualified bidder of all the four training programs and the contract agreement was made in December¹⁶.

[Support for Selection of Participants]

Recruitment of new EJS staff, who forms the main target of the training programs, began in the middle of April 2018. After completing employment procedures, they participated in preparatory training in Egypt in July to prepare for the start of EJS in early September¹⁷. Participants for training in Japan were selected among those who learnt about the Japanese education system and Tokkatsu in the preparatory training. The first batch of “Tokkatsu & School Governance Management” and “Tokkatsu+ Activities” were conducted between January and February 2019.

It was agreed between WG2 and PMU2 that the selection of participants of the training programs for basic education sector would be primarily conducted by WG2 and approved by PMU2. The selection result is expected to be approved at least three months before implementation of the program, taking into consideration of required time for visa acquisition and security clearance in Egypt. Selection procedures, expected duration and responsible body are summarized in the

¹⁵ Tender Procurement Committee is consisted of PMU2, WG1, WG2, WG3, financial staff and legal staff.

¹⁶ Proposals are evaluated by technical evaluation (70%) and financial evaluation (30%) with separate envelopes. Financial evaluation remains sealed until evaluation of the technical proposal is completed. Technical evaluation is open and evaluated by Technical Sub Committee which is consisted of WG2 and PMU2 and financial evaluation is open and evaluated by PMU2, financial staff and legal staff. Final result of evaluation of proposals is approved by Tender Procurement Committee and the most qualified Japanese institution is invited to enter into negotiations.

¹⁷ Preparatory training is conducted by Master Trainers who have been trained through JICA Technical Cooperation Project. Also, the training period is expected to be one week.

table below.

Table 2-15 Participant Selection Procedure: Programs for Basic Education Sector

Selection procedures	Expected duration	Responsible Body
Fix criteria for selection and schedule	6 months before implementation of program	WG2, PMU2
Announce and receive application documents	5 months before implementation of program	WG2
Check eligibility and select participants	4 months before implementation of program	WG2 (PMU2 monitors selection process)
Approve the selection result	3 months before implementation of program at the latest	PMU2

2.5.3. Programs for Health Sector

G. Group Training for Health Sector

Detailed contents of the three programs were designed through discussion with WG3. Regarding Nursing Education, MOHP is still assessing whether there is a need for that training program in Egypt. The current training program will be revised or the number of participants will be reallocated according to the MOHP's policy after the needs assessment.

■ Nursing Management & Leadership

Purpose of Training : The quality of nursing management and nursing services will be improved in public hospitals in Egypt through strengthening participants' management capacity.

Background and Outline of Training : The quality of nursing care is considered a challenge in the health sector in Egypt. Twenty percent of the total number of nurses who graduated from university seem to have profound knowledge and skills, while the remaining 80% who graduated from Nursing Technical Institutes and Nursing Schools tend to have limited knowledge, skills and insufficient attitude to perform quality nursing services. In this respect, MOHP puts high priority on the improvement of leadership and management capacity of nurses. This program provides opportunity for nurse leaders to attend the training in Japan, where nurses are expected to provide professional services in a medical team and the role of nursing managers is emphasized to provide patient-centered care. Participants are expected to improve their individual skills as well as teamwork capability and management skills.

■ Hospital Management

Purpose of Training : Efficient and effective hospital strategic plan will be formulated and implemented at the public hospitals in Egypt.

Background and Outline of Training : Hospitals in Egypt are under several authorities such as MOHP (government hospitals), MOHE (university hospitals) and the Armed Forces. In general, medical equipment at government hospitals are relatively advanced while the technical skills of doctors and nurses are relatively low. However, for university hospitals, medical equipment are relatively old but the knowledge and skills of doctors and nurse are relatively high. Under such circumstances, hospital managers need to deepen their comprehensive knowledge on hospital management and strengthen their ability to provide better quality of healthcare to the general population by making optimal use of available resources. This training is designed for hospital managers at government/university hospitals in Egypt to acquire knowledge and skills of the health system, hospital management and medical services in Japan. Participants are expected to enhance their

leadership skills and improve hospital management quality after returning to Egypt.

■ Emergency Pre-Hospital Care

Purpose of Training : Appropriate curriculum and training plan for pre-hospital care in Egypt will be formulated through deep understanding of emergency medical care system in Japan

Background and Outline of Training : The Egyptian Ambulance Organization (EAO) was established in 2009 and is responsible for emergency pre-hospital care, which was previously under the emergency central management division of MOHP. By 2014, pre-hospital care functions of all municipal authorities were incorporated under EAO, though the pre-hospital care system is yet to be unified in all municipal authorities. Furthermore, the level of knowledge and the educational background of paramedics in Egypt vary significantly. EAO is therefore planning to establish the Ambulance Academy (4 years university) to improve and standardize the quality of ambulance personnel. This training is designed for trainers of the Ambulance Academy to acquire a deep understanding of the Japanese health system and emergency pre-hospital care system including training programs for ambulance crews. Participants are expected to develop appropriate curriculum and training programs for Ambulance Academy after returning to Egypt.

Table 2-17 Programs for Health Sector (Group Training)

Program	Period	The number of participants (the number of batches in 4 years)	Target
Nursing Management & Leadership	6 weeks	40 (4 times in 4 years)	<ul style="list-style-type: none"> • Nurses at managing position at public hospital under MOHP and MOHE • Not more than 45 years, master degree or higher, minimum 3-year working experience in nursing administration
Hospital Management	8 weeks	40 (4 times in 4 years)	<ul style="list-style-type: none"> • Management staff at public hospitals and government officials under MOHP and MOHE in charge of hospital management • Not more than 50 years, master degree or higher, minimum 1-year working experience in administration work
Emergency Pre-hospital Care	8 weeks	40 (4 times in 4 years)	<ul style="list-style-type: none"> • Trainers of Egyptian Ambulance Organization (Physicians) • No more than 52, minimum 1-year working experience in Egyptian Ambulance Organization
Nursing Education	MOHP is examining the need for the training program components (40 participants planned)		
Total	120 (160 participants if Nursing Education is included)		

Unlike programs for basic education sector, programs for health sector were requested to be

implemented only in English by WG3. For Nursing Management & Leadership, however, Japanese institutions suggested to conduct only in Japanese with the assistance of Japanese-Arabic interpreter. For the other training programs, they also requested to conduct trainings in Japanese except lectures. WG3 accepted these suggestions and modified implementation policy accordingly.

[Support for Procurement]

The Egyptian counterpart decided to select host institutions through open tender as well as basic education sector, therefore, preparation for tender such as drafting Request for Proposal and Reference Price, organizing bidding procedures and discussing evaluation method was also undertaken during the project period. See Attachment 10 for materials prepared for implementation of programs for health sector.

To encourage Japanese universities and institutions to participate in the tender, individual visits to them were also conducted in collaboration with ECEB as much as possible. Upon discussion within ECEB and negotiation with PMU2, most of the logistic arrangements (including that of training programs for basic education sector) such as recruiting interpreters (Japanese-Arabic), accommodation and transportation are supposed to be done by ECEB.

Although preparation of tender was completed by October 2017, the Egyptian counterpart preferred to launch the tender in parallel with basic education. As a result, the tender was announced on 26th February. The announcement was posted on the website of MOHE as with the case of programs for basic education sector. Furthermore, EJEP-HRDP seminar for training programs for health sector was held in December 2017 to encourage Japanese institutions to participate in the tender (details to be described later). For each of the three training programs, one to three proposals were submitted by Japanese institutions by the deadline.

As Table 2-19 shows, after the submission of proposals from Japanese universities, the first qualified bidders were nominated in the middle of June 2018 through the procurement procedure and technical and financial evaluation carried out by the Tender Procurement Committee established in Egypt. Although the contract negotiation between ECEB and the first qualified bidders started soon after the nomination, it took time to negotiate several conditions¹⁸. Finally, the contract agreement was made in December 2018. The first batch of “Emergency Pre-hospital

¹⁸ Proposals are evaluated by technical evaluation (70%) and financial evaluation (30%) with separate envelopes as well as basic education sector. Financial evaluation remains sealed until evaluation of the technical proposal is completed. Technical evaluation is open and evaluated by Technical Sub Committee which is consisted of WG3 and PMU2 and financial evaluation is open and evaluated by PMU2, financial staff and legal staff. Final result of evaluation of proposals is approved by Tender Procurement Committee and the most qualified Japanese institution is invited to enter into negotiations.

Care” at Kokushikan University was conducted from the beginning of January 2018 and the first batch of “Nursing Management & Leadership” at Saku University was conducted from the beginning of February. For “Hospital Management” at Tokyo Women’s Medical University, the training schedule for the first batch is still unconfirmed.

[Support for Selection of Participants]

For “Nursing Management & Leadership” and “Hospital Management”, it took time to select participants because participants need to be selected from hospitals under both MOHP and MOHE. Taking into consideration the required time for visa acquisition and security clearance in Egypt, the selection result should be approved at least 3 months before the implementation of the program. Selection procedures, expected duration and responsible body are summarized in the below table.

Table 2-18 Participant Selection Procedure: Programs for Health Sector

Selection procedures	Expected duration	Responsible Body
Fix criteria for selection and schedule	6 months before implementation of program	WG3, PMU2
Announce application	5 months before implementation of program	WG3, PMU2
Receive application documents		PMU2
Check eligibility and select participants	4 months before implementation of program	WG3, PMU2
Approve the selection result	3 months before implementation of program at the latest	PMU2

H. On the Job Training (OJT)

[Detail Design]

This program aims to provide hands-on training to enable Egyptian physicians and nurses in Japan, and is developed upon strong demand by the Egyptian side. Education for physicians and nurses has a long history in Egypt and each educational stage including technical school and postgraduate school has been established. However, there is no further training after obtaining their medical license. Under such circumstances, the OJT program was developed for physicians and nurses as a part of EJEP-HRDP, for them to learn medical and health services in Japan, to improve knowledge and skill through practical training, and to contribute to systematic improvement of medical system in Egypt.

In principle, foreign medical practitioners who do not have Japanese medical license are not permitted to engage in any medical practice in Japan. However, by obtaining permission of the Minister of Health, Labor and Welfare in Japan (hereinafter referred to as “MHLW”), they are exceptionally able to engage in Advanced Clinical Training (hereinafter referred to as “ACT”)¹⁹ at hospitals designated by MHLW under the supervision of on-site instructors. Therefore, it has been agreed to implement this program under ACT.

Based on discussion with the Egyptian counterpart, it was agreed that the main target participants of OJT program to be Egyptian physicians. This is because there has been no precedent for foreign nurses who have been approved for ACT, the application and approval procedure was expected to be extremely challenging. Among the total number of 100 participants for OJT program, two seats were tentatively allocated for Egyptian nurses while 98 seats were allocated for physicians. Additionally, with regard to nurses, it was determined that the MOHP selects candidates prior to the selection of physicians, in order to identify cooperative medical institutions in Japan during EJEP-HRDP.

Table 2-20 OJT Program for Health Sector

Target	Training Period	Number of Target Participants (Japanese Fiscal Year Basis)			
		2018	2019	2020	2021
Physicians	3 months – 1 year	23	25	25	25
Nurses	3 months – 1 year	2	TBD	TBD	TBD

¹⁹ ACT is an option accredited for foreign medical practitioners to receive clinical training in Japan to achieve development of international exchange in health and medical sector and improvement of medical level in developing countries.

Prioritized fields of study of the OJT program for physicians that need to be conducted under the scheme of the ACT are shown in Table 2-21. As mentioned above, ACT can be performed only at MHLW-designated hospitals. The project made visits and telephone calls regarding accepting foreign physicians for OJT to the designated hospitals which have medical specializations requested by the participants and twelve medical institutions showed interest in accepting foreign trainees.

Table 2-21 Prioritized Fields of Study of OJT Program

1	Vascular Intervention - Endovascular peripheral angioplasty and stenting - Central venous stenosis an occlusion and angioplasty - Endovascular aortic aneurysm repair
2	Interventional Radiology
3	Intervention Neuroradiology - Intracerebral aneurysm occlusion and coiling - Intracerebral arterio-venous malformation embolization - Stroke therapy
4	GIT Endoscopy and ERCP - Transarterial chemoembolization - Transarterial radioembolization - Per-cutaneous biliary drainage and stenting
5	Hepatobiliary - Pancreatic Surgery
6	Neurosurgery
7	Neonatal ICU
8	ICU/Critical Care Management
9	Liver Transplantation
10	Dental and Oral Surgery
11	Emergency Medicine

[Support for Selection of Participants]

Discussion and development of the selection procedure was conducted in parallel with confirming designated hospitals that accept OJT trainees. After a series of discussions with WG3, ECEB and PMU2, it was eventually determined that the successful candidates are able to directly contact Japanese hospitals for letters of acceptance.

Table 2-22 Participant Selection Procedure: OJT Program (Physicians)

Procedure		Period	Responsible Body	Documents Required
1st Step	Application for OJT	1.5 months	Candidate	<ul style="list-style-type: none"> • OJT application form for 1st Step • Recommendation/endorsement letter issued by home institution • Certificate proving more than 3-year clinical experience • English proficiency test score etc.
	Evaluation	2 months	PMU2, WG3	<ul style="list-style-type: none"> • List of prospective OJT host institutions • Certificate of financial support etc.
	Results Announcement		PMU2, WG3	
2nd Step	Request for Letter of Acceptance	1-2 months	Candidate	<ul style="list-style-type: none"> • OJT application form for 2nd Step • Passport copy • Certificate of medical doctor's license • Certificate of graduation • Letter of acceptance etc.
	Evaluation		Prospective Host Institution	
	Result Announcement		Prospective Host Institution, PMU2, WG3	
3rd Step	Application for Certificate of Eligibility	1-2 months	Prospective Host Institution, Candidate	<ul style="list-style-type: none"> • Application form for certificate of eligibility • Photo etc.
	Result Announcement		Prospective Host Institution, PMU2, WG3	
4th Step	Application for ACT	3-4 months	Prospective Host Institution	<ul style="list-style-type: none"> • Application form for ACT • Health/medical checkup certificate • Program of ACT and written consent • Certificate of special/medical liability insurance • Certificate of eligibility • Contract etc.
	Evaluation		MHLW	
	Result Announcement		Host Institution, PMU2, WG3	
	Contract Agreement		Participant, Host institution, PMU2, ECEB	

As the above table shows, there are four steps for candidates to be selected as a successful candidate of OJT and required documents to be submitted in each step. First of all, open recruitment of candidates for OJT program is called in both MOHE and MOHP, and the evaluation process in Egypt is conducted in the 1st Step. The list of prospective host institutions is distributed to the successful candidates. They indicate their preferred medical host institution in Japan according to medical specialty and program components and report it to PMU2, so that they can be notified of the contact information of the department in charge of OJT program. In the 2nd Step, each successful candidate sends required application documents for the OJT program to their preferred medical host institution. Through the evaluation at each institution, they are notified of the result. Accepted candidates proceed to the 3rd Step and those who are rejected repeat the 2nd Step by looking for another prospective host institution and receiving the contact information from PMU2. Several documents and materials are prepared by the candidates and prospective host institutions so that the institutions can apply for Certificate of Eligibility (hereinafter referred to as “COE”) at the Immigration Bureau in Japan for the 3rd Step. After the obtaining the COE, host institutions should apply for ACT at MHLW in the 4th Step. Candidates are officially accepted as OJT participants at the host institution after the approval of ACT and accomplishment of all four steps. The overall application process, required documents and materials at each step were confirmed and OJT application forms and list of prospective host institutions were developed with WG3, ECEB, PMU2 and Consultants of health sector. See Attachment 13 to 15 for the materials prepared for implementation OJT program for health sector.

Although the preparation for implementation of the 1st open recruitment was completed in June 2018, it was postponed to the middle of August due to a delay in the official appointment of PMU2. Since there were many applications in the 1st open recruitment, it was closed at the end of August and the result was announced at the end of October. Orientation seminar was held to explain the process of application and procedure of each step at the end of November. It is estimated that participants will finish all the steps and arrive in Japan around July at the earliest. Host institutions that complete all the process can initiate the OJT program.

For the Egyptian nurses’ OJT program, application to MHLW and receiving approval is expected to take considerable time, as there has been no prior case to adopt ACT. As of the end of June, two candidates had already been selected in Egypt and the Japanese medical institutions which intend to accept participants had also been identified. Currently, the candidates are preparing additional documents for ACT application, as nurses are requested to submit more evidences that prove their knowledge and skills are equivalent to Japanese nurses. As more documentations

may be required by MHLW for OJT application, preparation of documents is still being carried out by the Egyptian counterpart and the implementation schedule of OJT program for nurses is not yet foreseeable as of January 2019²⁰.

²⁰ In the case of ACT application for nurses, laws/regulations for the scope of work for nurses and documents that clarify educational contents/education hours of nurse training course are required for evaluation in addition to general documents shown in Table 2-22. If these additional documents are regarded as insufficient to prove equivalent knowledge and skills of Japanese nurse, MHLW may require further evidence and documents for evaluation procedure.

2.5.4. Capacity Building Program for Implementing Organization

I. CDM Training Program

This Program aims to develop capacity of PMU2 staff which is implementing EJEP-HRDP and CDM staff which supports PMU2. It was supposed to be implemented at an early stage of the Project and planned to dispatch ten participants for three months in Japan.

However, the program components and implementation policy were changed as follows through discussion with the Egyptian counterpart:

- The number of participants was increased to 24 by reducing the duration of training
- 2 senior staff members stay in Japan for 2 weeks, and 22 junior staff members stay in Japan for 4 weeks
- CDM would like to divide the dispatch of participants into 2 batches in order not to fall behind in the tasks in Egypt due to the lack of man-power
- During their stay in Japan, participants wish to stay for 1 week each at a few Japanese universities for job observation and site visit
- OJT and lectures on administration and management at ECEB for 1 week is expected
- The training institution will be selected by quotations from at least 3 potential training institutions

Based on the expectation of the Egyptian counterpart, Japanese experts visited five universities in Japan and discussed whether they are able to provide trainings as requested by Egypt. Furthermore, Japanese experts discussed about the comments from Japanese universities with the Egyptian counterpart and organized realistic program components.

However, due to the delay in the official appointment of PMU2, it took time to achieve agreement on the program components with Egyptian side and complete Request for Quotation (hereinafter referred to as “RFQ”). In December 2018, it was finally approved. Selection method for the target participants and official selection procedure for the training institution is still in discussion as of January 2019. Taking the present situation into consideration, CDM Training Program is expected to start after spring in 2019 at the earliest. See Attachment 5 and 6 for the materials prepared for CDM Training Program.

Table 2-24 Number of Participants in CDM Training Program

Target	Period of stay in Japan	1 st batch	2 nd batch	Total
Senior Staff	2 weeks	1	1	2
Junior Staff	4 weeks	11	11	22
Total		12	12	24

2.5.5. Public Relations for EJEP-HRDP

For the purpose of promotion of EJEP-HRDP and enhancement of collaborative relationship with Japanese universities and host institutions, two EJEP-HRDP seminars were held in Tokyo. Regarding implementation of these seminars, ECEB was fully involved from the planning stage in order to enhance their knowledge on EJEP-HRDP and to develop their implementation capacity. Furthermore, Japanese experts participated in Japan Study Fair in Egypt hosted by Japanese universities to promote EJEP-HRDP programs to Egyptian students.

[Implementation of EJEP-HRDP Seminars]

First Seminar (21 July 2017)

The first seminar was held focusing on group training programs for basic education sector in order to promote program implementation and to encourage Japanese universities and training institutions to participate in tender. A JICA expert delivered presentation on JICA technical cooperation in Egypt (“The Project for Creating Environment for Quality Learning”) at the seminar to support participants understand background of the Project.

During the seminar, progress and implementation schedule of the programs for higher education sector, which aimed for further cooperation of Japanese universities in accepting Egyptian students and researchers, was also briefly reported. At the end of the seminar, a dynamic Q&A session took place. Questionnaires collected after the seminar confirmed that there were several universities that were interested in participating in the tender. Although detailed explanation on programs for health sector was not given during the seminar, a few universities also showed interest in these programs. More than half of the participating universities demonstrated interest in programs for higher education sector.

Thirty-eight participants from 23 universities attended the seminar. Among them, six universities requested additional meetings, therefore, individual meetings and/or telephone contact were conducted according to their request. See Attachment 8 and 9 for the materials prepared for the first EJEP-HRDP seminar focusing on basic education sector.

Table 2-25 First EJEP-HRDP Seminar: Questionnaire Result

Sector	Program		Number of Japanese universities/host institutions interested in each program
Higher Education Sector	Degree Program		13
	Non-Degree Program	1 month	8
		Semester/1 year	7
		Joint Supervision	4
		Post-doctoral Research	7
Basic Education	Group Training	Tokkatsu & School Governance Management	4
		Tokkatsu+ Activities	4
		Tokkatsu & Learning Improvement (Lesson Study)	5
		Tokkatsu & Early Childhood Education	3
		Group Training	3
Health	OJT	2	

Second Seminar (6 December 2017)

The second seminar focused on group trainings and OJT for health sector, in order to promote EJEP-HRDP and to encourage Japanese universities and medical institutions to submit a tender or participate in the OJT program. During the seminar, outline of EJEP-HRDP, implementation scheme of each program, tender procedure for training programs, objectives, and screening procedure of OJT candidates were explained in detail. A JICA expert also gave a presentation on the current situation of health sector in Egypt to help the audience understand the background of the programs.

During the seminar, progress and implementation schedule of the programs for higher education sector was also briefly reported, which aimed for further cooperation of Japanese universities. At the end of the seminar, a dynamic Q&A session took place where many questions and suggestions were expressed by participants. These questions and requests were shared with the Egyptian counterpart for further improvement of program contents, implementation policy and participants' screening procedure.

Thirty-nine participants from 26 institutions attended the seminar, and the questionnaires collected after the seminar confirmed that there were several universities which were interested in participating in the tender. Furthermore, the intention to accept Egyptian physicians was expressed by several institutions, respectively, for most of the prioritized fields for OJT program.

Amongst participated institutions, four requested additional meetings, and Japanese experts conducted follow-up meetings and telephone contacts accordingly. See Attachment 11 and 12 for the materials prepared for the second EJEP-HRDP seminar focusing on health sector .

Table 2-26 Second EJEP-HRDP Seminar: Questionnaire Result

Sector	Program		Number of Japanese universities/host institutions interested in each program
Higher Education	Degree Program		4
	Non-Degree Program		3
Health	Group Training	Nursing Management & Leadership	12
		Hospital Management	4
		Emergency pre-Hospital Care	7
	OJT		14

[Support for implementation of Japan Study Fair]

The Japan Study Fair co-sponsored by Kyushu University and the Embassy of Japan in Egypt was held at Cairo University and Assiut University in March 2017, at Cairo University and Alexandria University in December 2017 and at Cairo University and Assiut University in November 2018. Approximately 200 Egyptian students participated in the second fair. In the third fair, there were many requests and questions from participants. In all three fairs, public relations activities were conducted by explaining the details of EJEP-HRDP and application status in each program. Although private university students are not eligible to apply for the programs of higher education sector, many students from private universities participated in the second fair and showed strong interest in EJEP-HRDP. In order to increase the competitiveness of the programs, Japanese experts expressed that it would be beneficial to allow private university students to apply for the programs of higher education sector.

2.5.6. Portal Site for EJEP-HRDP

In this Project, a portal site was supposed to be open in Japan as a part of promotion of EJEP-HRDP for Japanese universities and training institutions. It was also expected not only as a tool for public relations in Egypt, but also as a database of Japanese universities for higher education sector for Egyptian students. Despite welcoming the establishment of the portal site, the Egyptian counterpart requested that the portal site should be constructed within MOHE's website from the viewpoint of future operation and maintenance. For this reason, the draft contents of the portal site were prepared and discussed with the Egyptian counterpart, and the

IT staff who will be appointed PMU2 is expected to upload the contents onto MOHE's website.

The contents of the portal site were finalized after consultation with Egypt and submitted to Egypt in March 2018. However, as of January 2019, uploading of contents onto the portal site has not been completed due to the delay in the official appointment of the PMU2 including IT staff. See Attachment 22 and 23 for the materials prepared for the portal site.

2.5.7. Management of Japanese ODA Loan

The advance procedure for Japanese ODA loan was applied to EJEP-HRDP. Upon applying this method, it required proper fund management and book keeping system in the executing agency of the Egypt counterpart and preparation of F/F, SOE, Reconciliation Statement (hereinafter referred to as "R/S") and Request for Disbursement (hereinafter referred to as "RFD").

Therefore, in this operation, a detailed explanation of the advance procedure for Japanese ODA loan was given to CDM financial officers, who are likely to be appointed PMU2 staff, as well as ECEB staff. As of January 2019, the structure and demarcation between PMU2 and ECEB regarding to financial management has been confirmed tentatively as shown in Table 2-27.

Support was also given for the preparation of necessary documents for concluding the banking arrangement (opening an account for the advance procedure for Japanese ODA loan) and making F/F for 6 months from April 2018 for the first disbursement of ODA fund. As a result, the banking arrangement was concluded at the end of March 2018, and in the middle of April, approximately 400 million JPY was transferred to the Designated Account (hereinafter referred to as "D/A") according to the F/F as the initial loan disbursement. Due to the late approval from Ministry of Finance for the fund transfer to Sub Accounts (hereinafter referred to as "S/A") and the change of government's financial management system in Egypt, the first fund transfer from D/A to S/A in Japan was postponed to November. Eventually, approximately 210 million JPY was transferred to S/A in Japan as the first fund transfer. It was used to reimburse approximately 120 million JPY which ECEB paid for EJEP-HRDP by their own budget until the beginning of December 2018 and that the rest would be used as the budget for December and January in Japan. However, soon after the fund transfer to S/A in Japan was made, it was suddenly decided that several training programs for basic education and health sectors would be conducted in January and February 2019. As this required more budget than originally estimated and would lead to the fund shortage in S/A in Japan in February, ECEB requested PMU2 to transfer additional funds to S/A. Furthermore, since the balance of D/A will be insufficient if PMU2 transfers additional fund to Japan, the preparation for RFD is in progress as of January 2019.

In addition to the above, advice was given to PMU2 and ECEB on how to manage invoices and receipts for SOE, R/S, RFD which are required to be submitted every quarter, and assistance was provided for data sheet preparation for expenditure forecast. As of the end of December 2018, total amount of expenditure from S/A was approximately 128 million JPY. See Attachment 16 to 18 for the materials prepared for financial management.

Table 2-27 Structure of PMU2 and ECEB for Financial Management

	PMU2	ECEB
Management System	<ul style="list-style-type: none"> • 3-5 financial staff members in charge of finance • Work for overall financial services under PMU2 director/EC2 	<ul style="list-style-type: none"> • 1 Japanese secretary in charge of finance • Submit documents to PMU2 after approval by Counselor and Cultural Attaché
Place and timing of cost incurred	(Payment in Egypt) <ul style="list-style-type: none"> • Arrange passport, visa, flight ticket, etc. (before departure) 	(Payment in Japan) <ul style="list-style-type: none"> • Pay tuition fee (twice a year), daily allowances (monthly), program fee (depends on the contract), etc.
Accounting and reporting	<ul style="list-style-type: none"> • Estimate budget for 2 quarters in S/A1 (EGP) (Prepare for RFD) • Record expenditure (amount, item, payee, etc.) in S/A1 (EGP) (Prepare for SOE and R/S) • Make documents for JICA (F/F, RFD, SOE, R/S etc.) • Manage information on expenditure forecast and approve payment record from ECEB • Transfer fund to S/A1 (EGP), S/A2 (JPY) based on RFD 	<ul style="list-style-type: none"> • Estimate budget for 2 quarters in S/A2 (JPY) (Prepare for RFD) • Record expenditure (amount, item, payee, etc.) in S/A2 (JPY) (Prepare for SOE and R/S)

2.5.8. Monitoring of Japanese ODA Loan and Capacity Building for Implementation

This work was carried out by Japanese expert residing in Egypt as an expert of this Project from February 2017 until the end of February 2018 and switched status to a JICA long-term expert from March until July 2018. Substitute experts of the JICA long-term expert were engaged from August until February 2019, and the new JICA long-term expert will be assigned from February). The expert in charge of monitoring the ODA loan worked as a Japanese Co-director of PMU2 for preparation of Japanese ODA loan project, overall management, coordination of study abroad/group training, etc. The following are achievements of the PMU2 Japanese Co-director.

- Provided technical advice and support for implementation of programs for higher education sector (consultation on application guideline and selection criteria, support for organization/implementation of Joint Selection Meeting, participation in document screening and interview, preparation for the list of successful applicants, support and implementation of pre-departure orientation, etc.)
- Coordinated with WG2 and WG3 for programs in basic education and health sectors.
- Promoted procurement procedure for training institutions.
- Conducted public relations activities of EJEP-HRDP in Egypt (supported implementation of Japan Study Fair co-sponsored by Japanese universities and the Embassy of Japan in Egypt, assisted PMU2 in compiling necessary information for EJEP-HRDP web site, etc.)
- Provided technical advice for function, structure, staff selection of PMU2 and participated in selection procedure of PMU2 members.
- Provided technical advice for close communication and collaboration between PMU2 and ECEB
- Supported coordination between PMU2 and relevant organizations in Egypt for ratification of Exchange of Note (E/N) and effectuation of L/A, and assisted in preparation of related documents.
- Supported discussion and agreement between PMU2 and relevant organizations (including Central Bank, Ministry of Investment and International Cooperation, and Ministry of Finance), for banking arrangement (setting up D/A and S/A in Cairo and Tokyo for the advance procedure for Japanese ODA loan).
- Assisted in making financial forecast and expenditure record
- Assisted in preparing the TOR of the Consultants²¹ covered by the Japanese ODA loan (details to be described later) and supported procurement procedure
- Assisted in preparation of documents for EC2 and participated in EC2

Japanese Co-director of PMU2 dispatched as a JICA long-term expert who will be newly assigned in February 2019 is expected to continuously provide advice to the Consultants, manage the overall progress of EJEP-HRDP and transfer knowledge for the capacity building of PMU2.

2.6. Project Status

Among the expected outcomes of the Project, Expected Outcome 1 (The programs that meet the

²¹ According to the request from Egyptian side, Consultants are supposed to be hired respectively in the field of higher education sector, basic education sector, health sector, human resource development planning and financial management. Japanese experts dispatched to Egypt from August 2018 until February 2019 were not engaged in the selection of Consultants

needs of the Egyptian side are formed through coordination with Japanese host institutions, and the preparation for dispatching Egyptian students/participants to Japan is completed) has mostly been achieved through missions in Egypt and activities in Japan. Additionally, Expected Outcome 2 (Capacity of the executing agency of the Egyptian side to be strengthened in order to implement each program of EJEP-HRDP smoothly and effectively) has also been achieved to a certain extent through joint implementation with PMU2 and ECEB as much as possible.

However, due to contradictions with MOHE regulations, discussions on whether to include government officials as target participants for the Master Degree Program of EJEP-HRDP has not progressed significantly. Approval from MOHE to include them as target participants is expected prior to the start of 5th Call. For CDM Training Program, although program components have been already approved in PMU2, discussions regarding the selection process is still ongoing. The RFQ has also been finalized but the official procurement procedure has not been confirmed as of January 2019. Similarly, the EJEP-HRDP portal site is still incomplete as of January 2019, as the IT staff of PMU2 has not been officially appointed. Since collaborative work with the Consultants started from December 2018, the task “Support for EJEP-HRDP management in collaboration with the Consultants” has not been fully conducted. This task will be undertaken by the new Japanese Co-director dispatched by JICA.

One major issue of the EJEP-HRDP is its implementation status, as it is more than 2 years behind the initial schedule. It is essential to consider how to accelerate program implementation for the purpose of achieving goals of EJEP, since EJEP-HRDP is a part of EJEP.

Chapter 3. Future Implementation Policy

Implementation support for EJEP-HRDP was completed at the end of February 2019 and handed over to the Consultants. Open tender for the procurement of the Consultants was announced on 22 February 2018, while deadline for submission of proposal was set on 26 March. As of January 2019, only the Consultants of basic education and health sectors were hired and started their consultancy services. It is scheduled that the re-tender for the Consultants in the other fields will be implemented soon.

3.1 Implementation Structure

Based on the request by the Egyptian counterpart, the work of the Consultants was divided into the following five components, and the tender was conducted separately. Implementation structure of the Consultants and outline of each Consultant's TOR described in RFP are as follows.

Table 3-1 Structure and TOR of the Consultants

Consultant Number and Name		M/M	Location	Outline of TOR
1	Placement and Monitoring Expert (Degree & Non-Degree Study & Research Program/Team Leader)	52	Tokyo	<ol style="list-style-type: none"> 1) Placement 2) Monitoring participants progress 3) Monitoring program progress 4) Update participant information 5) Support to participants 6) Networking of institutions 7) Team leader 8) Other relevant tasks
2	Human Resource Development Planning Expert	22	Cairo	<ol style="list-style-type: none"> 1) Needs assessment 2) Transfer of knowledge 3) Assistance to project implementation 4) Other relevant tasks
3	Group Training Program Expert (Basic Education)	37	Tokyo	<ol style="list-style-type: none"> 1) Program implementation assistance 2) Support to participants 3) Program development support 4) Assistance to project implementation 5) Other relevant tasks
4	Group Training Program Expert (Health & OJT)	36	Tokyo	<ol style="list-style-type: none"> 1) Program implementation assistance 2) Support to the participants 3) Program development support 4) Assistance to project implementation 5) Other relevant tasks
5	Financial Management Expert	46	Cairo (Tokyo)	<ol style="list-style-type: none"> 1) Financial management of the project 2) Assistance to project implementation 3) Sub-team leader 4) Other relevant tasks

The Consultants to be hired by Japanese ODA loan corresponds to “Japanese experts (Japanese ODA loan covered)” in Figure 1-1 who are placed in the frame of PMU2 and ECEB. As shown in Table 3-1, “Human Resource Development Planning Expert” (Expert No. 2) is expected to provide consultancy service mainly in Egypt to support PMU2. “Placement and Monitoring Expert” (Expert No.1) and “Group Training Program Expert” (Expert No.3 and No.4) are expected to work mainly in Japan to support program implementation through ECEB, whereas “Financial Management Expert” (Expert No.5) is expected to work both in Egypt and Japan to support PMU2 and ECEB, as expenditures for program implementation arise in both countries.

3.2 Scope of Work

The consultants are expected to promote EJEP-HRDP implementation through joint implementation with PMU2 and/or ECEB and to support materializing steady progress of each program according to plan. Scope of work stated in RFP of each consultant is as follows.

1. Placement and Monitoring Expert (Degree & Non-Degree Study & Research Program)

- 1) Placement
 - Provide necessary information and assistance to PMU2 as well as students to identify appropriate host institutions.
 - Assist PMU2 to ensure and confirm the placement of each participant.
- 2) Monitoring participants progress:
 - Maintain periodic contact with each participant and their respective academic advisors to monitor the progress of each participant.
 - Identify issues, namely academic progress issues that may delay the research/study schedule of each participant, as well as other non-academic issues which may be identified during monitoring activities.
 - Assist ECEB in confirming the students’ and participants’ safety, take necessary measures as well as informing PMU2, JICA, and any other relevant person(s) in the event of emergency.
- 3) Monitoring program progress:
 - Provide assistance in identifying any obstacle and/or issue upon implementation of the respective programs and provide advice on how to address the obstacle and/or issue.
 - Provide update of information programs under the Non-Degree Study and Research Program, such as Post-doctoral Research, Joint Supervision, and other information related to partnership between Japanese and Egyptian institutions that are deemed useful for the objective of EJEP-HRDP.

- Provide PMU2 with the above updated information so that IT staff can update it on EJEP-HRDP portal site.
- 4) Update participant information:
- Assist ECEB in collecting and updating the information of students/participants in Japan, such as address in Japan, phone number, emergency contact, etc., and compile this information to be shared with PMU2 and JICA.
- 5) Support to participants:
- Assist PMU2 in developing and updating a pre-departure orientation booklet containing information related to study and living in Japan which are distributed to the participants during implementation of the program.
 - Develop and renew guidelines to be distributed to participants for post arrival orientation.
 - Assist ECEB in conducting post arrival orientation.
- 6) Networking of institutions:
- Assist PMU2 in maintaining the network of Japanese institutions and professors that are involved or interested in the programs of EJEP-HRDP.
- 7) Team leader:
- Monitor the overall implementation progress of EJEP-HRDP and work together with the other Experts assigned by Egypt for the project.
 - Act as a focal point for the other Consultants assigned for EJEP-HRDP in Tokyo, and maintain close communication with them
- 8) Other relevant tasks :
- Assist PMU2 in executing tasks related to the scope of work stipulated herein.

2. Human Resource Development Planning Expert

- 1) Needs Assessment:
- Assess the needs and identify the priorities for development on the national level in the sector of higher education and scientific research.
 - Design needs assessment approach: method and tools.
 - Design survey forms and summarize and analyze the survey results.
 - Assess existing schemes of Egypt's international collaboration in the sector of higher education and scientific research.
 - Conduct consultative workshops on needs assessment and potential fields in the sector of higher education and scientific research.
 - Identify gaps and opportunities for capacity development
 - Assess potential of the current strategic plan of the MOHE.

- 2) Transfer of knowledge:
 - Act as an advisor of MOHE.
 - Conduct training to the staff of PMU2 on the technique of needs assessment and strategic planning in the sector of higher education and scientific research.
- 3) Assistance to project implementation:
 - Provide periodic update of the information on programs in Japan and portal site.
 - Assist PMU2 in compiling participant information such as name, contact information, host institution, academic field, etc. to be shared with ECEB and JICA
- 4) Other relevant tasks:
 - Assist PMU2 in executing tasks related to the scope of work stipulated herein.

3. Group Training Program Expert (Basic Education)

- 1) Program implementation assistance:
 - Assist the monitoring of technical aspects of the programs and participants during the program implementation.
 - Review, evaluate the program and produce results on a monthly, quarterly and annual basis jointly with PMU2; provide recommendations for modifications and/or improvement of the subsequent stages of the programs.
 - Assist ECEB, in the emergency case of participants in Japan, such as natural disaster, traffic accident, physical or mental issue, trouble with neighbors, by extending necessary support.
- 2) Support to the participants:
 - Assist PMU2 in developing and renewing an orientation booklet containing guidelines and useful information to be distributed to the participants prior to departure to Japan.
 - Assist ECEB in conducting post-arrival orientation for the program participants.
- 3) Program development support:
 - Assist ECEB and PMU2 in identifying obstacles for quality implementation of the programs and providing advice on how to address these obstacles.
- 4) Assistance to project implementation:
 - Assist ECEB in compiling participant information such as name, contact information and other necessary information prior to the participant's departure from Egypt.
 - Assist ECEB in conveying the above information to JICA, host institutions and other relevant parties.
- 5) Other relevant tasks:
 - Assist PMU2 in executing tasks related to the scope of work stipulated herein.

4. Group Training Program Expert (Health & OJT)

- 1) Program implementation assistance:
 - Assist the monitoring of technical aspects of the programs and participants during the program implementation.
 - Review, evaluate the program and results on a monthly, quarterly and annual basis jointly with PMU2 and provide recommendations for modifications and/or improvement of the subsequent stages of the programs
 - Assist ECEB, in the emergency case of participants in Japan, such as natural disaster, traffic accident, physical or mental issue, trouble with neighbors, etc., by extending necessary support.
- 2) Support to the participants:
 - Assist candidates of OJT program, if necessary, in identifying and/or processing administrative work with the host institutions.
 - Assist PMU2 in developing and renewing an orientation booklet containing guidelines and useful information to be distributed to the participants prior to departure to Japan.
 - Assist ECEB in conducting post-arrival orientation for the program participants.
- 3) Program development support:
 - Assist ECEB and PMU2 in identifying obstacles for quality implementation of the programs and providing advice on how to address these obstacles.
- 4) Assistance to project implementation:
 - Assist ECEB in compiling participant information such as name, contact information and other necessary information prior to the participant's departure from Egypt.
 - Assist ECEB in conveying the above information to JICA, host institutions and other relevant parties.
- 5) Other relevant tasks:
 - Assist PMU2 in executing tasks related to the scope of work stipulated herein.

5. Financial Management Expert

- 1) Financial management of the project:
 - Assist in the preparation of the periodic financial forecasts which are necessary for submitting the quarterly RFD.
 - Support the compilation of SOE.
 - Check the compiled SOE.
 - Support making R/S and check the recovery percentage.
 - Support the appropriate payment such as daily allowances, tuition fees, etc. to the

students/participants or suppliers namely host universities, training institutions and travel agents without delay.

- Establish effective system for collecting payment evidences.
 - Assist in the monthly and quarterly report on financial issues.
- 2) Assistance to project implementation:
- Assist ECEB and PMU2 in identifying obstacles for quality implementation of the programs and provide advice on how to address these obstacles.
- 3) Sub-Team Leader:
- Assist Team Leader (Consultant Number 1) in monitoring the overall implementation progress of the programs and working together with the other Consultants.
 - Act as a focal point for the other Consultants in Cairo, maintain close communication with the other Consultants in Tokyo, and act as a sub team leader of the Consultants.
- 4) Other relevant tasks:
- Assist PMU2 in executing tasks related to the scope of work stipulated herein.

3.3 Recommendations for Consultants and Japanese PMU2 Co-director

Issues and challenges to achieve smooth and effective project implementation and project objective, and recommendations to overcome these issues are summarized below.

■ Collaborative work between the Consultants and PMU2 Co-director

Recommendation

- Construct effective information sharing system between the Consultants and the PMU2 Co-director.

Purpose

- Encourage further joint implementation between Egypt and Japan in EJEP-HRDP by frequently sharing the progress status in PMU2 and each sector.

Background

- As stated in 3.1 and 3.2, the Consultants are supposed to be in charge of capacity building for Egyptian staff in higher education sector, basic education sector, health sector and financial management both in Egypt and Japan. It is estimated that they will better reflect the intentions from the Egyptian counterpart because they are hired by Egypt. On the other hand, the PMU2 Co-director is hired by JICA and is expected to convey the intentions of the Japanese side directly to the Egyptian counterpart and discuss about it with them as the Japanese Co-director of PMU2. The current status of information sharing among PMU2, ECEB, JICA and Consultants is not conducted effectively. It is expected that collaborative work between Egypt and Japan will be

conducted more effectively and information sharing among stakeholders will be done more efficiently in future by frequent communication between the Consultants and the PMU2 Co-director.

■ Revision of annual implementation schedule of EJEP-HRDP

Recommendation

- Revise implementation schedule of each EJEP-HRDP program to a feasible plan that reflects implementation status as of FY 2018.

Purpose

- Increase motivation among PMU2 for achieving goals of EJEP-HRDP by setting an achievable and realistic annual plan.

Background

- Implementation status of EJEP-HRDP is far behind the initial plan formulated at the time of L/A signing. Especially, group training programs for basic education and health sectors are planned to be implemented in four years from 2019, and it is not consistent with the initial plan. The Consultants of higher education, basic education and health sectors are supposed to monitor the progress of each program and make the attainable dispatch schedule. Based on the new schedule, the PMU2 Co-director is expected to hold a round of discussions between Egypt and Japan, revise the annual schedule and proceed each program with the new plan.

■ Master Degree Program

Recommendation

- Revise regulations of MOHE related to government scholarship so that government officials can study in master degree program in Japan in EJEP-HRDP.

Purpose

- Increase the number of applicants to the Master Degree Program as well as encourage the government officials to apply for a master degree.

Background

- Currently, scholarship programs in MOHE mainly aim to nurture researchers. According to the regulations of MOHE, government officials are not allowed to study abroad in degree program with government financial support. It is expected that Egyptian government staff can implement their work more effectively by applying their knowledge and experiences gained in master degree to their own task. An increase in the number of applicants to the Master Degree Program will also lead to higher competitiveness of the program itself. The PMU2 Co-director is expected to discuss about this with the Consultants of higher education sector and human resource

development planning and promotes the revision of MOHE's regulation through higher authority such as EC2.

■ Degree/Non-Degree Program

Recommendation

- Revise the MOHE's regulation so that students/researchers from private university can apply for government scholarships.

[Purpose]

- Provide students/researchers from private university with more chances to study abroad and increase the competitiveness of Degree and Non-degree Program.

[Background]

- According to MOHE's regulations, only students/researchers from public universities are eligible to apply for governmental scholarship programs, while those who are enrolled in private universities are currently not eligible. However, there are potential universities and highly qualified students/researchers in private institutions. It is desired that those who are enrolled in private universities acquire knowledge and experience in Japan and give back to society by applying them to their own study/research. The competitiveness of each program in higher education sector will also become higher by increasing the number of applicants. The PMU2 Co-director is expected to discuss about this with the Consultants of higher education sector and promote the revision of MOHE's regulations through higher authorities such as EC2.

■ Improvement in monitoring trainees' progress in Japan

Recommendation

- Establish a structured monitoring system for students in Japan

Purpose

- Increase the effectiveness of studying abroad through communicating with students and their supervisors regularly, identifying problems and providing advice for the smooth implementation of the programs.

Background

- There has been basic minimal communication with students and universities so far, but there is still a lack of regular and systematic monitoring that is typically observed in other Japanese ODA loan projects. In addition, there is not enough manpower to carry it out in ECEB because the group training programs in basic education and health sectors have been initiated. There is an urgent need to hire consultants of higher education sector to improve the effectiveness of studying abroad and allow smoother collaboration between Egyptian and Japanese universities.

■ Programs for basic education and health sectors

[Recommendation]

- Organize a strong support system for the implementation of group trainings/OJT program by ECEB and the Consultants of basic education and health sectors

[Purpose]

- Ensure smooth implementation and maximize the outcome of group trainings/OJT programs for basic education and health sectors

[Background]

- In addition to the selection of highly qualified participants, it is necessary that ECEB provides logistic support to host universities/institutions as stated in RFP. The proficiency of Japanese-Arabic interpreters and full-time program coordinators is a particularly crucial factor for program success. Although the long-term employment of interpreters, translators and coordinators for this Project were originally planned, ECEB has not been able to secure long-term manpower for the required tasks as of January 2019. ECEB is currently recruiting interpreters on a short-term basis. It is ideal to secure long-term manpower for these tasks, to ensure their commitment to the Project's schedule, and also because interpreters and translators would find greater ease carrying out their tasks with accumulated experience. ECEB is in charge of hiring interpreters, translators and program coordinators. The Consultants of basic education and health sectors are expected to monitor the training programs and assess the effectiveness of these programs. Feedback and information should be shared by the PMU2 Co-director to JICA for the improvement of the programs. Also, it is expected that ECEB finds a solution such as coordinating program schedule which fits their logistic support system unless the above implementing structure is established.

■ CDM Training Program

Recommendation

- Implement CDM Training Program as soon as possible.

Purpose

- Strengthen the commitment to EJEP-HRDP among the staff in Egypt at an early stage

Background

- Capacity building enhancement for the staff in Egypt, such as management, accounting, public relations is essential to maximize the effectiveness of EJEP-HRDP. It is needed to implement CDM Training immediately for Egyptian staff to deepen their understanding of EJEP-HRDP and implement project management more effectively through capacity building training and site visits to the institutions where

students/researchers/participants are dispatched (including universities, research institutes, hospitals). Although it is the main premise for the implementation of CDM Training that the logistic support system of ECEB is established, the Consultants of human resource development planning are expected to consider the screening method of participants and its criteria with PMU2. It is desired that ECEB supports PMU2 and training institutions and discusses with them in Japan so that the training program can be implemented soon.

■ EJET-HRDP portal site

Recommendation

- Establish EJET-HRDP portal site immediately.

Purpose

- Enhance the networking between Egyptian students/researchers and Japanese universities/research institutes/hospitals by raising the awareness of EJET-HRDP both in Egypt and Japan.

Background

- Although it has been already decided that EJET-HRDP portal site will be established within the website of MOHE and its contents have also been approved by Egyptian counterpart, the portal site is still incomplete and the tool to provide comprehensive information on EJET-HRDP has not been developed because of the delay in the official appointment of IT staff of PMU2. This portal site is also expected to serve as a contact point for inquiries from Japanese institutions. In order to facilitate students, researchers and universities to obtain information to participate in this project, the portal site has to be completed as soon as possible. The Consultants of higher education, basic education and health sectors should regularly check the contents and share relevant information with the PMU2 Co-director for the IT staff of PMU2 to update on the portal site.

■ Management and report system of Japanese ODA loan fund

Recommendation

- Establish proper management and report system for Japanese ODA loan fund.

Purpose

- Achieve smooth project implementation by establishing proper management and report system.

Background

- It is needed for smooth project management to establish the proper system to manage Japanese ODA loan fund, report expenditures and request additional fund from JICA. Although the Project has been working for this, it is still insufficient because of the

delay in fund operation and frequent turnover of financial staff in Egypt. The Consultants of financial management should be hired as soon as possible so that structured system to manage the whole financial tasks including capacity building for financial staff can be established.

■ Establishment of implementation structure of PMU2

Recommendation

- Confirm strong commitment by Minister/Deputy Minister of MOHE to EJEP-HRDP at SC or EC2 and request them to officially appoint PMU2 staff.

Purpose

- Establish PMU2 officially as a driving force for the success of EJEP-HRDP

Background

- Although MOHE has been requested to establish PMU2 since L/A signing in May 2017, PMU2 staff has not yet been appointed officially as of January 2019 and the tentative members from CDM are still working for EJEP-HRDP. In addition, although the new office of PMU2 has been opened, it is still not used as of January 2019 because office equipment is still insufficient and the tentative PMU2 staff has not yet moved in. In order to break through the current situation, it is necessary for the PMU2 Co-director to promote strong commitment of the Minister/Deputy Minister of MOHE at high level meetings such as SC or EC2, accelerate official establishment of PMU2 and appointment of staff, and move into the new office as soon as possible.

Attachments

1_List of Agreement between Egyptian and Japanese Universities

Egyptian Institutions		Japanese Institutions						Dispatch Program 1		Dispatch Program 2	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Credit Transfer Number of students coming to Japan before 2013	Number of students coming to Japan in 2014	Name of Program	Field	Name of Program	Field
Ain Shams University	National	University of Tsukuba	AGREEMENT FOR ACA	4	0	1	3	Exchange Program (Fall)	Japanese Language, Culture, Sci	Exchange Program (Spring)	Japanese Language, Culture, Sci
Ain Shams University	National	Tokyo University of Fore	Agreement for Academi	2	0	0	2	ISEP-TUFS Prgram (International	Japanese Language	ISEP-TUFS Prgram (International	Japanese Language
Ain Shams University	National	Hiroshima University		0	0	0	0	Hiroshima University Study Abroad	Various Fields		
Al-Azhar University (Assiut B	National	Kobe University		0	0	0	0	Exchange Program (Fall)	Various Fields	Exchange Program (Spring)	Various Field
Alexandria University	National	Osaka University	Agreement on Academi	0	0	0	0	Exchange Program	Various Fields		
Alexandria University	Private	Daito Bunka University	Agreement between Ale	0	0	0	0	Exchange Students (Fall)	Japanese Language and Japanes	Exchange Students (Spring)	Japanese Language and Japanes
Alexandria University	Private	Doshisha University	University-level Agree	0	0	0	0	Program of the Center for Global E	Japanese Culture, Society, and Na	Program of the Center for Global E	Japanese Culture, Society, and Na
Alexandria University	Private	Okinawa Institute of Scie	Agreement on Scientific	0	0	0	0	-	-		
Alexandria University	National	Kyushu University	Agreement for Academi	0	0	0	0	Japan in Today's World (JTW) (Fa	Various Fields	Japan in Today's World (JTW) (Sp	Various Field
Alexandria University, Facul	Private	Kyoto Pharmaceutical U	MEMORANDUM OF UN	0	0	0	0	-	-		
Alexandria University, Facul	Private	Okinawa Institute of Scie	Agreement on Student E	0	0	0	0	-	-		
American University in Cairo	National	Hitotsubashi University	Agreement for the prom	0	0	0	0	Exchange Student (October)	Commerce and Management, Eco	Exchange Student (April)	Commerce and Management, Eco
American University in Cairo	National	National Graduate Institut	Memorandum of Unders	0	0	0	0	-	-		
Arab Academy for Science a	National	Tokyo University of Mari	N/A	0	0	0	0	-	-		
Assiut University	National	University of Toyama		0	0	0	0	-	-		
Assiut University	National	Kanazawa University	Agreement for Cooperat	0	0	0	0	Kanazawa University Student Excl	Japanese Language, Japanese St		Japanese Language, Japanese Sc
Assiut University	National	Toyoashi University of	Exchange agreement	0	0	0	0	Special Audit Student and Special	Various Fields	Special Audit Student and Special	Various Field
Assiut University	National	Kobe University		0	0	0	0	Exchange Program (Fall)	Various Fields	Exchange Program (Spring)	Various Field
Assiut University, Faculty of	National	Osaka University	Agreement on Academi	0	0	0	0	Exchange Program	Various Fields		
Aswan University	National	Hiroshima University		0	0	0	0	Hiroshima University Study Abroad	Various Fields		
Benha University	National	Tokyo University of Agric	AGREEMENT FOR SCH	1	0	0	0	-	-		
Benha University	National	Gifu University	Agreement for an Excha	0	0	0	0	Special Research Students and Sp	Various Fields	Special Research Students and Sp	Various Field
Benha University	National	University of Miyazaki	Agreement on Academi	0	0	0	0	-	-		
Beni Suef University	National	Hiroshima University		0	0	0	0	Hiroshima University Study Abroad	Various Fields		
Cairo University	National	Hokkaido University of E	Agreement on Educatior	0	0	0	0	International Exchange Program (I	Japanese Language, Japanese Ed	International Exchange Program (I	Japanese Language, Japanese Ed
Cairo University	National	University of Tsukuba	AGREEMENT FOR ACA	3	0	1	2	Exchange Program (Fall)	Japanese Language, Culture, Sci	Exchange Program (Spring)	Japanese Language, Culture, Sci
Cairo University	National	Chiba University	Agreement for Academi	0	0	0	0	J-PAC (Japan Program at Chiba)	Liberal Arts and Japanese Langua	J-PAC (Japan Program at Chiba)	Liberal Arts and Japanese Langua
Cairo University	National	University of Tokyo	Academic Agreement be	0	0	0	0	University-wide Student Exchange	Various Fields	University-wide Student Exchange	Various Field
Cairo University	National	Tokyo University of Fore	Agreement for Academi	2	2	0	2	ISEP-TUFS Prgram (International	Japanese Language	ISEP-TUFS Prgram (International	Japanese Language
Cairo University	National	Nagoya University	An agreement for acad	0	0	0	0	Nagoya University Program for Ac	Various Fields	Nagoya University Program for Ac	Various Field
Cairo University	National	Kobe University		0	0	0	0	Exchange Program (Fall)	Various Fields	Exchange Program (Spring)	Various Field
Cairo University	National	Kobe University		0	0	0	0	Exchange Program (Fall)	Various Fields	Exchange Program (Spring)	Various Field
Cairo University	National	Okayama University	MEMORANDUM OF UN	0	0	0	0	Exchange Program OKAYAMA (E	Various Fields	Exchange Program OKAYAMA (E	Various Field
Cairo University	National	Hiroshima University		0	0	0	0	Hiroshima University Study Abroad	Various Fields		
Cairo University	National	Yamaguchi University	MEMORANDUM OF UN	0	0	0	0	Exchange Program	-		
Cairo University	National	Kyushu University	Agreement for Academi	0	0	0	0	Japan in Today's World (JTW) (Fa	Various Fields	Japan in Today's World (JTW) (Sp	Various Field
Cairo University	Prefectural	Akita International Unive	Memorandum of Unders	0	0	0	0	Semester/Year Programs (Fall)	International Liberal Arts	Semester/Year Programs (Spring)	International Liberal Arts
Cairo University	Private	Soka University	Memorandum of Unders	0	2	1	1	Japan Studies Center Curriculum	Japanese Language		
Cairo University	Private	Takushoku University	Memorandum of Unders	2	0	0	0	-	-		

Egyptian Institutions		Japanese Institutions						Dispatch Program 1		Dispatch Program 2	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement		Credit Transfer		Name of Program	Field	Name of Program	Field
				Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Number of students coming to Japan before 2013	Number of students coming to Japan in 2014				
Cairo University	Private	Waseda University	University-wide Agreement	3	4	3	0	Student Exchange Program (Fall)	Various Fields	Student Exchange Program (Spring)	Various Fields
Cairo University	Private	Doshisha University	Faculty/Graduate School	0	0	0	0	Program of the Center for Global Education	Japanese Culture, Society, and Nationality	Program of the Center for Global Education	Japanese Culture, Society, and Nationality
Cairo University	Private	Kansai University	Basic Agreement on International Exchange	0	0	0	0	Incoming International Exchange Student Program	Japanese Language and Japanese Culture	Incoming International Exchange Student Program	Japanese Language and Japanese Culture
Cairo University	Private	Kansai University	Agreement for Undergraduate Exchange	1	0	0	1	Incoming International Exchange Student Program	Japanese Language and Japanese Culture	Incoming International Exchange Student Program	Japanese Language and Japanese Culture
Cairo University	Private	Kansai University	Agreement for Faculty Exchange	0	0	0	0	Incoming International Exchange Student Program	Japanese Language and Japanese Culture	Incoming International Exchange Student Program	Japanese Language and Japanese Culture
Cairo University	Private	Okinawa International University	General Agreement on International Exchange	0	0	0	0	Exchange student programs	-	Exchange student programs	-
Cairo University	National	Ochanomizu University		2	0	2	0	Exchange Student (October enrollment)	Various Fields	Exchange Student (April enrollment)	Various Field
Cairo University	National	Yokohama National University	Academic Exchange Agreement	4	0	2	2	Junior Year Overseas at Yokohama National University	Humanities, Social Sciences, and Natural Sciences	Junior Year Overseas at Yokohama National University	humanities, social sciences, and natural sciences
Cairo University	Private	Showa University	Sister University treaty	0	0	0	0	Student Exchange	Medicine, Pharmacy, Dentistry and Nursing		
Cairo University, Center for International Education	National	Kyoto University	General Memorandum of Understanding	0	0	0	0	Kyoto University International Education Program	Various Fields	Kyoto University International Education Program	Various Field
Cairo University, Faculty of Education	National	University of Tokyo	SHORT-TERM STUDENT EXCHANGE PROGRAM	0	0	0	0	University-wide Student Exchange Program	Various Fields	University-wide Student Exchange Program	Various Field
Cairo University, Faculty of Education	Private	J. F. Oberlin University	Agreement for Collaboration	0	0	0	0	The Reconnaissance Japan Program	Japanese Language	The Reconnaissance Japan Program	Japanese Language
Cairo University, Faculty of Education	National	Kyoto University		0	0	0	0	Kyoto University International Education Program	Various Fields	Kyoto University International Education Program	Various Field
Cairo University, Faculty of Education	National	University of Toyama		0	0	0	0	-	-	-	-
Cairo University, Faculty of Education	National	Niigata University		0	0	0	0	-	-	-	-
Central Metallurgical Research and Development Institute	National	Osaka University		1	0	0	0	Exchange Program	Various Fields		
Damietta University, Faculty of Education	National	Kyoto Institute of Technology	Agreement for Academic Exchange	0	0	0	0	-	-	-	-
Egypt-Japan University of Science and Technology	National	Tohoku University	MEMORANDUM ON JOINT RESEARCH	0	0	0	0	JYPE : Tohoku University Junior Year Exchange Program	Science, Engineering, Agricultural and Veterinary	IPLA : Tohoku University International Program for Language Acquisition	Economics, Management, Education
Egypt-Japan University of Science and Technology	National	University of Tsukuba	AGREEMENT FOR ACADEMIC EXCHANGE	0	0	0	0	Exchange Program (Fall)	Japanese Language, Culture, Society	Exchange Program (Spring)	Japanese Language, Culture, Society
Egypt-Japan University of Science and Technology	National	Kyushu University	Agreement for Academic Exchange	11	0	0	0	Japan in Today's World (JTW) (Fall)	Various Fields	Japan in Today's World (JTW) (Spring)	Various Field
Egypt-Japan University of Science and Technology	Private	Waseda University	University-wide Agreement	0	0	0	0	Student Exchange Program (Fall)	Various Fields	Student Exchange Program (Spring)	Various Fields
Egypt-Japan University of Science and Technology	National	Tokyo Institute of Technology	Agreement for Cooperation	0	0	0	0	YSEP Focused on Research (YFR)	Engineering	YSEP Experiencing Japan (YEJ) (Fall)	Engineering
Egypt-Japan University of Science and Technology	National	Hiroshima University		0	0	0	0	Hiroshima University Study Abroad Program	Various Fields		
Egypt-Japan University of Science and Technology	Private	Ritsumeikan University	Agreement of Cooperation	0	0	0	0	Study in Kyoto Program (SKP) (Fall)	Japanese-related and Business	Study in Kyoto Program (SKP) (Spring)	Japanese-related and Business
Egypt-Japan University of Science and Technology	National	Kyoto University	General Memorandum of Understanding	0	0	0	0	Kyoto University International Education Program	Various Fields	Kyoto University International Education Program	Various Field
Electronics Research Institute	National	Kobe University		0	0	0	0	Exchange Program (Fall)	Various Fields	Exchange Program (Spring)	Various Field
El-Minufiya University, Faculty of Education	National	Okayama University	MEMORANDUM OF AGREEMENT	1	0	0	1	Exchange Program OKAYAMA (El-Minufiya)	Various Fields	Exchange Program OKAYAMA (El-Minufiya)	Various Field
Fayoum University	National	Kumamoto University	Memorandum of Understanding	0	0	0	0	Short-Term Exchange Program (Fall)	Various Fields	Short-Term Exchange Program (Spring)	Various Field
Helwan University	National	Kyoto Institute of Technology	General Agreement for Academic Exchange	0	0	0	0	-	-	-	-
Helwan University, Faculty of Education	National	Kyushu University	Agreement for Academic Exchange	0	0	0	0	Japan in Today's World (JTW) (Fall)	Various Fields	Japan in Today's World (JTW) (Spring)	Various Field
Kafr El-Sheikh University, Faculty of Education	National	Gifu University	Agreement on Academic Exchange	0	0	0	0	Special Research Students and Staff	Various Fields	Special Research Students and Staff	Various Field
Kafrelsheikh University	National	Kagoshima University		6	1	0	2	Exchange Students	Various Fields		
Mansoura University	National	Ochanomizu University		0	0	0	0	Exchange Student (October enrollment)	Various Fields	Exchange Student (April enrollment)	Various Field
Mansoura University, Faculty of Education	National	Kyushu University	Agreement for Academic Exchange	0	0	0	0	Japan in Today's World (JTW) (Fall)	Various Fields	Japan in Today's World (JTW) (Spring)	Various Field
Menoufia University, Faculty of Education	National	Kyushu University	Agreement for Academic Exchange	0	0	0	0	Japan in Today's World (JTW) (Fall)	Various Fields	Japan in Today's World (JTW) (Spring)	Various Field
Minia University	National	Hiroshima University	AGREEMENT ON ACADEMIC EXCHANGE	0	0	0	0	Hiroshima University Study Abroad Program	Various Fields		
Minia University, Faculty of Education	National	Hiroshima University	AGREEMENT ON ACADEMIC EXCHANGE	0	0	0	0	Hiroshima University Study Abroad Program	Various Fields		
Misr University for Science and Technology	National	Hiroshima University		0	0	0	0	Hiroshima University Study Abroad Program	Various Fields		
National Institute of Oceanographic Sciences	National	Hiroshima University		0	0	0	0	Hiroshima University Study Abroad Program	Various Fields		
National Research Center for Earthquake Engineering	National	Kamazawa University		0	0	0	0	-	-	-	-

Egyptian Institutions		Japanese Institutions						Dispatch Program 1		Dispatch Program 2	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement		Credit Transfer		Name of Program	Field	Name of Program	Field
				Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Number of students coming to Japan before 2013	Number of students coming to Japan in 2014				
National Research Institute	National	Hiroshima University	AGREEMENT ON ACAD	0	0	0	0	Hiroshima University Study Abroad	Various Fields		
National Water Research Ce	National	Tottori University	Agreement of Academic	0	0	0	0	-	-		
South Valley University	National	Okayama University	AGREEMENT OF COOP	0	0	0	0	Exchange Program OKAYAMA (E	Various Fields	Exchange Program OKAYAMA (E	Various Field
South Valley University	National	University of Miyazaki	Agreement on Academic	0	0	0	0	-	-		
Suez Canal University	National	Kobe University		0	0	0	0	Exchange Program (Fall)	Various Fields	Exchange Program (Spring)	Various Field
Suez Canal University	National	Kumamoto University	Memorandum of unders	0	0	0	0	Short-Term Exchange Program (F	Various Fields	Short-Term Exchange Program (S	Various Field
Suez Canal University	Private	Meijo University	Agreement of Cooperati	0	0	0	0	-	-		
Suez Canal University	Private	Sojo University	Agreement of Academic	0	0	0	0	-	-		
Tanta University	National	Toyohashi University of	Exchange agreement	1	0	0	0	Special Audit Student and Special	Various Fields	Special Audit Student and Special	Various Field
Tanta University, Faculty of	National	Nagoya University	An agreement for acad	0	0	0	0	Nagoya University Program for Ac	Various Fields	Nagoya University Program for Ac	Various Field
The American University in C	Prefectural	Akita International Unive	Cooperation Agreement	1	3	1	0	Semester/Year Programs (Fall)	International Liberal Arts	Semester/Year Programs (Spring)	International Liberal Arts
The American University in C	Private	Soka University	Memorandum on Agree	0	0	0	0	Japan Studies Center Curriculum	Japanese Language		
The American University in C	Private	Nagoya University of Col		0	0	0	0	-	-		
The American University in C	Private	Kansai Gaidai University	Student Exchange Prog	0	0	0	0	Asian Studies Program (Fall)	Japanese Language, Japanese St	Asian Studies Program (Spring)	Japanese Language, Japanese St
The Egyptian Academy of S	National	Kyoto University	General Memorandum fo	0	0	0	0	Kyoto University International Edu	Various Fields	Kyoto University International Edu	Various Field
Zagazig University	Private	Meijo University	Basal Agreement for Cu	0	0	0	0	-	-		
Zagazig University, Banha (Prefectural	Osaka Prefecture Univer	Agreement fo Education	0	0	0	0	-	-		
Zagazig University, Faculty	National	Hiroshima University	AGREEMENT ON ACAD	0	0	0	0	Hiroshima University Study Abroad	Various Fields		
Zagazig University, Faculty	National	Hokkaido University	Agreement on Academic	0	0	0	0	Hokkaido University Short-Term E	Culture and Society, and Science,	HUSTEP (Spring)	Culture and Society, and Science,

Egyptian Institutions		Japanese Institutions						Dispatch Program 3		Dispatch Program 4	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement		Credit Transfer		Name of Program	Field	Name of Program	Field
				Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Number of students coming to Japan before 2013	Number of students coming to Japan in 2014				
Ain Shams University	National	University of Tsukuba	AGREEMENT FOR ACA	4	0	1	3				
Ain Shams University	National	Tokyo University of Fore	Agreement for Academi	2	0	0	2				
Ain Shams University	National	Hiroshima University		0	0	0	0				
Al-Azhar University (Assiut B	National	Kobe University		0	0	0	0				
Alexandria University	National	Osaka University	Agreement on Academi	0	0	0	0				
Alexandria University	Private	Daito Bunka University	Agreement between Ale	0	0	0	0				
Alexandria University	Private	Doshisha University	University-level Agree	0	0	0	0	Program of the Center for Japanes	Japanese Language and Japanes	Program of the Center for Japanes	Japanese Language and Japanes
Alexandria University	Private	Okinawa Institute of Scie	Agreement on Scientific	0	0	0	0				
Alexandria University	National	Kyushu University	Agreement for Academi	0	0	0	0	Japanese Language and Culture	Japanese Language and Japanes	Exchange Student (Fall)	Various Field
Alexandria University, Facul	Private	Kyoto Pharmaceutical U	MEMORANDUM OF UN	0	0	0	0				
Alexandria University, Facul	Private	Okinawa Institute of Scie	Agreement on Student E	0	0	0	0				
American University in Cairo	National	Hitotsubashi University	Agreement for the prom	0	0	0	0				
American University in Cairo	National	National Graduate Instit	Memorandum of Unders	0	0	0	0				
Arab Academy for Science a	National	Tokyo University of Mari	N/A	0	0	0	0				
Assiut University	National	University of Toyama		0	0	0	0				
Assiut University	National	Kanazawa University	Agreement for Cooperat	0	0	0	0	Kanazawa University Human and	Japanese Language, Japanese S	Kanazawa University Human and	Japanese Language, Japanese S
Assiut University	National	Toyohashi University of	Exchange agreement	0	0	0	0				
Assiut University	National	Kobe University		0	0	0	0				
Assiut University, Faculty of	National	Osaka University	Agreement on Academi	0	0	0	0				
Aswan University	National	Hiroshima University		0	0	0	0				
Benha University	National	Tokyo University of Agric	AGREEMENT FOR SCH	1	0	0	0				
Benha University	National	Gifu University	Agreement for an Excha	0	0	0	0	Privately Financed International Ex	Various Field	Privately Financed International Ex	Various Field
Benha University	National	University of Miyazaki	Agreement on Academi	0	0	0	0				
Beni Suef University	National	Hiroshima University		0	0	0	0				
Cairo University	National	Hokkaido University of E	Agreement on Education	0	0	0	0				
Cairo University	National	University of Tsukuba	AGREEMENT FOR ACA	3	0	1	2				
Cairo University	National	Chiba University	Agreement for Academi	0	0	0	0				
Cairo University	National	University of Tokyo	Academic Agreement be	0	0	0	0	AIKOM (Abroad in Komaba)	Japanese Culture, Japanese Soci		
Cairo University	National	Tokyo University of Fore	Agreement for Academi	2	2	0	2				
Cairo University	National	Nagoya University	An agreement for acade	0	0	0	0				
Cairo University	National	Kobe University		0	0	0	0				
Cairo University	National	Kobe University		0	0	0	0				
Cairo University	National	Okayama University	MEMORANDUM OF UN	0	0	0	0				
Cairo University	National	Hiroshima University		0	0	0	0				
Cairo University	National	Yamaguchi University	MEMORANDUM OF UN	0	0	0	0				
Cairo University	National	Kyushu University	Agreement for Academi	0	0	0	0	Japanese Language and Culture	Japanese Language and Japanes	Exchange Student (Fall)	Various Field
Cairo University	Prefectural	Akita International Unive	Memorandum of Unders	0	0	0	0				
Cairo University	Private	Soka University	Memorandum of Unders	0	2	1	1				
Cairo University	Private	Takushoku University	Memorandum of Unders	2	0	0	0				

Egyptian Institutions		Japanese Institutions						Dispatch Program 3		Dispatch Program 4	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement		Credit Transfer		Name of Program	Field	Name of Program	Field
				Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Number of students coming to Japan before 2013	Number of students coming to Japan in 2014				
Cairo University	Private	Waseda University	University-wide Agreement	3	4	3	0				
Cairo University	Private	Doshisha University	Faculty/Graduate School	0	0	0	0	Program of the Center for Japanese Studies	Japanese Language and Japanese Culture	Program of the Center for Japanese Studies	Japanese Language and Japanese Culture
Cairo University	Private	Kansai University	Basic Agreement on International Exchange	0	0	0	0				
Cairo University	Private	Kansai University	Agreement for Undergraduate Exchange	1	0	0	1				
Cairo University	Private	Kansai University	Agreement for Faculty Exchange	0	0	0	0	Japanese Language and Culture Studies			
Cairo University	Private	Okinawa International University	General Agreement on International Exchange	0	0	0	0				
Cairo University	National	Ochanomizu University		2	0	2	0				
Cairo University	National	Yokohama National University	Academic Exchange Agreement	4	0	2	2				
Cairo University	Private	Showa University	Sister University treaty	0	0	0	0				
Cairo University, Center for Japanese Studies	National	Kyoto University	General Memorandum of Understanding	0	0	0	0	Kyoto U General Exchange Program	Various Field	Kyoto U General Exchange Program	Various Field
Cairo University, Faculty of Education	National	University of Tokyo	SHORT-TERM STUDENT EXCHANGE PROGRAM	0	0	0	0	AIKOM (Abroad in Komaba)	Japanese Culture, Japanese Society		
Cairo University, Faculty of Education	Private	J. F. Oberlin University	Agreement for Collaboration	0	0	0	0				
Cairo University, Faculty of Education	National	Kyoto University		0	0	0	0	Kyoto U General Exchange Program	Various Field	Kyoto U General Exchange Program	Various Field
Cairo University, Faculty of Education	National	University of Toyama		0	0	0	0				
Cairo University, Faculty of Education	National	Niigata University		0	0	0	0				
Central Metallurgical Research and Development Institute	National	Osaka University		1	0	0	0				
Damietta University, Faculty of Education	National	Kyoto Institute of Technology	Agreement for Academic Exchange	0	0	0	0				
Egypt-Japan University of Science and Technology	National	Tohoku University	MEMORANDUM ON JOINT RESEARCH	0	0	0	0	DEEP-Bridge : Direct Enrollment Exchange Program	Arts and letters, Education, Law, Engineering, Medicine, Science	DEEP : Direct Enrollment Educational Exchange Program	All natural Science course, (Science and Technology)
Egypt-Japan University of Science and Technology	National	University of Tsukuba	AGREEMENT FOR ACADEMIC EXCHANGE	0	0	0	0				
Egypt-Japan University of Science and Technology	National	Kyushu University	Agreement for Academic Exchange	11	0	0	0	Japanese Language and Culture Studies	Japanese Language and Japanese Culture	Exchange Student (Fall)	Various Field
Egypt-Japan University of Science and Technology	Private	Waseda University	University-wide Agreement	0	0	0	0				
Egypt-Japan University of Science and Technology	National	Tokyo Institute of Technology	Agreement for Cooperation	0	0	0	0	YSEP Experiencing Japan (YEJ)	Engineering	Academic Cooperation Agreement	Engineering
Egypt-Japan University of Science and Technology	National	Hiroshima University		0	0	0	0				
Egypt-Japan University of Science and Technology	Private	Ritsumeikan University	Agreement of Cooperation	0	0	0	0				
Egypt-Japan University of Science and Technology	National	Kyoto University	General Memorandum of Understanding	0	0	0	0	Kyoto U General Exchange Program	Various Field	Kyoto U General Exchange Program	Various Field
Electronics Research Institute	National	Kobe University		0	0	0	0				
El-Minufiya University, Faculty of Education	National	Okayama University	MEMORANDUM OF AGREEMENT	1	0	0	1				
Fayoum University	National	Kumamoto University	Memorandum of Understanding	0	0	0	0				
Helwan University	National	Kyoto Institute of Technology	General Agreement for Academic Exchange	0	0	0	0				
Helwan University, Faculty of Education	National	Kyushu University	Agreement for Academic Exchange	0	0	0	0	Japanese Language and Culture Studies	Japanese Language and Japanese Culture	Exchange Student (Fall)	Various Field
Kafr El-Sheikh University, Faculty of Education	National	Gifu University	Agreement on Academic Exchange	0	0	0	0	Privately Financed International Exchange Program	Various Field	Privately Financed International Exchange Program	Various Field
Kafrelsheikh University	National	Kagoshima University		6	1	0	2				
Mansoura University	National	Ochanomizu University		0	0	0	0				
Mansoura University, Faculty of Education	National	Kyushu University	Agreement for Academic Exchange	0	0	0	0	Japanese Language and Culture Studies	Japanese Language and Japanese Culture	Exchange Student (Fall)	Various Field
Menoufia University, Faculty of Education	National	Kyushu University	Agreement for Academic Exchange	0	0	0	0	Japanese Language and Culture Studies	Japanese Language and Japanese Culture	Exchange Student (Fall)	Various Field
Minia University	National	Hiroshima University	AGREEMENT ON ACADEMIC EXCHANGE	0	0	0	0				
Minia University, Faculty of Education	National	Hiroshima University	AGREEMENT ON ACADEMIC EXCHANGE	0	0	0	0				
Misr University for Science and Technology	National	Hiroshima University		0	0	0	0				
National Institute of Oceanographic Sciences	National	Hiroshima University		0	0	0	0				
National Research Center for Scientific Research	National	Kamazawa University		0	0	0	0				

Egyptian Institutions		Japanese Institutions						Dispatch Program 3		Dispatch Program 4	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement		Credit Transfer		Name of Program	Field	Name of Program	Field
				Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Number of students coming to Japan before 2013	Number of students coming to Japan in 2014				
National Research Institute	National	Hiroshima University	AGREEMENT ON ACAD	0	0	0	0				
National Water Research Ce	National	Tottori University	Agreement of Academic	0	0	0	0				
South Valley University	National	Okayama University	AGREEMENT OF COOP	0	0	0	0				
South Valley University	National	University of Miyazaki	Agreement on Academic	0	0	0	0				
Suez Canal University	National	Kobe University		0	0	0	0				
Suez Canal University	National	Kumamoto University	Memorandum of unders	0	0	0	0				
Suez Canal University	Private	Meijo University	Agreement of Cooperati	0	0	0	0				
Suez Canal University	Private	Sojo University	Agreement of Academic	0	0	0	0				
Tanta University	National	Toyohashi University of	Exchange agreement	1	0	0	0				
Tanta University, Faculty of	National	Nagoya University	An agreement for acad	0	0	0	0				
The American University in C	Prefectural	Akita International Unive	Cooperation Agreement	1	3	1	0				
The American University in C	Private	Soka University	Memorandum on Agree	0	0	0	0				
The American University in C	Private	Nagoya University of Col		0	0	0	0				
The American University in C	Private	Kansai Gaidai University	Student Exchange Progr	0	0	0	0				
The Egyptian Academy of S	National	Kyoto University	General Memorandum fo	0	0	0	0	Kyoto U General Exchange Progra	Various Field	Kyoto U General Exchange Progra	Various Field
Zagazig University	Private	Meijo University	Basal Agreement for Cu	0	0	0	0				
Zagazig University, Banha (Prefectural	Osaka Prefecture Univer	Agreement fo Education	0	0	0	0				
Zagazig University, Faculty	National	Hiroshima University	AGREEMENT ON ACAD	0	0	0	0				
Zagazig University, Faculty	National	Hokkaido University	Agreement on Academic	0	0	0	0				

Egyptian Institutions		Japanese Institutions						Dispatch Program 5		Dispatch Program 6	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement		Credit Transfer		Name of Program	Field	Name of Program	Field
				Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Number of students coming to Japan before 2013	Number of students coming to Japan in 2014				
Ain Shams University	National	University of Tsukuba	AGREEMENT FOR ACA	4	0	1	3				
Ain Shams University	National	Tokyo University of Fore	Agreement for Academi	2	0	0	2				
Ain Shams University	National	Hiroshima University		0	0	0	0				
Al-Azhar University (Assiut B	National	Kobe University		0	0	0	0				
Alexandria University	National	Osaka University	Agreement on Academi	0	0	0	0				
Alexandria University	Private	Daito Bunka University	Agreement between Ale	0	0	0	0				
Alexandria University	Private	Doshisha University	University-level Agree	0	0	0	0	e Culture			
Alexandria University	Private	Okinawa Institute of Scie	Agreement on Scientific	0	0	0	0				
Alexandria University	National	Kyushu University	Agreement for Academi	0	0	0	0	Exchange Student (Spring)	Various Field		
Alexandria University, Facul	Private	Kyoto Pharmaceutical U	MEMORANDUM OF UN	0	0	0	0				
Alexandria University, Facul	Private	Okinawa Institute of Scie	Agreement on Student E	0	0	0	0				
American University in Cairo	National	Hitotsubashi University	Agreement for the prom	0	0	0	0				
American University in Cairo	National	National Graduate Instit	Memorandum of Unders	0	0	0	0				
Arab Academy for Science a	National	Tokyo University of Mari	N/A	0	0	0	0				
Assiut University	National	University of Toyama		0	0	0	0				
Assiut University	National	Kanazawa University	Agreement for Cooperat	0	0	0	0	Kanazawa University Student Exch	Science and Engineering	Kanazawa University Student Exch	Science and Engineering
Assiut University	National	Toyohashi University of	Exchange agreement	0	0	0	0				
Assiut University	National	Kobe University		0	0	0	0				
Assiut University, Faculty of	National	Osaka University	Agreement on Academi	0	0	0	0				
Aswan University	National	Hiroshima University		0	0	0	0				
Benha University	National	Tokyo University of Agric	AGREEMENT FOR SCH	1	0	0	0				
Benha University	National	Gifu University	Agreement for an Excha	0	0	0	0				
Benha University	National	University of Miyazaki	Agreement on Academi	0	0	0	0				
Beni Suef University	National	Hiroshima University		0	0	0	0				
Cairo University	National	Hokkaido University of E	Agreement on Education	0	0	0	0				
Cairo University	National	University of Tsukuba	AGREEMENT FOR ACA	3	0	1	2				
Cairo University	National	Chiba University	Agreement for Academi	0	0	0	0				
Cairo University	National	University of Tokyo	Academic Agreement be	0	0	0	0				
Cairo University	National	Tokyo University of Fore	Agreement for Academi	2	2	0	2				
Cairo University	National	Nagoya University	An agreement for acade	0	0	0	0				
Cairo University	National	Kobe University		0	0	0	0				
Cairo University	National	Kobe University		0	0	0	0				
Cairo University	National	Okayama University	MEMORANDUM OF UN	0	0	0	0				
Cairo University	National	Hiroshima University		0	0	0	0				
Cairo University	National	Yamaguchi University	MEMORANDUM OF UN	0	0	0	0				
Cairo University	National	Kyushu University	Agreement for Academi	0	0	0	0	Exchange Student (Spring)	Various Field		
Cairo University	Prefectural	Akita International Unive	Memorandum of Unders	0	0	0	0				
Cairo University	Private	Soka University	Memorandum of Unders	0	2	1	1				
Cairo University	Private	Takushoku University	Memorandum of Unders	2	0	0	0				

Egyptian Institutions		Japanese Institutions						Dispatch Program 5		Dispatch Program 6	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement		Credit Transfer		Name of Program	Field	Name of Program	Field
				Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Number of students coming to Japan before 2013	Number of students coming to Japan in 2014				
Cairo University	Private	Waseda University	University-wide Agreement	3	4	3	0				
Cairo University	Private	Doshisha University	Faculty/Graduate School	0	0	0	0	Culture			
Cairo University	Private	Kansai University	Basic Agreement on Int	0	0	0	0				
Cairo University	Private	Kansai University	Agreement for Undergra	1	0	0	1				
Cairo University	Private	Kansai University	Agreement for Faculty E	0	0	0	0				
Cairo University	Private	Okinawa International Un	General Agreement on I	0	0	0	0				
Cairo University	National	Ochanomizu University		2	0	2	0				
Cairo University	National	Yokohama National Univ	Academic Exchange Ag	4	0	2	2				
Cairo University	Private	Showa University	Sister University treaty	0	0	0	0				
Cairo University, Center for	National	Kyoto University	General Memorandum f	0	0	0	0				
Cairo University, Faculty of	National	University of Tokyo	SHORT-TERM STUDEN	0	0	0	0				
Cairo University, Faculty of	Private	J. F. Oberlin University	Agreement for Collabora	0	0	0	0				
Cairo University, Faculty of	National	Kyoto University		0	0	0	0				
Cairo University, Faculty of	National	University of Toyama		0	0	0	0				
Cairo University, Faculty of	National	Niigata University		0	0	0	0				
Central Metallurgical Resear	National	Osaka University		1	0	0	0				
Damietta University, Faculty	National	Kyoto Institute of Techno	Agreement for Academic	0	0	0	0				
Egypt-Japan University of S	National	Tohoku University	MEMORANDUM ON JO	0	0	0	0	COLABS - Cooperative Laboratory	All Natural Sciences Course, Scie		
Egypt-Japan University of S	National	University of Tsukuba	AGREEMENT FOR ACA	0	0	0	0				
Egypt-Japan University of S	National	Kyushu University	Agreement for Academic	11	0	0	0	Exchange Student (Spring)	Various Field		
Egypt-Japan University of S	Private	Waseda University	University-wide Agree	0	0	0	0				
Egypt-Japan University of S	National	Tokyo Institute of Techno	Agreement for Cooperat	0	0	0	0	Academic Cooperation Agreement	Engineering		
Egypt-Japan University of S	National	Hiroshima University		0	0	0	0				
Egypt-Japan University of S	Private	Ritsumeikan University	Agreement of Cooperati	0	0	0	0				
Egypt-Japan University of S	National	Kyoto University	General Memorandum f	0	0	0	0				
Electronics Research Institu	National	Kobe University		0	0	0	0				
El-Minufiya University, Fucu	National	Okayama University	MEMORANDUM OF AG	1	0	0	1				
Fayoum University	National	Kumamoto University	Memorandum of Unders	0	0	0	0				
Helwan University	National	Kyoto Institute of Techno	General Agreement for A	0	0	0	0				
Helwan University, Faculty of	National	Kyushu University	Agreement for Academic	0	0	0	0	Exchange Student (Spring)	Various Field		
Kafr El-Sheikh University, Fa	National	Gifu University	Agreement on Academic	0	0	0	0				
Kafrelsheikh University	National	Kagoshima University		6	1	0	2				
Mansoura University	National	Ochanomizu University		0	0	0	0				
Mansoura University, Facult	National	Kyushu University	Agreement for Academic	0	0	0	0	Exchange Student (Spring)	Various Field		
Menoufia University, Faculty	National	Kyushu University	Agreement for Academic	0	0	0	0	Exchange Student (Spring)	Various Field		
Minia University	National	Hiroshima University	AGREEMENT ON ACA	0	0	0	0				
Minia University, Faculty of	National	Hiroshima University	AGREEMENT ON ACA	0	0	0	0				
Misr University for Science &	National	Hiroshima University		0	0	0	0				
National Institute of Oceano	National	Hiroshima University		0	0	0	0				
National Research Center (C	National	Kamazawa University		0	0	0	0				

Egyptian Institutions		Japanese Institutions						Dispatch Program 5		Dispatch Program 6	
Name of the Institution	Types of University	Name of the Institution	Name of the Agreement	Based on the agreement		Credit Transfer		Name of Program	Field	Name of Program	Field
				Number of students coming to Japan before 2013	Number of students coming from Japan in 2014	Number of students coming to Japan before 2013	Number of students coming to Japan in 2014				
National Research Institute	National	Hiroshima University	AGREEMENT ON ACAD	0	0	0	0				
National Water Research Ce	National	Tottori University	Agreement of Academic	0	0	0	0				
South Valley University	National	Okayama University	AGREEMENT OF COOP	0	0	0	0				
South Valley University	National	University of Miyazaki	Agreement on Academic	0	0	0	0				
Suez Canal University	National	Kobe University		0	0	0	0				
Suez Canal University	National	Kumamoto University	Memorandum of unders	0	0	0	0				
Suez Canal University	Private	Meijo University	Agreement of Cooperati	0	0	0	0				
Suez Canal University	Private	Sojo University	Agreement of Academic	0	0	0	0				
Tanta University	National	Toyohashi University of	Exchange agreement	1	0	0	0				
Tanta University, Faculty of	National	Nagoya University	An agreement for acade	0	0	0	0				
The American University in C	Prefectural	Akita International Unive	Cooperation Agreement	1	3	1	0				
The American University in C	Private	Soka University	Memorandum on Agreee	0	0	0	0				
The American University in C	Private	Nagoya University of Col		0	0	0	0				
The American University in C	Private	Kansai Gaidai University	Student Exchange Progr	0	0	0	0				
The Egyptian Academy of S	National	Kyoto University	General Memorandum fo	0	0	0	0				
Zagazig University	Private	Meijo University	Basal Agreement for Cu	0	0	0	0				
Zagazig University, Banha (Prefectural	Osaka Prefecture Univer	Agreement fo Education	0	0	0	0				
Zagazig University, Faculty	National	Hiroshima University	AGREEMENT ON ACAD	0	0	0	0				
Zagazig University, Faculty	National	Hokkaido University	Agreement on Academic	0	0	0	0				

2_List of One-month Study Programs

University	Japanese Study Program	Period*	Study Area	Beginning of Application	Application Deadline*	Result of Acceptance	Payment Deadline	Tuition fee*
Tokyo University for Foreign Studies	TUFS Short Stay Summer Program	Jul. 23-Aug. 8 (3 weeks)	Japanese language (Business Japanese / General Japanese)	Feb. 15	Mar. 15	Mid-Apr.	Within 1 week after the admission notice	200,000 JPY, Credit card payment only
Tokyo University for Foreign Studies	TUFS Short Stay Winter Program	Jan.-Feb.(4 weeks)	Japanese language used in Japanese education, culture and society	Sep. 1	Sep. 30	Mid-Oct.	same as above	260,000 JPY, Credit card payment only
The University of Tokyo	The University of Tokyo Research Internship Program (UTRIP) First Crew	Jun. 13-Jul. 24 (6 weeks)	Majors of natural sciences or any related fields (Physics, Astronomy, Chemistry, Earth & Planetary Science.	Jan. 5	Feb. 2 17:00(JST)	Apr. 10	-	Free of Charge (Covered by scholarship)
The University of Tokyo	The University of Tokyo Research Internship Program (UTRIP) Second Crew	Jun. 27-Aug. 7 (6 weeks)	Majors of natural sciences or any related fields (Physics, Astronomy, Chemistry, Earth & Planetary Science.	Jan. 5	Feb. 2 17:00(JST)	Apr. 10	-	Free of Charge (Covered by scholarship)
Tokyo Institute of Technology	Tokyo Tech CAMPUS Asia Program A: Course-oriented Summer Program for undergraduate students who have completed at least their first year at the time of participation	Jun. 29-Jul. 27 (4 weeks)	Environment & Energy, Engineering Design Experience, Communicating Science and Technology in Society, Modern	Dec. 1	Jan. 31 17:00(JST)	Mid-Feb.	Payment details will be announced separately	170,000 JPY, Credit card payment only
Tokyo Institute of Technology	Tokyo Tech CAMPUS Asia Program B: Research-oriented Summer Program for undergraduate 4th year students and graduate students at the time of participation	Jun. 29-Sep. 6 (10 weeks)	Major of engineering or science	Dec. 1	Jan. 31 17:00(JST)	Mid-Feb.	Payment details will be announced separately	270,000 JPY, Credit card payment only
Hiroshima University	Special Education Program of Japanese Culture and Japanese Language (beginner class)	2 weeks (according to demand)	Japanese Culture and Japanese Language					
Hiroshima University	Special Education Program of Japanese Culture and Japanese Language (middle class)	2 weeks (according to demand)	Japanese Culture and Japanese Language					
Nagaoka University of Technology	Nagaoka Summer School for Young Engineers (NASSYE)	Aug. 20-Aug. 31 (2 weeks)	Mechanical Engineering, Electrical, Electronics and Information Engineering, Materials Science and		Apr. 13	Jun. 1	-	Free of charge
Ochanomizu University	Summer Program - Culture and Society Course (taught in English)	Jul. (2 weeks)	Japanese culture and society	Mar. 14	Apr. 22		-	Free of Charge Accommodation 60,000 JPY
Ochanomizu University	Summer Program - Japanese Language Course (taught in Japanese for JLPS N4-N2 and in English for Beginners/JLPS N5)	Jul. (3 weeks)	Japanese Language	Mar. 14	Apr. 22		-	Free of Charge Accommodation 70,000 JPY
Kagawa University	International Exchange and Educational Program for Food Safety	Aug.-Sep. (5 weeks)	Food Safety		May		-	Free of Charge
University of Miyazaki	Summer Program 1. Japanese language (Course A)	Jul. 7-Jul. 31 (3 weeks)	Japanese language, Japanese culture and Laboratory research		Mar. 31			130,000 JPY
University of Miyazaki	Summer Program 2. Japanese language practice (Course B)	Jul. 7-Jul. 31 (3 weeks)	Japanese language, Japanese language practice, and Japanese culture		Mar. 31		Full payment in cash to be made on arrival	130,000 JPY
University of Miyazaki	Summer Program 3. Japanese culture and Laboratory research (Course C)	Jul. 7-Jul. 31 (3 weeks)	Japanese language/ Japanese culture and Laboratory research		Mar. 31		same as above	120,000 JPY
University of Miyazaki	Summer Program 4. Training program on the conservation, management and use of genetic resources (Course D)	Jul. 7-Aug. 7 (3 weeks)	Japanese language/ Japanese culture and Training program on the conservation, management and use of genetic resources		Mar. 31		same as above	140,000 JPY
University of Miyazaki	Summer Program 5. Training program on the conservation, management and use of genetic resources (Course E)	Jul. 7-Aug. 7 (3 weeks)	Japanese language/ Japanese culture and Training program on the conservation, management and use of genetic resources		Mar. 31		same as above	130,000 JPY
University of Miyazaki	Winter Program 1. Japanese language	Jan.-Feb. (3 weeks)	Japanese language		Sep. 29		same as above	80,000 JPY
University of Miyazaki	Winter Program 2. Japanese culture	Jan.-Feb. (3 weeks)	Japanese culture		Sep. 29		same as above	80,000 JPY
Hiroshima City University	Hiroshima and Peace	Aug. (9 days)	Peace study		Apr. 14			11,200 JPY
Kanagawa University	Japanese Language and Culture Program	Jun. 29-Aug. 3 (5 weeks)	Japanese Language and Culture	Jan. 9	Mar. 30			160,000 JPY, Bank transfer
Kanagawa University	Japanese Language and Culture Program	Jan. 11-Feb. 15 (5 weeks)	Japanese Language and Culture	Jul. 3	Sep. 28			160,000 JPY, Bank transfer
Sophia University	Summer Session for Japanese Language and Culture: Session 1	Jun. 4-Jun. 29 (4 weeks)	Japanese Language	Jan. 15	Mar. 23	By Apr. 6	Within one week from the acceptance	210,000 JPY, Tuition is payable only online by credit card, PayPal
Sophia University	Summer Session for Japanese Language and Culture: Session 2	Jul. 2-Jul. 27 (4 weeks)	Japanese Language	Jan. 22	Apr. 13	By Apr. 20	Within one week from the acceptance	210,000 JPY, Tuition is payable only online by credit card, PayPal
Sophia University	Summer Session in East Asian Studies: Session 1	Jun. 4-Jun. 29 (4 weeks)	Asian Studies	Jan. 15	Mar. 23	By Apr. 6	same as above	210,000 JPY, Tuition is payable only online by credit card, PayPal

University	Japanese Study Program	Period*	Study Area	Beginning of Application	Application Deadline*	Result of Acceptance	Payment Deadline	Tuition fee*
Sophia University	Summer Session in East Asian Studies: Session 2	Jul. 2-Jul. 27 (4 weeks)	Asian Studies	Jan. 22	Apr. 13	By Apr. 20	same as above	210,000 JPY, Tuition is payable only online by credit card, PayPal
Sophia University	January Session in Japanese Studies: (Japanese Business and Economy, Education in Japan, Media and contemporary issues in Japan, Contemporary Japanese Culture & Society, and	Jan. (4 weeks)	Japanese Business and Economy, Education in Japan, Media and contemporary issues in Japan, Contemporary	Sep. 25	Nov. 3	By Apr. 20	same as above	173,000 JPY for 3 courses, 153,000 JPY for 2 courses, Tuition is payable
Keio University	Keio Short-Term Japanese Studies Program (KJSP)	Feb. (3 weeks)	Japanese Studies	Oct. 18	Oct. 30	Nov. 18	Nov. 22	250,000 JPY, Credit card payment only
Keio University	Keio Short-Term Japanese Studies Program (KJSP)	Jul. (2 weeks)	Japanese Studies	Apr. 20	May 11	May 19		250,000 JPY, Credit card payment only
Keio University	Keio Summer Program A Quarter Experience at Keio	Jun.-Jul. (2 months)	Arts, Business & Economy, Culture & Cross-cultural Understanding, History, Law, Media & Communication,	Feb. 1	Feb. 19	Mar. 16	Mar. 23	255,000 JPY, Credit card payment only
Waseda University	Waseda Summer Session	Jun. 22-Jul. 20 (4 weeks)	Japanese Business and Management, Underlying Logic of Japanese Business, Japanese Culture and Society, Tourism and	Mar. 1	Apr. 1	Apr. 20	May 6	490,000JPY (4 credits for 2 regular courses). 36,400JPY (1
Ritsumeikan University	Ritsumeikan Summer Japanese Program (RSJP2)	Jul. 3 - Aug. 3 (5 weeks)	Japanese language and culture	Apr. 3	May 7		May. 18	265,900 JPY
Ritsumeikan University	Ritsumeikan Winter Japanese Program (RWJP)	Jan. 8-Feb. 8 (5 weeks)	Japanese language and culture	Sep. 25	Oct. 26		Nov.14	265,900 JPY
Ritsumeikan University	Japanese Pop Culture Program	Jul. 23-Aug. 3 (2 weeks)	Japanese Pop Culture	Apr. 2	May 23		Jun. 7	145,000 JPY
Ritsumeikan University	Study of Business in Japan Program	2 weeks (according to demand)	Business study					108,000 JPY for 30 students - 182,000 JPY for 15-19 students
Soka University	Soka University Short-Term Japanese Language and Japan Culture Study Program I	Jun.-Jul. (3 weeks)	Japanese Language and Japan Culture	Mar. 13	Mar. 27	Apr. 17		120,000 JPY
Soka University	Soka University Short-Term Japanese Language and Japan Culture Study Program II	Jul. (3 weeks)	Japanese Language and Japan Culture	Mar. 13	Mar. 27	Apr. 17		120,000 JPY
Kansai Gaidai University	Asian Studies Summer Program	Jun. 11-Jul. 26 (6 weeks)	Asian Studies	Feb. 1	Mar. 2	Early-Apr.	Apr. 27	305,000 JPY
The Consortium of Universities in Kyoto	Kyoto Study Program: from Anime to Zen	Jul.-Aug. (2 weeks)	Anime to Zen	Mar. 1	Jun. 23			130,000 JPY, Credit card or bank transfer
The Consortium of Universities in Kyoto	Kyoto Study Program: from Anime to Zen	Jan. (2 weeks)	Anime to Zen	Sep. 1	Sep.			130,000 JPY, Credit card or bank transfer
Sensyu University	Japanese Language and Culture Program	May 11-Jun. 9 (4 weeks)	Japanese Language and Culture		Mar. 2		Mar. 23	179,800 JPY, Bank transfer
Sensyu University	Japanese Language and Culture Program	Jun. 19-Aug. 9 (7 weeks)	Japanese Language and Culture		Mar. 30		Apr. 20	273,300 JPY, Bank transfer
Sensyu University	Japanese Language and Culture Program	Jan. 8-Feb. 28 (7 weeks)	Japanese Language and Culture		Oct. 19		Nov. 9	278,300 JPY, Bank transfer
Gakushuin University	Short-Term Summer Japanese Language Program	Aug. (2 weeks)	Japanese Language		Apr.			Waived
Meiji University	Law in Japan	Jul. 2-Jul. 13 (10 days)(Session 1) Jul. 30-Aug. 9 (10 days)(Session 2)	Japanese Law	Feb. 1	Mar. 2	within 2 weeks after application closed	within 7 days from the date of the notification of	87,000 JPY, Credit card payment only
Meiji University	Cool Japan Summer Program	Jul. 20-Jul. 31 (2 weeks)	Japanese Culture	Feb. 1	Feb. 28	Mar. 7	Mar. 21	150,000 JPY, Credit card payment only
Meiji University	Japanese Language Program (Summer)	Jul. 17-Aug. 2 (2 weeks)	Japanese Language	Feb. 1	Mar. 12	Mid-Apr.	Within 1 week after the admission notice	196,000 JPY, Credit card payment only
Meiji University	Japanese Language Program (Winter)	Feb. (2 weeks)	Japanese Language	Sep. 4	Oct. 12	End Nov.	Within 1 week after the admission notice	194,000 JPY, Credit card payment only
Toyo University	Toyo Summer Program	Aug. (2 weeks)	Japanese culture and society	Apr. 17	May. 31	first-come, first-served basis	Within 2 weeks after the admission notice	115,000 JPY
Rissho University	Japanese Language Short Course (Summer)	May-Jun. (3 weeks)	Japanese Language	Mar. 13	Mar. 31			77,000 JPY
Rissho University	Japanese Language Program (Winter)	Nov.-Dec. (3 weeks)	Japanese Language	Aug. 9	Sep. 22			50,000 JPY

University	Japanese Study Program	Period*	Study Area	Beginning of Application	Application Deadline*	Result of Acceptance	Payment Deadline	Tuition fee*
Tohoku University	Japanese Program (TUJP)	Jul. 2-Jul. 17 (2 weeks)(1st term) Jul. 23-Aug. 7 (2 weeks)(2nd term)	Japanese language, Lecture & Workshop (Comparative Japanese Studies, Governmental Policy in Japan, Education in		Mar. 31	Late Apr.	Jun. 3	50,000 JPY (to be paid in cash on the first day)
Tohoku University	Summer Science Program (TSSP)	Jun. 18-Jul. 13	Science, Engineering (Spintronics, Computer Vision in Robotics, Robotics, Neutrinols, Carbon Nanotube, Modern		Mar. 31	Late Apr.		80,000 JPY + Accommodation fee (175,500JPY)
Hokkaido University	Internship Program in Engineering	Anytime (1-6 months)	Mechanical Engineering(Automotive Engineering incl.), Civil Engineering, Architecture,	Anytime	3-4 months prior to the beginning of his/her			
Tsukuba University	Tsukuba Summer Institute for Physical Education and Sport (TSI)	Jul. (1 week)	Physical Education, Sports and Culture	Apr.	May			20,000 + 14,800 (per credit) JPY
Kyushu University	Summer in Japan (SIJ2018)	Jun. 25-Jul. 20 (4 weeks)	Introduction to Contemporary Japan (ICJ), Japanese Language (JL)	Feb. 1	Feb. 28 17:00(JST)	Late Mar.		170,000 JPY
Doshisha University	Summer Session	Jul. (3 weeks)	Life and Culture in Kyoto	Mar. 1	Mar. 31		May 13	140,000 JPY

* The dates and fees are subject to change. Please check the website of each university for the latest information.

** An academic record containing course grades and a certificate will be issued **as of Feb. 20, 2018.**

Program Structure and Selection Schedule of Higher Education Sector

- ▶ Sep 2017
- ▶ JICA / Asia SEED

▶ 1

Discussion Items

- ▶ **Postgraduate/Joint Supervision/Post-doc Research**
 - ▶ Selection Schedule
- ▶ **One-month Study**
 - ▶ Selection Schedule
 - ▶ Program Structure
- ▶ **Semester/One-year Study**
 - ▶ Selection Schedule
 - ▶ Program Structure

▶ 2

▶ Postgraduate/Joint Supervision/Post-doc Research

▶ 3

Selection Schedule (Postgraduate/Joint Supervision/Post-doc Research)

- ▶ Schedule for the next call onward
 - ▶ Deadline of application period for Aug/Sep/Oct (fall) enrollment tends to concentrate in Apr. – July.
 - ▶ **Propose to announce the result for April enrolment in Aug. and Aug/Sep/Oct enrolment in Mar.**

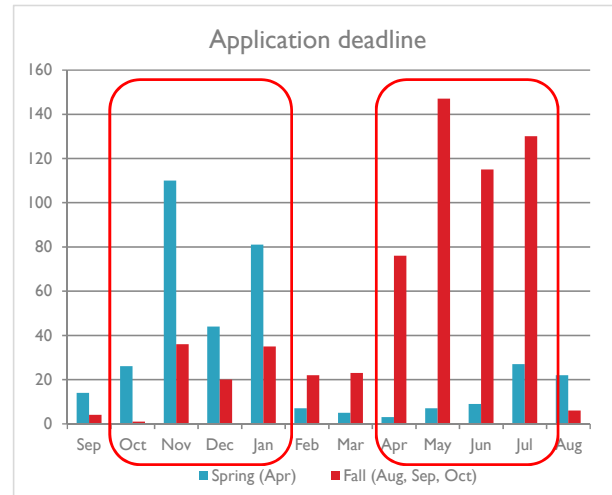
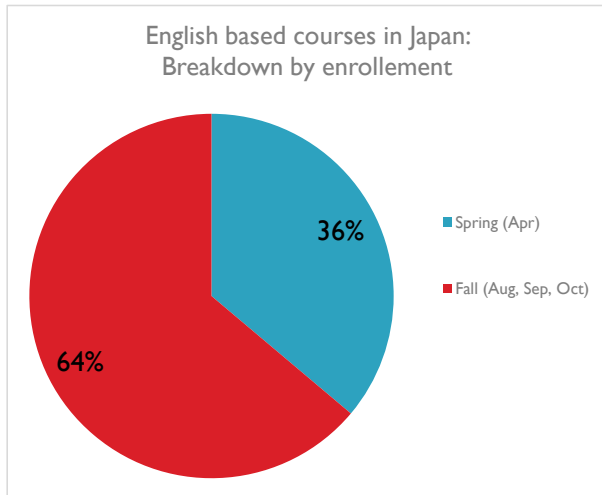
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Data Analysis

(Postgraduate/Joint Supervision/Post-doc Research)

▶ Postgraduate Program

- ▶ Target under the scheme of EJEP-HRDP: Master Degree and Ph.D.
- ▶ Number of English-based courses available in Japan: 1188
 - ▶ (of which Master courses 578, PhD courses 610)

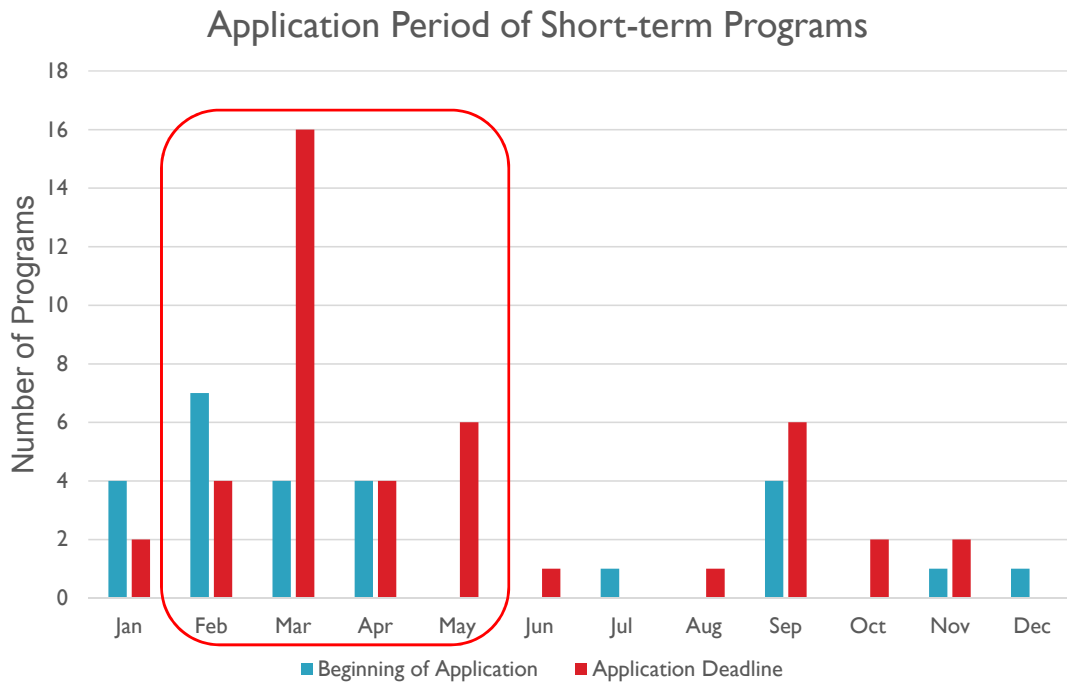


▶ 5

▶ One-month Study

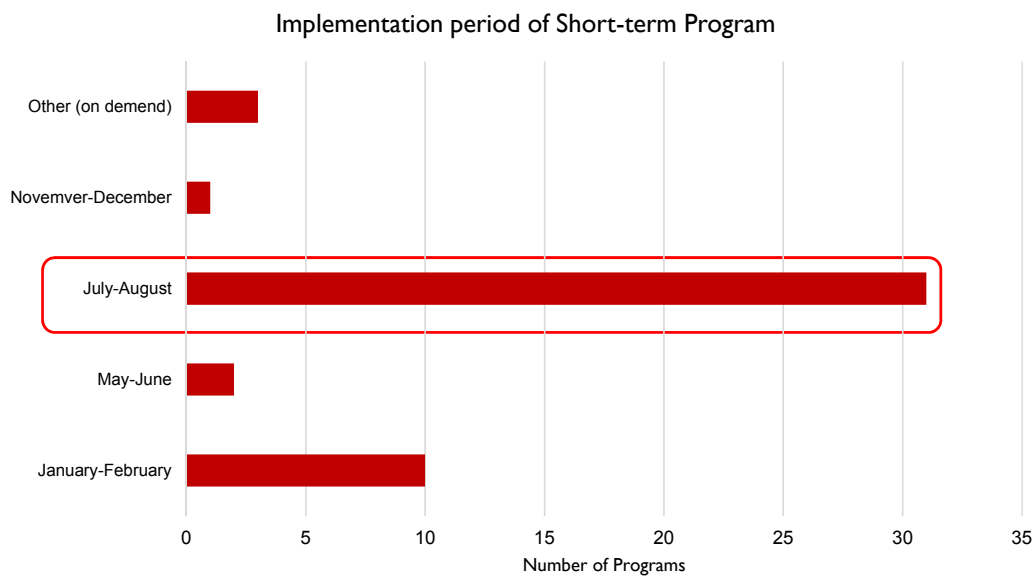
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Data Analysis (One-month Study)



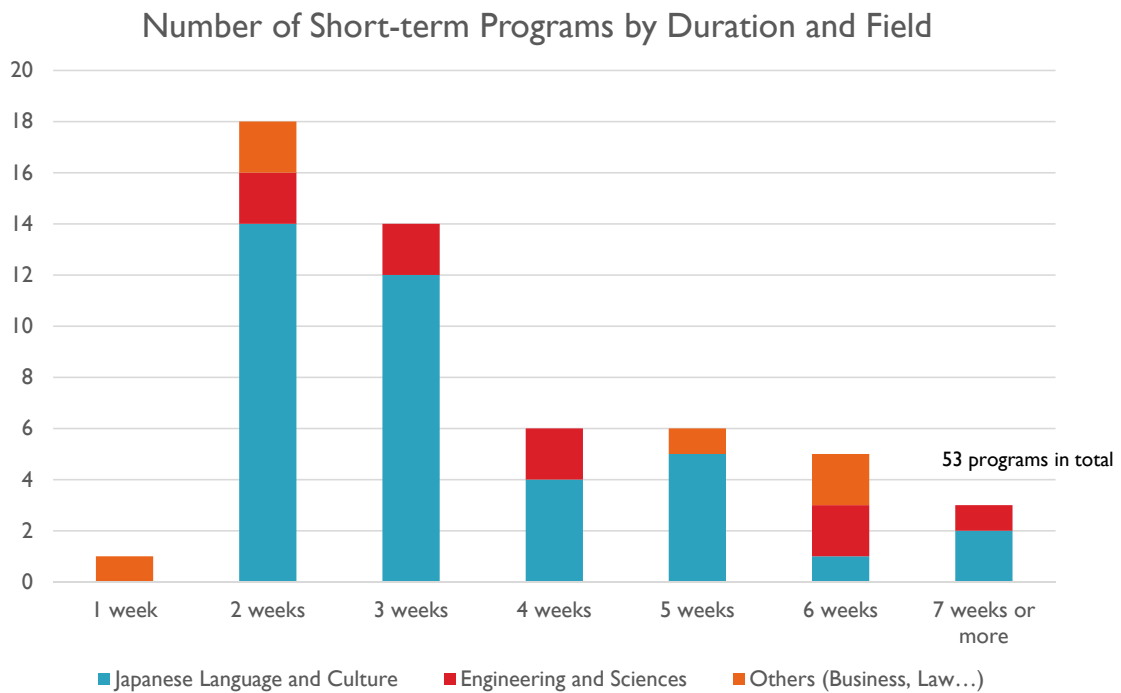
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Data Analysis (One-month Study)



▶ 8

Data Analysis (One-month Study)



▶ 9

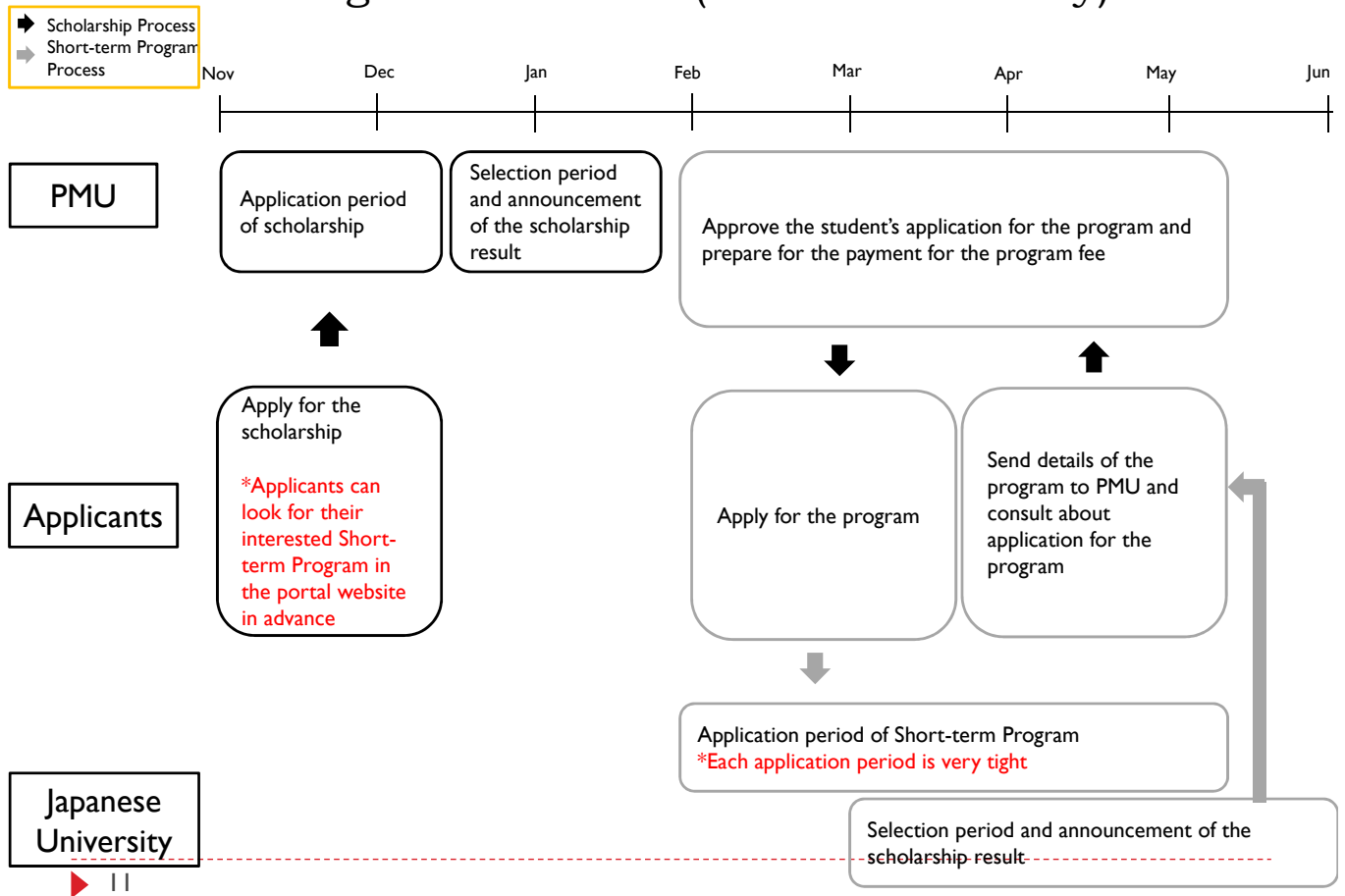
Program Structure (One-month Study)

▶ For Undergraduate Students

- ▶ **Short-term Program (Summer Program) is recommended**
 - ▶ Application period: Feb – May
 - ▶ Duration: 2 – 3 weeks
 - ▶ Implementation period: Jul – Aug
 - ▶ Field: Japanese language & culture and Engineering & Sciences

▶ 10

Program Structure (One-month Study)



Program Structure (One-month Study)

► For Undergraduate Students

► Issues to be discussed

- Need placement support?
- Tight schedule between application and payment: 1 – 2 months
- Payment: PMU? Student?

▶ Semester/One-year Study

▶ 13

Types of Dispatch Program (Semester/One-year Study)

PROGRAM (STUDENT STATUS)	NUMBER OF PROGRAMS	PURPOSE OF PROGRAMS	CONDITION OF APPLICATION	CREDIT	SUPPORT BY JAPANESE UNIVERSITY	TUITION	STUDENT VISA
Exchange Student (Authorized by Agreement)	About 80	Lecture and Research	TBD	Yes	Plenty Support	Basically waived	Easy
Research Student (Non-regular)	Almost all the graduate schools have	Research and supervision by academic advisor	Acceptance letter from prospective academic advisor	No	Depends on laboratory	Required to pay	Easy
Credit Auditing Student (Non-regular)	Almost all the faculties and graduate schools have	Lecture	Permission from the lecturer	Yes	No support	Required to pay	Difficult

▶ 14

Program Structure (Semester/One-year Study)

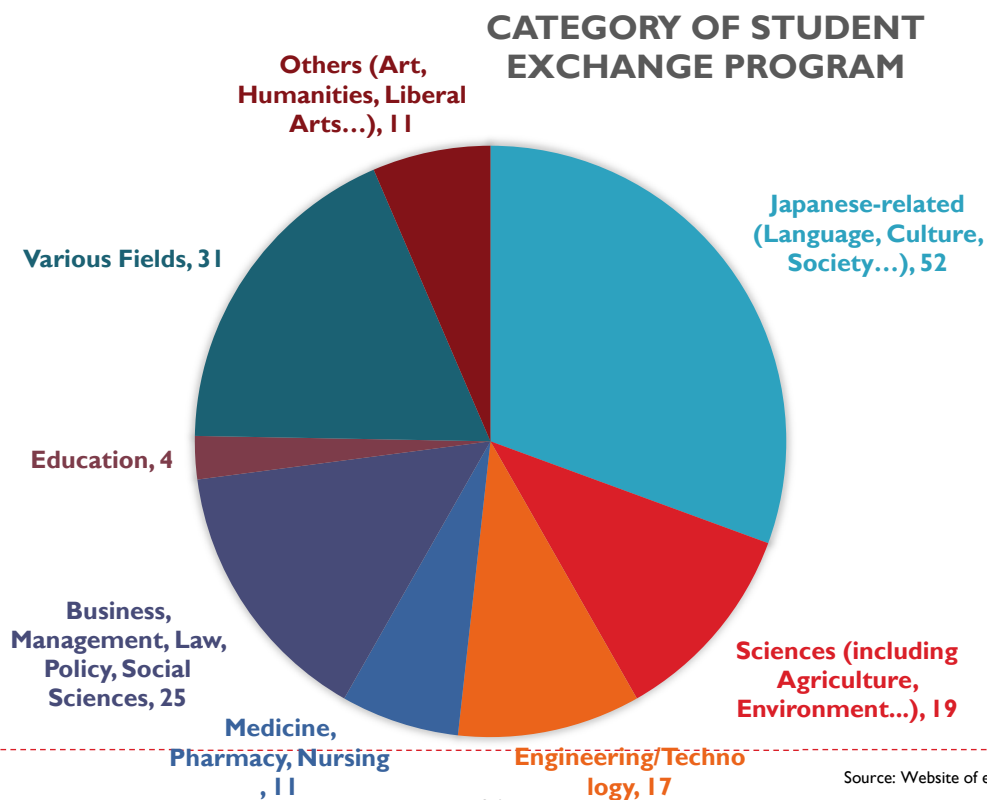
▶ For Undergraduate and Master's Course Students

▶ Exchange Student Program is most recommended

- ▶ Credit: Available
- ▶ Academic Support: Plenty
- ▶ Duration: 6 months – 1 year

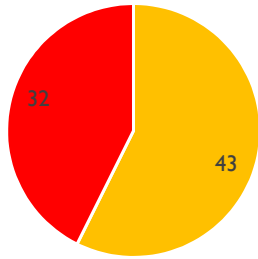
▶ 15

Analysis of Student Exchange Program (Semester/One-year Study)



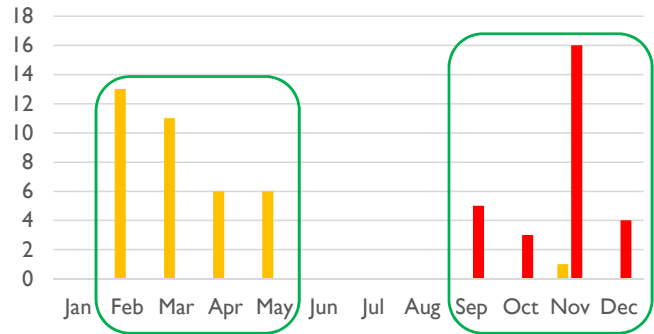
Analysis of Student Exchange Program (Semester/One-year Study)

Student Exchange Program



■ Aug, Sep, Oct (Fall) Enrollment ■ April (Spring) Enrollment

Deadline of Application

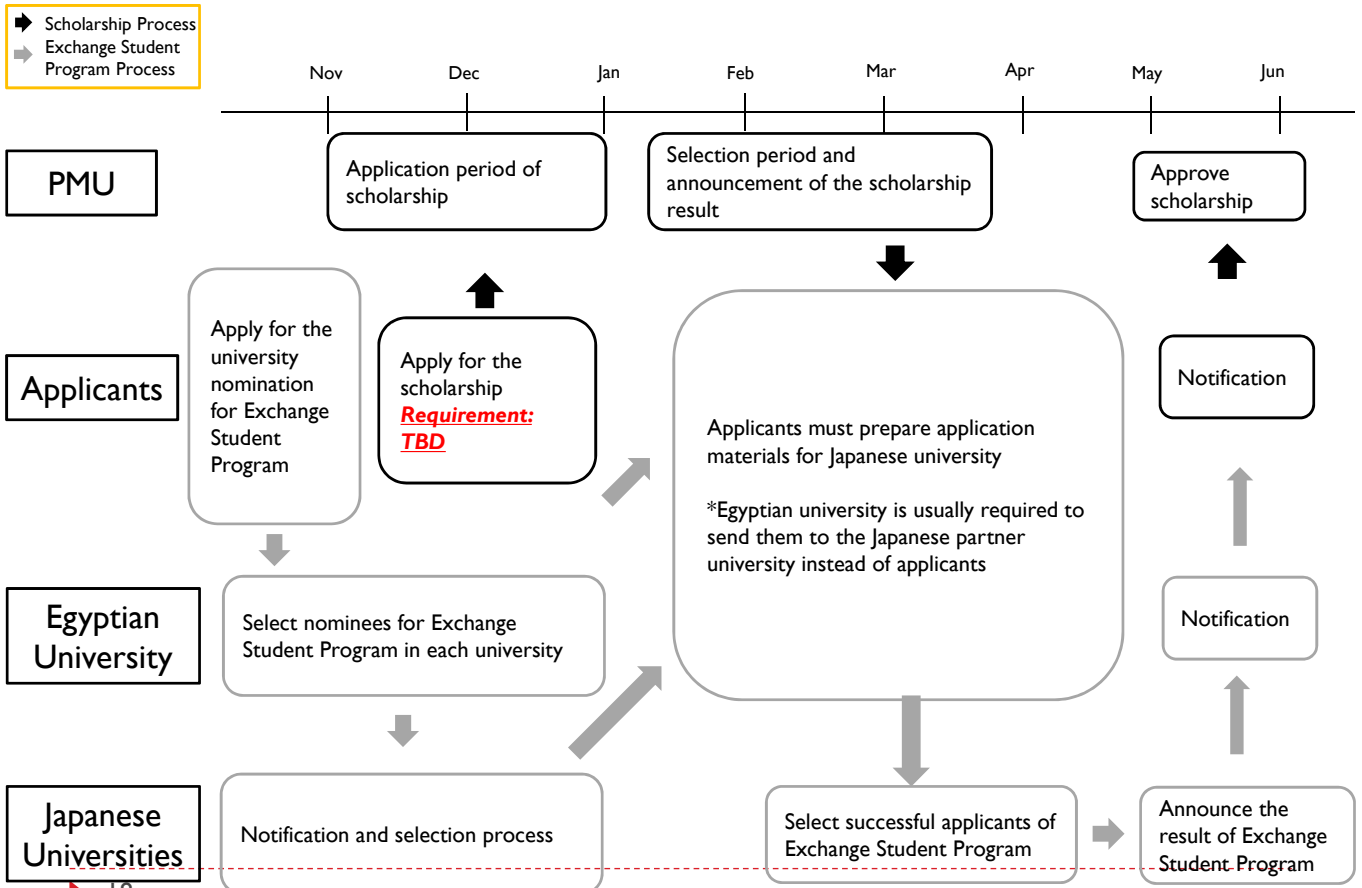


■ Aug, Sep, Oct (Fall) Enrollment ■ April (Spring) Enrollment

Source: Ministry of Education, website of each university

▶ 17

Program Structure (Semester/One-year Study)



▶ 18



Pre-Departure Orientation

Egypt Japan Education Partnership –
Human Resource Development Project
(EJEP-HRDP)

20 September 2017



What is your image of Japan?



Key words from a survey to foreign visitors to Japan.

- ▶ Polite
- ▶ Kind
- ▶ Hard working
- ▶ Respectful
- ▶ Shy
- ▶ Intelligent (Smart)
- ▶ Grouping
- ▶ Formal
- ▶ Clean



Before departure

- ▶ **Certificate of Eligibility (COE)**
Issued from the Immigration office in Japan.
(arrangement will be made by ECEB Tokyo and host university)
Note: The COE is not the visa.
- ▶ **Visa Application**
Apply for your visa at the Japanese Embassy in Cairo.
Note: Please confirm the contents of the visa issued by the Japanese Embassy.




Upon Arrival (at the airport of arrival)

- Those who have “Student Visa” will receive “Residential Status” at the airport immigration.
- Those who arrive using other visa, please confirm the duration of stay stated on your arrival status.




After Arrival (Resident Registration)

- Registration must be made at the Local Municipal Office within **two weeks** after arrival.
- You will receive a “**Resident Card**” which will be your ID during your stay in Japan.
Note: Please carry your Resident Card at all times.
- The “Resident Card” will be surrendered at the port of your departure from Japan when you have completed your studies.



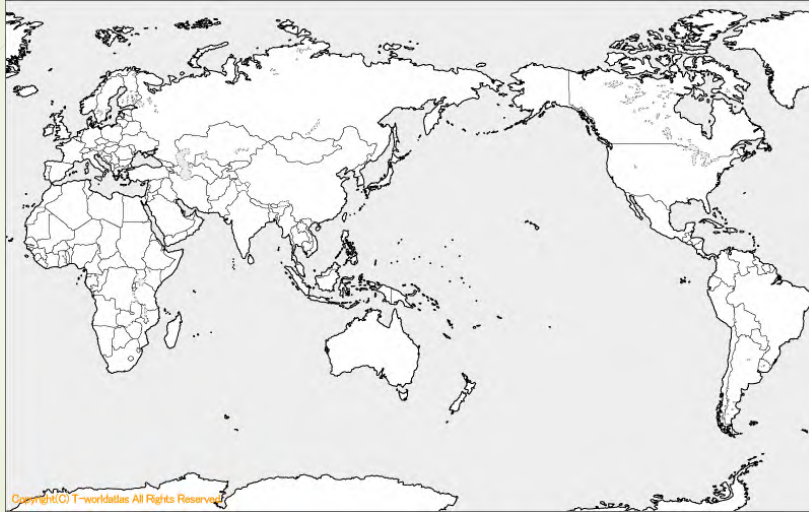
After Arrival (National Health Insurance) (*Kokumin Kenko Hoken*)

- Registration to the National Health Insurance (NHI) will be made at the Local Municipal Office when you make your Resident Registration.
- NHI is compulsory for all who have resident registration.
- 70% of medical costs for illnesses will be covered.



After Arrival (Bank Account)

- In principle, foreigners cannot open a bank account at commercial banks unless they have resided in Japan for more than six months.
- Accounts can be opened at the Japan Post Bank. However, remittance to foreign countries are not permitted until you have stayed for more than six months in Japan.



■ **Land area**

Egypt: 1,010,000 m²
Japan: 378,000 m²

■ **Population**

Egypt: 93,380,000 (source: UN, 2016)
Japan: 127,094,745 (sources: National census, 2015)

■ **Distance between Cairo and Tokyo**

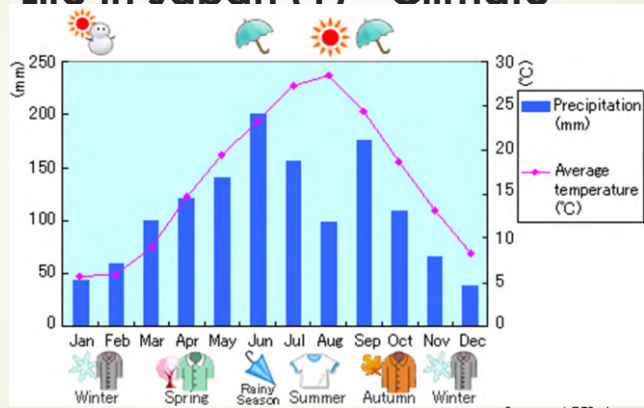
9,562 km

■ **Time Difference**

7 hours
Example: Cairo 12.00 PM – Tokyo 17.00 PM



Life in Japan (1) - Climate



Life in Japan (2)

- ▶ Japanese people greet each other by bowing.
- ▶ In most Japanese houses, people take off their shoes when entering.
- ▶ Weekend in Japan is Saturday and Sunday.
- ▶ Mosques in Japan. You can find a list of mosques in Japan at www.masjid.jp/list.html

Life in Japan (3)

- ▶ Electricity in Japan is 100 Volts. Please check your power supply of your PC and mobile phone.
- ▶ Electricity plugs in Japan are two flat non-polarized plugs.





Life in Japan (4)

- Observe Japanese Laws and University Regulations
- Community (Municipality) Rules
Especially garbage disposal rules
Garbage types and collection days, location will be informed from the Municipal office.
- Example of garbage types:
[1] plastic containers and packages, [2] bottles, [3] cans, [4] newspapers, [5] magazines, [6] cardboard, [7] paper packaging, [8] cloth materials, [9] burnable garbage, [10] non-burnable garbage, [11] toxic garbage and [12] bulk garbage



Life in Japan (5)

- Consumption Tax
An 8% tax is imposed on goods purchase.
- In most shops and stores, exhibited prices are fixed prices and not subject for negotiation.
- Tipping is not necessary in Japan.



Studying in Japan

- In many laboratories in Japanese universities and graduate schools, the members of the lab create a very “family-like” atmosphere.
- It is essential to develop close communication with the host professor as well as other members of the lab.
- Please observe the rules of the lab, as well as the university/graduate school. Do not hesitate to ask, if there is anything that is not clear.




Communication with ECEB, Tokyo

- The Egyptian Culture and Education Bureau (ECEB) in Tokyo is a focal point during your studies in Japan.
- **After you have settled in your apartment, obtained a mobile phone, do not forget to inform the ECEB immediately. This applies if you have moved or changed your phone number, or any other information related to your stay in Japan.**



Learn Some Japanese

- ▶ Learn some Japanese before your departure.
- ▶ On-line Japanese Language Course (free of charge)
"MARUGOTO JAPANESES LANGUAGE COURSE"
<https://marugoto-online.jp/info/>



**Wishing you a successful
study and enjoyable stay
and experience in Japan!**

CDM Capacity Building Training Program

1. General

This Terms of Reference (hereinafter referred to as “TOR”) will provide the general scope of works for Japanese institution for the Project executed by the Ministry of Higher Education (hereinafter referred to as “MOHE”). MOHE implements overseas short-term training for CDM Capacity Building under the Human Resource Development Project (HRDP, hereinafter referred to as “the Project”). The Project, utilizing the Yen Loan Project, is to enhance the capacities of Central Department of Missions (hereafter referred to as CDM) staff to manage all the administration in EJEP-HRDP through providing lectures and training opportunities in Japan.

2. Background

The Project

On the occasion of the official visit to Japan by the President of Egypt in March 2016, Prime Minister of Japan and President of Egypt announced their joint partnership on education: Egypt-Japan Education Partnership “EJEP” to empower Egyptian youth, as an important component in their endeavors to combat terrorism and extremism and to enhance peace, stability, development and prosperity.

This partnership has been realized based on the strong interest and commitment by Prime Minister Abe and President El-Sisi. The two leaders placed a high priority on the cooperation in the area of education including early childhood, basic, technical and higher education, as well as scientific research, technology and innovation. The two leaders commit themselves to the implementation of the policy measures incorporated in the agreed upon partnership.

Under this partnership, the two governments announced that at least 2,500 Egyptians, in particular students, researchers, teachers and government officials, especially in the fields of education and health, will be dispatched to Japan in the coming five years, whereby contributing to the realization of the Government of Egypt development and reform plans as well as its efforts to empower its promising youth. The Government of Japan recognized the importance of providing the necessary support to the Government of Egypt, through all possible means needed for that purpose including a Yen loan scholarship.

Based on the above background, JICA has implemented the research from March 2016, and formulated the Yen loan scholarship project named “Egypt Japan Education Partnership: Human Resource Development Project” (hereafter referred to as “the Project”).

The objectives of the Project are to promote human resource development through providing study and training opportunity in Japan mainly in education and health sector thereby contributing to sustainable development, peace and stability of Egypt.

Implementation System

The implementation system of the Project is designed based on the joint implementation concept between Egypt and Japan. The system composed of the following bodies:

- “Steering Committee (SC)”: a supreme decision making body of whole EJEP
- “Executive Committee 2 (EC2)”: a decision making body of the Project
- “Project Management Unit 2 (PMU2)”: a day to day management body of the Project composed of members of “Central Department of Missions (CDM)” and “Japanese Co-director” as a core person of joint implementation
- “three Working Groups (WG)” in each sector of higher education, basic education and health for the operational level management
- “Egyptian Embassy in Tokyo” as a representative and counsellor in Japan
- “Experts for Capacity Building for Joint Implementation” are expected to support PMU2, WG and Egyptian Embassy in Tokyo to achieve the objectives of the Project.

CDM

The Central Department of Missions (CDM) is a background organization of Project Management Unit 2 (PMU2) in terms of staff and operational know-how and others. Therefore, capacity building of the CDM staff is the key for success of the project.

CDM is an organization under the Ministry of Higher Education (MOHE) of Egypt, having the primary responsibility of managing scholarships for university lecturers and researchers who are funded by the Government of Egypt (GOE). Additionally, it is responsible for monitoring the academic progress of all other Egyptian students who pursue education abroad. In Japan, these responsibilities are carried out with assistance from the Egyptian Cultural and Educational Bureau (ECEB) located in Tokyo, Japan.

The CDM is located in Cairo, Egypt. It has 250-260 employees that are split between two main functional units: Scientific Affairs and Financial Affairs. The Scientific Affairs unit manages programmatic aspects such as application intake, selection, pre-departure document processing, and post-scholarship document processing. In addition, it assists in the monitoring of academic performance and serves as a liaison between the ECEB and Egyptian universities. The Financial Affairs unit is responsible for the timely payment of all allowable expenses related to scholarships, including but not limited to allowances, tuition, conference fees, and travel.

The ECEB links the CDM to Egyptian students studying abroad and their Japanese universities. The CDM in turn serves as the link between the ECEB and Egyptian universities. The ECEB is responsible for developing agreements with Japanese universities, assisting students with enrollment in Japanese universities, responding to requests from students currently studying in Japanese universities, and monitoring the academic progress of students studying in Japan.

3. Objectives

The purpose of the Training Program is to develop the capacity of Central Department of Missions (CDM) to manage the different scholarship programs effectively. The program may include but not limited to the following:

- I. Establish a network of high standard Japanese universities to be accessible to CDM and enable its staff to communicate in an effective way with those universities and better understand the university requirements and regulations for Undergraduate and Graduate studies to avail this information to Egyptian Scholars.
- II. Improve the management and administrative skills of CDM staff for effective management of different types of study abroad programs, (activities could include but not limited to effective recruitment - placement – screening & selection – finance – cross cultural adjustments and orientation- traveling procedures)
- III. Observe the service of administration staff at Japanese universities/institutions.
- IV. Improve the business/financial/management skills related to scholarship program as to enable CDM staff to manage the program in an effective way.
- V. Maximize the leadership of CDM staff

4. Expected Output

Upon completion of this training program, participants would be able to:

- I. Gain overall understandings in the system of Japanese higher education sector and Japanese culture and custom
- II. Obtain managerial and planning knowledge and skills to manage different scholarship programs effectively
- III. Acquire knowledge and skills to show a strong leadership

5. Characteristics of Training

The trainings shall include lectures, job observation, laboratory tour, class observation, site visit and discussions. Because understanding the mission and the system of Japanese university (counterparty) and Japanese culture is necessary to run this scholarship project smoothly, participants are expected to gain the basic knowledge about those topics in lectures in the training institution. Participants are also expected to experience administrative functions in a real setting of the universities in order to find the differences of administrative work between Japan and Egypt and sophisticate their work in this scholarship program through job observation. Laboratory tour and site visit are important for participants in regard to finding the differences of research activities between Japan and Egypt, knowing the roles of public organizations related to CDM and broadening their perspective on administrative work so that they can enhance the management of the scholarship program.

6. Outline of the Training

6.1 Training Program

Training programs and schedule should be designed in accordance with the objectives of CDM Capacity Building Training Program by the candidate university based on the following subjects.

Week	Session
1 st to 3 rd	Briefing
	Orientation
	Overview of Japan: Because the counterparties of CDM in EJEP-HRDP are Japanese universities and the CDM staff is required to deal with Japanese universities. They are recommended to overview Japanese history, culture, custom, manner, mindset of Japanese people and the structure of Japanese society.
	Characteristics of Higher Education in Japan: Because there is a difference of system, environment and structure of higher education between Egypt and Japan, CDM staff is expected to grasp a big picture and background of Japanese higher education for the better understanding of their counterparty (university) in Japan.
	Overview of Hot Research Activities in Japan: CDM staff, especially scientific affairs unit, is expected to know what kind of research activities are conducted and which field of study is advanced in Japan. The knowledge gained in the session will be helpful in regard to deciding priority area in the program.
	International Programs in Japan: It is beneficial for CDM staff to know overall trend of international programs (regular enrollment, short-term program, exchange student program, etc.) in Japan. Also, CDM staff is expected to know the overall topics in international programs of Japanese university and its analysis (number of international students, trend of international students, problems frequently occurred among international students, necessary preparation of Japanese university to accept international students, etc.). The knowledge gained in the session will be helpful in regard to dispatch Egyptian students in a safe and efficient way.
	Campus Tour
	Laboratory Tour/ Class Observation
	Admission Procedures of Japanese universities: It is very important for CDM staff to know the precise and actual admission procedures for foreign students by types of international programs and other administrative issues to be followed.
	Management of Scholarship Program: It is beneficial for CDM staff to know the actual examples of scholarship management in Japanese university (types of scholarship, scheduling, application documents, announcement and use of website, selection process, payment, etc.). Their work will be enhanced by obtaining sophisticated know-how of scholarship management in Japanese university.
	Project Cycle Management of ODA Project: PCM is a method to conduct a project effectively and efficiently. In order to run EJEP-HRDP in an efficient way, CDM staff needs to acquire the capacity; to realize what the problems are, to make sure how to respond to those problems, to seek the realistic way of solution, to make an action plan for the solution, to implement the solution, to monitor the result, to evaluate the impact and to provide feedback
	Site Visit to Places Related to Japanese Culture/Custom/Society
	Job observation at administration offices in several Japanese universities/institutions: It is beneficial for CDM staff to know the real practice of services of the administration staff at Japanese universities/institutions in regard to finding the differences in the way of working between Egypt and Japan. Visiting several universities/institutions (public/private) is expected.
	Discussion with Staff of the Training Institution
	Preparation for Presentation of Action Plan
Presentation of Action Plan	
Wrap-up/Evaluation Meeting and Closing Ceremony	
4 th	OJT/Working Experience at ECEB:

	Work experience at ECEB in Embassy of Egypt in Tokyo Accompany with student monitoring tour etc. This activity shall be arranged by ECEB
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6.2 Training Scheme

Training will be provided by academic staff and administrative staff. Overall training period planned is 15 working days at the training institutions and 5 working days at ECEB for CDM Junior Staff and 9 working days at the training institutions and 1 working day at ECEB for CDM Senior Staff. The Institution shall propose the program contents and program costs for the first part only (see below table). As the participants for each batch will be combined with junior and senior staff, the Institution shall develop the curriculum that is suitable for the below implementation scheme.

Candidate Participants	Training at Training Institution (First Part)			Working Experience at ECEB (Second Part)
	1st week	2nd week	3rd week	4th week*
CDM Junior Staffs	15 working days			5 working days
CDM Senior Staffs	5 working days	4 working days	-	1 working day

*2nd week for CDM Senior Staffs

6.3 Curriculum Development

Details of curriculum will be developed by the training institution.

6.4 Participants and Implementation Period

a. Number of Participants

24 participants are expected to be dispatched in total at a maximum (12 participants will be dispatched in the first batch and the rest will be dispatched in the second batch). It is scheduled that 1 senior staff will be dispatched in each batch, which is, the breakdown of 12 participants is 11 from junior staff and 1 from senior staff in each batch.

b. Schedule

2 batches are preferably scheduled between May 2019 and October 2019. The training institutions are going to receive 24 participants in total at a maximum during the period. The institutions shall propose training for all 2 batches.

c. Qualification of Participants

Target participants are CDM staff (government officials) and the minimum qualification for the participant is deemed;

- 1) Degree Background: Bachelor or equivalent

- 2) Practical Experience on Related Field (Scientific Affairs Unit or Financial Affairs Unit): At least 10 years for Junior Staff and more experience for Senior Staff

7. Payment Responsibilities

MOHE takes care of all expenses for the program including international airfare, per-diem allowance, interpreter, insurance premium, visas, etc.

Program fee is paid to the institution, and the institution makes payment for expenses to implement training such as preparing lecturers, developing training materials, coordinating transportation for site visit and so on.

As it is understood that all accommodations during stay in Japan have to be paid by MOHE, it is recommended that institutions should suggest the reasonable accommodation.

The following table shows the payment responsibility of each payment item. Basically, the expenses of 2 – 7 are covered by MOHE, however, the institution can also include the expenses of 3 – 7 in their quotation if they are willing to manage overall program structure. In that case, details of each payment item (expenses of 3 - 7) should be mentioned in the Form 4 (Estimated Financial Proposal)

Expenses	Responsible for payment		Remarks
	MOHE (Japanese ODA Loan)	Institution	
1. Program Fee		○	Program fee includes tuition fee, hand-outs development and preparation, transportation to training institution/site visit, etc., which are deemed as the required cost to implement the whole program activities
2. Travel Fee (Cairo - Tokyo)	○		Round trip between Cairo and Japan
3. Travel Fee (in Japan)	○		Transportation fee in Japan (excluding site visit)
4. Accommodation Fee	○		Hotel/university dormitory which is close to the training institutions/ECEB, Tokyo
5. Interpreter (Japanese - Arabic)	○		ECEB will coordinate an interpreter
6. Travel Fee of Interpreter (in Japan)	○		Transportation fee in Japan (including site visit)
7. Accommodation of Interpreter	○		Hotel/university dormitory which is close to the training institutions
8. Per-diem	○		Per-diem allowance is paid to participants to cover their daily meals, transportation on weekends, and other miscellaneous expenses
9. Travel Insurance	○		Overseas Travel insurance which covers medical expenses and international personal liability (the cost of damage, loss or injury to someone or their property that

			Egyptian participants are personally responsible for causing)
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8. Obligations

Obligations of MOHE and Institutions are identified as follows.

a. MOHE

Major obligations belonging to MOHE is summarized as follow;

- 1) Provision of the final list of participants to the training institution
- 2) Obtainment of entry visa to Japan
- 3) Arrangement of international travel between Cairo and Japan
- 4) Obtainment of overseas travel insurance
- 5) Arrangement of transportation from the airport to the accommodation/from accommodation to the airport
- 6) Arrangement of transportation between the accommodation and training venue, site visit
- 7) Payment for daily allowance of participants and travel fee
- 8) Pre-departure orientation
- 9) Arrangement of the participants' accommodation (book accommodation in consultation with the training institution; dormitory inside campus is preferable if available)
- 10) Daily life assistance, emergency care for participants, physical or mental problems
- 11) Other related matters to above

b. Training Institution

Main obligations rendered to Japanese institutions is deemed to deliver proper and quality lectures, reasonable level of administration management to participants for disease, risks of injury, escape from disaster, etc. could be imposed.

- 1) Issuance of invitation letter to MOHE to obtain visa for participants
- 2) Assignment of Chief Project Leader
- 3) Preparation and coordination of training program and curriculum

Prepare the training schedule (draft) by selecting necessary lecturers, site visit etc., and finalize the draft schedule and curriculum. Regarding the selection of lecturers and site visit, the points of the lecture in the overall training program should be explained to all the instructors adequately so as to avoid overlapping with other lectures.

- 4) Provision of program orientation

At the beginning of the program, explain to the participants the necessary

information for training, such as the course goal, the attainment goal, the evaluation standards / methods, the procedure for preparing the action plan.

- 5) Delivery of lectures and technical guidance
- 6) Response to technical questions from the participants based on lectures and explanations at site visit
- 7) Development and preparation of training materials

Confirm the lecture and training materials. The training materials are expected to be written in English and sent to CDM at least two weeks prior to the beginning of training program. Each lecturer is notified about the handling of the copyright of the materials. Also, if necessary, a copyright license is submitted from the lecturer.
- 8) Arrangement of a venue and equipment for training

Arrange the training venue and training equipment (PC, projector, video, etc.) as necessary.
- 9) Arrangement of necessary staff

Assigned staff performs prior arrangements, confirmation on details such as venue and time etc. and accompanies the training participants.
- 10) Organizing training program considering reasonable traveling time
- 11) Arrangement of travel and accommodation for lecturers

Arrange necessary travel and accommodation to the lecturer and other accompanying staff and pay its expenses. Provide necessary information to ECEB for arrangement of lecturers' accommodation.
- 12) Provision of Refreshments

Provide tea, coffee and water at participants' consumption during tea break.
- 13) Issuance of certificate for completion of training

Issue training certificate and award it to the participants at the closing ceremony.
- 14) Organizing Action Plan Presentation session

Organize Action Plan and have a chance to present it in the training period
- 15) Reasonable level of general administration management and monitoring

Inform the trainees sufficiently about the purpose of each lecture, lecturer's background, the flow of the program and orient them toward goals. And provide information to the lecturers about the needs of the trainees and the situation of CDM in order for the trainees to understand the content of the training. And monitor the status of training implementation and the level of trainee's understanding. In addition, grasp the experience and knowledge levels of trainees through individual interviews and daily observation as necessary, then follow-up as appropriate.
- 16) Attending evaluation meeting / Training evaluation

Hold a training evaluation meeting on the last day of the training. Prior to the evaluation meetings, obtain feedback from the participants by questionnaire and conduct an evaluation meeting based on the answers of questionnaire. The content of the questionnaire is mainly the quality of the lecture, the teaching materials and the quality of coordination and support etc. Also make a summary of the questionnaires.

c. **Participants**

Participants have to pay the greatest attention not only for individual health care during training period but also disease, risks of injury, escape from disaster, etc., following instruction given by institutions.

9. Language

Language to be used in the program is Japanese or English (through Japanese/English-Arabic translator).

10. Others

a. **Culture/religion/gender consideration**

Some participants may require special arrangements, according to their beliefs and gender, such as prayer room, prayer time, diet, etc. Such details need to be discussed between the coordinator and the institution if need arises

REQUEST FOR PROPOSALS

Country Name: The Arab Republic of Egypt

**Project Name: Egypt Japan Education Partnership - Human Resources Development Project
(EJEP-HRDP)**

Title of Services: TRAINING PROGRAMS IN BASIC EDUCATION SECTOR

No. BE-1: TOKKATSU & SCHOOL GOVERNANCE MANAGEMENT

No. BE-2: TOKKATSU+ ACTIVITIES

No. BE-3: TOKKATSU & LEARNING IMPROVEMENT (LESSON STUDY)

No. BE-4: TOKKATSU & EARLY CHILDHOOD EDUCATION

February 2018

CONTENTS

Section 1: Letter of Invitation (LOI)

Section 2: Instructions to the Candidate Institutions and Data Sheet

Section 3: Technical Proposal, Standard Forms

Section 4: Financial Proposal, Standard Forms

Section 5: Terms of Reference

Section 6: Standard Form of Contract

Annex 1: Evaluation Sheet for Group Training

Annex 2: Training Evaluation by the Participant

Section 1: Letter of Invitation (LOI)

Loan Agreement No: EG-P41

Date: February 26, 2018

Sir/Madam,

1. The government of the Arab Republic of Egypt through the Ministry of Higher Education, Central Department of Missions (hereinafter referred to as “the Executing Agency”) plans to implement the Egypt Japan Education Partnership - Human Resource Development Project (hereinafter referred to as “the Project”) in Japan and in Egypt. In order to carry out the Project, the Executing Agency intends to collaborate with the institutions in Japan to develop Short-term Training of the Project.
2. The cost of the services will be financed out of the proceeds of the Japanese ODA Loan extended by the Japan International Cooperation Agency (hereinafter referred to as “JICA”).
3. An institution will be selected under Quality and Cost Based Selection (QCBS) method and procedures described in this Request for Proposals (hereinafter referred to as “RFP”).
4. Contract period is until the completion of execution of the program stipulated on the Terms of Reference (hereinafter referred to as “TOR”), but not exceeding 4 years.
5. The RFP consists of this cover page and the following Annexes:

Section 1: Letter of Invitation (LOI)

Section 2: Instructions to the Candidate Institutions and Data Sheet

Section 3: Technical Proposal, Standard Forms

Section 4: Financial Proposal, Standard Forms

Section 5: Terms of Reference

Section 6: Standard Form of Contract

Annex 1: Evaluation Sheet for Group Training

Annex 2: Training Evaluation by the Participant

6. Proposals must be submitted no later than 16:00 local time for Egypt, April 27, 2018
7. If you request any additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Your cooperation would be highly appreciated.

Very truly yours,

Dr. Hossam El-Malehy
Deputy Minister of Higher Education
Cultural Relations, Missions and Universities
Affairs
101 Kasr El Eini St, Cairo
Egypt

E-mail: ejep.tender@mohe-casm.edu.eg

Section 2: Instructions to the Candidate Institutions and Data Sheet

1. Introduction

- 1.1 The Executing Agency named in the **Data Sheet** intends to select an Institution from those who submit the proposals, in accordance with the method of selection specified in the **Data Sheet**.
- 1.2 The Institutions are invited to submit a Technical Proposal and a Financial Proposal, as specified in the **Data Sheet**, for services required for the group training named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Institution.
- 1.3 The Executing Agency will timely provide at no cost to the Candidate Institution the inputs and facilities specified in the **Data Sheet**, assist the Candidate Institutions in permits needed to carry out the services, and make available relevant project data and reports. In the case where a Candidate Institution intends to visit Egypt for the purpose of proposal preparation at their own expense, the Executing Agency will provide the necessary information upon the Institution's request while they are in Egypt.

2. Eligibility

- 2.1 The Executing Agency permits the Institution (educational institutions and firms, including Joint Ventures and their individual members) who can provide the services stipulated in the Terms of Reference (hereinafter referred to as "TOR") (section 5).
- 2.2 It is the Institution's responsibility to ensure that its staff members, joint venture members, sub-consultants, agents, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Executing Agency. The Candidate Institution should submit a declaration to validate that there has been no legal misconduct during the past three years, signed by a legal representative of the Institution.

3. Cost of Preparation of Proposal

The Candidate Institution shall bear all costs associated with the preparation and submission of its Proposal, and the Executing Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Executing Agency is not bound to accept any proposal, and

reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Candidate Institution.

4. Language

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Candidate Institution and the Executing Agency shall be written in the language(s) specified in the **Data Sheet**.

5. Proposal Validity

The **Data Sheet** indicates the period during which the Candidate Institution's Proposal must remain valid after the Proposal submission deadline.

6. Documents Comprising the Proposal

The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

7. Clarification and Amendment of RFP

7.1 The Candidate Institution may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent by e-mails using the designated form, to the Executing Agency's e-mail address indicated in the **Data Sheet**. The Executing Agency will respond to the queries and publish on the web site indicated in the **Data Sheet** (including an explanation of the query but without identifying its source). Should the Executing Agency deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

7.2 At any time before the proposal submission deadline, the Executing Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be published on the web site indicated in the **Data Sheet**. The Candidate Institutions must acknowledge the published amendment and reflect them into their proposals to be submitted.

7.3 If the amendment is substantial, the Executing Agency may extend the proposal submission deadline to give the Candidate Institutions reasonable time to take an amendment into account in their Proposals.

7.4 The Candidate Institution may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

**8. Technical Proposal
Format and Content**

8.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

8.2 Depending on the nature of the assignment, the Candidate Institution is required to submit a Technical Proposal using the Standard Forms provided in Section 3 of the RFP.

8.3 Supporting documents are available for providing technical information. The method of obtaining is indicated in **Data Sheet**.

9. Financial Proposal

The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the group training indicated in the **Data Sheet**.

10. Currency of Proposal

The Candidate Institution shall express the price for its Services in the currency or currencies as stated in the **Data Sheet**.

**11. Submission, Sealing,
and Marking of
Proposals**

11.1 The Candidate Institution shall submit a complete Proposal comprising the documents and forms in accordance with Clause 6 (Documents Comprising Proposal) with a signed cover letter with the official letter head. The submission should be done by courier or registered mail. In addition to the above, the Candidate Institution shall submit digital data of Technical Proposal in the format of PDF via e-mail.

11.2 The Original Proposal shall be marked “Original” at the upper right corner of each page, and its copies shall be clearly marked “Copy” on the front page. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the original. If there are discrepancies between the original and the copies, the original shall prevail.

11.3 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly stating “**Technical Proposal, reference number, name of the Group training, the Candidate Institution’s name and address**”. In case of

submitting the Technical Proposal for several courses, envelope should be sealed separately by the course.

11.4 The file name of the Technical Proposal's digital data shall be named "reference number, name of the Candidate Institution and serial file number". In regard to submitting the Technical Proposal's digital data, the subject of the e-mail and the format of the digital data is indicated in the **Data Sheet**.

11.5 The original and all the copies of the Financial Proposal shall be placed inside of a sealed envelope clearly stated "**Financial Proposal, reference number, name of the Group training, the Candidate Institution's name and address**".

11.6 The Proposals (both original and 2 copies) must be sent to the address indicated in the **Data Sheet** no later than the time and the date indicated in the **Data Sheet**. Any proposal sent to the Executing Agency after the deadline shall be unopened and will be returned to the sender upon request.

11.7 The Executing Agency shall notify the Candidate Institution receipt of the submitted Proposals to the e-mail address indicated in TECH-1 no later than the date and time specified in the **Data Sheet**.

12. Opening of Technical Proposals

The Executing Agency shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

13. Evaluation of Technical Proposals

The Executing Agency's Tender Procurement Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). Any proposal that does not respond to important aspects of the RFP, particularly the TOR, and/or fails to achieve the minimum technical score indicated in the **Data Sheet** shall be rejected at this stage.

14. Evaluation of Financial Proposals

14.1 The Financial Proposals of those Institutions whose proposals have passed the minimum technical score shall be opened and

(for QCBS)

evaluated by the Executing Agency's Tender Procurement Committee.

14.2 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the **Data Sheet**: $S = St \times T\% + Sf \times P\%$. The Candidate Institution achieving the highest combined technical and financial score will be invited for negotiations.

15. Negotiations

Negotiations will be held at the date and address indicated in the **Data Sheet**. The invited Candidate Institution will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staffs. Failure in satisfying such requirements may result in the Executing Agency proceeding to negotiate with the next ranked Candidate Institution.

16. Financial negotiations

In cases of QCBS, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

17. Award of Contract

17.1 After completing negotiations, the Executing Agency shall award the Contract to the selected Institution and publish the award information as per the instructions in the **Data Sheet**.

17.2 The selected Institutions are expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

Data sheet

(Note: Numbers on the left side column correspond with the clause numbers in the instruction part of this section)

1.1	<p>Name of the Executing Agency: Ministry of Higher Education Method of selection: Quality and Cost Based Selection (QCBS)</p>										
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes Reference numbers and names of group training are:</p> <table border="1" data-bbox="347 573 1278 824"> <thead> <tr> <th data-bbox="347 573 576 622">Reference No.</th> <th data-bbox="576 573 1278 622">Name of Group Training</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 622 576 672">BE-1</td> <td data-bbox="576 622 1278 672">Tokkatsu & School Governance Management</td> </tr> <tr> <td data-bbox="347 672 576 721">BE-2</td> <td data-bbox="576 672 1278 721">Tokkatsu+ Activities</td> </tr> <tr> <td data-bbox="347 721 576 770">BE-3</td> <td data-bbox="576 721 1278 770">Tokkatsu & Learning Improvement (Lesson Study)</td> </tr> <tr> <td data-bbox="347 770 576 819">BE-4</td> <td data-bbox="576 770 1278 819">Tokkatsu & Early Childhood Education</td> </tr> </tbody> </table>	Reference No.	Name of Group Training	BE-1	Tokkatsu & School Governance Management	BE-2	Tokkatsu+ Activities	BE-3	Tokkatsu & Learning Improvement (Lesson Study)	BE-4	Tokkatsu & Early Childhood Education
Reference No.	Name of Group Training										
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BE-2	Tokkatsu+ Activities										
BE-3	Tokkatsu & Learning Improvement (Lesson Study)										
BE-4	Tokkatsu & Early Childhood Education										
1.3	<p>The Executing Agency shall make available relevant project data, reports: Yes</p>										
4	<p>Proposal shall be submitted in English language All correspondence exchange shall be in English language</p>										
5	<p>Proposals must remain valid for 120 calendar days after the proposal submission deadline (i.e., until: August 25, 2018).</p>										
6	<p>The Proposal shall comprise the following:</p> <p><u>For TECHNICAL PROPOSAL:</u></p> <p>1st Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> (1) TECH-1 Technical Proposal Submission Form (2) TECH-2 Organization and Experience (3) TECH-3 Description of Approach, Methodology and Work plan (4) TECH-4 Staffing Schedule and Work Schedule (5) TECH-5 Curriculum Vitae (CV) for Proposed Team Leader and Senior Instructors* <p>*TECH 5 should be provided for a Team Leader and two senior instructors of the Candidate Institution's choice. Refer to Section 5, 8. Obligations, b. Institutions 2)</p> <p>AND</p> <p><u>For FINANTIAL PROPOSAL:</u></p> <p>2nd Inner Envelope with the Financial Proposal:</p> <ol style="list-style-type: none"> (1) FIN-1 Summary of the Program Cost 										

	<p>(2) FIN-2 Breakdown of the Training Program Cost (3) FIN-3 The Follow-up Program Cost (4) FIN-4 Other Expenses of the Training Program</p>
<p>7</p>	<p>Clarifications may be requested no later than 16:00 local time for Egypt, March 19, 2018.</p> <p>The contact information for requesting clarifications is: Attention to: Dr. Hossam El-Malehy Deputy Minister of Higher Education Cultural Relations, Missions and Universities Affairs</p> <p>Via E-mail: ejep.tender@mohe-casm.edu.eg (please cc the e-mail to: egyptcesb@tokyo.email.ne.jp)</p> <p>The designated form is available on the following web site. The responses of the clarifications and/or amendment of the RFP will be published on the same web site by 16:00 local time for Egypt, April 4, 2018;</p> <p>Ministry of Higher Education, Central Department of Missions http://www.mohe-casm.edu.eg/English/index.jsp</p>
<p>8.3</p>	<p>Supporting documents are available upon submission of a designated request form. The request form is available at the following web site; http://www.mohe-casm.edu.eg/English/index.jsp</p> <p>Supporting documents may be requested no later than 16:00 local time for Egypt, March 26, 2018.</p> <p>Supporting documents are the following: - Tokkatsu+ Introduction Manual (Arabic and provisional translation in Japanese)</p> <p>E-mail address for requesting supporting documents is: Attention to: Dr. Hossam El-Malehy Deputy Minister of Higher Education Cultural Relations, Missions and Universities Affairs</p> <p>E-mail: ejep.tender@mohe-casm.edu.eg (please cc the e-mail to: egyptcesb@tokyo.email.ne.jp)</p> <p>The documents must not be used or copied for purposes other than making the</p>

	proposal or not to be distributed to a third party.
9	<p>The Financial Proposal must provide the following:</p> <p>Each cost item must be stated as a sum inclusive of all the tax such as consumption tax and withholding tax. In the financial evaluation, the Tender Procurement Committee evaluates 1. Summary of the Program Cost (FIN-1), 2. Breakdown of the Training Program Cost (FIN-2), 3. The follow-up Program Cost (FIN-3), consisting of the following items. Other necessary items can be recorded in 4. Other Expenses (FIN-4) that are not a subject for financial evaluation. Nonetheless, the Institution must submit all the financial proposal sheets.</p> <p>1. Summary of the Program Cost (FIN-1)</p> <ol style="list-style-type: none"> 1) Training Program Cost in Japan 2) Follow-up Program Cost in Egypt 3) Grand Total Amount of the Training Program Cost and the Follow-up Program Cost <p>2. Breakdown of the Training Program Cost (FIN-2)</p> <ol style="list-style-type: none"> 1) Lecture/Instructor (including lecture, meeting participation) 2) Training material preparations (including lecture materials, cost of purchase or rent of any equipment required to training) 3) Site visit/Observation (excluding transportation cost) 4) Administration cost (including administrative staff, communication costs, report production, printing and delivery to the Executing Agency, certificate, overhead) 5) Hospitality/Refreshments (tea break, opening, orientation and closing sessions) 6) Venue (Facility usage cost) 7) Consumables 8) Any other items (add, if applicable and justifiable) <p>3. The Follow-up Program Costs (FIN-3)</p> <ol style="list-style-type: none"> 1) Daily Allowance (including per-diem allowance and accommodation) 2) International airfare (Japan-Cairo) 3) Other cost (including training material preparation, reporting, visa fee, overhead, etc.)

	<p>4. Other expenses of the Training Program (FIN-4)</p> <p>1) Daily transportation of the participants* (in the case where the Candidate Institution wish to arrange daily transportation utilizing its own network and experience. Cost of travel by the most appropriate means of transport and the most direct practicable route)</p> <p>2) Transportation for site visits* (Cost of travel for site visits, which are proposed as a part of training program)</p> <p>3) Accommodation for the participants and the coordinator* (in the case where the Candidate Institution which to arrange the accommodation for the participants and the coordinator utilizing its own network and experiences)</p> <p>4) Arrangement of Translators/Interpreters* (in the case where the Candidate Institution wish to arrange Japanese/Arabic translators and interpreters utilizing its own network and experience)</p> <p>5) Any other items (add, if applicable and justifiable)</p> <p><i>*The other expense 1) -4) should be proposed in FIN-4, only when the Candidate Institution would like to suggest alternatives. Otherwise these costs are provided by the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB").</i></p>
<p>10</p>	<p>The Financial Proposal shall be stated in the following currency: Japanese yen</p>
<p>11.2</p>	<p>The Candidate Institution must submit:</p> <p>(a) Technical Proposal: one (1) original and 2 copies;</p> <p>(b) Financial Proposal: one (1) original and 2 copies;</p> <p>(c) Digital copy of the Technical Proposal in the form of PDF</p>
<p>11.4</p>	<p>The Candidate Institution must submit the digital data of the Technical Proposal in the following format by e-mail with the following subject:</p> <p>Subject of the e-mail and File Name: "reference number [under bar] name of the Candidate Institution (or abbreviation) [under bar] serial file number". Maximum number of characters is fifteen (15). Example: BE1_XXX Univ_01</p> <p>Maximum File Size: 3 MB per file (ZIP or other compressed files are not acceptable)</p> <p>Document Type: PDF which is protected by password</p> <p>Password: Within 6 digits, Password must be sent by separate e-mail</p>

<p>11.6</p>	<p>Original and two copies of the Proposals (both Technical Proposal and Financial Proposal) must be posted no later than: Date: April 27, 2018 (post mark deadline) Time: 16:00 Local Time for Egypt The Proposal submission address is: Attention To: Dr. Hossam El-Malehy Deputy Minister of Higher Education Cultural Relations, Missions and Universities Affairs 101 Kasr El Eini St, Cairo Egypt</p> <p>The digital data of the Technical Proposal must be e-mailed no later than the above date and time to: E-mail: ejep.tender@mohe-casm.edu.eg (please cc the e-mail to: egyptcesb@tokyo.email.ne.jp)</p>																						
<p>11.7</p>	<p>The Notification of the receipt of the proposal shall be sent via e-mail indicated in TECH-1 no later than: Date: May 9, 2018 Time: 16:00 Local Time for Egypt</p>																						
<p>13</p>	<p>Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td colspan="2">(i) Specific experience of the organizations relevant to the assignment:</td> </tr> <tr> <td style="text-align: right;">Total points for criterion (i):</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td style="padding-left: 20px;">a. Experience in similar nature and size of program (Overseas and in Japan):</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="padding-left: 20px;">b. Performance and experience in related field as an organization:</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="padding-left: 20px;">c. Network with related organization:</td> <td style="text-align: right;">10</td> </tr> <tr> <td colspan="2">(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference</td> </tr> <tr> <td style="text-align: right;">Total points for criterion (ii):</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td style="padding-left: 20px;">a. Technical approach and methodology: (Synergy effect between Training Program and Follow-up Program)</td> <td style="text-align: right; vertical-align: bottom;">25</td> </tr> <tr> <td style="padding-left: 20px;">b. Work plan:</td> <td style="text-align: right;">15</td> </tr> <tr> <td style="padding-left: 20px;">c. Staffing Schedule and Work Schedule:</td> <td style="text-align: right;">10</td> </tr> </tbody> </table>		<u>Points</u>	(i) Specific experience of the organizations relevant to the assignment:		Total points for criterion (i):	[30]	a. Experience in similar nature and size of program (Overseas and in Japan):	10	b. Performance and experience in related field as an organization:	10	c. Network with related organization:	10	(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference		Total points for criterion (ii):	[50]	a. Technical approach and methodology: (Synergy effect between Training Program and Follow-up Program)	25	b. Work plan:	15	c. Staffing Schedule and Work Schedule:	10
	<u>Points</u>																						
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c. Staffing Schedule and Work Schedule:	10																						

	<p>(iii) Team Leader and Senior Instructors’ qualifications and competence for the assignment</p> <p style="text-align: right;">Total points for criterion (iii): [20]</p> <p>a. Education background and Position: 5*</p> <p>b. Working experiences in the field related to applied training course and expertise: 5*</p> <p>c. Working experiences in similar program (Overseas and in Japan): 5*</p> <p>d. Ability and performance as team Leader/course coordination and management: 5*</p> <p><i>*Distribution of scores among Team Leader and two Senior Instructors are: 4:3:3.</i></p> <p>Total points for the three criteria: 100</p> <p>.....</p> <p>The minimum technical score (St) required to pass is: 75</p>
<p>14.2</p>	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 × Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p>T = 0.7, and</p> <p>P = 0.3</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>
<p>15</p>	<p>Expected date and address for contract negotiations:</p> <p>Date: May 29, 2018</p>

	<p>Address: Head Embassy of the Arab Republic of Egypt Culture and Education and Science Bureau Higashigaoka Gardenhouse 1 19-17, Higashigaoka 1-chome, Meguro-ku, Tokyo 152-0021 Japan E-mail: egyptcesb@tokyo.email.ne.jp</p>
<p>17.1</p>	<p>The publication will be made on the following web site within 7 days after the contract signing.</p> <p>The Ministry of Higher Education, Central Department of Missions http://www.mohe-casm.edu.eg/English/index.jsp</p>
<p>17.2</p>	<p>Expected date for the commencement of the Services: The schedule as well as the frequency of the program(s) implementation will be proposed by the Institution. However, the actual implementation dates will be subjects for discussion in accordance with the local context in Egypt including the EJS annual school calendar. Related to that, as for the first batch of the training program, it is desirable that it be held and concluded before the end of March 2019 (preferably implemented during the semester break which is usually from January to February).</p> <p>Location of the Training Program implementation: Japan Location of the Follow-up Program implementation: Egypt</p>

Section 3: Technical Proposal, Standard Forms

TECH-1 Technical Proposal Submission Form

TECH-2 Organization and Experience

TECH-3 Description of Approach, Methodology and Work plan

TECH-4 Staffing Schedule and Work Schedule

TECH-5 Curriculum Vitae (CV) for Proposed Team Leader and Senior Instructors

Scoring Indicators (Sample)

Form	No. of Page	Scoring measure/remarks
TECH-2 Organization and Experience	2-4	Education and research experiences in the field related to applied training program. Conducting training, seminar, or academic exchange with overseas organizations Cooperation and Network with Research Institute, Public institution etc.
TECH-3 Description of Approach, Methodology and Work plan TECH-4 Staffing Schedule and Work Schedule	4-10	Curriculum design policy, Course management and facilitation Method - Contents and strategy of lecture and practice etc. for the Training Program in Japan and the Follow-up Program in Egypt - selection of lecturers - Utilization of observation, site visit and practice - Action plan formulation guidance Feasibility of work plans in terms of time frame, human resource input. Time allocation of the program (Percentage of Theory, Practice and Activities)
TECH-5 Curriculum Vitae (CV) for proposed Team Leader and Senior Instructors	3-6	Refer to sub criteria which is described at Data Sheet Clause 13 (iii) in Section 2
Total	9-20	

*Page count assumption: 300-400 words / 1 page

TECH-1 Technical Proposal Submission Form

{Location, Date}

To: Central Department of Missions, Ministry of Higher Education,
The Government of Arab Republic of Egypt

Dear Sirs:

We, the undersigned, offer to provide the services for implementing the training program *{insert the group training name}* for Egypt Japan Education Partnership – Human Resources Development Project (Basic Education Sector) in accordance with your Request for Proposals dated February 26, 2018 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in separate envelopes.

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Executing Agency.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 5.
- (c) We meet the eligibility requirements as stated in Instruction to the Candidate Institutions Clause 2, and we confirm our understanding of our obligation to abide by the prevailing Japanese Law in regard to corrupt and fraudulent practices as per the Instruction to the Candidate Institution Clause 2.2.

- (d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Executing Agency.
- (e) We undertake to negotiate a Contract on the basis of the proposed Team Leader and the Senior Instructors. We accept that the substitution of Team Leader and the Senior Instructors may lead to the termination of Contract negotiations.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract Agreement is signed, to initiate the services related to the assignment no later than the date indicated in Clause 17.2 of the Data Sheet.

We understand that the Executing Agency is not bound to accept any Proposal that the Executing Agency receives.

We remain,

Yours sincerely,

Authorized Signature and seal {In full and initials}: _____

Name and Title of Signatory: _____

Name of the Candidate Institution (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

TECH-2 Organization and Experience

Reference No: BE-

Name of the Training Program:

A - Organization

{Provide here a brief description of:

- Your organization/institution including education and research experience in the field of applied training program;*
- Implementation structure such as collaboration scheme with other universities/institutions, organization chart of your organization or internal/external staffing plan etc.}*

B - Experience

{Write the Organization's achievements of activities overseas and in Japan that are thought to be similar to your proposing course together with their outcomes, including experiences with the JICA's Knowledge Co-Creation Programs, seminars and academic exchange.}

Duration	Contents of program and its outcomes	The place of activities	Client and contact details

A- Technical Approach, Methodology and Implementation schedule of Training Program in Japan and Follow-up Program in Egypt




{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.}

{For example, Curriculum design policy and methodology for training in Japan and Egypt which are important matters to be taken into consideration when implementing the project, including, selection of lecturers, course management and facilitation method etc. Please do not repeat/copy the TORs in here.}

{Please describe expected synergy effect by implementation of both the Training Program and the Follow-up Program}

{Please outline training schedule of the whole training program in both Japan and Egypt referring to the table below}

(Example)

Training Program	Batch/ Trip	Months																	
		2018					2019												n
		8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	n
4 weeks of Training in Japan	1 st Batch																		
	2 nd Batch																		
	** Batch																		
	** Batch																		
1 week of Follow-up Program in Egypt	1 st Trip																		
	2 nd Trip																		
	3 rd Trip																		
	4 th Trip																		

Remarks

- 1 week of Follow-up Program in Egypt shall be implemented annually, but not exceeding 4 times in total.
- Duration of activities shall be indicated in a form of a bar chart.

B-Work Plan in Training in Japan (per batch)

{Please outline training schedule}

	Method*	Place	Subject	Purpose / Outline	Name of Lecturer/Organization
Day 1 (Monday)			Opening ceremony		
			Briefing and Orientation		
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 24					
Day 25					
			Evaluation Meeting		
Day 26 (Friday)			Closing Ceremony		

	Theory	Practice	Activities
<u>Time allocation of the program</u>	hours	hours	Hours
	%	%	%

*Method: Theory, Practice or Activity

C-Work Plan for Follow-up Programme in Egypt (per trip)

{Please outline training schedule}


	Place	Subject	Purpose / Outline	Name of Japanese Experts in charge
Day 1 (Sunday)				
Day 2 (Monday)				
Day 3 (Tuesday)				
Day 4 (Wednesday)				
Day 5 (Thursday)				

Note: Work days in Egypt is from Sunday to Thursday.

TECH-4 Staffing Schedule and Work Schedule of Training Program and Follow-up Program

Reference No: BE- _____

Name of the Training Program: _____

N°	Deliverables (D-..)	Person in charge (Roles and Specialized area)	Months																
			2018					2019										n	TOTAL
			8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	n	
1	Issue invitation letter to the Executing Agency to obtain visa for participants																		
n																			

Remarks

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Executing Agency’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.

TECH-5 Curriculum Vitae (CV) for Proposed Team Leader and Senior Instructors

Reference No: BE- _____

Name of the Training Program:

Name	XXX XXX	Date of Birth (yyyy/mm/dd)	
Nationality	<input type="checkbox"/> Japan <input type="checkbox"/> Others ()		
In charge of Subjects			
Title & Position	<input type="checkbox"/> BS <input type="checkbox"/> Master <input type="checkbox"/> Ph.D		
	<input type="checkbox"/> Technician <input type="checkbox"/> Lecturer <input type="checkbox"/> Assist. Prof. <input type="checkbox"/> Assoc. Prof. <input type="checkbox"/> Prof.		
	<input type="checkbox"/> Others ()		
Education	Name of University (graduation year)	Faculty, Course, Major, etc.	
Bachelor			
Master			
Doctor			
Specialty or Research interest	1.		
	2.		
	3.		
	4.		
	5.		
Major Publication (Last 3 years)			
Relevant experiences and employment (including working experience in similar program, seminar or academic exchange overseas and in Japan) (Last 10 years)	Duration [yyyy.mm] (from – to)	Tasks and Responsibilities	
Tasks and Responsibilities for the proposed training program			

Section 4: Financial Proposal, Standard Forms

FIN-1 Summary of the Program Cost

FIN-2 Breakdown of the Training Program Cost

FIN-3 The Follow-up Program Cost

FIN-4 Other Expenses of the Training Program

FIN-1 Summary of the Program Cost

Reference No: BE- _____

Name of the Training Program: _____

Summary of the Program Cost

Training Program Cost in Japan	Amount
I. Total Program Cost per batch	JPY xxx,xxx
II. Total Program Cost for XX batches	JPY x,xxx,xxx

Follow-up Program Cost in Egypt	Amount
III. Total Follow-up Program Cost per trip	JPY xxx,xxx
IV. Total Program Cost for XX trips	JPY x,xxx,xxx

Grand Total Amount of the Training Program Cost and the Follow-up Program Cost (II + IV)	JPY	x,xxx,xxx
Amount expressed in words;		
XXX XXX XXX XXX Japanese Yen		

I, *[insert name of authorized signer]*, duly confirm above amount and propose to the Executing Agency.

[insert signature of person]

[insert full name of the Institution]

[insert name of office, position]

FIN-2 Breakdown of the Training Program Cost

Reference No: BE- _____

Name of the Training Program: _____

Breakdown of the Training Program Cost

Item	Amount (JPY)	Calculation basis	Remarks
1. Lecture/Instructor		<i>Ex)</i> <i>JPY*** × ***hours</i>	
2. Training material preparations			
3. Site visit/Observation (excluding transportation cost)			
4. Administration cost (including administrative staff, reporting, certificate, overhead)			
5. Hospitality/Refreshments (tea break, opening, orientation and closing session)			
6. Venue (Facility usage cost)			
7. Consumables			
8. Any other item (add if applicable and justifiable)			
Sub Total per Batch			
<i>Consumption Tax* per Batch (8%)</i> <i>*(actual tax amount due shall be decided in accordance to Japanese tax regulation)</i>		<i>Truncated after the decimal point</i>	
Total Program Cost per Batch			
Total Program Cost For XXX Batches			

Each cost item must be stated as a sum inclusive of all the tax such as consumption tax and withholding tax.

FIN-3 The Follow-up Program Cost

Reference No: BE- _____

Name of the Training Program: _____

The Follow-up Program Cost

Item	Amount (JPY)	Calculation basis	Remarks
1. Daily Allowance (including per-diem allowance and accommodation)			
2. International Airfare (Japan-Cairo)			
3. Other cost (including training material preparation, reporting, visa fee, overhead, etc.)			
Sub Total per Trip			
<i>Consumption Tax* per Trip (8%)</i> <i>*(actual tax amount due shall be decided in accordance to Japanese tax regulation)</i>		<i>Truncated after the decimal point</i>	
Total Follow-up Program Cost per trip			
Grand Total of Follow-up Program Cost For XXX Trips			

Each cost item must be stated as a sum inclusive of all the tax such as consumption tax and withholding tax.

Other Expenses of the Training Program (Optional*)

Item	Amount (JPY)	Calculation basis	Remarks
1. Daily transportation of the participants*			
2. Transportation for site visits*			
3. Accommodation for the participants and the coordinator*			
4. Arrangement of Translators/Interpreters* (Japanese-Arabic)			
5. Any other items (add, if applicable and justifiable)			
Sub Total per Batch			
<i>Consumption Tax* per Batch (8%) *(actual tax amount due shall be decided in accordance to Japanese tax regulation)</i>		<i>Truncated after the decimal point</i>	
Total Other Expenses per Batch			
Total Other Expenses For XXX Batches			

Notes:

Each cost item must be stated as a sum inclusive of all the tax such as consumption tax and withholding tax.

*For items not to be recorded enter "0" on Amount (JPY) / Calculation basis.

Even if the total amount of "0", the Candidate Institutions must submit FIN-3 document.

*The other expense 1) -4) should be proposed, only when the Candidate Institution would like to suggest alternatives. Otherwise these costs are provided by ECEB.

Section 5: Terms of Reference

General Information

Egypt Japan Education Partnership (EJEP)

- Background

Egypt has proven good results in educational access indicators such as enrolment ratio and promotion rate at the elementary and lower secondary stages. The quality aspect of education in the country is also assured by the child law. It stipulates the objectives of child education as for “the development of the child’s personality, talents, and mental and physical abilities to their fullest potential, taking into consideration that the educational programs conform to the child’s dignity, enhance his feelings of self-worth, prepare him to participate in society and assume his responsibilities.” This is similar to the aims of Japanese standard curriculum. However, education in Egypt is currently focused on the acquirement of the contents of academic subjects through a memorization and recall centric approach. Despite this, there is more to learning than simply this through school education in the 21st Century.

- EJEP as a Holistic Education Program

With the above background in mind, the leaders of two countries met in January 2015 and February 2016 and mutually agreed on a comprehensive measure for education sector cooperation with Egypt called “Egypt-Japan Education Partnership (EJEP)”. This Partnership aims to empower Egyptian youth for enhancing peace, stability, development and prosperity in their society. It has been realized based on the strong interest and commitment of the two leaders and takes a holistic approach of cooperation that covers all the educational stages from early childhood and basic education to technical and higher education. This also involves scientific research, technology and innovation.

- Introducing Japanese Education Approaches in Egypt

Some Japanese education approaches are expected to be introduced and take root in Egypt under the EJEP. An educational practice named “*Tokkatsu*” is one of the main features in the program. This denotes special activities with “learning by doing” approaches in English and takes an important role at the stage of basic education in Japan. This is owing to the fact that those activities enable students to engage themselves in activities, thereby likely enhancing their abilities and attitudes. “*Tokkatsu*” is thought to make it possible for students to “think and act by oneself”, and to build preferable inter-student relationships that help students learn better about each other in a classroom. In addition to “*Tokkatsu*”, it is expected that some other aspects of Japanese education practices will be implemented in order to enhance the quality of education in Egypt. For example, they are “Learning through Playing” approaches at kindergartens, improvement of school management and governance, and capacity building of teachers and instructors. “*Tokkatsu*” and the Japanese approaches are going to be applied at new Egypt-Japan Schools (EJS) that have been newly constructed.

To this end, the following projects have been formulated to achieve the objectives under the Ministry of Education and Technical Education (MOETE) and the Ministry of Higher Education (MOHE). The program has been administrated by Executive Committee One and Two (EC1 & 2) at MOETE and MOHE respectively and supervised by the Steering Committee (SC) set under the chairpersonship of the National Security Adviser to the President of Egypt. Project Management Units (PMU) have been formed at both ministries that are responsible for planning and implementing the program as a whole. The Japanese Government supports this program mainly by providing cooperation through Japan International Cooperation Agency (JICA). These projects are

envisioned to create synergy so as to disseminate “*Tokkatsu*” and other Japanese educational practices in Egypt.

- ◇ “The Project for Creating Environment for Quality Learning” (A technical cooperation project)
- ◇ Loan based “Egypt Japan School Support Program”
- ◇ Loan based “Human Resources Development Project”

- Human Resources Development Project

There are four training programs to be financed through the Yen loan scholarship Program or the “Human Resources Development Project” which are described as follows.

Name of the courses		Period	# of Participant × # batches
BE-1	Tokkatsu & School Governance Management	Four (4) weeks	20 participants × 11 batches = 220
BE-2	Tokkatsu+ Activities		20 Participants × 11 batches = 220
BE-3	Tokkatsu & Learning Improvement (Lesson Study)		20 Participants × 6 batches = 120
BE-4	Tokkatsu & Early Childhood Education		20 Participants × 6 batches = 120
			Total 680 (34 batches)

Prior to the above four-week training programs, participants are expected to take a one-week introductory program (C1: Common Module 1) in Egypt in order to obtain basic knowledge of Japanese education style, introduction of special activities known as “*Tokkatsu*”, Japanese style school management, and Japanese style early childhood education system. These training programs are lecture/workshop-centered and are conducted by Egyptian Master Trainers (MTs) who are well trained by JICA technical project team and the Ministry of Education and Technical Education in Egypt.

What is expected from the training programs in Japan is therefore to uplift the theoretical knowledge to the practical knowledge and skills through hands-on training programs. All of the proposed training programs are expected to consist of two modules, namely, common module (C2) to deepen the knowledge of *Tokkatsu* and Japanese education system (C2-A) or childhood education (C2-B), and specialized modules (S1 – S4) that are designed and established according to the specific needs of each theme. With this structure of training programs, participants shall be ready to implement and/or collaborate with their colleagues to apply/implement not only their specialized knowledge and skills but also *Tokkatsu+* activities upon completion of the programs.

	Training Programs	Common Module 2 (C2) (1 week)	Specialized Module (3 weeks)
1	Tokkatsu & School Governance Management	C2-A: Tokkatsu and Japanese basic education system	S1: School Governance Management
2	Tokkatsu+ Activities		S2: Tokkatsu+ Activities
3	Tokkatsu & Learning Improvement (Lesson Study)		S3: Lesson Study
4	Tokkatsu & Early Childhood Education	C2-B: Tokkatsu and Japanese early child education system	S4: Early Childhood Education

Following the above four-week programs, the selected institution is expected to conduct the Follow-up Program at Egyptian Japanese Schools (hereinafter referred to as “EJS”) in Egypt. In principle, the contents of the Follow-up Program will be implemented based on the proposal of the Institution, and is expected to be conducted at least once a year, but not exceeding four (4) times in total.

Further details of each Training Program and the Follow-up Program such as program objectives, target participants and tentative training schedule are given from the following page by respective courses.

BE-1 Tokkatsu & School Governance Management

1. General

This Terms of Reference (hereinafter referred to as “TOR”) will provide the general scope of works for the institution for the Human Resource Development Project (HRDP, hereinafter referred to as “the Project”) executed by the Ministry of Higher Education, the Central Department of Missions (hereinafter referred to as “the Executing Agency”). The Executing Agency implements overseas short-term training in Japan and follow-up program in Egypt in the field of basic education utilizing the Yen Loan to enhance the capacities of Egyptian educators through providing study and training opportunities in Japan and in Egypt.

2. Background

Participants are expected to learn Japanese Basic Education System in-depth and obtain specialized knowledge and techniques to develop and manage Egyptian Japanese Schools (hereinafter referred to as “EJS”).

In order to achieve effective, efficient, and sustainable management of EJS, it is crucial to develop superior leaders who obtain in-depth understanding of Japanese educational system. In this respect, this program is designed for existing/candidate school managers and their trainers to acquire features and effect of basic education system in Japan including Tokkatsu. Participants are expected to understand the role, responsibility and activity of school managements and develop capacity of leadership. They are also expected to formulate plans for effective, efficient and sustainable school management mechanism of EJS upon completion of the training program.

3. Purpose of Training

To ensure effective school management and leadership with the clear educational objective of introducing Whole Child Education (Tokkatsu+) model

4. Expected output

Upon completion of this training program, participants would be able to:

1. Gain overall understandings on Japanese education and Tokkatsu.
2. Obtain managerial and planning knowledge and skills to run EJS
3. Acquire knowledge of being leaders and skills to run EJS
4. Prepare plan to introduce Tokkatsu+ activities to school

5. Characteristics of Training

The trainings shall be designed as “Training of Trainers (ToT)” which shall include lectures, site visits to relevant organizations, observations, discussions and formulation/presentation of “Action Plan”.

Participants are expected to learn Japanese Basic Education System in-depth and obtain specialized knowledge and techniques to develop and manage EJS. After returning to Egypt, participants are expected to deliver acquired training module or topics as a trainer with a clear sense of output that

satisfy the training needs to be achieved. Such output is expected to be accompanied by a follow-up tool that is to be taken to their home EJS. Furthermore, participants are obliged to implement “Action Plan” prepared during the program. Hence, the effect through those activities will not be limited to change the basic education environment, but it also extends to the systematical change of basic education system throughout Egypt.

6. Outline of the Training

6.1 Training Program

Training program should be designed by using a following suggested specific subject and schedule as a reference. However, schedule can be adjustable if all the suggested subjects are covered.

Week	Method	Contents
		Arrival at the Institution
1st Week (C2-A)	Brief.	Program Briefing
	Act.	Presentation on Assignment (Inception Report)
	Theory	Basic Education System in Japan <ul style="list-style-type: none"> - Outline of Japanese education system - Local government support in school education - Role of inspectors and supervisors - Learner centered approach and learner centered school - Relationship between active learning and Tokkatsu - School management - Learning through playing at kindergarten - Smooth transition from KG to Elementary - The methodology of evaluation (Cumulative guidance record) Tokkatsu (basic) <ul style="list-style-type: none"> - Whole Child Education and Tokkatsu - Practice of Tokkatsu at school (Classroom discussion, etc.) - Literacy and Numeracy Training for Earlier (1-3) Graders - Continuous capacity building of teachers and School-based Training (Lesson Study, etc.) - Synergy between non-academic subjects and Tokkatsu
	Act.	Observation of Tokkatsu activities, School management, Lesson Study, Drill activities for literacy and numeracy, Lesson for non-academic subjects at: <ul style="list-style-type: none"> - Elementary school (= primary school) - Kindergarten (including smooth transition from KG to Elementary) Visiting board of education and education centers
Prac.	<ul style="list-style-type: none"> - Exercise mock classroom discussion - Discussion on training materials for School Teacher Training - Discussion on elements of Japanese school education and methodology for adoption to EJS - Summarize some suggestions for improving Tokkatsu+ introduction guideline 	
2nd – 3rd Week	Theory	Managerial Skills <ul style="list-style-type: none"> - School management regulation / School organization / Duty allocation / Teacher evaluation / Budget plan and control / School evaluation / Community collaboration (PTA [Parent-Teacher Association], school council) School management (focused on key Tokkatsu+ activities)

		<ul style="list-style-type: none"> - Staff meeting / Lesson Study / SBI (School Based INSET) / Support for slow learner/remedial at earlier grades / Student Guidance / Annual school management plan / Official school record Leadership <ul style="list-style-type: none"> - Role of principal - Motivation and Trust De-concentrated / Decentralized leadership School organization with duty allocation among teachers
	Prac.	Role-playing (leadership) Work alongside experienced counterparts (1. Role of principal; 2. Management skill; 3. Supporting learning disability students) <ul style="list-style-type: none"> - School management system observation - Analyze and discuss on observed cases - Discussion with school managements
	Act.	Identify and address issues related to school management and leadership in Egypt for the action plan Summarize a few elements of Japanese school education into introduction sheet to Egypt Drafting the action plan to introduce Tokkatsu+ to EJS Drafting some training materials for School Teacher Training
4th Week	Prac./ Act.	Discussion on the role of teacher training collage and its attached school in Japan Reflection (summary, review, and Q&A session) Methodology of training (planning, implementing, managing, assessment of training) Preparation and examination of Action Plan Evaluation Meeting

6.2 Training Scheme

Training will be conducted base on “Training of Trainer (ToT)” concept. Overall training period planned is 4 weeks in Japan.

6.3 Curriculum Development

Details of curriculum will be developed by institution.

6.4 Participants and Implementation Timing

a. Number of Participants

20 participants will enroll in each batch of program.

Number of participants may change subject to prior notice to institutions. Planned number of batches is explained in the following section.

b. Schedule

Planned schedule is expected to 11 batches from 2018. The institutions have to receive maximum 220 participants in total during the period. It is preferable that the institution propose training for all 11 batches, though it can also propose some portions of 11 batches. For reference, Egyptian semester breaks are from later June to early September and from middle of January to early February.

c. **Qualification of Participants**

Target participants are principals and vice principals of EJS and Government officials. The minimum qualification for the participant is deemed;

- 1) Degree Background: Bachelor or higher
- 2) Maximum Age (As of date of application): 45 years old
- 3) Practical Experience on Related Field: at least 3 years

6.5 **Schematic Training Schedule**

It is recommendable for institution to start lectures around 9:00 a.m. and finish around 5:00 p.m., from Monday to Friday. Travel time to move to designated venue for training / site visits must be considered as reasonable. Delivery of lectures and activities may be conducted as flexible as possible by institution’s discretion. Following schedule illustrates a typical sample as reference. Total lecture hours, subjects or schedule must be proposed by institutions.

a. **Lecture Hour**

Total 6 hours/day of lecture may be appropriate but not limited to this schedule. Total lecture hours may be varied depending on site visit and travel time. A typical schedule is illustrated as follows.

Time	Activities	Lecture (Hrs.)
9:00 - 10:30	Lecture	1.5
10:30 - 11:00	Short-break	
11:00 - 12:30	Lecture	1.5
12:30 - 13:30	Lunch	
13:30 - 15:00	Lecture	1.5
15:00 - 15:30	Short-break	
15:30 - 17:00	Lecture	1.5
	Total	6.0

b. **Time allocation of the training program**

The training program consists of lectures, discussions, case study, practices and site visits by featuring a practical and participatory curriculum. Ideal time allocation of this program shall be as follows:

Theory	Practice	Activities
30% (Classroom lectures, seminars, review and discussion, etc.)	40% (Case studies / skill practice, review and discussion, evaluation)	30% (Site visits to related organizations, observation, action plan, etc.)

c. Overall structure

Overall structure to be suggested is as follows:

1st Week

Saturday:	Leave for Japan by night flight.
Sunday:	Arrival at a Japanese airport in the morning and move to respective accommodation.
Monday:	Orientation, registration, etc.
Tuesday – Friday:	Theory/Practice/Activities
Saturday / Sunday:	Day off

2nd Week to 3rd Week

Monday – Friday:	Theory/Practice/Activities
Saturday / Sunday:	Day off

4th Week

Monday – Friday:	Practice/Activities, final presentation, wrap-up meeting, evaluation meeting, distribute certificates of completion
Saturday:	Leave for Egypt

* Saturday, Sunday, and National Holiday in Japan may be day off.

7. Outline of the Follow-up Program

Following the four-week training program, the Institution is expected to dispatch experts to Egypt to conduct a follow-up program. The Executing Agency shall provide the necessary information and logistical support upon the Institution's request. Details of the Follow-up Program will be developed by the Institution, while satisfying the following conditions:

- a. The maximum number of experts to be dispatched per trip under the Project budget is two (2). The member should include team leader or senior instructors who submitted CV in TECH-5. The institution can dispatch three or more experts; however, the dispatching cost for additional experts shall be borne by the institution.
- b. Duration of the program excluding travel time is five (5) working days.
- c. The Follow-up Program shall be implemented annually but not exceeding 4 times in total.
- d. Program shall be designed assuming that it will be implemented at facilities of Ministry of Education and Technical Education including EJS where ex-participant(s) of the training program in Japan works for. Program shall also be developed considering the impact to the ex-participants and upcoming Training Program in Japan.
- e. Target participants of the Follow-up Program will not be limited to ex-participants of the training programs in Japan. Therefore, the Institution shall propose the contents that can be beneficial not only for ex-participants but also overall EJS teachers and staffs who work at designated EJS and/or nearby EJS.
- f. The program shall include activities such as participation to model classes and joint-implementation of classes; analysis of issues and challenges; and advice for improvement. Furthermore, it shall include knowledge sharing or guidance for teachers and staffs at designated and/or nearby EJS on their daily activities.
- g. The Institution agrees that domestic transportation and interpreters for the program implementation shall be arranged by the Executing Agency. Air tickets and accommodation for dispatched experts shall be arranged by the Institution.

8. Payment Responsibilities

The Executing Agency takes care of all expenses for the programs in Japan and in Egypt including international airfare, per-diem allowance for participants, insurance premium, program fees, visas, etc.

Program costs are paid to the institution, and the institution makes payment for expenses to implement training.

As it is understood that all accommodations during stay in Japan have to be paid by participants out of their par-diem allowance, it is expected institutions to recommend/suggest the reasonable accommodation.

Expenses	Responsible for payment		Remarks
	Direct payment by the Executing Agency	Through Institution	
Training Program in Japan			
Program cost		○	Program cost includes tuition fee, hand-outs development and preparation, access to university facility, invite speakers outside of universities, etc., which costs related to conduct program in Japan.
Travel Fee	○		Round trip between Cairo and Japan, airport pick-up/send-off, and domestic transportation cost.
Daily Allowance	○		Per-diem allowance paid to participants covers hotel accommodation, meals, domestic transportation during weekends.
Health Insurance	○		Overseas Travel insurance.
Interpreters	○		Japanese⇔Arabic
Follow-up Program in Egypt			
International airfare		○	Between Japan and Cairo
Domestic transportation	○		Between the accommodation and the program venue excluding airport pick-up and send-off
Interpreters	○		Japanese⇔Arabic
Daily Allowance and Others		○	Daily Allowance for dispatched experts (Including accommodation), training material preparation, reporting, visa fee, etc.

9. Obligations

Obligations of the Executing Agency and Institutions are identified as follows.

a. The Executing Agency

Major obligations belong to the Executing Agency is summarized as follows;

Training Program in Japan

- 1) Provide the final list of trainees to the Institution
- 2) Support participants to obtain entry visa to Japan
- 3) Arrange international travel between Cairo and Japan
- 4) Obtain overseas travel insurance for participants
- 5) Arrange training coordinators
- 6) Provide Japanese-Arabic interpreter(s)
- 7) Arrange transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrange transportation between the accommodation, training venue and/or site visits
- 9) Make payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)
- 10) Hold pre-departure and post-arrival orientations
- 11) Arrange the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available)
- 12) Take care of participants such as daily life assistance, emergency care, physical or mental problems, troubles with neighbors
- 13) Other related matters to above, regarding to the training program in Japan

Follow-up Program in Egypt

- 14) Request the Ministry of Education and Technical Education in Egypt to arrange facilities of Ministry of Education and Technical Education including EJS as venue considering safety and security matters and invite relevant participants for the Follow-up Program
- 15) Request selected venue for necessary preparation to implement the Follow-up Program
- 16) Arrange domestic transportation in Egypt excluding airport pick-up and send-off
- 17) Support to obtain visa for experts
- 18) Provide information on the other logistical support upon request of the Institution
- 19) Provide qualified Japanese-Arabic interpreter(s) with knowledge of Japanese education and Tokkatsu
- 20) Take care of dispatched experts such as daily life assistance, emergency care
- 21) Other related matters to above, regarding to the Follow-up Program in Egypt

b. The Institutions

Main obligations rendered to the Institutions is deemed to deliver proper and beneficial programs, reasonable level of administrative management to participants from disease, risks of injury, escape from disaster, etc. could be imposed.

Training Program in Japan

- 1) Issue invitation letter to the Executing Agency to obtain visa for participants
- 2) Assign Team Leader and 2 Senior Instructors

Assign a Team Leader who is technically responsible for the entire training program. S/he should be knowledgeable in the subject matters related to the training. The Institution should submit the TECH-5 for 2 Senior Instructors other than the above. These instructors should be technical evaluated during the technical evaluation.

- 3) Prepare and coordinate training program and curriculum

Prepare the training schedule (draft) by selecting necessary lecturers, site visit etc., and finalize the draft schedule and curriculum including lectures, practical training, training content, lecturers, training place, place of visit etc. Regarding the selection of lecturers and site visit, the points of the lecture in the overall program should be explained to the instructor adequately so as to avoid overlapping with other lectures. The Training Abstract shall be prepared for pre-departure orientation.

The Institution shall arrange two or more elementary schools for the purpose of Practice and Activity sessions. It is desirable that such sessions to be conducted at elementary schools shall account for 5 days or more in cumulative basis.

- 4) Give program orientation to participants

At the beginning of the program, explain to the participants the necessary information for training, such as the course goal, the attainment goal, the evaluation standards/methods and the procedure for preparing the action plan.

- 5) Deliver lectures and technical guidance
- 6) Response to technical questions from the participants based on lectures and explanations at site visit.
- 7) Develop and prepare handouts

Confirm the lecture and training materials beforehand, and the materials are sent to translators for Arabic translation in advance. Furthermore, the institution shall notify lecturers in advance that the training programs are designed as ToT and therefore the training materials to be developed for the program may likely be utilized in Egypt as training tools for internal capacity development.

- 8) Arrange venues and equipment for training

Arrange the training venues and training equipment (PC, projector, video, etc.) as necessary.

9) Arrange necessary staffs

Assigned staffs perform prior arrangements, confirmation on details such as venue and time etc. and accompany the group.

10) Organize training program considering reasonable traveling time

Arrange transportation and accommodation for site visits if FIN-4 is accepted by the Executing Agency.

11) Arrange travel and accommodation for lecturers

Arrange necessary travel and accommodation for lecturer and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB") for arrangement of participants' accommodation.

12) Provide refreshments

Provide tea, coffee and water at participants' consumption during the tea break which is scheduled in the morning as well as in the afternoon. The cost can be proposed on FIN-2.

13) Organize opening and closing ceremonies

Organize opening and closing ceremonies and give welcome greetings and congratulations on behalf of the executing institution with the presence of the representative of ECEB.

14) Issue certification for completion of training

Issue training certificates and award them to participants at the closing ceremony.

15) Organize inception report/action plan presentation session

Organizing inception report presentation and action plan presentation session, also analyze and evaluate the prepared report as appropriate.

16) Reasonable level of general administrative management and monitoring

Inform the participants sufficiently about the purpose of each lecture, lecturer's background, the flow of the program and orient them toward goals. And provide information to the lecturers about the needs of the participants and the situation in Egypt in order for the participants to understand the content of the training. And monitor the status of training implementation and the level of participant's understanding. In addition, grasp the experience and knowledge levels of participants through individual interviews and daily observation as necessary, then follow-up as appropriate.

17) Attend evaluation meeting and training evaluation

Hold a training evaluation meeting on the last day of the training. Prior to the evaluation meetings, obtain feedback from the participants by questionnaire and conduct an evaluation meeting based on the answers of questionnaire. The content of the questionnaire is mainly the quality of the lecture, the teaching materials and the quality of coordination and support etc. Also make a summary of the questionnaires and

record the meetings. Then evaluate the training and describe the evaluation result in the final report based on the answers of the questionnaire and the content of the evaluation meeting.

18) Submit reports

Construct the course report and financial report in English and submit them to the Executing Agency. The course report shall include the results of the assessment of the individual participants and the assessment of the training by individual participants, according to the evaluation sheet given as Annex 1 and Annex 2 respectively. Submit 3 copies each of reports and handouts to The Executing Agency after completion of training.

Follow-up Program in Egypt

19) Assign experts

The maximum number of experts to be dispatched annually under the Project budget is two (2) per program. The member should include team leader or senior instructors who submit CV in TECH-5. The institution can dispatch three or more experts, however, the dispatching cost for additional experts shall be borne by the institution.

20) Develop the Follow-up Program

Development of the program contents which is relevant and maximize effect of the training programs in Japan. The program shall include activities such as participation to model classes and joint-implementation of classes; analysis of issues and challenges; and advice for improvement. Furthermore, it shall include knowledge sharing or guidance for teachers and staffs at designated and/or nearby EJS on their daily activities. Furthermore, the contents that can be beneficial not only for ex-participants but also overall EJS teachers and staffs who work at designated EJS and/or nearby EJS.

21) Prepare and implement the program in collaboration with ex-participants and the Executing Agency.

Request necessary information to the Executing Agency well ahead of the program implementation

22) Arrange international air ticket and accommodation in Egypt for the dispatched experts.

23) Submit Reports

The Institution shall submit the Follow-up report and financial report in English to the Executing Agency within a month after the completion of each trip. The Follow-up report shall include detail of activities and plan/suggestions for upcoming Training Program contents improvement.

c. Participants

Participants have to pay the greatest attention not only for individual health care during training period but also disease, risks of injury, escape from disaster, etc., following instruction given by institutions. Duties rendered to participants are;

1) Manage and control individual health care.

- 2) Submit inception report and action plan, etc., according to the instructions given by the team leader/lecturers by individuals or group.
- 3) Cooperate with the Institution for the smooth and effective implementation of the Follow-up Program in Egypt.
- 4) Other related matters to above.

10. Language

Language to be used in the program is Japanese and it is translated to Arabic through interpreter. Lectures and hand-outs are prepared in Japanese and translated into Arabic by translators.

11. Others (Culture/religion/gender consideration)

Some participants may require special arrangements, according to their beliefs and gender, such as prayer room, prayer time, diet, etc. Such details need to be discussed between the coordinator and the institution if need arises.

BE-2 Tokkatsu+ Activities

1. General

This Terms of Reference (hereinafter referred to as “TOR”) will provide the general scope of works for the institution for the Human Resource Development Project (HRDP, hereinafter referred to as “the Project”) executed by the Ministry of Higher Education, the Central Department of Missions (hereinafter referred to as “the Executing Agency”). The Executing Agency implements overseas short-term training in Japan and follow-up program in Egypt in the field of basic education utilizing the Yen Loan to enhance the capacities of Egyptian educators through providing study and training opportunities in Japan and in Egypt.

2. Background

Participants are expected to learn Japanese Basic Education System in-depth and obtain specialized knowledge and techniques to develop and manage Egyptian Japanese Schools (hereinafter referred to as “EJS”).

“Tokubetsu Katsudo, or commonly known as “Tokkatsu,” is an essential component in the Japanese education curriculum to achieve whole-child education which aims at a balanced development of social, emotional, physical and academic aspects of children through various activities such as school events of culture and sports as well as interactive classroom discussion between teachers and students, for promoting active learning among students. Some activities conducted in school are not classified as Tokkatsu activities. However, all activities which contribute whole-child education are integrated to a concept as “Tokkatsu+”. In addition, non-academic subjects such as music, physical education, art and home economics also contribute to foster whole-child education as well as being responsible primarily for extracurricular activities conducted in school. The Government of Egypt expressed strong interest in introducing Tokkatsu and effective implementation of non-academic subjects in Egypt. At the request of the Government of Egypt, under EJEP, the Government of Japan expressed its commitment to undertake to promote Tokkatsu and non-academic subjects at schools in Egypt.

Tokkatsu is an effective group activity and practiced in various ways throughout the day. For the purpose of practical understanding of Tokkatsu in Japan, this training program offers the opportunities for participants to observe and participate in variety of Tokkatsu at elementary schools in Japan. Through active participation in the Tokkatsu activities, participants are expected to familiarize with the concept, importance and the role of Tokkatsu in the Japanese education context. At the same time, this training program offers the opportunities to observe and participate in non-academic subjects at elementary schools in Japan. Participants are expected to grasp how non-academic subjects contribute whole-child education and effective ways of implementing non-academic subjects. Additionally, participants are expected to contribute in developing Egyptian Tokkatsu non-academic subjects for EJS that are suitable for Egyptian context upon completion of the training program.

3. Purpose of Training

To acquire essential knowledge and techniques to ensure Whole Child Education (Tokkatsu+) model including non-academic subjects will be transferred to EJS.

4. Expected output

Upon completion of this training program, participants would be able to:

1. Gain overall understandings on Japanese education and Tokkatsu and non-academic subjects
2. Familiarize with the concept, importance and the role of Tokkatsu and related activities including non-academic subjects
3. Understand how to introduce and implement Tokkatsu and related activities including non-academic subjects
4. Prepare plans to introduce Tokkatsu and non-academic subjects to school and develop Egyptian Tokkatsu and non-academic subjects

5. Characteristics of Training

The trainings shall be designed as “Training of Trainers (ToT)” which shall include lectures, site visits relevant organizations, observations, discussions and formulation/presentation of “Action Plan”.

Participants are expected to learn Japanese Basic Education System in-depth and obtain specialized knowledge and techniques to develop and manage EJS. After returning to Egypt, participants are expected to deliver acquired training module or topics as a trainer with a clear sense of output that satisfy the training needs to be achieve. Such output is expected to be accompanied by a follow-up tool that is to be taken to their home EJS. Furthermore, participants are obliged to implement “Action Plan” prepared during the program. Hence, the effect through those activities will not be limited to change the basic education environment, but it also extends to the systematical change of basic education system throughout Egypt.

6. Outline of the Training

6.1 Training Program

Training program should be designed by using a following suggested specific subject and schedule as a reference. However, schedule can be adjustable if all the suggested subjects are covered.

Date	Style	Contents
		Arrival at the Institution
1st Week (C2-A)	Brief.	Program Briefing
	Act.	Presentation on Assignment (Inception Report)
	Theory	Basic Education System in Japan <ul style="list-style-type: none">- Outline of Japanese education system- Local government support in school education- Role of inspectors and supervisors- Learner centered approach and learner centered school- Relationship between active learning and Tokkatsu- School management- Learning through playing at kindergarten- Smooth transition from KG to Elementary

		<ul style="list-style-type: none"> - The methodology of evaluation (Cumulative guidance record) <p>Tokkatsu (basic)</p> <ul style="list-style-type: none"> - Whole Child Education and Tokkatsu - Practice of Tokkatsu at school (Classroom discussion, etc.) - Literacy and Numeracy Training for Earlier (1-3) Graders - Continuous capacity building of teachers and School-based Training (Lesson Study, etc.) - Synergy between non-academic subjects and Tokkatsu
	Act.	<p>Observation of Tokkatsu activities, School management, Lesson Study, Drill activities for literacy and numeracy, Lesson for non-academic subjects at:</p> <ul style="list-style-type: none"> - Elementary school (= primary school) - Kindergarten (including smooth transition from KG to Elementary) <p>Visiting board of education and education centers</p>
	Prac.	<ul style="list-style-type: none"> - Exercise mock classroom discussion - Discussion on training materials for School Teacher Training - Discussion on elements of Japanese school education and methodology for adoption to EJS - Summarize some suggestions for improving Tokkatsu+ introduction guideline
2nd – 3rd Week	Theory	<p>Tokkatsu+ Activities</p> <ul style="list-style-type: none"> - Tokkatsu Concept - Classroom Management - Tokkatsu+ in Japan <ul style="list-style-type: none"> ➢ Tokkatsu <ul style="list-style-type: none"> • Class Activities (Class Assembly / Daily Monitor / Cleaning) • School Event ➢ Other School Activities <ul style="list-style-type: none"> • Wall clock / Worksheet / Early bed and rise and breakfast / Washing hand / Physical fitness test / Fixed order in school line / School library ➢ School Management <ul style="list-style-type: none"> • School organization / Staff meeting / School duty allocation / Lesson study / Ensuring numeracy and literacy / official record / Collaboration with community, etc. - Non-academic subjects and extracurricular activities in relation to Tokkatsu <ul style="list-style-type: none"> ➢ Such as Music, Physical Education, Art and Handicraft, Home Economics
	Act.	<p>Visit schools (Tokkatsu, non-academic subjects and other activities)</p> <ul style="list-style-type: none"> - School facilities and equipment - Discussion with Japanese teachers
	Prac.	<p>Case Studies</p> <ul style="list-style-type: none"> - Preparation of case studies (1. Class activities; 2. Student association; 3. Club/school event) - Develop Tokkatsu+ activity - Role-playing in the LS setting (demonstration of good practices) - Lesson planning for non-academic subjects - Collaboration between Tokkatsu and non-academic subjects - Planning 1: making and EJS (Introducing Tokkatsu+ activity at school) - Planning 2: Replicate EJS

4th Week	Prac./ Act.	Discussion on the role of teacher training collage and its attached school in Japan Discussion on the role of special activity for whole child education Reflection (summary, review, and Q&A session) Methodology of training (planning, implementing, managing, assessment of training) Development/Preparation/Presentation of Action Plan Evaluation Meeting
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6.2 Training Scheme

Training will be conducted base on “Training of Trainer (ToT)” concept. Overall training period planned is 4 weeks in Japan.

6.3 Curriculum Development

Details of curriculum will be developed by institution.

6.4 Participants and Implementation Timing

a. Number of Participants

20 participants will enroll in each batch of program. Number of participants may change subject to prior notice to institutions. Planned number of batches is explained in the following section.

b. Schedule

Planned schedule is expected to 11 batches from 2018. The institutions have to receive maximum 220 participants in total during the period. It is preferable that the institution propose training for all 11 batches, though it can also propose some portions of 11 batches. For reference, Egyptian semester breaks are from later June to early September and from middle of January to early February.

c. Qualification of Participants

Target participants are EJS staff and Government officials. The minimum qualification for the participant is deemed;

- 1) Degree Background: Bachelor or higher
- 2) Maximum Age (As of date of application): 35 years old
- 3) Practical Experience on Related Field: at least 3 years

6.5 Schematic Training Schedule

It is recommendable for institution to start lectures around 9:00 a.m. and finish around 5:00 p.m., from Monday to Friday. Travel time to move to designated venue for training / site visits must be considered as reasonable. Delivery of lectures and activities may be conducted as flexible as possible by institution’s discretion. Following schedule illustrates a typical sample as reference. Total lecture hours, subjects or schedule must be proposed by institutions.

a. Lecture Hour

Total 6 hours/day of lecture may be appropriate but not limited to this schedule. Total lecture hours may be varied depending on site visit and travel time. A typical schedule is

illustrated as follows.

Time	Activities	Lecture (Hrs.)
9:00 - 10:30	Lecture	1.5
10:30 - 11:00	Short-break	
11:00 - 12:30	Lecture	1.5
12:30 - 13:30	Lunch	
13:30 - 15:00	Lecture	1.5
15:00 - 15:30	Short-break	
15:30 - 17:00	Lecture	1.5
	Total	6.0

b. Time allocation of the training program

The training program consists of lectures, discussions, case study, practices and site visits by featuring a practical and participatory curriculum. Ideal time allocation of this program shall be as follows:

Theory	Practice	Activities
30% (Classroom lectures, seminars, review and discussion, etc.)	40% (Case studies / skill practice, review and discussion, evaluation)	30% (Site visits to related organizations, observation, action plan, etc.)

c. Overall structure

Overall structure to be suggested is as follows:

1st Week

Saturday: Leave for Japan by night flight.
 Sunday: Arrival at a Japanese airport in the morning and move to respective accommodation.
 Monday: Orientation, registration, etc.
 Tuesday – Friday: Theory/Practice/Activities
 Saturday / Sunday: Day off

2nd Week to 3rd Week

Monday – Friday: Theory/Practice/Activities
 Saturday / Sunday: Day off

4th Week

Monday – Friday: Practice/Activities, final presentation, wrap-up meeting, evaluation meeting, distribute certificates of completion
 Saturday: Leave for Egypt

* Saturday, Sunday, and National Holiday in Japan may be day off.

7. Outline of the Follow-up Program

Following the four-week training program, the Institution is expected to dispatch experts to Egypt to conduct a follow-up program. The Executing Agency shall provide the necessary information and logistical support upon the Institution's request. Details of the Follow-up Program will be developed by the Institution, while satisfying the following conditions:

- a. The maximum number of experts to be dispatched per trip under the Project budget is two (2). The member should include team leader or senior instructors who submitted CV in TECH-5. The institution can dispatch three or more experts; however, the dispatching cost for additional experts shall be borne by the institution.
- b. Duration of the program excluding travel time is five (5) working days.
- c. The Follow-up Program shall be implemented annually but not exceeding 4 times in total.
- d. Program shall be designed assuming that it will be implemented at facilities of Ministry of Education and Technical Education including EJS where ex-participant(s) of the training program in Japan works for. Program shall also be developed considering the impact to the ex-participants and upcoming Training Program in Japan.
- e. Target participants of the Follow-up Program will not be limited to ex-participants of the training programs in Japan. Therefore, the Institution shall propose the contents that can be beneficial not only for ex-participants but also overall EJS teachers and staffs who work at designated EJS and/or nearby EJS.
- f. The program shall include activities such as participation to model classes and joint-implementation of classes; analysis of issues and challenges; and advice for improvement. Furthermore, it shall include knowledge sharing or guidance for teachers and staffs at designated and/or nearby EJS on their daily activities.
- g. The Institution agrees that domestic transportation and interpreters for the program implementation shall be arranged by the Executing Agency. Air tickets and accommodation for dispatched experts shall be arranged by the Institution.

8. Payment Responsibilities

The Executing Agency takes care of all expenses for the programs in Japan and in Egypt including international airfare, per-diem allowance for participants, insurance premium, program fees, visas, etc.

Program costs are paid to the institution, and the institution makes payment for expenses to implement training.

As it is understood that all accommodations during stay in Japan have to be paid by participants out of their par-diem allowance, it is expected institutions to recommend/suggest the reasonable accommodation.

Expenses	Responsible for payment		Remarks
	Direct payment by the Executing Agency	Through Institution	
Training Program in Japan			
Program cost		○	Program cost includes tuition fee, hand-outs development and preparation,

			access to university facility, invite speakers outside of universities, etc., which costs related to conduct program in Japan.
Travel Fee	○		Round trip between Cairo and Japan, airport pick-up/send-off, and domestic transportation cost.
Daily Allowance	○		Per-diem allowance is paid to participants which covers hotel accommodation, meals, domestic transportation during weekends.
Health Insurance	○		Overseas Travel insurance.
Interpreters	○		Japanese⇔Arabic
Follow-up Program in Egypt			
International airfare		○	Between Japan and Cairo
Domestic transportation	○		Between the accommodation and the program venue excluding airport pick-up and send-off
Interpreters	○		Japanese⇔Arabic
Daily Allowance and Others		○	Daily Allowance for dispatched experts (Including accommodation), training material preparation, reporting, visa fee, etc.

9. Obligations

Obligations of the Executing Agency and Institutions are identified as follows.

a. The Executing Agency

Major obligations belong to the Executing Agency is summarized as follows;

Training Program in Japan

- 1) Provide the final list of trainees to the Institution
- 2) Support participants to obtain entry visa to Japan
- 3) Arrange international travel between Cairo and Japan
- 4) Obtain overseas travel insurance for participants
- 5) Arrange training coordinators
- 6) Provide Japanese-Arabic interpreter(s)
- 7) Arrange transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrange transportation between the accommodation, training venue and/or site visits
- 9) Make payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)

- 10) Hold pre-departure and post-arrival orientations
- 11) Arrange the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available)
- 12) Take care of participants such as daily life assistance, emergency care, physical or mental problems, troubles with neighbors
- 13) Other related matters to above, regarding to the training program in Japan

Follow-up Program in Egypt

- 14) Request the Ministry of Education and Technical Education in Egypt to arrange facilities of Ministry of Education and Technical Education including EJS as venue considering safety and security matters and invite relevant participants for the Follow-up Program
- 15) Request selected venue for necessary preparation to implement the Follow-up Program
- 16) Arrange domestic transportation in Egypt excluding airport pick-up and send-off
- 17) Support to obtain visa for experts
- 18) Provide information on the other logistical support upon request of the Institution
- 19) Provide qualified Japanese-Arabic interpreter(s) with knowledge of Japanese education and Tokkatsu
- 20) Take care of dispatched experts such as daily life assistance, emergency care
- 21) Other related matters to above, regarding to the Follow-up Program in Egypt

b. The Institutions

Main obligations rendered to the Institutions is deemed to deliver proper and beneficial programs, reasonable level of administrative management to participants from disease, risks of injury, escape from disaster, etc. could be imposed.

Training Program in Japan

- 1) Issue invitation letter to the Executing Agency to obtain visa for participants
- 2) Assign Team Leader and 2 Senior Instructors

Assign a Team Leader who is technically responsible for the entire training program. S/he should be knowledgeable in the subject matters related to the training. The Institution should submit the TECH-5 for 2 Senior Instructors other than the above. These instructors should be technical evaluated during the technical evaluation.

- 3) Prepare and coordinate training program and curriculum

Prepare the training schedule (draft) by selecting necessary lecturers, site visit etc., and finalize the draft schedule and curriculum including lectures, practical training, training content, lecturers, training place, place of visit etc. Regarding the selection of lecturers and site visit, the points of the lecture in the overall program should be explained to the

instructor adequately so as to avoid overlapping with other lectures. The Training Abstract shall be prepared for pre-departure orientation.

The Institution shall arrange two or more elementary schools for the purpose of Practice and Activity sessions. It is desirable that such sessions to be conducted at elementary schools shall account for 5 days or more in cumulative basis.

4) Give program orientation to participants

At the beginning of the program, explain to the participants the necessary information for training, such as the course goal, the attainment goal, the evaluation standards/methods and the procedure for preparing the action plan.

5) Deliver lectures and technical guidance

6) Response to technical questions from the participants based on lectures and explanations at site visit.

7) Develop and prepare handouts

Confirm the lecture and training materials beforehand, and the materials are sent to translators for Arabic translation in advance. Furthermore, the institution shall notify lecturers in advance that the training programs are designed as ToT and therefore the training materials to be developed for the program may likely be utilized in Egypt as training tools for internal capacity development.

8) Arrange venues and equipment for training

Arrange the training venues and training equipment (PC, projector, video, etc.) as necessary.

9) Arrange necessary staffs

Assigned staffs perform prior arrangements, confirmation on details such as venue and time etc. and accompany the group.

10) Organize training program considering reasonable traveling time

Arrange transportation and accommodation for site visits if FIN-4 is accepted by the Executing Agency.

11) Arrange travel and accommodation for lecturers

Arrange necessary travel and accommodation for lecturer and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB") for arrangement of participants' accommodation.

12) Provide refreshments

Provide tea, coffee and water at participants' consumption during the tea break which is scheduled in the morning as well as in the afternoon. The cost can be proposed on FIN-2.

13) Organize opening and closing ceremonies

Organize opening and closing ceremonies and give welcome greetings and

congratulations on behalf of the executing institution with the presence of the representative of ECEB.

14) Issue certification for completion of training

Issue training certificates and award them to participants at the closing ceremony.

15) Organize inception report/action plan presentation session

Organizing inception report presentation and action plan presentation session, also analyze and evaluate the prepared report as appropriate.

16) Reasonable level of general administrative management and monitoring

Inform the participants sufficiently about the purpose of each lecture, lecturer's background, the flow of the program and orient them toward goals. And provide information to the lecturers about the needs of the participants and the situation in Egypt in order for the participants to understand the content of the training. And monitor the status of training implementation and the level of participant's understanding. In addition, grasp the experience and knowledge levels of participants through individual interviews and daily observation as necessary, then follow-up as appropriate.

17) Attend evaluation meeting and training evaluation

Hold a training evaluation meeting on the last day of the training. Prior to the evaluation meetings, obtain feedback from the participants by questionnaire and conduct an evaluation meeting based on the answers of questionnaire. The content of the questionnaire is mainly the quality of the lecture, the teaching materials and the quality of coordination and support etc. Also make a summary of the questionnaires and record the meetings. Then evaluate the training and describe the evaluation result in the final report based on the answers of the questionnaire and the content of the evaluation meeting.

18) Submit reports

Construct the course report and financial report in English and submit them to the Executing Agency. The course report shall include the results of the assessment of the individual participants and the assessment of the training by individual participants, according to the evaluation sheet given as Annex 1 and Annex 2 respectively. Submit 3 copies each of reports and handouts to The Executing Agency after completion of training.

Follow-up Program in Egypt

19) Assign experts

The maximum number of experts to be dispatched annually under the Project budget is two (2) per program. The member should include team leader or senior instructors who submit CV in TECH-5. The institution can dispatch three or more experts, however, the dispatching cost for additional experts shall be borne by the institution.

20) Develop the Follow-up Program

Development of the program contents which is relevant and maximize effect of the

training programs in Japan. The program shall include activities such as participation to model classes and joint-implementation of classes; analysis of issues and challenges; and advice for improvement. Furthermore, it shall include knowledge sharing or guidance for teachers and staffs at designated and/or nearby EJS on their daily activities. Furthermore, the contents that can be beneficial not only for ex-participants but also overall EJS teachers and staffs who work at designated EJS and/or nearby EJS.

21) Prepare and implement the program in collaboration with ex-participants and the Executing Agency.

Request necessary information to the Executing Agency well ahead of the program implementation

22) Arrange international air ticket and accommodation in Egypt for the dispatched experts.

23) Submit Reports

The Institution shall submit the Follow-up report and financial report in English to the Executing Agency within a month after the completion of each trip. The Follow-up report shall include detail of activities and plan/suggestions for upcoming Training Program contents improvement.

c. Participants

Participants have to pay the greatest attention not only for individual health care during training period but also disease, risks of injury, escape from disaster, etc., following instruction given by institutions. Duties rendered to participants are;

- 1) Manage and control individual health care.
- 2) Submit inception report and action plan, etc., according to the instructions given by the team leader/lecturers by individuals or group.
- 3) Cooperate with the Institution for the smooth and effective implementation of the Follow-up Program in Egypt.
- 4) Other related matters to above.

10. Language

Language to be used in the program is Japanese and it is translated to Arabic through interpreter. Lectures and hand-outs are prepared in Japanese and translated into Arabic by translators.

11. Others (Culture/religion/gender consideration)

Some participants may require special arrangements, according to their beliefs and gender, such as prayer room, prayer time, diet, etc. Such details need to be discussed between the coordinator and the institution if need arises.

BE-3 Tokkatsu & Learning Improvement (Lesson Study)

1. General

This Terms of Reference (hereinafter referred to as “TOR”) will provide the general scope of works for the institution for the Human Resource Development Project (HRDP, hereinafter referred to as “the Project”) executed by the Ministry of Higher Education, the Central Department of Missions (hereinafter referred to as “the Executing Agency”). The Executing Agency implements overseas short-term training in Japan and follow-up program in Egypt in the field of basic education utilizing the Yen Loan to enhance the capacities of Egyptian educators through providing study and training opportunities in Japan and in Egypt.

2. Background

Participants are expected to learn Japanese Basic Education System in-depth and obtain specialized knowledge and techniques to develop and manage Egyptian Japanese Schools (hereinafter referred to as “EJS”).

Lesson Study, a core feature of Japan’s system of professional learning, is a powerful mean for teachers to improve their lessons in collaboration with their colleagues and supervisors. Lessons are built by communication between teachers and students through teaching materials. In order to enhance the quality of education, it is essential to develop not only teachers’ individual teaching skills but also their interpersonal skills and networking amongst teachers. In Japan, lesson study has a function as an opportunity for teachers to learn and enhance each other, and this function is the reason why Japanese lesson studies are gained international attention. And in EJEP context, Lesson Study has been featured as one of the distinctive features of EJS adopting Tokkatsu+. Through this training program, participants are expected to acquire the know-how of Japanese lesson study and develop their ability to cooperate with one another to contribute in providing quality education in Egypt.

3. Purpose of Training

To improve academic achievement level of individual students through enhancement of teaches’ teaching and interpersonal skill in providing lesson.

4. Expected output

Upon completion of this training program, participants would be able to:

1. Gain overall understandings on Japanese education and Tokkatsu
2. Familiarize with the concept of Lesson Study and related activities
3. Understand how to introduce and implement Lesson Study to a school
4. Develop a new mind-set of Lesson Study
5. Prepare plan to introduce Lesson Study to school

5. Characteristics of Training

The trainings shall be designed as “Training of Trainers (ToT)” which shall include lectures, site visits relevant organizations, observations, discussions and formulation/presentation of “Action Plan”.

Participants are expected to learn Japanese Basic Education System in-depth and obtain specialized knowledge and techniques to develop and manage EJS. After returning to Egypt, participants are expected to deliver acquired training module or topics as a trainer with a clear sense of output that satisfy the training needs to be achieved. Such output is expected to be accompanied by a follow-up tool that is to be taken to their home EJS. Furthermore, participants are obliged to implement “Action Plan” prepared during the program. Hence, the effect through those activities will not be limited to change the basic education environment, but it also extends to the systematical change of basic education system throughout Egypt.

6. Outline of the Training

6.1 Training Program

Training program should be designed by using a following suggested specific subject and schedule as a reference. However, schedule can be adjustable if all the suggested subjects are covered.

Week	Method	Contents
		Arrival at the Institution
1st Week (C2-A)	Brief.	Program Briefing
	Act.	Presentation on Assignment (Inception Report)
	Theory	Basic Education System in Japan <ul style="list-style-type: none"> - Outline of Japanese education system - Local government support in school education - Role of inspectors and supervisors - Learner centered approach and learner centered school - Relationship between active learning and Tokkatsu - School management - Learning through playing at kindergarten - Smooth transition from KG to Elementary - The methodology of evaluation (Cumulative guidance record) Tokkatsu (basic) <ul style="list-style-type: none"> - Whole Child Education and Tokkatsu - Practice of Tokkatsu at school (Classroom discussion, etc.) - Literacy and Numeracy Training for Earlier (1-3) Graders - Continuous capacity building of teachers and School-based Training (Lesson Study, etc.) - Synergy between non-academic subjects and Tokkatsu
	Act.	Observation of Tokkatsu activities, School management, Lesson Study, Drill activities for literacy and numeracy, Lesson for non-academic subjects at: <ul style="list-style-type: none"> - Elementary school (= primary school) - Kindergarten (including smooth transition from KG to Elementary) Visiting board of education and education centers
Prac.	Exercise mock classroom discussion Discussion on training materials for School Teacher Training Discussion on elements of Japanese school education and methodology for adoption to EJS Summarize some suggestions for improving Tokkatsu+ introduction guideline	
2nd – 3rd Week	Theory	Lesson Study (concept and methodology) Relevant topics to Lesson Study <ul style="list-style-type: none"> - Classroom Management

		<ul style="list-style-type: none"> - Learner-Centered Teaching and Learning/Student-centered Approach - Material Research - Lesson Plan - Blackboard planning - Teaching material (incl. worksheet practice) - Remedial for slow learning student - Guidance
	Act.	Visit schools <ul style="list-style-type: none"> - School facilities and equipment - Discussion on Lesson Study (school based training) as well as literacy and numeracy for early graders
	Prac.	Preparation of case studies (1. Lesson Study; 2. Teaching material; 3. Drill work; 4. Lesson) Case Studies <ul style="list-style-type: none"> - Video Study - Role playing / practicing Lesson Study among participants <ul style="list-style-type: none"> ➤ PDCA lesson ➤ Review and refine lesson plan and teaching material (problem solving) - Planning 1: Introducing Lesson Study at school - Planning 2: Replicate Lesson Study
4th Week	Prac./ Act.	Discussion on the role of teacher training collage and its attached school in Japan Discussion on Sustainable Lesson Study cycle Reflection (summary, review, and Q&A session) Methodology of training (planning, implementing, managing, assessment of training) Development/Preparation/Presentation of Action Plan Evaluation Meeting

6.2 Training Scheme

Training will be conducted base on “Training of Trainer (ToT)” concept. Overall training period planned is 4 weeks in Japan.

6.3 Curriculum Development

Details of curriculum will be developed by the institution.

6.4 Participants and Implementation Timing

a. Number of Participants

20 participants will enroll in each batch of program. Number of participants may change subject to prior notice to institutions. Planned number of batches is explained in the following section.

b. Schedule

Planned schedule is expected to 6 batches from 2018. The institutions have to receive maximum 120 participants in total during the period. It is expected that the institution propose training for all 6 batches. For reference, Egyptian semester breaks are from later June to early September and from middle of January to early February.

c. Qualification of Participants

Target participants are EJS staff and Government officials. The minimum qualification for the participant is deemed;

- 1) Degree Background: Bachelor or higher
- 2) Maximum Age (As of date of application): 35 years old
- 3) Practical Experience on Related Field: at least 3 years

6.5 Schematic Training Schedule

It is recommendable for institution to start lectures around 9:00 a.m. and finish around 5:00 p.m., from Monday to Friday. Travel time to move to designated venue for training / site visits must be considered as reasonable. Delivery of lectures and activities may be conducted as flexible as possible by institution’s discretion. Following schedule illustrates a typical sample as reference. Total lecture hours, subjects or schedule must be proposed by institutions.

a. Lecture Hour

Total 6 hours/day of lecture may be appropriate but not limited to this schedule. Total lecture hours may be varied depending on site visit and travel time. A typical schedule is illustrated as follows.

Time	Activities	Lecture (Hrs.)
9:00 - 10:30	Lecture	1.5
10:30 - 11:00	Short-break	
11:00 - 12:30	Lecture	1.5
12:30 - 13:30	Lunch	
13:30 - 15:00	Lecture	1.5
15:00 - 15:30	Short-break	
15:30 - 17:00	Lecture	1.5
	Total	6.0

b. Time allocation of the training program

The training program consists of lectures, discussions, case study practices and site visits by featuring a practical and participatory curriculum. Ideal time allocation of this program shall be as follows:

Theory	Practice	Activities
30% (Classroom lectures, seminars, review and discussion, etc.)	40% (Case studies / skill practice, review and discussion, evaluation)	30% (Site visits to related organizations, observation, action plan, etc.)

c. Overall structure

Overall structure to be suggested is as follows:

1st Week

Saturday:	Leave for Japan by night flight.
Sunday:	Arrival at a Japanese airport in the morning and move to respective accommodation.
Monday:	Orientation, registration, etc.
Tuesday – Friday:	Theory/Practice/Activities
Saturday / Sunday:	Day off

2nd Week to 3rd Week

Monday – Friday:	Theory/Practice/Activities
Saturday / Sunday:	Day off

4th Week

Monday – Friday:	Practice/Activities, final presentation, wrap-up meeting, evaluation meeting, distribute certificates of completion
Saturday:	Leave for Egypt

* Saturday, Sunday, and National Holiday in Japan may be day off.

7. Outline of the Follow-up Program

Following the four-week training program, the Institution is expected to dispatch experts to Egypt to conduct a follow-up program. The Executing Agency shall provide the necessary information and logistical support upon the Institution's request. Details of the Follow-up Program will be developed by the Institution, while satisfying the following conditions:

- a. The maximum number of experts to be dispatched per trip under the Project budget is two (2). The member should include team leader or senior instructors who submitted CV in TECH-5. The institution can dispatch three or more experts; however, the dispatching cost for additional experts shall be borne by the institution.
- b. Duration of the program excluding travel time is five (5) working days.
- c. The Follow-up Program shall be implemented annually but not exceeding 4 times in total.
- d. Program shall be designed assuming that it will be implemented at facilities of Ministry of Education and Technical Education including EJS where ex-participant(s) of the training program in Japan works for. Program shall also be developed considering the impact to the ex-participants and upcoming Training Program in Japan.
- e. Target participants of the Follow-up Program will not be limited to ex-participants of the training programs in Japan. Therefore, the Institution shall propose the contents that can be beneficial not only for ex-participants but also overall EJS teachers and staffs who work at designated EJS and/or nearby EJS.
- f. The program shall include activities such as participation to model classes and joint-implementation of classes; analysis of issues and challenges; and advice for improvement. Furthermore, it shall include knowledge sharing or guidance for teachers and staffs at designated and/or nearby EJS on their daily activities.
- g. The Institution agrees that domestic transportation and interpreters for the program implementation shall be arranged by the Executing Agency. Air tickets and accommodation for dispatched experts shall be arranged by the Institution.

8. Payment Responsibilities

The Executing Agency takes care of all expenses for the programs in Japan and in Egypt including international airfare, per-diem allowance for participants, insurance premium, program fees, visas, etc.

Program costs are paid to the institution, and the institution makes payment for expenses to implement training.

As it is understood that all accommodations during stay in Japan have to be paid by participants out of their par-diem allowance, it is expected institutions to recommend/suggest the reasonable accommodation.

Expenses	Responsible for payment		Remarks
	Direct payment by the Executing Agency	Through Institution	
Training Program in Japan			
Program cost		○	Program cost includes tuition fee, hand-outs development and preparation, access to university facility, invite speakers outside of universities, etc., which costs related to conduct program in Japan.
Travel Fee	○		Round trip between Cairo and Japan, airport pick-up/send-off, and domestic transportation cost.
Daily Allowance	○		Per-diem allowance is paid to participants which covers hotel accommodation, meals, domestic transportation during weekends.
Health Insurance	○		Overseas Travel insurance.
Interpreters	○		Japanese ⇄ Arabic
Follow-up Program in Egypt			
International airfare		○	Between Japan and Cairo
Domestic transportation	○		Between the accommodation and the program venue excluding airport pick-up and send-off
Interpreters	○		Japanese ⇄ Arabic
Daily Allowance and Others		○	Daily Allowance for dispatched experts (Including accommodation), training material preparation, reporting, visa fee, etc.

9. Obligations

Obligations of the Executing Agency and Institutions are identified as follows.

a. The Executing Agency

Major obligations belong to the Executing Agency is summarized as follows;

Training Program in Japan

- 1) Provide the final list of trainees to the Institution
- 2) Support participants to obtain entry visa to Japan
- 3) Arrange international travel between Cairo and Japan
- 4) Obtain overseas travel insurance for participants
- 5) Arrange training coordinators
- 6) Provide Japanese-Arabic interpreter(s)
- 7) Arrange transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrange transportation between the accommodation, training venue and/or site visits
- 9) Make payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)
- 10) Hold pre-departure and post-arrival orientations
- 11) Arrange the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available)
- 12) Take care of participants such as daily life assistance, emergency care, physical or mental problems, troubles with neighbors
- 13) Other related matters to above, regarding to the training program in Japan

Follow-up Program in Egypt

- 14) Request the Ministry of Education and Technical Education in Egypt to arrange facilities of Ministry of Education and Technical Education including EJS as venue considering safety and security matters and invite relevant participants for the Follow-up Program
- 15) Request selected venue for necessary preparation to implement the Follow-up Program
- 16) Arrange domestic transportation in Egypt excluding airport pick-up and send-off
- 17) Support to obtain visa for experts
- 18) Provide information on the other logistical support upon request of the Institution
- 19) Provide qualified Japanese-Arabic interpreter(s) with knowledge of Japanese education and Tokkatsu
- 20) Take care of dispatched experts such as daily life assistance, emergency care
- 21) Other related matters to above, regarding to the Follow-up Program in Egypt

b. The Institutions

Main obligations rendered to the Institutions is deemed to deliver proper and beneficial programs, reasonable level of administrative management to participants from disease, risks of injury, escape from disaster, etc. could be imposed.

Training Program in Japan

- 1) Issue invitation letter to the Executing Agency to obtain visa for participants
- 2) Assign Team Leader and 2 Senior Instructors

Assign a Team Leader who is technically responsible for the entire training program. S/he should be knowledgeable in the subject matters related to the training. The Institution should submit the TECH-5 for 2 Senior Instructors other than the above. These instructors should be technical evaluated during the technical evaluation.

- 3) Prepare and coordinate training program and curriculum

Prepare the training schedule (draft) by selecting necessary lecturers, site visit etc., and finalize the draft schedule and curriculum including lectures, practical training, training content, lecturers, training place, place of visit etc. Regarding the selection of lecturers and site visit, the points of the lecture in the overall program should be explained to the instructor adequately so as to avoid overlapping with other lectures. The Training Abstract shall be prepared for pre-departure orientation.

The Institution shall arrange two or more elementary schools for the purpose of Practice and Activity sessions. It is desirable that such sessions to be conducted at elementary schools shall account for 5 days or more in cumulative basis.

- 4) Give program orientation to participants

At the beginning of the program, explain to the participants the necessary information for training, such as the course goal, the attainment goal, the evaluation standards/methods and the procedure for preparing the action plan.

- 5) Deliver lectures and technical guidance
- 6) Response to technical questions from the participants based on lectures and explanations at site visit.
- 7) Develop and prepare handouts

Confirm the lecture and training materials beforehand, and the materials are sent to translators for Arabic translation in advance. Furthermore, the institution shall notify lecturers in advance that the training programs are designed as ToT and therefore the training materials to be developed for the program may likely be utilized in Egypt as training tools for internal capacity development.

- 8) Arrange venues and equipment for training

Arrange the training venues and training equipment (PC, projector, video, etc.) as necessary.

9) Arrange necessary staffs

Assigned staffs perform prior arrangements, confirmation on details such as venue and time etc. and accompany the group.

10) Organize training program considering reasonable traveling time

Arrange transportation and accommodation for site visits if FIN-4 is accepted by the Executing Agency.

11) Arrange travel and accommodation for lecturers

Arrange necessary travel and accommodation for lecturer and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB") for arrangement of participants' accommodation.

12) Provide refreshments

Provide tea, coffee and water at participants' consumption during the tea break which is scheduled in the morning as well as in the afternoon. The cost can be proposed on FIN-2.

13) Organize opening and closing ceremonies

Organize opening and closing ceremonies and give welcome greetings and congratulations on behalf of the executing institution with the presence of the representative of ECEB.

14) Issue certification for completion of training

Issue training certificates and award them to participants at the closing ceremony.

15) Organize inception report/action plan presentation session

Organizing inception report presentation and action plan presentation session, also analyze and evaluate the prepared report as appropriate.

16) Reasonable level of general administrative management and monitoring

Inform the participants sufficiently about the purpose of each lecture, lecturer's background, the flow of the program and orient them toward goals. And provide information to the lecturers about the needs of the participants and the situation in Egypt in order for the participants to understand the content of the training. And monitor the status of training implementation and the level of participant's understanding. In addition, grasp the experience and knowledge levels of participants through individual interviews and daily observation as necessary, then follow-up as appropriate.

17) Attend evaluation meeting and training evaluation

Hold a training evaluation meeting on the last day of the training. Prior to the evaluation meetings, obtain feedback from the participants by questionnaire and conduct an evaluation meeting based on the answers of questionnaire. The content of the questionnaire is mainly the quality of the lecture, the teaching materials and the quality of coordination and support etc. Also make a summary of the questionnaires and

record the meetings. Then evaluate the training and describe the evaluation result in the final report based on the answers of the questionnaire and the content of the evaluation meeting.

18) Submit reports

Construct the course report and financial report in English and submit them to the Executing Agency. The course report shall include the results of the assessment of the individual participants and the assessment of the training by individual participants, according to the evaluation sheet given as Annex 1 and Annex 2 respectively. Submit 3 copies each of reports and handouts to The Executing Agency after completion of training.

Follow-up Program in Egypt

19) Assign experts

The maximum number of experts to be dispatched annually under the Project budget is two (2) per program. The member should include team leader or senior instructors who submit CV in TECH-5. The institution can dispatch three or more experts, however, the dispatching cost for additional experts shall be borne by the institution.

20) Develop the Follow-up Program

Development of the program contents which is relevant and maximize effect of the training programs in Japan. The program shall include activities such as participation to model classes and joint-implementation of classes; analysis of issues and challenges; and advice for improvement. Furthermore, it shall include knowledge sharing or guidance for teachers and staffs at designated and/or nearby EJS on their daily activities. Furthermore, the contents that can be beneficial not only for ex-participants but also overall EJS teachers and staffs who work at designated EJS and/or nearby EJS.

21) Prepare and implement the program in collaboration with ex-participants and the Executing Agency.

Request necessary information to the Executing Agency well ahead of the program implementation

22) Arrange international air ticket and accommodation in Egypt for the dispatched experts.

23) Submit Reports

The Institution shall submit the Follow-up report and financial report in English to the Executing Agency within a month after the completion of each trip. The Follow-up report shall include detail of activities and plan/suggestions for upcoming Training Program contents improvement.

c. Participants

Participants have to pay the greatest attention not only for individual health care during training period but also disease, risks of injury, escape from disaster, etc., following instruction given by institutions. Duties rendered to participants are;

1) Manage and control individual health care.

2) Submit inception report and action plan, etc., according to the instructions given by the

team leader/lecturers by individuals or group.

- 3) Cooperate with the Institution for the smooth and effective implementation of the Follow-up Program in Egypt.
- 4) Other related matters to above.

10. Language

Language to be used in the program is Japanese and it is translated to Arabic through interpreter. Lectures and hand-outs are prepared in Japanese and translated into Arabic by translators.

11. Others (Culture/religion/gender consideration)

Some participants may require special arrangements, according to their beliefs and gender, such as prayer room, prayer time, diet, etc. Such details need to be discussed between the coordinator and the institution if need arises.

BE-4 Tokkatsu & Early Childhood Education

1. General

This Terms of Reference (hereinafter referred to as “TOR”) will provide the general scope of works for the institution for the Human Resource Development Project (HRDP, hereinafter referred to as “the Project”) executed by the Ministry of Higher Education, the Central Department of Missions (hereinafter referred to as “the Executing Agency”). The Executing Agency implements overseas short-term training in Japan and follow-up program in Egypt in the field of basic education utilizing the Yen Loan to enhance the capacities of Egyptian educators through providing study and training opportunities in Japan and in Egypt.

2. Background

Participants are expected to learn Japanese Basic Education System in-depth and obtain specialized knowledge and techniques to develop and manage Egyptian Japanese Schools (hereinafter referred to as “EJS”).

This course features “Learning through Playing” and Tokkatsu-alike activities that are an inevitable part of kindergarten at EJS to ensure smooth transition from early childhood education to elementary education. In early childhood education in Japan, playing and learning are not conflicting concepts. Rather, learning through playing is an important concept of early childhood education in Japan, due to the fact that the playing in early childhood is connected to numeric, reading and writing learnings as well as cultivation of children’s social nature.

There are a variety of Tokkatsu-alike activities practiced in Japanese kindergarten and nurseries before children enrolling in elementary schools. With these considerations, this training program provides the opportunities for participants to obtain practical knowledge and skills of the system, concept, and measures of early childhood education in Japan. Upon completion of the training program, participants are expected to contribute in planning and implementing Egyptian “Learning through Playing” and Tokkatsu activities that develop creativity, knowledge and physical abilities of kindergarten students in Egypt.

3. Purpose of Training

To strengthen educational activities of “Learning through Playing” at kindergarten stage that could pave the way to smooth implementation of Whole Child Education (Tokkatsu+) model at basic education stage.

4. Expected output

Upon completion of this training program, participants would be able to:

1. Gain overall understandings on Japanese education and early childhood education.
2. Familiarize with the concept, importance and the role “Learning through Playing” and Tokkatsu.
3. Understand how to introduce and implement “Learning through Playing” and Tokkatsu-alike activities.
4. Prepare plans to introduce “Learning through Playing” and Tokkatsu to kindergarten

5. Characteristics of Training

The trainings shall be designed as “Training of Trainers (ToT)” which shall include lectures, site visits relevant organizations, observations, discussions and formulation/presentation of “Action Plan”.

Participants are expected to learn Japanese Basic Education System in-depth and obtain specialized knowledge and techniques to develop and manage EJS. After returning to Egypt, participants are expected to deliver acquired training module or topics as a trainer with a clear sense of output that satisfy the training needs to be achieved. Such output is expected to be accompanied by a follow-up tool that is to be taken to their home EJS. Furthermore, participants are obliged to implement “Action Plan” prepared during the program. Hence, the effect through those activities will not be limited to change the basic education environment, but it also extends to the systematical change of basic education system throughout Egypt.

6. Outline of the Training

6.1 Training Program

Training program should be designed by using a following suggested specific subject and schedule as a reference. However, schedule can be adjustable if all the suggested subjects are covered.

Week	Method	Contents
		Arrival at the Institution
1st Week (C2-B)	Brief.	Program Briefing
	Act.	Presentation on Assignment (Inception Report)
	Theory	Japanese kindergarten / Nursery overview Distinctive features of Japanese early childhood education <ul style="list-style-type: none"> - Learning through playing - Tokkatsu-alike activities - Education with mixed-age group - Collaboration with community Basic Education System in Japan <ul style="list-style-type: none"> - Outline of Japanese education system - Local government support in school education - Role of inspectors and supervisors - Learner centered approach and learner centered school - Relationship between active learning and Tokkatsu - School management - Learning through playing at kindergarten - Smooth transition from KG to Elementary - Educational Administration and Finance (early childhood education focus) - The methodology of evaluation (Cumulative guidance record) Tokkatsu (basic) <ul style="list-style-type: none"> - Whole Child Education and Tokkatsu - Practice of Tokkatsu at school (Classroom discussion, etc.) - Literacy and Numeracy Training (early childhood education focus) - Continuous capacity building of teachers

	Act.	Observation of Tokkatsu or Tokkatsu-alike activities, School management, Lesson Study, Drill activities for literacy and numeracy, Lesson for non-academic subjects at: <ul style="list-style-type: none"> - Kindergarten/ Nursery (including smooth transition from KG to Elementary) - Elementary school (= primary school)
	Prac.	Exercise mock classroom discussion Discussion on training materials for School Teacher Training Discussion on elements of Japanese school education and methodology for adoption to EJS Summarize some suggestions for improving Tokkatsu+ introduction guideline
2nd – 3rd Week	Theory	Learning through playing <ul style="list-style-type: none"> - Health / Human relations / Environment / Language / Expression / Tokkatsu-alike activities Kindergarten and other institutions related to early childhood development <ul style="list-style-type: none"> - Nursery / Centers for Early Childhood Education and Care / Children’s home / Child-rearing support center, etc. The role of teacher training universities and vocational schools <ul style="list-style-type: none"> - Training curriculum at universities and vocational schools The ways of disseminating early childhood education (early childhood education) in Japan and other countries The methodology of evaluation <ul style="list-style-type: none"> - The quality of early childhood education - The development of students in kindergartens - Cumulative guidance record
	Act.	Visiting kindergarten/nursery <ul style="list-style-type: none"> - Discussion with Japanese teachers at kindergarten/nursery in Japan Visiting other institutions related to early childhood development
	Prac.	Skill practice / Participatory exercise in kindergartens <ul style="list-style-type: none"> - Health / Human relations / Environment / Language / Expression / Tokkatsu-alike activities Preparation / implementation of case studies on: <ul style="list-style-type: none"> - Learning through playing / Learning materials / Tokkatsu activities / Teacher training system / Children’s access to early childhood education / Quality of early childhood education
4th Week	Prac./ Act.	Reflection (summary, review, and Q&A session) Methodology of training (planning, implementing, managing, assessment of training) Prepare Action Plans to improve early childhood education <ul style="list-style-type: none"> - How to improve early childhood education in Participant’s kindergartens - How to improve the curriculum of the faculty of ECE in universities and vocational schools - How to improve the access to kindergartens in Egypt, etc. Presentation and examination of Action Plans Evaluation Meeting

6.2 Training Scheme

Training will be conducted base on “Training of Trainer (ToT)” concept. Overall training period planned is 4 weeks in Japan.

6.3 Curriculum Development

Details of curriculum will be developed by the institution.

6.4 Participants and Implementation Timing

a. Number of Participants

20 participants will enroll in each batch of program. Number of participants may change subject to prior notice to institutions. Planned number of batches is explained in the following section.

b. Schedule

Planned schedule is expected to 6 batches from 2018. The institutions have to receive maximum 120 participants in total during the period. It is expected that the institution propose training for all 6 batches. For reference, Egyptian semester breaks are from later June to early September and from middle of January to early February.

c. Qualification of Participants

Target participants are EJS staff and Government officials. The minimum qualification for the participant is deemed;

- 1) Degree Background: Bachelor or higher
- 2) Maximum Age (As of date of application): 35 years old
- 3) Practical Experience on Related Field: at least 3 years

6.5 Schematic Training Schedule

It is recommendable for institution to start lectures around 9:00 a.m. and finish around 5:00 p.m., from Monday to Friday. Travel time to move to designated venue for training / site visits must be considered as reasonable. Delivery of lectures and activities may be conducted as flexible as possible by institution's discretion. Following schedule illustrates a typical sample as reference. Total lecture hours, subjects or schedule must be proposed by institutions.

a. Lecture Hour

Total 6 hours/day of lecture may be appropriate but not limited to this schedule. Total lecture hours may be varied depending on site visit and travel time. A typical schedule is illustrated as follows.

Time	Activities	Lecture (Hrs.)
9:00 - 10:30	Lecture	1.5
10:30 - 11:00	Short-break	
11:00 - 12:30	Lecture	1.5
12:30 - 13:30	Lunch	
13:30 - 15:00	Lecture	1.5
15:00 - 15:30	Short-break	
15:30 - 17:00	Lecture	1.5

	Total	6.0
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b. Time allocation of the training program

The training program consists of lectures, discussions, case study, practices and site visits by featuring a practical and participatory curriculum. Ideal time allocation of this program shall be as follows:

Theory	Practice	Activities
30% (Classroom lectures, seminars, review and discussion, etc.)	40% (Case studies / skill practice, review and discussion, evaluation)	30% (Site visits to related organizations, observation, action plan, etc.)

c. Overall structure

Overall structure to be suggested is as follows:

1st Week

Saturday: Leave for Japan by night flight.
 Sunday: Arrival at a Japanese airport in the morning and move to respective accommodation.
 Monday: Orientation, registration, etc.
 Tuesday – Friday: Theory/Practice/Activities
 Saturday / Sunday: Day off

2nd Week to 3rd Week

Monday – Friday: Theory/Practice/Activities
 Saturday / Sunday: Day off

4th Week

Monday – Friday: Practice/Activities, final presentation, wrap-up meeting, evaluation meeting, distribute certificates of completion
 Saturday: Leave for Egypt
 * Saturday, Sunday, and National Holiday in Japan may be day off.

7. Outline of the Follow-up Program

Following the four-week training program, the Institution is expected to dispatch experts to Egypt to conduct a follow-up program. The Executing Agency shall provide the necessary information and logistical support upon the Institution’s request. Details of the Follow-up Program will be developed by the Institution, while satisfying the following conditions:

- a. The maximum number of experts to be dispatched per trip under the Project budget is two (2). The member should include team leader or senior instructors who submitted CV in TECH-5. The institution can dispatch three or more experts; however, the dispatching cost for additional experts shall be borne by the institution.
- b. Duration of the program excluding travel time is five (5) working days.

- c. The Follow-up Program shall be implemented annually but not exceeding 4 times in total.
- d. Program shall be designed assuming that it will be implemented at facilities of Ministry of Education and Technical Education including EJS where ex-participant(s) of the training program in Japan works for. Program shall also be developed considering the impact to the ex-participants and upcoming Training Program in Japan.
- e. Target participants of the Follow-up Program will not be limited to ex-participants of the training programs in Japan. Therefore, the Institution shall propose the contents that can be beneficial not only for ex-participants but also overall EJS teachers and staffs who work at designated EJS and/or nearby EJS.
- f. The program shall include activities such as participation to model classes and joint-implementation of classes; analysis of issues and challenges; and advice for improvement. Furthermore, it shall include knowledge sharing or guidance for teachers and staffs at designated and/or nearby EJS on their daily activities.
- g. The Institution agrees that domestic transportation and interpreters for the program implementation shall be arranged by the Executing Agency. Air tickets and accommodation for dispatched experts shall be arranged by the Institution.

8. Payment Responsibilities

The Executing Agency takes care of all expenses for the programs in Japan and in Egypt including international airfare, per-diem allowance for participants, insurance premium, program fees, visas, etc.

Program costs are paid to the institution, and the institution makes payment for expenses to implement training.

As it is understood that all accommodations during stay in Japan have to be paid by participants out of their par-diem allowance, it is expected institutions to recommend/suggest the reasonable accommodation.

Expenses	Responsible for payment		Remarks
	Direct payment by the Executing Agency	Through Institution	
Training Program in Japan			
Program cost		○	Program cost includes tuition fee, hand-outs development and preparation, access to university facility, invite speakers outside of universities, etc., which costs related to conduct program in Japan.
Travel Fee	○		Round trip between Cairo and Japan, airport pick-up/send-off, and domestic transportation cost.
Daily Allowance	○		Per-diem allowance paid to participants covers hotel accommodation, meals, domestic transportation during weekends.

Health Insurance	○		Overseas Travel insurance.
Interpreters	○		Japanese ⇄ Arabic
Follow-up Program in Egypt			
International airfare		○	Between Japan and Cairo
Domestic transportation	○		Between the accommodation and the program venue excluding airport pick-up and send-off
Interpreters	○		Japanese ⇄ Arabic
Daily Allowance and Others		○	Daily Allowance for dispatched experts (Including accommodation), training material preparation, reporting, visa fee, etc.

9. Obligations

Obligations of the Executing Agency and Institutions are identified as follows.

a. The Executing Agency

Major obligations belong to the Executing Agency is summarized as follows;

Training Program in Japan

- 1) Provide the final list of trainees to the Institution
- 2) Support participants to obtain entry visa to Japan
- 3) Arrange international travel between Cairo and Japan
- 4) Obtain overseas travel insurance for participants
- 5) Arrange training coordinators
- 6) Provide Japanese-Arabic interpreter(s)
- 7) Arrange transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrange transportation between the accommodation, training venue and/or site visits
- 9) Make payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)
- 10) Hold pre-departure and post-arrival orientations
- 11) Arrange the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available)
- 12) Take care of participants such as daily life assistance, emergency care, physical or mental problems, troubles with neighbors
- 13) Other related matters to above, regarding to the training program in Japan

Follow-up Program in Egypt

- 14) Request the Ministry of Education and Technical Education in Egypt to arrange facilities of Ministry of Education and Technical Education including EJS as venue considering safety and security matters and invite relevant participants for the Follow-up Program
- 15) Request selected venue for necessary preparation to implement the follow-up program
- 16) Arrange domestic transportation in Egypt excluding airport pick-up and send-off
- 17) Support to obtain visa for experts
- 18) Provide information on the other logistical support upon request of the Institution
- 19) Provide qualified Japanese-Arabic interpreter(s) with knowledge of Japanese education and Tokkatsu
- 20) Take care of dispatched experts such as daily life assistance, emergency care
- 21) Other related matters to above, regarding to the Follow-up Program in Egypt

b. The Institutions

Main obligations rendered to the Institutions is deemed to deliver proper and beneficial programs, reasonable level of administrative management to participants from disease, risks of injury, escape from disaster, etc. could be imposed.

Training Program in Japan

- 1) Issue invitation letter to the Executing Agency to obtain visa for participants
- 2) Assign Team Leader and 2 Senior Instructors

Assign a Team Leader who is technically responsible for the entire training program. S/he should be knowledgeable in the subject matters related to the training. The Institution should submit the TECH-5 for 2 Senior Instructors other than the above. These instructors should be technical evaluated during the technical evaluation.

- 3) Prepare and coordinate of training program and curriculum

Prepare the training schedule (draft) by selecting necessary lecturers, site visit etc., and finalize the draft schedule and curriculum including lectures, practical training, training content, lecturers, training place, place of visit etc. Regarding the selection of lecturers and site visit, the points of the lecture in the overall program should be explained to the instructor adequately so as to avoid overlapping with other lectures. The Training Abstract shall be prepared for pre-departure orientation.

The Institution shall arrange two or more kindergarten/nursery for the purpose of Practice and Activity sessions. It is desirable that such sessions to be conducted at kindergarten/nursery shall account for 5 days or more in cumulative basis.

- 4) Give program orientation to participants

At the beginning of the program, explain to the participants the necessary information

for training, such as the course goal, the attainment goal, the evaluation standards/methods and the procedure for preparing the action plan.

5) Deliver lectures and technical guidance

6) Response to technical questions from the participants based on lectures and explanations at site visit.

7) Develop and prepare handouts

Confirm the lecture and training materials beforehand, and the materials are sent to translators for Arabic translation in advance. Furthermore, the institution shall notify lecturers in advance that the training programs are designed as ToT and therefore the training materials to be developed for the program may likely be utilized in Egypt as training tools for internal capacity development.

8) Arrange venues and equipment for training

Arrange the training venues and training equipment (PC, projector, video, etc.) as necessary.

9) Arrange necessary staffs

Assigned staffs perform prior arrangements, confirmation on details such as venue and time etc. and accompany the group.

10) Organize training program considering reasonable traveling time

Arrange transportation and accommodation for site visits if FIN-4 is accepted by the Executing Agency.

11) Arrange of travel and accommodation for lecturers

Arrange necessary travel and accommodation for lecturer and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB") for arrangement of participants' accommodation.

12) Provide refreshments

Provide tea, coffee and water at participants' consumption during the tea break which is scheduled in the morning as well as in the afternoon. The cost can be proposed on FIN-2.

13) Organize opening and closing ceremonies

Organize opening and closing ceremonies and give welcome greetings and congratulations on behalf of the executing institution with the presence of the representative of ECEB.

14) Issue certification for completion of training

Issue training certificates and award them to participants at the closing ceremony.

15) Organize inception report/action plan presentation session

Organizing inception report presentation and action plan presentation session, also

analyze and evaluate the prepared report as appropriate.

16) Reasonable level of general administrative management and monitoring

Inform the participants sufficiently about the purpose of each lecture, lecturer's background, the flow of the program and orient them toward goals. And provide information to the lecturers about the needs of the participants and the situation in Egypt in order for the participants to understand the content of the training. And monitor the status of training implementation and the level of participant's understanding. In addition, grasp the experience and knowledge levels of participants through individual interviews and daily observation as necessary, then follow-up as appropriate.

17) Attend evaluation meeting and training evaluation

Hold a training evaluation meeting on the last day of the training. Prior to the evaluation meetings, obtain feedback from the participants by questionnaire and conduct an evaluation meeting based on the answers of questionnaire. The content of the questionnaire is mainly the quality of the lecture, the teaching materials and the quality of coordination and support etc. Also make a summary of the questionnaires and record the meetings. Then evaluate the training and describe the evaluation result in the final report based on the answers of the questionnaire and the content of the evaluation meeting.

18) Submit reports

Construct the course report and financial report in English and submit them to The Executing Agency. The course report shall include the results of the assessment of the individual participants and the assessment of the training by individual participants, according to the evaluation sheet given as Annex 1 and Annex 2 respectively. Submit 3 copies each of reports and handouts to The Executing Agency after completion of training.

Follow-up Program in Egypt

19) Assign experts

The maximum number of experts to be dispatched annually under the Project budget is two (2) per program. The member should include team leader or senior instructors who submit CV in TECH-5. The institution can dispatch three or more experts, however, the dispatching cost for additional experts shall be borne by the institution.

20) Develop the Follow-up Program

Development of the program contents which is relevant and maximize effect of the training programs in Japan. The program shall include activities such as participation to model classes and joint-implementation of classes; analysis of issues and challenges; and advice for improvement. Furthermore, it shall include knowledge sharing or guidance for teachers and staffs at designated and/or nearby EJS on their daily activities. Furthermore, the contents that can be beneficial not only for ex-participants but also overall EJS teachers and staffs who work at designated EJS and/or nearby EJS.

21) Prepare and implement the program in collaboration with ex-participants and the Executing Agency.

Requesting necessary information to the Executing Agency well ahead of the program implementation.

22) Arrange international air ticket and accommodation in Egypt for the dispatched experts.

23) Submit reports

The Institution shall submit the Follow-up report and financial report in English to the Executing Agency within a month after the completion of each trip. The Follow-up report shall include detail of activities and plan/suggestions for upcoming Training Program contents improvement.

c. Participants

Participants have to pay the greatest attention not only for individual health care during training period but also disease, risks of injury, escape from disaster, etc., following instruction given by institutions. Duties rendered to participants are;

- 1) Manage and control individual health care.
- 2) Submit inception report and action plan, etc., according to the instructions given by the team leader/lecturers by individuals or group.
- 3) Cooperate with the Institution for the smooth and effective implementation of the Follow-up Program in Egypt.
- 4) Other related matters to above.

10. Language

Language to be used in the program is Japanese and it is translated to Arabic through interpreter. Lectures and hand-outs are prepared in Japanese and translated into Arabic by translators.

11. Others (Culture/religion/gender consideration)

Some participants may require special arrangements, according to their beliefs and gender, such as prayer room, prayer time, diet, etc. Such details need to be discussed between the coordinator and the institution if need arises.

Section 6: Standard Form of Contract

CONTRACT AGREEMENT FOR TRAINING IMPLEMENTATION

between

**Central Department of Missions,
Ministry of Higher Education,
The Arab Republic of Egypt**

and

the Institution

on

**The implementation of the Training Program and the Follow-up Program on
[insert of Group Training name]
for Egypt Japan Education Partnership-Human Resources Development Project (EJEP-HRDP)**

This training implementation contract is being undertaken by Central Department of Missions/Ministry of Higher Education, (hereinafter referred to as “the Executing Agency”), *[insert the name of the Institution]* (hereinafter referred to as “the Institution”), in order to carry out the Training Program and the Follow-up Program on *[insert of Group Training name]* (hereinafter referred to as “the Training”)

ARTICLE I

Purpose of Training

- I-1 The Executing Agency in its effort to strengthen the capacities of Basic Education Sector under Egypt Japan Education Partnership – Human Resource Development Project (hereinafter referred to as “EJEP-HRDP”) intends to send the selected participants to the Institution for the Training.
- I-2 The objective of the Training is to dispatch EJS staff and Egyptian officials to Japan for educational professional training in the field of Basic Education sector. After returning to Egypt, the trainees shall utilize the knowledge and experience attained through the Training to improve the quality of the Basic Education system in Egypt.
- I-3 Provision of the service includes the Follow-up Program in Egypt. The Training shall be completed with the implementation of the follow-up program which confirms dissemination of the training outcome.

ARTICLE II

Number of Participants and Selection Process

- II-1 The Executing Agency will send a total of *[insert the number of]* participants, 20 participants per batch. Detail of schedule, list of participants and period will be decided subject to the budget and goals of the Training.
- II-2 Participants will be selected by the Executing Agency and the list of participants will be provided to the Institution before preparations of their trip to Japan begin.

ARTICLE III

Program Structure

- III-1 In principle, the duration of each Training Program in Japan will be 4 weeks and the Follow-up Program in Egypt will be 1 week. In order to conduct an effective and impactful training in Japan and in Egypt, the Executing Agency and the Institution, hereafter referred to as “the Parties”, shall work closely together and have a mutual understanding to make the Training a success.
- III-2 Upon completion of each Training Program, a certificate of completion for each Training Program will be awarded by the Institution to the participants. The Institution must submit a course report of each Training Program to the Executing Agency within 1 month after the completion. Similarly, the institution must submit a report of each Follow-up Program to the Executing Agency within 1 month

after the completion.

- III-3 Participants who have completed the Training may receive advice and assistance on developing an action plan in order to implement training development program in Egypt.

ARTICLE IV
Contract Price and Payment

- IV-1 Total of Contract Price (a) + (b): The amount in Japanese yen is *[insert amount]*

(a) Training Program in Japan

Batch	Duration	Number of participants	Payment
1	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**,***,***)</u>
2	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**,***,***)</u>
3	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**,***,***)</u>
4	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**,***,***)</u>
5	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**,***,***)</u>
6	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**,***,***)</u>
X			
Sub total			<u>(JPY**,***,***)</u>

(b) Follow-up Program in Egypt

Trip	Duration	Payment
1	from <i>[insert date]</i> to <i>[insert date]</i>	<u>(JPY**,***,***)</u>
2	from <i>[insert date]</i> to <i>[insert date]</i>	<u>(JPY**,***,***)</u>
3	from <i>[insert date]</i> to <i>[insert date]</i>	<u>(JPY**,***,***)</u>
4	from <i>[insert date]</i> to <i>[insert date]</i>	<u>(JPY**,***,***)</u>
Sub total		<u>(JPY**,***,***)</u>

- IV-2 The Executing Agency shall pay the contract price per batch/trip to the Institution in consideration of completion of each batch/trip of Program, subject to the fulfillment of requirements stipulated in the payment schedule shown in Technical Agreement.
- IV-3 The Contract Price agreed upon and stipulated in Appendix I of the Technical Agreement shall cover all the costs and expenses required to complete the works as well as any improvement or modification of the works which will be introduced in the consecutive program implementation upon consent of the Parties.

ARTICLE V
Responsibilities of Each Party

The responsibilities of each party are as follows;

V-1 The Institution shall perform the services specified hereunder,

Training Program in Japan

- 1) Issue invitation letter to the Executing Agency to obtain visa for participants
- 2) Assign Team Leader and 2 Senior Instructors
- 3) Prepare and coordinate training program and curriculum
- 4) Give program orientation to participants
- 5) Deliver lectures and technical guidance
- 6) Response to technical questions from the participants based on lectures and explanations at site visit
- 7) Develop and prepare handouts
- 8) Arrange venues and equipment for training
- 9) Arrange necessary staffs
- 10) Organize training program considering reasonable traveling time

[Note: in case FIN-4 is accepted and approved by the Executing Agency, add the following statement to the above sentence: Arrange transportation and accommodation.]

- 11) Arrange travel and accommodation for lecturers

Arrange necessary travel and accommodation for lecturers and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB") for arrangement of participants' accommodation

- 12) Provide refreshments
- 13) Organize opening and closing ceremonies
- 14) Issue certification for completion of training
- 15) Organize inception report/action plan presentation session, also analyze and evaluate the prepared report as appropriate
- 16) Reasonable level of general administrative management and monitoring
- 17) Attend evaluation meeting and training evaluation
- 18) Submit reports

The Institution shall submit 3 copies of the Course Report and the Financial Report (both in English) to the Executing Agency after the completion of each batch of training. Both reports shall be submitted within a month after the completion of each training batch

Follow-up Program in Egypt

- 19) Assign one or two experts

- 20) Develop the Follow-up Program
- 21) Prepare and implement the program in collaboration with ex-participants and the Executing Agency
- 22) Arrange international air ticket and accommodation in Egypt for the dispatched experts
- 23) Submit reports

The Institution shall submit the Follow-up report and financial report in English to the Executing Agency within a month after the completion of each trip. The Follow-up report shall include detail of activities and plan/suggestions for upcoming Training Program contents improvement.

V-2 The Executing Agency shall take the responsibilities hereunder;

Training Program in Japan

- 1) Provide the final list of trainees to the Institution
- 2) Support participants to obtain entry visa to Japan
- 3) Arrange international travel between Cairo and Japan
- 4) Obtain overseas travel insurance for participants
- 5) Arrange training coordinators
- 6) Provide Japanese-Arabic interpreter(s)
- 7) Arrange transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrange transportation between the accommodation, training venue and/or site visits
- 9) Make payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)
- 10) Hold pre-departure and post-arrival orientations
- 11) Arrange the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available)
- 12) Take care of participants such as daily life assistance, emergency care, physical or mental problems, troubles with neighbors
- 13) Other related matters to above, regarding to the training program in Japan

Follow-up Program in Egypt

- 14) Request the Ministry of Education and Technical Education in Egypt to arrange facilities of Ministry of Education and Technical Education including EJS as venue considering safety and security matters and invite relevant participants for the Follow-up Program
- 15) Request selected EJS for necessary preparation to implement the Follow-up Program
- 16) Arrange domestic transportation in Egypt excluding airport pick-up and send-off
- 17) Support to obtain visa for experts
- 18) Provide information on the other logistical support upon request of the Institution
- 19) Provide qualified Japanese-Arabic interpreter(s) with experience of Japanese education and Tokkatsu
- 20) Take care of dispatched experts such as daily life assistance, emergency care
- 21) Other related matters to above, regarding to the Follow-up Program in Egypt

ARTICLE VI

Program Cost, Follow-up Program Cost and Other expenses

- VI-1 The following costs for the Training will be paid to the Institution by the Executing Agency. The Parties will enter into the Technical Agreement which contains detailed information on the costs and payment by the Executing Agency to the Institution.
- VI-2 The expenses in article VI-1 do not include telephone charges, laundry fees or costs of souvenirs etc.
- VI-3 The expenses for participation in the Training in Japan, such as but not limited to air ticket between Egypt and Japan, and daily allowance will be paid/provided directly to the participant by the Executing Agency. The expenses for the services, such as interpreters (Japanese-Arabic), and daily transportation from the participants' accommodation to the training venue will be paid directly to the service providers by the Executing Agency.
- [Note: above sentence is subject to change according to the agreement on FIN-4.]*
- VI-4 The expenses for the Follow-up Program will be paid by the Executing Agency to the Institution.
- VI-5 Any change in tax value shall be applied or reflected in the contract. Therefore, in the case where the Japanese consumption tax rate is changed, the Parties shall consult and review the contract.

ARTICLE VII

Payment method / Adjustments accompanying Cancellations and Changes to the Program

- VII-1 The Executing Agency shall pay the Training Program cost by batch in two steps, namely advance payment (within one month before the program implementation; 40% of total program cost by batch) and deferred payment (within one month from the date of receipt of the invoice; 60 % of total cost by batch). For the Follow-up Program cost, the Executing Agency shall pay all the cost per trip within one month from the date of receipt of the invoice after completion of each Follow-up Program.
- VII-2 If changes are to be made to the programs with consent of the Parties in writing, the program cost will be adjusted based on these changes at the end of the program.
- VII-3 In accordance with Article VII-2, if the Institution should require any additional costs for the training, the Executing Agency must pay the Institution for these costs within a month of receiving an invoice with the consent of the Parties in writing.

- VII-4 In accordance with Article VII-2, if the Executing Agency requires repayment of training or administration fees, the Institution must reimburse these fees within a month after a claim is filled with the consent of the Parties in writing.
- VII-5 If there are changes to the schedule or cancellation of program by the Executing Agency and the Institution incurs additional expenses to the arrangements of Programs as a result of requested changes and cancellation, the Executing Agency must pay any additional costs. This shall not apply in cases where changes to the schedule or cancellations of Programs are made by the Institution.
- VII-6 In the case of Article VII-3 and VII-5, the Executing Agency is responsible for any remittance fees and in the case of Article VII-4, the Institution is responsible for any remittance fees.

ARTICLE VIII

Modification, Extension and Termination

- VIII-1 This Contract Agreement may be modified or extended by mutual determination of the Parties by giving one-month prior written notice.
- VIII-2 The Executing Agency may terminate this Contract Agreement with at least one month prior written notice to the Institution after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause:
- (a) If the Institution does not remedy a failure in the performance of its obligations under this Contract Agreement within one month after being notified, or within any further period as the Executing Agency may have subsequently approved in writing;
 - (b) If the Institution, in the judgment of the Executing Agency has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
 - (c) If the Executing Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract Agreement.
- VIII-3 The Institution may terminate this Contract Agreement with at least one month prior written notice to the Executing Agency after the occurrence of any of the events specified in paragraphs (d) through (f) of this Clause;
- (d) If the Executing Agency does not fulfill the responsibilities, such as arrangements for the participants' departure, dispatch of the coordinator, provision of local transportation in Japan, etc.
 - (e) If the payment is delayed without a written notice with adequate explanation and consent of the Institution.
 - (f) If the Institution, in its sole discretion and for any reason whatsoever, decides to terminate this Contract Agreement.

ARTICLE IX

Others

- IX-1 If a participant causes any trouble by violating Japanese law or the regulations of the Institution during the Training in Japan, the responsibility shall be borne by the participant himself/herself, and the Institution shall not bear any responsibility.
- IX-2 The Institution shall not disclose to any third party use except in association with carrying out the purposes of this contract one another's confidential matters or personal information of faculty, staff members and students that have learned through this contract and trainings during the term of this contact as well after its termination.
- IX-3 The Executing Agency may utilize materials developed for the trainings programs as training materials for internal capacity development. In such case, the Executing Agency shall specify citation of author who produced the training materials.
- IX-4 Any question concerning any matter not stipulated herein or the interpretation in relation to this contract shall be settled through consultation between the Executing Agency and the Institution.
- IX-5 This Contract Agreement will become effective on the date of signing by the representative of the Parties and will be valid for 6 months after the final program is completed. However, Article VII, Article IX-2 and Article IX-3 shall survive termination of this contract.
- IX-6 Because of a Force Majeure, either party is unable to perform in whole or in part its obligations as set forth in this Contract Agreement, then such party will give the other party prompt written notice of such cause, and will be relieved of those obligations to the extent it is unable to perform for as long as such cause continues or for thirty (30) days, whichever is shorter.
- IX-7 In witness to the above, 2 originals of this Contract Agreement in English are to be signed by authorized representatives.

Date: _____

Date: _____

XXXXXXXXXXXX

XXXXXXXXXXXX

Japan

The Arab Republic of Egypt

Technical Agreement

for the Training Program in Japan

To

The implementation of Training Program on
[insert of Group Training name]
for the Egypt Japan Education Partnership-Human Resources Development Project (EJEP-HRDP)

[insert serial No] batch from *[insert date]* until *[insert date]* with *[insert number of participants]*

between

**Central Department of Missions,
Ministry of Higher Education,
The Arab Republic of Egypt**

and

the Institution

This Technical agreement (hereinafter referred to as “TA”), is made between, on one hand, Ministry of Higher Education (hereinafter referred to as “the Executing Agency”) and the other hand, *[Insert the name of the Institution]* (referred to as “the Institution”).

WHEREAS, TA is made pursuant to the Article VI of Contract Agreement for Training Implementation (hereinafter referred to as “the Contract Agreement”), dated *[insert date]* to confirm detailed information on the cost and payment by the Executing Agency to the Institution.

WHEREAS, the Executing Agency will conduct payment through the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (ECEB) in Japan, to the Institution upon receipt of payment request, which will follow same concept of expenses.

THEREFORE, the Executing Agency and the Institution (hereinafter referred as to “the Parties”) confirmed the outline of the training, outline of expenditure and training schedules (appendix 1, 2) as follows.

1. Duration of *[insert serial No]* batch: from *[insert date]* to *[insert date]* (4 weeks)

2. Number of participants: *[insert number of participants]*

3. The total amount for the batch: ***** Japanese Yen (JPY**, ***, ***)

4. The Executing Agency will pay 40% of the above stated total amount to the Institution prior to the commencement of the training program in *[insert of Group Training name]* by *[insert date]*.

5. The Executing Agency will pay the remaining to the Institution in accordance with the Institution’s invoices which shall be submitted only upon completion of the service.

6. In witness to the above, 2 originals of this Agreement in English are to be signed by authorized representatives.

Appendix 1: Program Expense

Training and administration fees are as follows:

(Unit: JPY)

Batch	The Training Program Cost (YY/MM/DD – YY/MM/DD)	The Contract Price for xxx batches
[insert serial number] batch	<p style="text-align: center;"><u>JPY**,***,***</u></p> <p style="text-align: center;">(Total Training Program Cost: <u>JPY**,***,***</u> Consumption tax on the Total Training Program Cost*: <u>JPY**,***,***</u>)</p>	<p style="text-align: center;"><u>JPY**,***,***</u></p> <p style="text-align: center;">(Total Training Program Cost: JPY**,***,*** Consumption tax on the Total Training Program Cost*: JPY**,***,***)</p>

*Actual Tax amount due shall be decided in accordance to Japanese tax regulation.

Payment Schedule

	Amount of Payment	Terms of Payment	Required Document for Payment
Advance Payment	<p>***** million ***** thousand ***** Japanese Yen (JPY**,***,***) corresponding to forty percent (40%) of the price</p>	<p>Concurrence on the Agreement</p>	<p>yyy</p>
Final Payment	<p>***** million ***** thousand ***** Japanese Yen (JPY**,***,***) corresponding to sixty percent (60%) of the price</p>	<p>Completion of the Service</p>	<p>yyy</p>

Appendix 2: Program Schedule

Note: Attach the schedule for [insert of Group Training name]

Technical Agreement

for the Follow-up Program in Egypt

To

The implementation of Training Program on

[insert of Group Training name]

for the Egypt Japan Education Partnership-Human Resources Development Project (EJEP-HRDP)

[insert serial No] Trip from [insert date] until [insert date]

between

Central Department of Missions,

Ministry of Higher Education,

The Arab Republic of Egypt

and

the Institution

This Technical agreement (hereinafter referred to as “TA”), is made between, on one hand, Ministry of Higher Education (hereinafter referred to as “the Executing Agency”) and the other hand, *[Insert the name of the Institution]* (referred to as “the Institution”).

WHEREAS, TA is made pursuant to the Article VI of Contract Agreement for Training Implementation (hereinafter referred to as “the Contract Agreement”), dated *[insert date]* to confirm detailed information on the cost and payment by the Executing Agency to the Institution.

WHEREAS, the Executing Agency will conduct payment through the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (ECEB) in Japan, to the Institution upon receipt of payment request, which will follow same concept of expenses.

THEREFORE, the Executing Agency and the Institution (hereinafter referred as to “the Parties”) confirmed the outline of the training, outline of expenditure and training schedules (appendix 1, 2) as follows.

1. Duration of *[insert No]* trip: from *[insert date]* to *[insert date]* (1 week)

2. Experts to be dispatched: *[insert name and title of experts]*

3. The total amount for the trip: ***** Japanese Yen (JPY**, ***, ***)

4. The Executing Agency will pay the above stated total amount to the Institution in accordance with the Institution’s invoices and which shall be submitted only upon completion of the service.

5. In witness to the above, 2 originals of this Agreement in English are to be signed by authorized representatives.

Appendix 1: Program Expense

Training and administration fees are as follows:

(Unit: JPY)

Trip	The Follow-up Program Cost (YY/MM/DD – YY/MM/DD)	The Contract Price for xxx trips
[insert serial number] trip	<p style="text-align: center;"><u>JPY**,***,***</u></p> <p style="text-align: center;">(Total Follow-up Program Cost: <u>JPY**,***,***</u> Consumption tax on the Total Follow-up Program Cost*: <u>JPY**,***,***</u>)</p>	<p style="text-align: center;"><u>(JPY**,***,***)</u></p> <p style="text-align: center;">(Total Follow-up Program Cost: JPY**,***,*** Consumption tax on the Total Follow-up Program Cost*: JPY**,***,***)</p>

**Actual Tax amount due shall be decided in accordance to Japanese tax regulation.*

Payment Schedule

Amount of Payment	Terms of Payment	Required Document for Payment
<p>***** million ***** thousand ***** Japanese Yen (JPY**,***,***)</p>	<p>Completion of the Service</p>	<p>yyy</p>

Appendix 2: Program Schedule

Note: Attach the schedule for [insert of Group Training name]

Annex 1: Evaluation Sheet for Group Training

Evaluation Sheet for Group Training

Title of Training Course: _____

Duration: DD/MM/YYYY – DD/MM/YYYY

Name of Participant: _____

Assessed by: _____ Signature: _____

Attendance	Days of attendance /		Total number of days (_____ %)		
Interaction / participation					
Level of participation in lectures	1	2	3	4	5
Level of participation in practices	1	2	3	4	5
Contribution to group works	1	2	3	4	5
Achievement / Attainment					
Attainment of practical skills	1	2	3	4	5
Action Plan	1	2	3	4	5
Comments from Instructor(s)					

1-Poor, 2-Fair, 3-Good, 4-Very good, 5-Excellent

【研修評価票】
~ استبيان ~

◆ 基本情報:

◆ معلومات عامة

الرجاء ملء الآتي

研修コース名 اسم الدورة	
研修期間 مدة الدورة	~
研修員氏名 اسم المشترك	Mr./Ms.
性別 الجنس	<input type="checkbox"/> ذكر 男性 <input type="checkbox"/> أنثى 女性
年齢 العمر	

1. あなたもしくは所属組織が目標を達成する上で、プログラムのデザインは適切だと思いますか？

السؤال 1: هل وجدت تصميم البرنامج مناسب بالنسبة لك (وبالنسبة لمنظمتك) لتحقيق أهداف الدورة؟

(※プログラムのデザイン: プログラムの構成 パラメータ)

(تصميم البرنامج: هيكل البرنامج والتوازن)

← 適切である نعم مناسبة ←	適切ではない مناسبة ←	→ لا غير مناسبة	→ لا غير مناسبة
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

2. 視察や実習など直接的な経験を得る機会が十分ありましたか？

السؤال 2: هل حصلت على فرص كافية للحصول على الخبرة العملية من خلال الزيارات الميدانية والتمارين في الدورة؟

← نعم حصلت على خبرة كافية ←	十分あった	なかった	→ لا لم أحصل إلا على القليل
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

3. 討議やワークショップなど、主体的に参加する機会が十分ありましたか？

السؤال 3: هل حصلت على فرص كافية للمشاركة الفعالة في المناقشات وورشات العمل المقامة في الدورة؟

← نعم حصلت على فرص كافية ←	十分あった	なかった	→ لا لم أحصل إلا على القليل
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

4. 講義の質は高く、理解しやすかったですか？

السؤال 4: هل كان مستوى المحاضرات جيدا وواضحا بالنسبة لك؟

← نعم المستوى جيد جدا ←	良かった	不十分だった	→ لا المستوى متدني
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

5. 「科目」について、以下の質問に教えてください。

السؤال 5: الرجاء وصف مواد الدورة من وجهات النظر الآتية وأعطنا الأسباب وراءها

特に有益であった科目	المواد التي كانت مفيدة بشكل خاص
	理由 <السبب>
必要ではなかった科目	المواد التي لم تكن ضرورية
	理由 <السبب>
扱われなかったが、含むべき科目	المواد الغير مغطاة ولكن التي يجب أن تكون محتواة
	理由 <السبب>

6. テキストや研修教材は満足するものでしたか？

السؤال 6: هل كنت راض عن مستوى الكتب والمواد الدراسية المستعملة في الدورة؟

← نعم كنت راضيا ←	満足した	満足していない	→ لا لم أكن راض
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

7. 本邦研修で得た日本の知識・経験は役立つと思えますか？

السؤال 7: هل تظن أن المعارف والخبرات التي اكتسبتها خلال الدورة في اليابان مفيدة؟

<input type="checkbox"/> A	نعم. يمكنني تطبيقها مباشرة على عملي. はい、業務に直接的に活用することができる。
<input type="checkbox"/> B	لا يمكن تطبيقها بشكل مباشر ولكن يمكن تعديلها لتلائم العمل 直接的に活用することはできないが、業務に応用できる。
<input type="checkbox"/> C	لا يمكن تطبيقها بشكل مباشر أو تعديلها ولكن يمكن استخدامها كمرجع لي 直接的に活用、応用することはできないが、自分自身の参考になる。
<input type="checkbox"/> D	لا لم تكن مفيدة على الإطلاق いいえ、全く役立たない。

8. 目標を達成するための適切なファシリテーション（講義内容の理解促進、AP等の作成にかかる助言等）を受けることができたか？

السؤال 8: هل حصلت على التسهيلات المناسبة (مثال: نصيحة لفهم المحاضرات بشكل أفضل، نصيحة لإعداد خطط العمل... إلخ) من الجانب الياباني بغية تحقيق أهدافك؟

← نعم حصلت على الكثير	← 満足した	← 満足していない	← لا لم أحصل على الإطلاق	→
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	

9. Q1~Q8に関して、改善のための標言

السؤال 9: هل عند أية اقتراحات للتحسين والتطوير بما يخص الأسئلة من 1 إلى 8

[Evaluation Sheet]

◆ **Basic Information:**

Training Course	
Training Period	~
Name	Mr./Ms.
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Age	

1. Do you think the Program Design would be appropriate for achieving your or your organization's goals?

(※Program Design: Program Structure, Balance)

← Excellent Unacceptable →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

2. Did you have enough time for hand-on training such as site visits and practices?

← Most of the time Never →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

3. Did you have enough chance to participate actively in discussion and workshop?

← Most of the time Never →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

4. Were Lectures highly qualified and easy to understand?

← Very much Not at all →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

5. Please answer the following questions about subjects.

The most beneficial subject	
	why?
Not beneficial subject	
	why?
Subject not being handled but to be included in the future	
	why?

6. Would you be satisfied with texts and training materials?

← satisfied dissatisfied →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

7. Do you think your knowledge and experience from the training would be useful for your work ?

<input type="checkbox"/> A	Yes, it would be useful very much.
<input type="checkbox"/> B	It would not be directly useful but applicable.
<input type="checkbox"/> C	It would not be directly helpful and applicable but helpful.
<input type="checkbox"/> D	No, it would not be useful at all.

8. Have you received effective advice from the lecturers/facilitators for achieving your goals during the course (e.g. advice to enhance your understanding, or necessary instructions to produce Action Plan)?

← satisfied dissatisfied →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

9. Do you have any suggestions for more improvement of training contents?

人材育成事業（エジプト・日本教育パートナーシップ）

基礎教育及び高等教育プログラムを中心とする説明会

日時：2017年7月21日（金曜日）13:00～15:40

会場：JICA 市ヶ谷ビル 201AB

議事次第

- 13:00 説明会の議事次第、参加者紹介（5分）
- 13:05 開会の挨拶（10分）
- 駐日エジプト・アラブ共和国特命全権大使 イスマイル カイラット 氏
 - 国際協力機構 中東・欧州部次長 宮原 千絵 氏
- 13:15 エジプト・日本教育パートナーシップ（EJEP）、
人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要（30分）
- エジプト・日本教育パートナーシップ（EJEP）
 - エジプト向け「人材育成事業（エジプト・日本教育パートナーシップ）」（EJEP-HRDP）
 - EJEP-HRDP プログラム構成
- 13:45 基礎教育セクター向けプログラム（30分）
- JICA 技術協力プロジェクト「学びの質向上のための環境整備プロジェクト」概要
 - 基礎教育セクター向け「人材育成事業（エジプト・日本教育パートナーシップ）」（EJEP-HRDP）グループ研修
- 14:15 休憩（10分）
- 14:25 エジプト大使館文化・教育・科学局（ECEB）の役割（20分）
- 14:45 質疑応答（50分）
- 15:35 閉会の挨拶（5分）
- エジプト大使館文化・教育・科学局 文化アタッシェ Dr.ハーネム アハマド 氏
- 15:40 閉会

配布資料

1. エジプト・日本教育パートナーシップ（外務省発表資料）
2. エジプト向け円借款契約の調印：日本での留学・研修を通じ、教育・保健分野における日本式の質の高い教育システムの確立を支援（JICA ホームページより）
3. JICA 技術プロジェクト「学びの質向上のための環境整備プロジェクト」概要説明
4. 説明会発表資料



人材育成事業 (エジプト・日本教育パートナーシップ)

基礎教育及び高等教育プログラムを中心とする説明会

2017年7月21日

エジプト大使館文化・教育・科学局／国際協力機構（JICA）共催

目次

- I. **説明会の議事次第、参加者紹介**
- II. 開会の挨拶
- III. エジプト・日本教育パートナーシップ（EJEP）、人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要
- IV. 基礎教育セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
- VI. 質疑応答
- VII. 閉会の挨拶

目次

- I. 説明会の議事次第、参加者紹介
- II. **開会の挨拶**
- III. エジプト・日本教育パートナーシップ（EJEP）、人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要
- IV. 基礎教育セクター向けプログラム
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- VI. 質疑応答
- VII. 閉会の挨拶

3

開会の挨拶

駐日エジプト・アラブ共和国
特命全権大使 イスマイルカイラット氏

独立行政法人 国際協力機構（JICA）
中東・欧州部次長 宮原千絵氏

4

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. エジプト・日本教育パートナーシップ（EJEP）、人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要
 - エジプト大使館文化・教育・科学局
 - 文化アタッシェ Dr. ハーネム アハマド氏
- IV. 基礎教育セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
- VI. 質疑応答
- VII. 閉会の挨拶

5

「エジプト・日本教育パートナーシップ（EJEP）」

「日本とエジプトとの間の二国間関係の新たな段階への飛躍のための協力に関する共同声明」（2016年2月）

【骨子】

1. 二国間関係
 - 安定と発展実現のための政治・安全保障における協力
 - **教育、人的・文化交流における協力**
 - **「エジプト・日本教育パートナーシップ（EJEP）」の立ち上げ**
 - 持続的かつ包括的経済・社会発展のための協力
2. 地域と国際社会の平和と安定に向けた協力

6

「エジプト・日本教育パートナーシップ（EJEP）」

エジプトの若者の能力を強化し、同国の平和・安定・発展及び繁栄の促進に資することを目的として、教育及び保健分野を中心に、5年間で少なくとも2,500人のエジプト人を受け入れる。

エジプト・日本教育パートナーシップ（EJEP）：2,500人以上を受け入れ

技術協力



有償資金協力（円借款）
「人材育成事業」 EJEP-HRDP

7

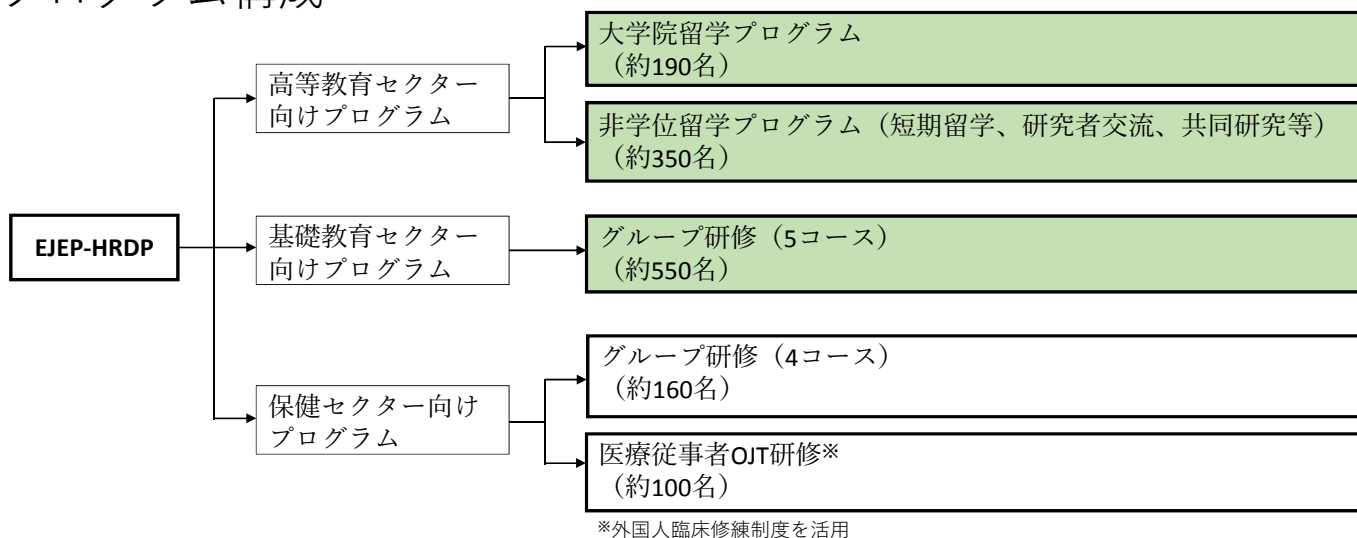
「人材育成事業（エジプト・日本教育パートナーシップ）」 （EJEP-HRDP）

- 案件名：
「人材育成事業（エジプト・日本教育パートナーシップ）」
“Egypt-Japan Education Partnership (EJEP)”: Human Resource Development Project (HRDP)
- 受け入れ予定人数：約1,360名
- 円借款貸付契約（Loan Agreement：L/A調印）：2017年5月2日
- 限度額：101億円9,200万円
- 貸付資金の用途：エジプト人の日本留学・研修に必要な授業料、滞在費、渡航費等に充当

8

「人材育成事業（エジプト・日本教育パートナーシップ）」 (EJEP-HRDP)

■ プログラム構成



9

「人材育成事業（エジプト・日本教育パートナーシップ）」 (EJEP-HRDP)

• プログラム毎の実施スケジュール（予定）

プログラム	2017	2018	2019	2020	合計
大学院留学プログラム	25	55	55	55	190
非学位留学プログラム	70	70	105	105	350
基礎教育：グループ研修	135	135	140	140	550
保健：グループ研修	40	40	40	40	160
保健：OJT研修	25	25	25	25	100

10

EJEP-HRDP：大学院学位留学プログラム（約190名）

■ 応募要件

プログラム	対象	主たる応募要件
修士課程（2年間）	国立大学（Public Universities）の学生・卒業生、教員、研究者、政府職員	<ul style="list-style-type: none"> 公募時点で26歳以下 学部課程卒業かつGPA3.2以上* 6.0 IELTS – 79 iBT
博士課程（3年間）		<ul style="list-style-type: none"> 公募時点で32歳以下 修士課程修了かつGPA3.2以上* 6.0 IELTS – 79 iBT

*卒業証書記載の成績「very good」「79%」以上

■ 選考：日本側関係者も参加し厳正に実施

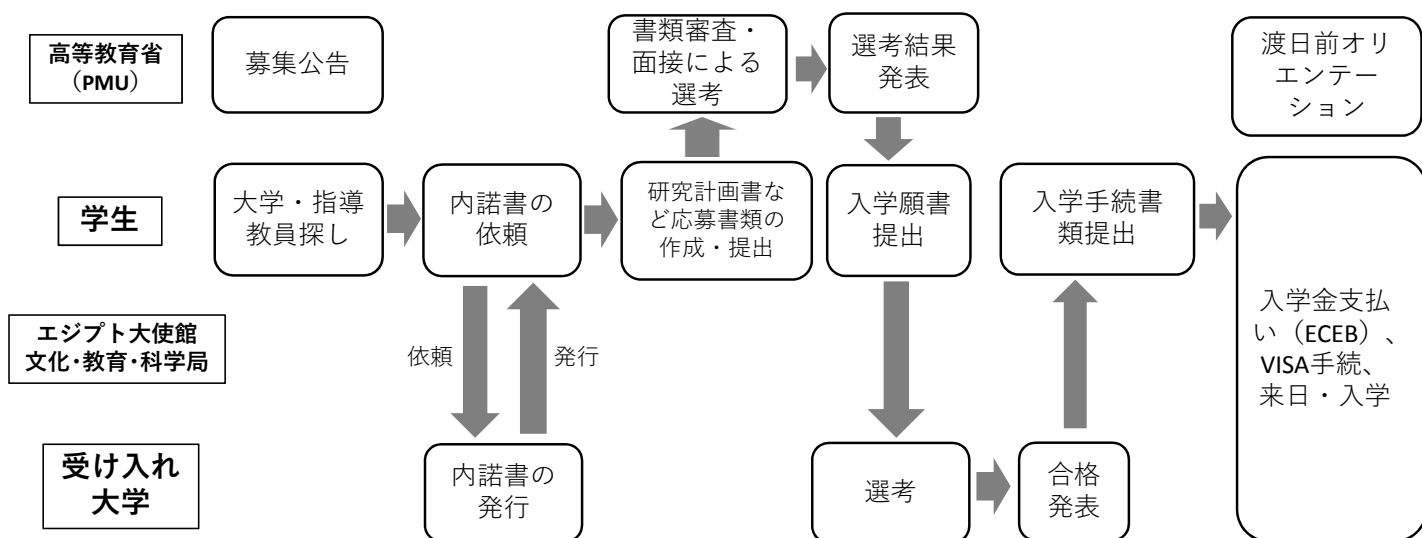
■ 主たる支給項目

- 検定料
- 授業料
- 生活手当（寮費、生活費補助、保険など）
- 渡航費

11

EJEP-HRDP：大学院留学プログラム

■ 選考・入学プロセスの概要



12

EJEP-HRDP：大学院留学プログラム（約190名）

■ 進捗状況：

	対象	進捗状況
1 st Call	2017年秋入学予定者 (14名)	<ul style="list-style-type: none"> 博士課程 分野：獣医学、工学、科学、薬学、教育、農学など 留学先：鹿児島大学、広島大学、京都大学、鳥取大学、九州大学、北海道大学、岡山大学、富山大学、金沢大学、宮崎大学、名古屋工業大学
2 nd Call	2018年春入学予定者 (11名)	<ul style="list-style-type: none"> 博士課程、共同研究、共同指導、ポスドク研究 重点分野：基礎教育、医療科学 進捗状況：8月末に選考結果通知（予定）
3 rd Call	2018年秋入学予定者 (最大55名)	<ul style="list-style-type: none"> 博士課程および修士課程（予定） 公示期間：11月上旬～12月末（予定） 選考結果通知：3月下旬（予定）

13

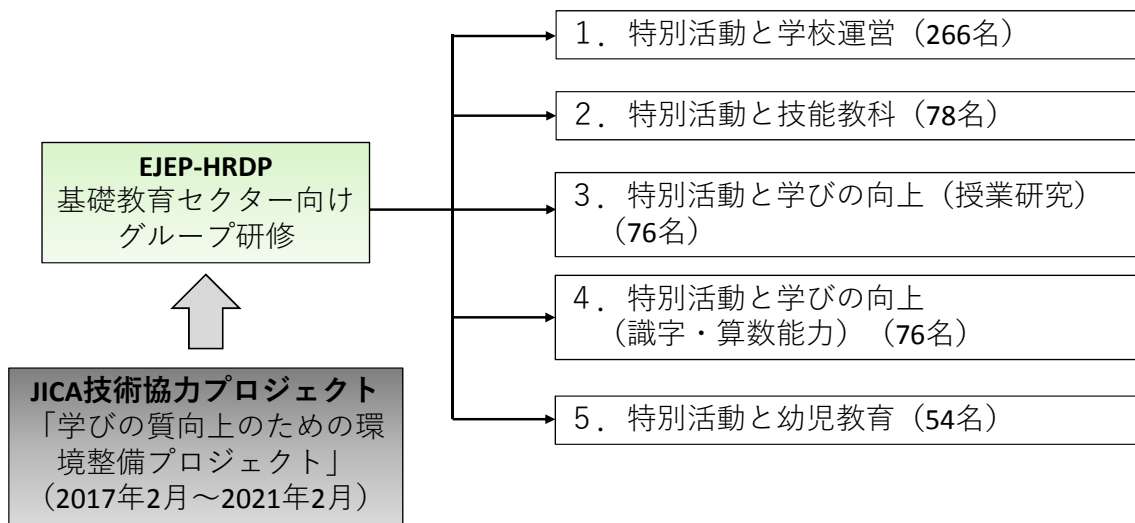
EJEP-HRDP：非学位留学プログラム（約350名）

プログラム	期間	対象	主たる応募要件
短期留学プログラム	1ヶ月以内	国立大学の学部生、 修士課程学生	
短期留学プログラム	6ヶ月、1年	国立大学の学部生、 修士課程学生	
共同指導 (Joint Supervision)	6ヶ月～2年	国立大学の博士課程 学生	<ul style="list-style-type: none"> 公募時点で35歳以下 学部課程及び修士課程の成績 GPA3.2以上※ 5.5 IELTS – 59 iBT
ポスドク 研究者交流プログラム 共同研究プログラム	6ヶ月～2年	国立大学・政府研究 機関の博士号取得者、 研究者、教員	<ul style="list-style-type: none"> 50歳以下 博士号取得 5.5 IELTS – 59 iBT（本邦大学の 博士号取得者は免除）

※卒業証書記載の成績「very good」「79%」以上

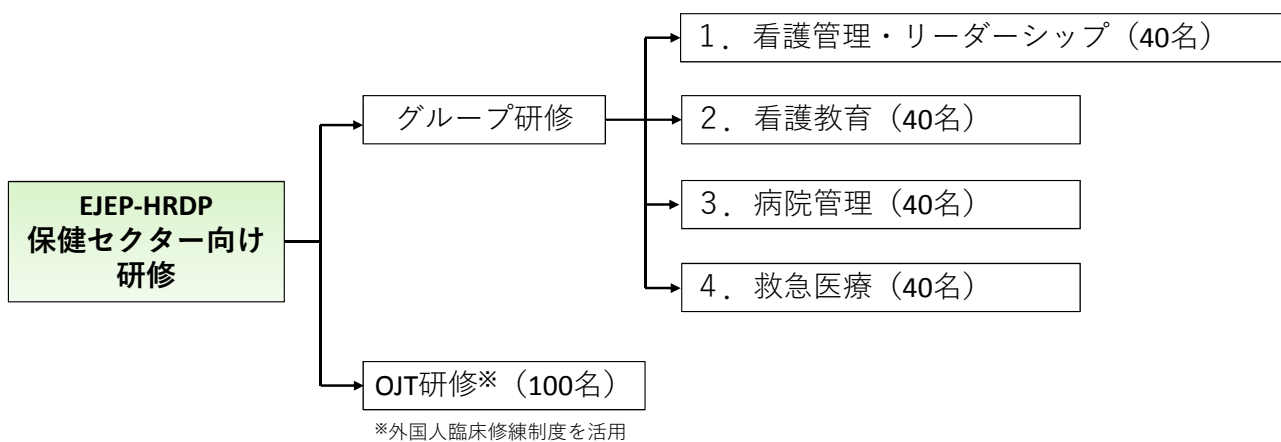
14

EJEP-HRDP：基礎教育セクター向けグループ研修（約550名）



15

EJEP-HRDP： 保健セクター向けグループ研修（約160名）／OJT研修（約100名）



16

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. エジプト・日本教育パートナーシップ（EJEP）、人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要
- IV. 基礎教育セクター向けプログラム**
- V. エジプト大使館文化・教育・科学局の役割
- VI. 質疑応答
- VII. 閉会の挨拶

17

基礎教育セクター向けプログラム

1. **JICA技術協力プロジェクト**
「学びの質向上のための環境整備プロジェクト」
JICA専門員 田中 紳一郎氏
2. 基礎教育セクター向け「人材育成事業（エジプト・日本教育パートナーシップ）」（EJEP-HRDP）グループ研修

18

エジプトの基礎教育

学びの質向上のための環境整備プロジェクト

- 2-6-3-3-4
- 学校数（公/私立）、生徒数
 - 小学校15,908/1,939、1,100万人
 - 中学校9,631/1,597、480万人
- 総就学率105.3%（M99%）UNICEF Country Profile
- 既存の教科外「活動」
 - 補食配布、売店、体育、健康診断、衛生教育（WASH）、読書、朝礼、児童会、係活動、保護者面談
- 小学校3年生まで自動進級
- 健康、身体的・精神的な成長、社会における共生（カリキュラム）
- ナイル川流域に集住
- 人口増加率：1-2%
- 成人識字率（73.9%）
- 学校施設不足
- 過密な教室
- 学びの停滞
- 家庭教師問題
- 学歴病（－失業）
- アラブの春～リクルート（例：IS 300人）

19

背景、期間、地域、実施機関

学びの質向上のための環境整備プロジェクト

- 背景：EJEP（前述）
 - 文化的・宗教的多様性の尊重、他者、規律、公共心、利他心
 - 平和なエジプト社会を構成する市民育成
- 期間
 - 2017年2月～2021年2月（4年間）
- 対象地域・校数（見込み）
 - パイロット12校（カイロ、ギザ、カリオビア）
 - 実践校（全国）：既存112校、新設100校
- 実施機関：
 - 教育省PMU（Project Monitoring Unit）
 - 技術協力チームを派遣（パデコ+IDCJに委託）
- エジプト側の期待：
 - 文化的・宗教的多様性の尊重、他者、規律、公共心、利他心
 - 平和なエジプト社会を構成する市民育成
- プロジェクトの目標：「特活プラス」のEJSへの普及
- 「特活プラス」
 - 「遊びを通じた学び」（KG）
 - 特別活動
 - “プラス”：その他の日本の実践（教育活動、教務・校務分掌、時間割、職員会議）
- EJS（Egyptian Japanese School）
 - 「トッカツプラス」を実践する技プロ支援対象校

20

これまでの成果とプロジェクト活動：

学びの質向上のための環境整備プロジェクト

これまでの成果

- 事前調査2015年8月～2016年7月
- 2校のプレパイロット校
- 「プレパイロット活動」
①時計の設置②ドリル③生活指導（早寝早起き・朝食の習慣）④手洗い指導、
⑤体力測定⑥日直⑦整列（定位置決め）⑧清掃活動（毎日1個ゴミ拾い）⑨グループ活動
- 好評。意識変容も観察された。

今次プロジェクト：

- 「特活プラス」導入／普及ガイドライン策定
- 学校施設・備品の標準仕様
- 教育省、支援対象校関係者等の能力強化（現地研修、本邦研修）
- 知見共有セミナーの開催（国内、広域）
- モニタリング・成果測定

21

日直 掃除
体力テスト 学級会
(パデコ社調査より)



22

気づき：「トッカツプラスは受容されそうだ」 学びの質向上のための環境整備プロジェクト

- 人気：時計と時間厳守、教室のそうじ、石鹸で手洗い、日直当番等
- 学校で認知できる変化：
 - 朝食、木曜日の出席率向上、家庭での整理整頓
- 学校にとって新奇でない：「母親として子に施す教育を、特活では学校でできる」
(新しい点)
- 従前の「雑多な」活動を「トッカツプラス」という用語で体系的に領域化
- 校務分掌による体系的な実施、全員で参加するという発想
- 新しいこと：学級会、そうじ（をみんなでやる）

課題：

- 学校文化・経営実践
 - ❖ 親の反発（子供を労働に奉仕させるなんて・・・）
 - ❖ 勤務時間、家庭教師アルバイト、教科に偏った時間割計画、学校運営（職員会議、分掌）、既存校の施設制約
- 指標
 - ❖ 4年生でも読み書きできない生徒が多数の学校あり

有識者との連携

学びの質向上のための環境整備プロジェクト

- 杉田洋教授（国学院大学）
 - 技プロチームの専門家
- 恒吉僚子教授（東京大学）
 - World of Tokkatsu
 - <http://www.p.u-tokyo.ac.jp/~tsunelab/tokkatsu/ar/>



ALL STAGES SCHOOL
42 Classes can be extended to 70 class



LAY OUT

Ground + 3 floors

25

ALL STAGES SCHOOL
42 Classes can be extended to 70 class



MAIN ENTRANCE ELEVATION

基礎教育セクター向けプログラム

1. JICA技術協力プロジェクト
「学びの質向上のための環境整備プロジェクト」
2. 基礎教育セクター向け「人材育成事業（エジプト・日本教育パートナーシップ）」（EJEP-HRDP）グループ研修
エジプト大使館文化・教育・科学局
文化アタッシェ Dr. ハーネム アハマド氏

27

EJEP-HRDP：基礎教育セクター向けグループ研修

■ ターゲット研修員

コース名	研修回数を目安	ターゲット研修員
1. 特別活動と学校運営	266名 (20名×研修14回)	<ul style="list-style-type: none"> • 日本式学校（212校）の校長 • 地方教育事務所の職員 • 日本式学校（212校）の教員 • 教育省・県教育事務所の職員
2. 特別活動と技能教科	78名 (20名×研修4回)	
3. 特別活動と学びの向上 (授業研究)	76名 (20名×研修4回)	
4. 特別活動と学びの向上 (識字・算数能力)	76名 (20名×研修4回)	
5. 特別活動と幼児教育	54名 (20名×研修3回)	

28

EJEP-HRDP：基礎教育セクター向けグループ研修

- 研修で使用いただく言語（5コース共通）
 - 日本語（日－アラビア語通訳者はエジプト大使館文化・教育・科学局[ECEB]が調達）
- 研修の時間配分（5コース共通）

理論	実践	活動
30% (講義、セミナー、 レビュー、討論など)	40% (ケーススタディ、 ジョブシャドウイングなど)	30% (関連施設・組織の視察、授業 観察、アクションプラン作成・ 発表など)

29

EJEP-HRDP：基礎教育セクター向けグループ研修

- 研修実施期間：6週間
- プログラム構成（案）

コース名	共通分野		専門分野
	1週間	1週間	4週間
1. 特別活動と学校運営	日本の基礎教育システム概要 (C1-A)	特別活動概要 (C2)	学校運営
2. 特別活動と技能教科			特別活動・技能教科
3. 特別活動と学びの向上 (授業研究)			授業研究
4. 特別活動と学びの向上 (低学年の識字・算数能力)			識字・算数能力
5. 特別活動と幼児教育	日本の就学前教育システム概要 (C1-B)		幼児教育

30

EJEP-HRDP：基礎教育セクター向けグループ研修

- 共通分野（C1-A：基礎教育）
 - 日本の教育概況、教育行財政
 - 各コース共通テーマ（授業研究、識字・算数能力、学校運営・リーダーシップ、幼児教育）
 - 教育委員会、学校訪問
- 共通分野（C1-B：幼児教育）
 - 日本の幼児教育概況、日本の幼稚園・保育園の概況、教育行財政（特に幼児教育）
 - 各コース共通テーマ（授業研究、低学年の識字・算数能力、学校運営・リーダーシップ）
 - 日本の幼児教育の特長（遊びを通じた学び、特別活動、異年齢混合グループにおける教育、地域との交流）
 - 教育委員会、学校訪問
- 特別活動（C2）
 - 特別活動コンセプト
 - 日本における特別活動（特別活動概要、学級会、その他特別活動）
 - 学校管理
 - クラスマネージメント
 - 特別活動の観察、学校施設・設備の観察
 - 幼小接続

31

専門分野 1：学校運営

- 背景

日本式学校（EJS）の効率的・効果的な運営のためには、日本式教育に関する深い知識や理解が必要となる。EJS 212校の運営に携わる校長や地方教育事務所の職員が、日本の教育の特徴や学校運営に関する研修を通じ、リーダーとしての資質・能力を向上することが求められる。
- 目的

「特別活動を中心とした全人教育モデル」を導入するための学校教育目標のもとで、リーダーシップを発揮した学校運営を実現する。
- 専門分野（項目案）
 - リーダーシップ（校長の役割、分散型リーダーシップ等）
 - 学校運営（学校教育目標、学校経営計画、校内研修、評価、親・地域との連携、年間指導計画（特に特別活動に関する）、校内分掌、職員会議等）
 - シャドーウィング（学校運営の現場を観察）

32

専門分野 2：特別活動・技能教科

■ 背景

特別活動は、児童の成長に欠かすことのできない教育活動である。エジプトにおいて特別活動及び技能教科を導入し、主体性・協調性・社会性・規律等の醸成を促進することが求められている。

■ 目的

212校のモデル校へ「特別活動を中心とした全人教育モデル」を普及させるため、特別活動及び技能教科に関する知識・技術を習得する。

■ 専門分野（項目案）

- 学級活動（学級会での話し合い活動、清掃・日直・係活動等）
- 児童会活動
- 学校行事
- 技能教科（体育・音楽・図画工作・技術家庭科）

33

専門分野 3：学びの向上（授業研究）

■ 背景

エジプトでは、授業の展開、使用する教材についての検討をするなどの教師間での授業研究は殆どなされていない。授業研究はEJSにおいて日本式教育の一つとして取り上げられており、教員の能力向上が求められている。

■ 目的

教員の資質および指導能力向上により、児童一人ひとりの確実な学習成果の達成を目指す。

■ 専門分野（項目案）

- 児童中心の教育（児童が能動的に学ぶための学習活動）
- 教材研究
- 授業計画
- ドリル学習
- 学習障害児に対する指導

34

専門分野4：学びの向上（識字・算数能力）

- 背景
学力偏重のエジプトの基礎教育に対し、確かな学力を備えるために、算数の基本的な知識や読み書きの能力向上が求められている。
- 目的
日本式の学習指導により、算数の基本的な知識や読み書きの能力向上を目指す。
- 専門分野（項目案）
 - 児童一人ひとりの達成度の把握
 - 児童中心の教育
 - ドリル学習
 - 英数字による算数の学習
 - 学習障害児に対する指導
 - 授業研究
 - 教材研究

35

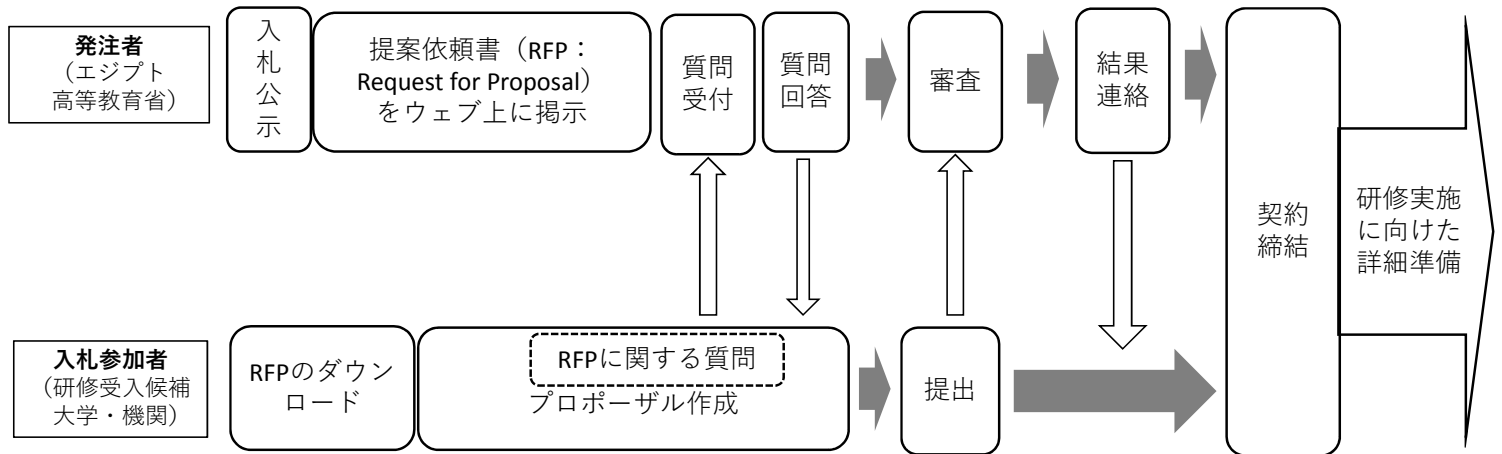
専門分野5：幼児教育

- 背景
幼児期における遊びは数字や読み書きだけでなく社会性や自主性を身に着ける上で重要な学びとなる。エジプトにおいて、「遊びを通じた学び」の適用によるよりよい子供の成長のための実践・普及が求められている。
- 目的
幼小の円滑な接続を図るため、「遊びを通じた学び」の知識・技能を習得する。
- 専門分野（項目案）
 - ルール性のある集団遊び
 - コーナー保育
 - 行事
 - 保育園と幼稚園
 - 幼小接続

36

EJEP-HRDP：基礎教育セクター向けグループ研修

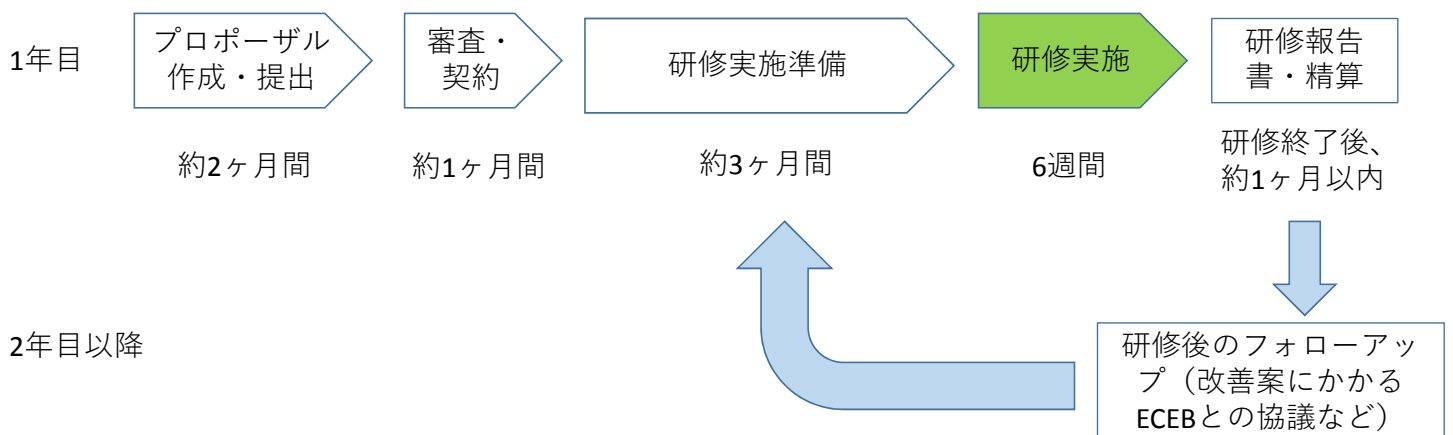
■ 想定される入札手続き（予定）



37

EJEP-HRDP：基礎教育セクター向けグループ研修

■ 研修実施に向けた流れ（予定）



38

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. エジプト・日本教育パートナーシップ（EJEP）、人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要
- IV. 基礎教育セクター向けプログラム
- V. **エジプト大使館文化・教育・科学局の役割**
エジプト大使館文化・教育・科学局
文化アタッシェ Dr. ハーネム アハマド氏
- VI. 質疑応答
- VII. 閉会の挨拶

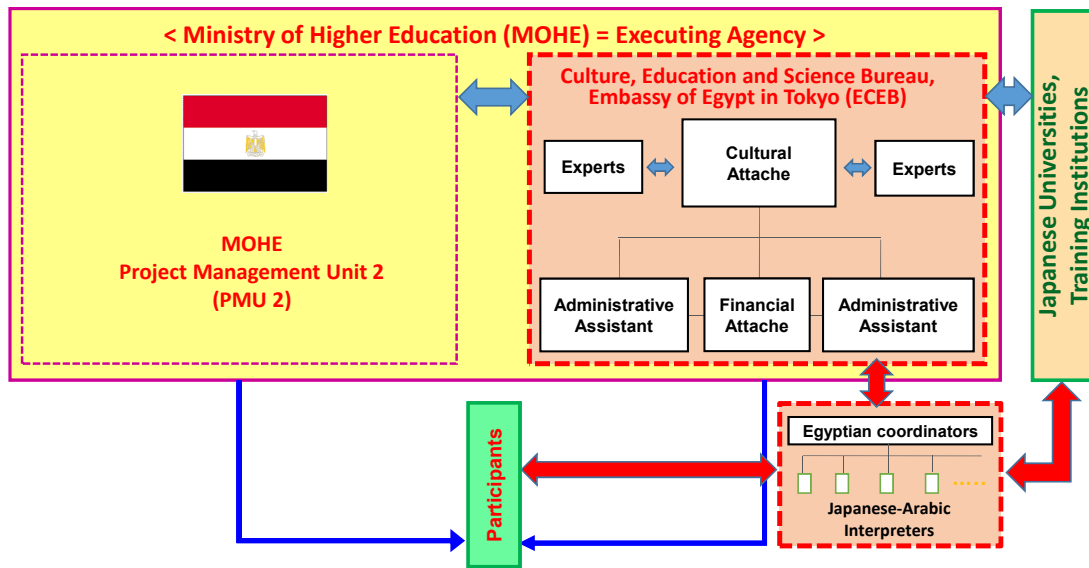
39

エジプト大使館文化・教育・科学局（ECEB）

- ECEBの現在の役割
 - エジプト人留学生（大学院学位留学・非学位留学）支援
 - 年間350名～400名の受け入れ支援
 - 検定料・授業料支払い
 - 航空券の手配・配布
 - 生活手当（寮費、生活費補助など）の支給
 - 留学生のモニタリング
 - 卒業証明書の翻訳・承認業務
 - 緊急時対応等
 - 日本・エジプト大学間協定支援
 - エジプト文化振興
 - アラビア語講座、エジプト料理教室の開催など

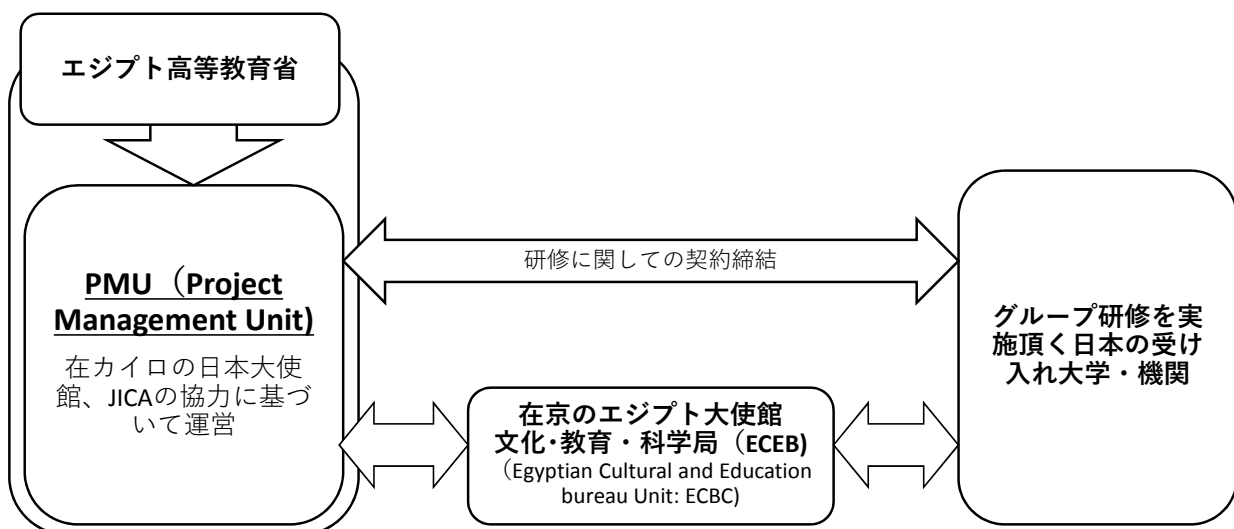
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EJEP-HRDP : ECEBの実施体制



41

EJEP-HRDPのプロジェクトフォーメーション



PMUの日本側窓口として、研修実施に必要な準備作業、実施支援、フォローアップを行い、大学の円滑な研修実施を支援

42

グループ研修実施体制：ECEBの支援

エジプト	日本	
PMU	ECEB	研修受け入れ大学・機関
研修企画・設計・管理 <ul style="list-style-type: none"> 研修計画（5年計画、年間計画、月次計画）の策定 研修の基本設計 研修カリキュラム・スケジュールの承認 予算管理 財務管理 研修受け入れ大学の選定（入札）、契約の締結 研修実施に向けた準備・調整 <ul style="list-style-type: none"> 研修員の選考 渡日前オリエンテーションの実施 査証、航空券、保険の手配 研修生への前払い金支払い 	研修実施支援 <ul style="list-style-type: none"> 大学との研修スケジュールの詳細確認 来日後オリエンテーションの実施 宿舎・国内交通手段の手配 研修教材の翻訳(アラビア語化) 研修同行、講義通訳（日⇄アラビア語） 研修生の生活支援、緊急時対応等、研修実施に必要なサポートを行う。詳細は、今後研修受け入れ大学・機関と調整を行う。 	研修実施 <ul style="list-style-type: none"> プロポーザル作成・提出 研修実施に要するスタッフ手配・配置 研修カリキュラムの詳細設計 研修教材の開発 講師手配・配置 研修所・研修施設の準備・手配 ECEBとの連携 招聘状の準備 質疑対応・モニタリング 研修後のフォローアップ 研修報告書、精算報告書の作成

43

グループ研修実施体制：研修受け入れ大学・機関の役割

エジプト	日本	
PMU	ECEB	研修受け入れ大学・機関
研修企画・設計・管理 <ul style="list-style-type: none"> 研修計画（5年計画、年間計画、月次計画）の策定 研修の基本設計 研修カリキュラム・スケジュールの承認 予算管理 財務管理 研修受け入れ大学の選定（入札）、契約の締結 研修実施に向けた準備・調整 <ul style="list-style-type: none"> 研修員の選考 渡日前オリエンテーションの実施 査証、航空券、保険の手配 研修生への前払い金支払い 	研修実施支援 <ul style="list-style-type: none"> 大学との研修スケジュールの詳細確認 来日後オリエンテーションの実施 宿舎・国内交通手段の手配 研修教材の翻訳(アラビア語化) 研修同行、講義通訳（日⇄アラビア語） 研修生の生活支援、緊急時対応等、研修実施に必要なサポートを行う。詳細は、今後研修受け入れ大学・機関と調整を行う。 	研修実施 <ul style="list-style-type: none"> プロポーザル作成・提出 研修実施に要するスタッフ手配・配置 研修カリキュラムの詳細設計 研修教材の開発 講師手配・配置 研修所・研修施設の準備・手配 ECEBとの連携 招聘状の準備 質疑対応・モニタリング 研修後のフォローアップ 研修報告書、精算報告書の作成

44

エジプト大使館文化・教育・科学局（ECEB）

教育アドバイザー 長尾ひろみ氏：

「エジプト・日本教育パートナーシップ」（EJEP）への期待



45

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. エジプト・日本教育パートナーシップ（EJEP）、人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要
- IV. 基礎教育セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
（休憩 10分）
- VI. 質疑応答
- VII. 閉会の挨拶

46

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. エジプト・日本教育パートナーシップ（EJEP）、人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要
- IV. 基礎教育セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
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- VII. 閉会の挨拶

47

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. エジプト・日本教育パートナーシップ（EJEP）、人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要
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- VI. 質疑応答
- VII. 閉会の挨拶**

48

閉会の挨拶

エジプト大使館文化・教育・科学局
文化アタッシェ Dr. ハーネム アハマド氏

49

EJEP-HRDPに関するお問い合わせ先

エジプト大使館文化・教育・科学局
文化アタッシェ Dr. ハーネム アハマド
電話：03-5779-8030
Email：egyptcesb@Tokyo.email.ne.jp

50

REQUEST FOR PROPOSALS

Country Name: The Arab Republic of Egypt

**Project Name: Egypt Japan Education Partnership - Human Resources Development Project
(EJEP-HRDP)**

Title of Services: TRAINING PROGRAMS IN HEALTH SECTOR

No. H-1: NURSING MANAGEMENT & LEADERSHIP

No. H-2: HOSPITAL MANAGEMENT

No. H-3: EMERGENCY PRE-HOSPITAL CARE

February 2018

CONTENTS

Section 1: Letter of Invitation (LOI)

Section 2: Instructions to the Candidate Institutions and Data Sheet

Section 3: Technical Proposal, Standard Forms

Section 4: Financial Proposal, Standard Forms

Section 5: Terms of Reference

Section 6: Standard Form of Contract

Annex 1: Evaluation Sheet for Group Training

Annex 2: Training Evaluation by the Participant

Section 1: Letter of Invitation (LOI)

Loan Agreement No: EG-P41

Date: February 26, 2018

Sir/Madam,

1. The government of the Arab Republic of Egypt through the Ministry of Higher Education, Central Department of Missions (hereinafter referred to as “the Executing Agency”) plans to implement the Egypt Japan Education Partnership - Human Resource Development Project (hereinafter referred to as “the Project”) between Egypt and Japan. In order to carry out the Project, the Executing Agency intends to collaborate with institutions in Japan to develop Short-term Training of the Project.
2. The cost of the services will be financed out of the proceeds of the Japanese ODA Loan extended by the Japan International Cooperation Agency (hereinafter referred to as “JICA”).
3. An institution will be selected under Quality and Cost Based Selection (QCBS) method and procedures described in this Request for Proposals (hereinafter referred to as “RFP”).
4. Contract period is until the completion of execution of the program stipulated on the Terms of Reference (hereinafter referred to as “TOR”), but not exceeding 4 years.
5. The RFP consists of this cover page and the following Annexes:
 - Section 1: Letter of Invitation (LOI)
 - Section 2: Instructions to the Candidate Institutions and Data Sheet
 - Section 3: Technical Proposal, Standard Forms
 - Section 4: Financial Proposal, Standard Forms
 - Section 5: Terms of Reference
 - Section 6: Standard Form of Contract

 - Annex 1: Evaluation Sheet for Group Training
 - Annex 2: Training Evaluation by the Participant
6. Proposals must be submitted no later than 16:00 local time for Egypt, April 27, 2018

7. If you request any additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Your cooperation would be highly appreciated.

Very truly yours,

Dr. Hossam El-Malehy
Deputy Minister of Higher Education
Cultural Relations, Missions and
Universities Affairs
101 Kasr El Eini St, Cairo
Egypt
E-mail: ejep.tender@mohe-casm.edu.eg

Section 2: Instructions to the Candidate Institutions and Data Sheet

1. Introduction

- 1.1 The Executing Agency named in the **Data Sheet** intends to select an Institution from those who submit the proposals, in accordance with the method of selection specified in the **Data Sheet**.
- 1.2 The Institutions are invited to submit a Technical Proposal and a Financial Proposal, as specified in the **Data Sheet**, for services required for the group training named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Institution.
- 1.3 The Executing Agency will timely provide at no cost to the Candidate Institution the inputs and facilities specified in the **Data Sheet**, assist the Candidate Institutions in permits needed to carry out the services, and make available relevant project data and reports. In the case where a Candidate Institution intends to visit Egypt for the purpose of proposal preparation at their own expense, the Executing Agency will provide the necessary information upon the Institution's request while they are in Egypt.

2. Eligibility

- 2.1 The Executing Agency permits the Institution (educational/medical institutions and firms, including Joint Ventures and their individual members) who can provide the services stipulated in the Terms of Reference (hereinafter referred to as "TOR") (section 5).
- 2.2 It is the Institution's responsibility to ensure that its staff members, joint venture members, sub-consultants, agents, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Executing Agency. The Candidate Institution should submit a declaration to validate that there has been no legal misconducts during the past three years, signed by a legal representative of the Institution.

3. Cost of Preparation of Proposal

The Candidate Institution shall bear all costs associated with the preparation and submission of its Proposal, and the Executing Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Executing Agency is not bound to accept any proposal, and reserves the right to annul the

selection process at any time prior to Contract award, without thereby incurring any liability to the Candidate Institution.

- 4. Language**

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Candidate Institution and the Executing Agency shall be written in the language(s) specified in the **Data Sheet**.
- 5. Proposal Validity**

The **Data Sheet** indicates the period during which the Candidate Institution's Proposal must remain valid after the Proposal submission deadline.
- 6. Documents Comprising the Proposal**

The Proposal shall comprise the documents and forms listed in the **Data Sheet**.
- 7. Clarification and Amendment of RFP**

 - 7.1 The Candidate Institution may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent by e-mails using designated form, to the Executing Agency's e-mail address indicated in the **Data Sheet**. The Executing Agency will respond to the queries and publish on the web site indicated in the **Data Sheet** (including an explanation of the query but without identifying its source). Should the Executing Agency deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:
 - 7.2 At any time before the proposal submission deadline, the Executing Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be published on the web site indicated in the **Data Sheet**. The Candidate Institutions must acknowledge the published amendment and reflect them into their proposals to be submitted.
 - 7.3 If the amendment is substantial, the Executing Agency may extend the proposal submission deadline to give the Candidate Institutions reasonable time to take an amendment into account in their Proposals.

7.4 The Candidate Institution may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

8. Technical Proposal Format and Content

8.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

8.2 Depending on the nature of the assignment, the Candidate Institution is required to submit a Technical Proposal using the Standard Forms provided in Section 3 of the RFP.

9. Financial Proposal

The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the group training indicated in the **Data Sheet**.

10. Currency of Proposal

The Candidate Institution shall express the price for its Services in the currency or currencies as stated in the **Data Sheet**.

11. Submission, Sealing, and Marking of Proposals

11.1 The Candidate Institution shall submit a complete Proposal comprising the documents and forms in accordance with Clause 6 (Documents Comprising Proposal) with a signed cover letter with the official letter head. The submission should be done by courier or registered mail. In addition to the above, the Candidate Institution shall submit digital data of Technical Proposal in the format of PDF via e-mail.

11.2 The Original Proposal shall be marked "Original" at the upper right corner of each page, and its copies shall be clearly marked "Copy" on the front page. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the original. If there are discrepancies between the original and the copies, the original shall prevail.

11.3 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly stating "Technical Proposal, reference number, name of the Group training, name and address of the Candidate Institution".

11.4 The file name of the Technical Proposal's digital data shall be named "reference number, name of the Candidate Institution and

serial file number”. In regard to submitting the Technical Proposal’s digital data, the subject of the e-mail and the format of the digital data is indicated in the **Data Sheet**.

11.5 The original and all the copies of the Financial Proposal shall be placed inside of a sealed envelope clearly marked “Financial Proposal” followed by reference number, name of the Group training, the Candidate Institution’s name and address.

11.6 The Proposals (both original and 2 copies) must be sent to the address indicated in the **Data Sheet** no later than the time and the date indicated in the **Data Sheet**. Any proposal sent to the Executing Agency after the deadline shall be unopened and will be returned to the sender upon request.

11.7 The Executing Agency shall notify the Candidate Institution receipt of the submitted Proposals to the e-mail address indicated in TECH-1 no later than the date and time specified in the **Data Sheet**.

12. Opening of Technical Proposals

The Executing Agency shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

13. Evaluation of Technical Proposals

The Executing Agency’s Tender Procurement Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). Any proposal that does not respond to important aspects of the RFP, particularly the TOR, and/or fails to achieve the minimum technical score indicated in the **Data Sheet** shall be rejected at this stage.

14. Evaluation of Financial Proposals (for QCBS)

14.1 The Financial Proposals of those Institutions whose proposals have passed the minimum technical score shall be opened and evaluated by the Executing Agency’s Tender Procurement Committee.

14.2 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the **Data Sheet**: $S = St \times T\% + Sf \times P\%$. The Candidate Institution achieving the highest combined technical and financial score will be invited for negotiations.

15. Negotiations

Negotiations will be held at the date and address indicated in the **Data Sheet**. The invited Candidate Institution will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staffs. Failure in satisfying such requirements may result in the Executing Agency proceeding to negotiate with the next ranked Candidate Institution.

16. Financial negotiations

In cases of QCBS, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

17. Award of Contract

17.1 After completing negotiations, the Executing Agency shall award the Contract to the selected Institutions and publish the award information as per the instructions in the **Data Sheet**.

17.2 The selected institutions are expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

DATA SHEET

(Note: Numbers on the left side column correspond with the clause numbers in the instruction part of this section)

1.1	<p>Name of the Executing Agency: Ministry of Higher Education Method of selection: Quality and Cost Based Selection (QCBS)</p>								
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes Reference numbers and names of group training are:</p> <table border="1" data-bbox="357 573 1129 770"> <thead> <tr> <th data-bbox="357 573 587 622">Reference No.</th> <th data-bbox="592 573 1129 622">Name of Group Training</th> </tr> </thead> <tbody> <tr> <td data-bbox="357 622 587 672">H-1</td> <td data-bbox="592 622 1129 672">Nursing Management & Leadership</td> </tr> <tr> <td data-bbox="357 672 587 721">H-2</td> <td data-bbox="592 672 1129 721">Hospital Management</td> </tr> <tr> <td data-bbox="357 721 587 770">H-3</td> <td data-bbox="592 721 1129 770">Emergency Pre-hospital Care</td> </tr> </tbody> </table>	Reference No.	Name of Group Training	H-1	Nursing Management & Leadership	H-2	Hospital Management	H-3	Emergency Pre-hospital Care
Reference No.	Name of Group Training								
H-1	Nursing Management & Leadership								
H-2	Hospital Management								
H-3	Emergency Pre-hospital Care								
1.3	<p>The Executing Agency shall make available relevant project data, reports: <u>Yes</u></p>								
4	<p>Proposal shall be submitted in <u>English</u> language All correspondence exchange shall be in <u>English</u> language</p>								
5	<p>Proposals must remain valid for 120 calendar days after the proposal submission deadline (i.e., until: August 25, 2018).</p>								
6	<p>The Proposal shall comprise the following:</p> <p><u>For TECHNICAL PROPOSAL:</u></p> <p>1st Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> (1) TECH-1 Technical Proposal Submission Form (2) TECH-2 Organization and Experience (3) TECH-3 Description of Approach, Methodology and Work plan (4) TECH-4 Staffing Schedule and Work Schedule (5) TECH-5 Curriculum Vitae (CV) for Proposed Team Leader and Senior Instructors* <p>*TECH 5 should be provided for a Team Leader and two senior instructors of the Candidate Institution's choice. Refer to Section 5, 8. Obligations, b. Institutions 2)</p> <p>AND</p> <p><u>For FINANCIAL PROPOSAL:</u></p> <p>2nd Inner Envelope with the Financial Proposal</p> <ol style="list-style-type: none"> (1) FIN-1 Summary of Program Costs (per batch and grand total) (2) FIN-2 Breakdown of Program Cost per batch (3) FIN-3 Other Expenses (per batch and grand total) 								

7	<p>Clarifications may be requested no later than 16:00 local time for Egypt, March 19, 2018.</p> <p>The contact information for requesting clarifications is: Attention to: Dr. Hossam El-Malehy Deputy Minister of Higher Education Cultural Relations, Missions and Universities Affairs</p> <p>Via E-mail: ejep.tender@mohe-casm.edu.eg (please cc the email to: egyptcesb@tokyo.email.ne.jp)</p> <p>The designated form is available on the following web site. The responses of the clarifications and/or amendment of the RFP will be published on the same web site by 16:00 local time for Egypt, April 03, 2018;</p> <p>Ministry of Higher Education, Central Department of Missions http://www.mohe-casm.edu.eg/English/index.jsp</p>
9	<p>The Financial Proposal must provide the following:</p> <p>Each cost item must be stated as a sum inclusive of all the tax such as consumption tax and withholding tax. In the financial evaluation, the Tender Procurement Committee evaluates 1.Program Cost (FIN-1, FIN-2), consisting of the following items. Other necessary items can be recorded in 2.Other Expenses (FIN-3) that are not a subject for financial evaluation. Nonetheless, the Institution must submit all the financial proposal sheets.</p> <p>1. Program Cost per batch</p> <ol style="list-style-type: none"> 1) Lecture/Instructor (including lecture, meeting participation, English translation and interpretation, only when necessary) 2) Training material preparations (including lecture materials, cost of purchase or rent of any equipment required to training) 3) Site visit/Observation (excluding transportation cost) 4) Administration cost (including administrative staffs, communication costs, report production, printing and delivery to the Executing Agency, certificate, overhead) 5) Hospitality/Refreshments (tea break, opening, orientation and closing sessions) 6) Venue (Facility usage cost) 7) Consumables 8) Any other items (add, if applicable and justifiable)

	<p>2. Other expenses (per batch) <i>Only when applicable</i></p> <ol style="list-style-type: none"> 1) Daily transportation of the participants* (in the case where the Candidate Institution wish to arrange daily transportation utilizing its own network and experience. Cost of travel by the most appropriate means of transport and the most direct practicable route) 2) Transportation for site visits* (Cost of travel for site visits, which are proposed as a part of training program) 3) Accommodation for the participants and the coordinator* (in the case where the Candidate Institution which to arrange the accommodation for the participants and the coordinator utilizing its own network and experiences) 4) Arrangement of Translators/Interpreters* (in the case where the Candidate Institution wish to arrange Japanese/Arabic translators and interpreters utilizing its own network and experiences) 5) Preparatory trip and/or follow-up trip to Egypt by the Institution (Cost of preparatory trip and/or follow-up trips to Egypt, prior and/or after the training program. Refer to Section 5, 10. Others) 6) Any other items (add, if applicable and justifiable)** <p><i>* The other expense 1) -4) should be proposed in FIN-3, only when the Candidate Institution would like to suggest alternatives. Otherwise these costs are provided by the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB").</i></p> <p><i>** The required insurance cost for the training related to ambulance and/or "Dr. Heli" operation shall be included as 6) Any other items.</i></p>
10	The Financial Proposal shall be stated in the following currency: <u>Japanese Yen</u>
11.2	<p>The Candidate Institution must submit:</p> <ol style="list-style-type: none"> (a) Technical Proposal: one (1) original and 2 copies; (b) Financial Proposal: one (1) original and 2 copies; (c) Digital copy of the Technical Proposal in the form of PDF
11.4	<p>The Candidate Institution must submit the digital data of the Technical Proposal in the following format by e-mail with the following subject:</p> <p>Subject of the e-mail and File Name:</p> <p>"reference number [under bar] name of the Candidate Institution(or abbreviation) [under bar] serial file number". Maximum number of characters is fifteen (15).</p>

	<p>Example:H1_XXX Univ_01</p> <p>Maximum File Size: 3 MB per file (ZIP or other compressed files not acceptable)</p> <p>Document Type: PDF which is protected by password</p> <p>Password: Within 6 digits. Password must be sent by separate e-mail</p>														
11.6	<p>Original and two copies of the Proposals (both Technical and Financial Proposal) must be posted no later than:</p> <p>Date: April 27, 2018 (postmark deadline)</p> <p>Time: 16:00 Local Time for Egypt</p> <p>The Proposal submission address is:</p> <p>Attention to: Dr. Hossam El-Malehy Deputy Minister of Higher Education Cultural Relations, Missions and Universities Affairs 101 Kasr El Eini St, Cairo Egypt</p> <p>The digital data of the Technical Proposal must be e-mailed no later than the above date and time to :</p> <p>E-mail: ejep.tender@mohe-casm.edu.eg (please cc the email to: egyptcesb@tokyo.email.ne.jp)</p>														
11.7	<p>The Notification of the receipt of the proposal shall be sent via e-mail indicated in TECH-1 no later than:</p> <p>Date: May 9, 2018</p> <p>Time: 16:00 Local Time for Egypt</p>														
13	<p>Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(i) Specific experience of the organizations relevant to the assignment</td> <td style="text-align: right;"><i>[30]</i></td> </tr> <tr> <td>Experience in similar nature and size of program (Overseas and in Japan)...</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Performance and experience in related field as an organization.....</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Network with related organization.....</td> <td style="text-align: right;">10</td> </tr> <tr> <td>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference</td> <td style="text-align: right;"><i>[50]</i></td> </tr> <tr> <td>Technical approach and methodology.....</td> <td style="text-align: right;">25</td> </tr> </tbody> </table>		<u>Points</u>	(i) Specific experience of the organizations relevant to the assignment	<i>[30]</i>	Experience in similar nature and size of program (Overseas and in Japan)...	10	Performance and experience in related field as an organization.....	10	Network with related organization.....	10	(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	<i>[50]</i>	Technical approach and methodology.....	25
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	<p>Work plan.....15 Staffing Schedule and Work Schedule.....10</p> <p>(iii) Team Leader and Senior Instructors’ qualifications and..... [20] competence for the assignment</p> <p>Education background and Position.....5* Working experiences in the field related to applied training program and expertise.....5* Working experiences in similar program (Overseas and in Japan).....5* Ability and performance as team Leader/course coordination and management.....5*</p> <p><i>*Distribution of scores among Team Leader and two Senior Instructors are: 4:3:3.</i></p> <p>Total points for the three criteria: 100</p> <p>.....</p> <p>The minimum technical score (St) required to pass is: 75</p>
14.2	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p>T = 0.7, and P = 0.3</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>
15	Expected date and address for contract negotiations:

	<p>Date: May 28, 2018</p> <p>Address: Head Embassy of the Arab Republic of Egypt Culture and Education and Science Bureau Higashigaoka Gardenhouse 1 19-17, Higashigaoka 1-chome, Meguro-ku, Tokyo 152-0021 Japan E-mail: egyptcesb@tokyo.email.ne.jp</p>
17.1	<p>The publication will be made on the following web site within 7 days after the contract signing.</p> <p>Ministry of Higher Education, Central Department of Missions http://www.mohe-casm.edu.eg/English/index.jsp</p>
17.2	<p>Expected date for the commencement of the Services:</p> <p>Nursing Management & Leadership: At least one training program shall be completed before the end of March 2019.</p> <p>Hospital Management: At least one training program shall be completed before the end of March 2019.</p> <p>Emergency Pre-Hospital Care: At least one training program shall be completed before the end of March 2019.</p> <p>Location of the program implementation: Japan</p>

Section 3: Technical Proposal, Standard Forms

TECH-1 Technical Proposal Submission Form

TECH-2 Organization and Experience

TECH-3 Description of Approach, Methodology and Work plan

TECH-4 Staffing Schedule and Work Schedule

TECH-5 Curriculum Vitae (CV) for Proposed Team Leader and Senior Instructors

Scoring Indicators (Sample)

Form	No. of Page	Scoring measure/remarks
TECH-2 Organization and Experience	2-3	Education and research experiences in the field related to applied training program. Conducting training, seminar, or academic exchange with overseas organizations Cooperation and Network with Research Institute, Public institution etc.
TECH-3 Description of Approach, Methodology and Work plan TECH-4 Staffing Schedule and Work Schedule	3-6	Curriculum design policy, Course management and facilitation Method - Contents and strategy of lecture and practice etc. - Selection of lecturer - Utilization of observation, site visit and practice - Action plan formulation guidance Feasibility of work plans in terms of time frame, human resource input. Time allocation of the program (Percentage of Theory, Practice and Activities)
TECH-5 Curriculum Vitae (CV) for Team Leader and Senior Instructors	3-6	Refer to sub criteria which is described at Data Sheet Clause 13 (iii) in Section 2.
Total	8-15	

*Page count assumption: 300-400 words / 1 page

TECH-1 Technical Proposal Submission Form

{Location, Date}

To: Central Department of Missions, Ministry of Higher Education,
The Government of Arab Republic of Egypt

Dear Sirs:

We, the undersigned, offer to provide the services for implementing the training program *{insert the group training name}* for Egypt Japan Education Partnership – Human Resources Development Project (Health Sector) in accordance with your Request for Proposals dated February 26, 2018 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in separate envelopes.

{If the Consultant is a joint venture, insert the following:} We are submitting our Proposal a joint venture with: *{Insert a list with full name and the legal address of each member, and indicate the lead member}*. We have attached a copy *{insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”}* signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Executing Agency.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 5.
- (c) We meet the eligibility requirements as stated in Instruction to the Candidate Institutions Clause 2, and we confirm our understanding of our obligation to abide by the prevailing Japanese Law in regard to corrupt and fraudulent practices as per the Instruction to the Candidate Institution Clause 2.2.

- (d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Executing Agency.
- (e) We undertake to negotiate a Contract on the basis of the proposed Team Leader and the Senior Instructors. We accept that the substitution of Team Leader and the Senior Instructors may lead to the termination of Contract negotiations.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract Agreement is signed, to initiate the services related to the assignment no later than the date indicated in Clause 17.2 of the Data Sheet.

We understand that the Executing Agency is not bound to accept any Proposal that the Executing Agency receives.

We remain,

Yours sincerely,

Authorized Signature and seal {In full and initials}: _____

Name and Title of Signatory: _____

Name of the Candidate Institution (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

TECH-2 Organization and Experience

Reference Number: _____

Name of the Training Program: _____

A - Organization

{Provide here a brief description of:

Your organization/institution including education and research experience in the field of applied training program;

Implementation structure such as collaboration scheme with other universities/institutions, organization chart of your organization or internal/external staffing plan etc.}

B - Experience

{Write the Organization's achievement of activities overseas and in Japan that are thought to be similar to your proposing course together with their outcomes, including, if available, experiences with the JICA's Knowledge Co-Creation Programs, seminars and academic exchange.}

Duration	Contents of program and its outcomes	The place of activities	Client and contact details

TECH-3 Description of Approach, Methodology and Work plan

Reference Number: _____

Name of the Training Program: _____

a) Technical Approach and Methodology

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.}

{For example, Curriculum design policy and methodology which are important matters to be taken into consideration when implementing the project, including, selection of lecturers, course management and facilitation method etc. Please do not repeat/copy the TORs in here.}

b) Work Plan

{Please outline the training schedule},

	Method*	Subject	Purpose / Outline	Name of Lecturer, Organization
Day 1 Monday	-	Opening ceremony	-	-
	-	Briefing and Orientation	-	-
Day 2 Tuesday				
Day 3 Wednesday				
Day 4 Thursday				
Day 5 Friday				
Day 6 Saturday				
Day 7 Sunday				
Day xx [insert No]				
		Evaluation Meeting		
Day [insert No]		Closing Ceremony		
Time allocation of the program		Theory	Practice	Activities
		%	%	%

*Method: Theory, Practice or Activity

Section 4: Financial Proposal, Standard Forms

- (1) FIN-1 Summary of Program Costs (per batch and grand total)
- (2) FIN-2 Breakdown of Program Cost per batch
- (3) FIN-3 Other Expenses (per batch and grand total)

FIN-1 Summary of Program Cost (per batch and grand total)

Reference Number: _____

Name of the Training Program: _____

**Summary of Program Cost
(per patch and grand total)**

Item		Amount
Program Cost per Batch (training program for 1 year)	JPY	x,xxx,xxx
Grand total of the Program Cost for XXX Batches	JPY	x,xxx,xxx
Proposed Amount (Grand Total of Program Cost for xxx Batches)	JPY	x,xxx,xxx
Amount expressed in words; XXX XXX XXX XXX Japanese Yen		

I, *[insert name of authorized signer]*, duly confirm above amount and propose to the Executing Agency.

[insert signature of person]

[insert full name of Institution]

[insert name of office, position]

FIN-2 Breakdown of Program Cost per batch

Reference Number: _____

Name of the Training Program: _____

Breakdown of Program Cost per Batch

Item	Amount (JPY)	Calculation basis	Remarks
1. Lecture/Instructor (including English translation and interpretation, only when necessary)		Ex.) JPYxxx × xxx hrs = JPYxxx	
2. Training material preparations			
3. Site visit/Observation (excluding transportation cost)			
4. Administration cost (including administrative staffs, reporting, certificate, overhead)			
5. Hospitality/Refreshments (tea break, opening, orientation and closing session)			
6. Venue (Facility usage cost)			
7. Consumables			
8. Any other items (add, if applicable and justifiable)			
Sub Total per Batch			
Consumption Tax* per Batch (8%) <i>(*actual tax amount due shall be decided in accordance to Japanese tax regulation)</i>		<i>Truncated after the decimal point</i>	
Total Program Cost per Batch			
Grand Total of Program Cost for xx Batches			

Each cost item must be stated as a sum inclusive of all the tax such as consumption tax and withholding tax.

FIN-3 Other Expenses (per batch and grand total)

Reference Number: _____

Name of the Training Program: _____

Other Expenses (Optional*) (per batch and grand total)

Item	Amount (JPY)	Calculation basis	Remarks
1. Daily transportation of the participants*			
2. Transportation for site visits*			
3. Accommodation for the participants and the coordinator*			
4. Arrangement of Translators/ Interpreters* (Japanese-Arabic)			
5. Preparatory trip and/or follow-up trip to Egypt by the Institution			
6. Any other items (add, if applicable and justifiable)			
Sub Total Per Batch			
Consumption Tax* per Batch (8%) <i>(*actual tax amount due shall be decided in accordance to Japanese tax regulation)</i>		<i>Truncated after the decimal point</i>	
Total Amount of Other Expenses per Batch			
Grand Total Amount of Other Expenses for XXX Batches			

Each cost item must be stated as a sum inclusive of all the tax such as consumption tax and withholding tax.

Notes:

* For items not to be recorded enter "0" on Amount (JPY) / Calculation basis. Even if the total amount of "0", the Candidate Institutions must submit FIN-3 document.

*The other expense 1) -4) should be proposed, only when the Candidate Institution would like to suggest alternatives. Otherwise these costs are provided by ECEB.

Section 5: Terms of Reference

No. H-1 Nursing Management & Leadership

No. H-2 Hospital Management

No. H-3 Emergency Pre-Hospital Care

No. H-1 Nursing Management & Leadership

1. General

This Terms of Reference (hereinafter referred to as “TOR”) will provide the general scope of works for the institution for the Human Resource Development Project (HRDP, hereinafter referred to as “the Project”) executed by the Ministry of Higher Education (hereinafter referred to as “the Executing Agency”). The Executing Agency implements overseas short-term training in Japan for health sector, utilizing the Yen Loan to enhance the capacity of health and medical professionals for improving the quality of health and medical care in Egypt through providing study and training opportunity in Japan.

2. Background

The quality of nursing care is considered a challenge in the health sector in Egypt. 20% of the total number of nurses who graduated from university have profound knowledge and skills, on the other hand, it is said that the remaining 80% who graduated from Nursing Technical Institutes and Nursing Schools have limited knowledge and skills as well as adequate attitude to perform quality nursing services demanded by the population. In order to tackle such situation, it is necessary not only to improve individual skills of nurses but also to strengthen their teamwork capability and management skills. The Ministry of Health and Population in Egypt puts much priority on the improvement of leadership and management capacity of nurses, hence, they are planning to offer the leaders of nurses to attend the training in Japan, where nurses are expected to provide professional services in a medical team, and the role of nursing managers is emphasized to provide patient-centered care.

3. Purpose of Training

Quality of nursing management and nursing services will be improved in participant's workplace through strengthening participant's managerial capacity.

4. Expected output

Upon completion of this training program, participants would be able to:

- 1) Understand the nursing management and nursing services in Japan.
- 2) Acquire better understanding of theories and practices of nursing management and to obtain the required knowledge, skills and attitude as managers.
- 3) Clarify the problems in nursing management in participants' workplace and discuss measures of improvement.
- 4) Develop action plans and training materials for participant's staff based on the learnings from the course.

5. Characteristics of Training

The trainings shall be designed as “Training of Trainers (ToT)” which shall include lectures, site visit to relevant organizations, observation, discussions and formulation/presentation of “Action Plan”.

Participants are expected to learn Japanese Health System as well as Japanese Nursing Management and Nursing Service. After returning to Egypt, they are expected to share the knowledge, techniques and new mindset gained in Japan in order to improve Nursing service and management in Egypt. Furthermore, participants are obliged to implement “Action Plan” prepared during the program. Hence, the effect through those activities will not be limited to the individual capacity building of the nurse managers themselves, but it also extends to the systematical change of health system throughout Egypt.

6. Outline of the Training

6.1 Training Program

Training program should be designed by using a following suggested specific subject and schedule as a reference.

Week	Method	Contents
		Arrival at host university/institution
1st Week	Briefing	Program briefing / registration
	Activities	Presentation on assignment (Job Report) and discussion
	Theory	Introductory subjects <ul style="list-style-type: none"> - Nursing ethics - Health and welfare system in Japan - Nursing administration in Japan - Nursing research - Medical Safety - Leadership and management, etc.
2nd-3rd Week	Theory	Advanced Subject 1 <ul style="list-style-type: none"> - Outline of nursing management - Objective management in nursing department - Role of nursing manager - Service management - Information management in nursing - Human resource development - Hospital management, etc.
	Practice/ Activities	Site visits to relevant organizations Observation Work alongside experienced counterparts (job shadowing) Review and discussion, etc.
4th-5th Week	Theory	Advanced Subject 2 <ul style="list-style-type: none"> - Nursing in the specific fields such as disaster nursing, cancer nursing, pediatric nursing - In-service education & capacity building - Nosocomial infection control in hospital and risk management - Problem-solving method related to Nursing Management
	Practice/ Activities	Site visits to relevant organizations Observation Work alongside experienced counterparts (job shadowing) Review and discussion, etc.
6th Week	Theory	Methodology of training (planning, implementing, managing, assessment of training) Reflection (Wrap-up session)
	Practice/ Activities	Development/preparation/presentation of Action Plan Review and discussion on Action Plan Evaluation meeting

The topics to be covered during the program include:

- Leadership of nursing managers and team building in team medical care and nursing
 - The area most responsive to the country needs could be; emergency and critical

- care, including ICU and CCU care and neonatal ICU; dialysis, OR, and recovery.
- Coaching/motivation and empowerment/communication improvement,
- Human resource development and career development with the particular emphasis on;
 - Performance appraisal and improvement of job description,
- Evaluation of nursing (nursing process and nursing records)
- Problem analysis and problem solving method
- Conflict management
- Quality improvement in health care and nursing
- Time management
- Nursing ethics
- Continuous training and education of nursing
 - Assessment of training needs
- Job shadowing may include but not limited to the activities related to the following topics Planning
 - Staffing plan,
 - nursing plan,
- Monitoring and evaluation of nursing staff, and
- Endorsement (of nursing plan) and handing over communication.

6.2 Training Scheme

Training will be conducted base on “Training of Trainer (ToT)” concept. Overall training period planned is 6 weeks in Japan, which may vary according to the program.

6.3 Curriculum Development

Details of curriculum will be developed by the institution.

6.4 Participants and Implementation Timing

a. Number of Participants

Basically 10 participants will enroll in each batch of the program. Number of participants may change subject to prior notice to institutions. Planned number of batches is explained in the following section.

b. Schedule

Planned schedule is expected to be 1 batch within one year and totally 4 batches from 2018.

c. Qualification of Participants

Minimum qualification for the participant is deemed;

Nurses at managing position at government hospital (directors and supervisors) under the Ministry of Health and Population and the Ministry of Higher Education with;

- 1) Age: not more than 45 years
- 2) TOEFL PBT or ITP/CBT/iBT/IELTS score not less than 425/113/29/3.5, or equivalent
- 3) Postgraduate Degree
- 4) Minimum three years of experience in nursing administration
- 5) Work place: MOHP or MOHE hospitals

6.5 Schematic Training Schedule

It is recommendable for institution to start lectures around 9:00 a.m. and finish around 5:00 p.m., from Monday to Friday. Travel time to move to designated venue for training / site visits must be considered as reasonable. Delivery of lectures and activities may be conducted as flexible as possible by the institution's discretion. Following schedule illustrates a typical sample as reference. Total lecture hours, subjects or schedule must be proposed by institutions.

a. Lecture Hour

Total 6 hours/day of lecture may be appropriate but not limited to this schedule. Total lecture hours may be varied site visit and travel time. A typical schedule is illustrated as follows.

Time	Activities	Lecture (Hrs.)
9:00 - 10:30	Lecture	1.5
10:30 - 11:00	Short-break	
11:00 - 12:30	Lecture	1.5
12:30 - 13:30	Lunch	
13:30 - 15:00	Lecture	1.5
15:00 - 15:30	Short-break	
15:30 - 17:00	Lecture	1.5
	Total	6.0

b. Time allocation of the training program

The training program consists of lectures, discussions, site visits and training in hospitals by featuring a practical and participatory curriculum. Time allocation of this program shall be as follows:

Theory	Practice	Activities
< 40%	> 50%	< 10%
(Classroom lectures, seminars, review and discussion, etc.)	(Work alongside experienced counterparts / job shadowing)	(Site visits to related organization, observation, action plan, etc.)

c. Overall structure

Total of 6 weeks lecture / site visit will be included in the program. Overall structure to be suggested is as follow.

1st Week

Saturday:	Leave for Japan by night flight.
Sunday:	Arrival at a Japanese airport in the morning and move to respective accommodation.
Monday:	Orientation, registration, etc.
Tuesday – Friday:	Theory/Practice/Activities
Saturday / Sunday:	Day off

2nd Week-5th Week

Monday – Thursday:	Theory/Practice/Activities
Friday:	Presentation, workshop, follow-up/Q&A/wrap-up session, etc.
Saturday / Sunday:	Day off

6th Week

Monday – Wednesday:	Practice/Activities (incl. Action plan)
Thursday:	Final presentation, wrap-up meeting, evaluation meeting
Friday:	Distribute certificates of completion
Saturday:	Leave for Egypt

*Saturday, Sunday, and National Holiday in Japan may be day off.

7. Payment Responsibilities

The Executing Agency takes care of all expenses for the program including international air fare, per-diem allowance for participants, insurance premium, program fees, visas, etc.

Program fees are paid to the institution, and the institution makes payment for expenses to implement training.

As it is understood that all accommodations during stay in Japan have to be paid by participants out of their par-diem allowance, it is expected institutions to recommend/suggest the reasonable accommodation.

Expenses	Responsible for payment		Remarks
	Direct Payment by the Executing Agency	Payment through the Institution	
Program Cost		○	Program Cost includes hand-outs development and preparation, access to university facility, invite speakers outside of universities, etc., which costs related to conduct lectures.
Travel Fee	○		Round trip between Cairo and Japan, airport pick-up/send-off, and domestic transportation cost.
Daily Allowance	○		Per-diem allowance is paid to participants which covers hotel accommodation, meals, and domestic transportation during weekends.
Health Insurance	○		Overseas Travel insurance.
Interpreter		○	Japanese⇔English
	○		Japanese⇔Arabic

8. Obligations

Obligations of the Executing Agency and the Institutions are identified as follows.

a. The Executing Agency

Major obligations belong to The Executing Agency is summarized as follows,

- 1) Provision the final list of trainees to the Institution
- 2) Obtainment of entry visa to Japan
- 3) Arrangement of international travel between Cairo and Japan
- 4) Obtainment of overseas travel insurance
- 5) Arrangement of training coordinators

- 6) Provision of Japanese-Arabic interpreter(s)
- 7) Arrangement of transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrangement of transportation between the accommodation, training venue and/or site visits
- 9) Payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)
- 10) Pre-departure and post-arrival orientations
- 11) Ensuring fulfilment of the health requirement

Ensure the trainees to fulfil the health requirements (e.g. vaccination for the practices) according to the training requirement in advance as part of Departure Preparation. Most vaccines take time to become fully effective in the body.
- 12) Arrangement of the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available).
- 13) Daily life assistance, emergency care for participants, physical or mental problems, troubles with neighbors.
- 14) Others related matters to above

b. The Institutions

Main obligations rendered to institutions is deemed to deliver proper and beneficial program, reasonable level of administrative management to participants from disease, risks of injury, escape from disaster, etc. could be imposed.

- 1) Issuance of invitation letter to The Executing Agency to obtain visa for participants
- 2) Assignment of a Team Leader and two (2) Senior Instructors

Assign a Team Leader who is technically responsible for the entire training program. S/he should be knowledgeable in the subject matters related to the training. The Institution should submit the TECH-5 for 2 Senior Instructors other than the above. These instructors should be technical evaluated during the technical evaluation.
- 3) Preparation and coordination of training program and curriculum

Prepare the training schedule (draft) by selecting necessary lecturers, site visit etc., and finalize the draft schedule and curriculum including lectures, practical training, training content, lecturers, training place, place of visit etc. Regarding the selection of lecturers and site visit, the points of the lecture in the overall program should be explained to the instructor adequately so as to avoid overlapping with other lectures.
- 4) Giving program orientation

At the beginning of the program, explain to the participants the necessary information for training, such as the course goal, the attainment goal, the evaluation standards / methods, the procedure for preparing the action plan.
- 5) Delivery of lectures and technical guidance
- 6) Response to technical questions from the participants based on lectures and explanations at site visit.
- 7) Development, preparation and translation of handouts

Confirm the lecture and training materials beforehand, and the materials are translated, copied and distributed. Furthermore, the institution shall notify lecturers in advance that the training programs are designed as ToT and therefore the training materials to be developed for the program may likely be utilized in Egypt as training tools for internal capacity development.
- 8) Arrangement of a venue and equipment for training

Arrange the training venue and training equipment (PC, projector, video etc.) as necessary.

- 9) Arrangement of necessary staff(s).
Assigned staff(s) perform prior arrangements, confirmation on details such as venue and time etc. and accompany the group.
- 10) Organizing training program considering reasonable traveling time
Arrange transportation and accommodation for site visits if FIN-3 is accepted by the Executing Agency.
- 11) Arrangement of travel and accommodation for lecturers and other accompanying persons
Arrange necessary travel and accommodation for lecturers and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB") for arrangement of participants' accommodation.
- 12) Provision of Refreshments
Provide tea, coffee and water at participants' consumption during the tea break which is scheduled in the morning as well as in the afternoon. The cost can be proposed on FIN-2.
- 13) Organizing opening and closing ceremonies
Organize opening and closing ceremonies and give welcome greetings and congratulations on behalf of the executing institution with the presence of the representative of ECEB.
- 14) Issuance of certification for completion of training
Issue training certificates and award, it to participants at the closing ceremony.
- 15) Organizing Job report/Action plan presentation session
Organizing job report presentation and action plan presentation session, also analyze and evaluate the prepared report as appropriate.
- 16) Reasonable level of general administration management and monitoring
Inform the participants sufficiently about the purpose of each lecture, lecturer's background, the flow of the program and orient them toward goals. And provide information to the lecturers about the needs of the participants and the situation in Egypt in order for the participants to understand the content of the training. And monitor the status of training implementation and the level of participant's understanding. In addition, grasp the experience and knowledge levels of participants through individual interviews and daily observation as necessary.
- 17) Attending evaluation meeting / Training evaluation
Hold a training evaluation meeting on the middle and the last day of the training. Prior to the evaluation meetings, obtain feedback from the participants by questionnaire and conduct an evaluation meeting based on the answers of questionnaire. The content of the questionnaire is mainly the quality of the lecture, the teaching materials and the quality of coordination and support etc. Also make a summary of the questionnaires and record the meetings. Then evaluate the training and describe the evaluation result in the final report based on the answers of the questionnaire and the content of the evaluation meeting.
- 18) Reporting
Construct the course report and financial report in English and submitted to The Executing Agency. The course report shall include the results of the assessment of the individual participants and the assessment of the training by individual participants, according to the evaluation sheet given as Annex 1 and Annex 2 respectively. Submit 3 copies each of reports and handouts to the Executing Agency after completion of training.

c. Participants

Participants have to pay the greatest attention not only for individual health care during training period but also disease, risks of injury, escape from disaster, etc., following instruction given by institutions. Duties rendered to participants are;

- 1) Manage and control individual health care
- 2) Submit a job report, interim report, action plan, etc., according to the instructions given by the team leader / lecturers by individuals or group
- 3) Other related matters to above.

9. Language

Language to be used in the program is Japanese and it is translated to Arabic through interpreter. Lectures and hand-outs are prepared in Japanese and translated into Arabic by translators.

10. Others

a. Culture/religion/gender consideration

Some participants may require special arrangements, according to their beliefs and gender, such as prayer room, prayer time, diet, etc. Such details needs to be discussed between the coordinator and the institution if need arises.

b. Preparatory trip and/or follow-up trip to Egypt by the Institution

The Institution may propose a preparatory trip and/or follow-up trips to Egypt, prior and/or after the training batches, when necessary. The details of the proposed trips shall be described in the technical proposal, such as objectives, member(s) of the trips, the proposed activities, the required information to be collected from Egypt, the proposed places/institutions to visit, etc.

This item will not be considered for the technical proposal evaluation. The cost should be calculated separately from the other program cost of the training and proposed as FIN-3 (Other Expenses (per batch and grand total)).

c. Required items to be carried by the participants

The Institution should include necessary information and instructions to the participants in its technical proposal. For instance, if the participants should carry their own white coats, surgical gowns, and stethoscopes for the practices in Japan, those instructions should be clarified in the technical proposal.

No. H-2 Hospital Management

1. General

This Terms of Reference (hereinafter referred to as “TOR”) will provide the general scope of works for the institution for the Human Resource Development Project (HRDP, hereinafter referred to as “the Project”) executed by the Ministry of Higher Education (hereinafter referred to as “the Executing Agency”). The Executing Agency implements overseas short-term training in Japan for health sector, utilizing the Yen Loan to enhance the capacity of health and medical professionals for improving the quality of health and medical care in Egypt through providing study and training opportunity in Japan..

2. Background

Hospitals play a vital role in the health systems in providing healthcare to the population. Hospitals are often times the first point of contact by patients for diagnosis and care and a designation for patients to receive specialized and inpatient care. In order to provide adequate quality care, hospital management needs to be addressed to strengthen the country’s health systems as a whole and to promote universal health coverage under resource constraints.

Hospitals in Egypt are under several different regulating authorities such as Ministry of Health and Population, Health Insurance Organization, Ministry of Higher Education, Armed Forces, and other ministries or entities. Some hospitals face resource constraints such as human resources for health, financial resource, medical supplies, etc. Under such circumstances, it is demanded that hospital managers are equipped with adequate knowledge on hospital management, such as human resource management, financial management, supply management, information management, safety management, etc., and make optimum use of the available resources for providing better quality of healthcare to the population.

3. Purpose of Training

Efficient and effective hospital strategic plan is formulated and implemented at the public hospitals in Egypt.

4. Expected output

Upon completion of this training program, participants would be able to:

- 1) Understand the concept and practical know-how of hospital management system in Japan
- 2) Acquire necessary knowledge and practical skills on management issue such as administrative duties, financial, personnel, material, medical information system and marketing
- 3) Identify areas to be improved in their hospital management
- 4) Develop action plans based on learnings in the course

5. Characteristics of Training

The trainings shall be designed as “Training of Trainers (ToT)” which shall include lectures, site visits to relevant organizations, observation, discussions and formulation/presentation of “Action Plan”.

Participants are expected to learn Japanese Health System as well as Japanese Hospital Management and Medical Service. After returning to Egypt, they are expected to share the knowledge, techniques and new mindset gained in Japan in order to improve Hospital management in Egypt. Furthermore, participants are obliged to implement “Action Plan” prepared during the program. Hence, the effect

through those activities will not be limited to the individual capacity building of the hospital managers themselves, but it also extends to the systematical change of health system throughout Egypt.

6. Outline of the Training

6.1 Training Program

Training program should be designed by using a following suggested specific subject and schedule as a reference

Week	Method	Contents
		Arrival at host university/institution
1st-4th Week	Briefing	Program briefing / registration
	Activities	Presentation on assignment (Job Report) and discussion
	Theory	Introductory subjects <ul style="list-style-type: none"> - Health and welfare system in Japan - Hospital management strategy, planning and leadership - Management policy Advanced subjects <ul style="list-style-type: none"> - Management of each department of hospital - Hospital information system / management of medical records - Financial Accounting & Managerial Accounting - Supply chain Inventory and material management - Human resource development - Hospital information system - Management of medical records
	Practice/ Activities	Site visits to relevant organizations Observation Review and discussion Wrap-up/Q&A session
5th-8th Week	Theory/ Activities	Methodology of training (planning, implementing, managing, assessment of training) Site visits to relevant organizations Wrap-up/Q&A session
	Practice	Work alongside experienced counterparts (job shadowing) <ul style="list-style-type: none"> - human resource management - Supply chain management - Financial management - Information management and medical record management Review and discussion Development/preparation/presentation of Action Plan Evaluation meeting

The topics to be covered during the program include:

- Administrative operation (hospital management strategy, policy and leadership, supply chain management material/inventory control, human resources management, health care information system, management of medical records, financial management and budget control)
- Management (financial, budget control, personnel, hospital marketing, etc.)

6.2 Training Scheme

Training will be conducted base on “Training of Trainer (ToT)” concept. Overall training period planned is 8 weeks in Japan, which may vary according to the program.

6.3 Curriculum Development

Details of curriculum will be developed by the institution.

6.4 Participants and Implementation Timing

a. Number of Participants

Basically 10 participants will enroll in each batch of the program. Number of participants may change subject to prior notice to institutions. Planned number of batches is explained in the following section.

b. Schedule

Planned schedule is expected to be 1 batch within one year and totally 4 batches from 2018.

c. Qualification of Participants

Minimum qualification for the participant is deemed;
Management staff at hospitals and Government officials under the Ministry of Health and Population and the Ministry of Higher Education in charge of hospital management with;

- 1) Age: not more than 50 years
- 2) TOEFL PBT or ITP/CBT/iBT/IELTS score not less than 500/173/59/5, or equivalent
- 3) Master Degree
- 4) Minimum one year of experience in administrative work

6.5 Schematic Training Schedule

It is recommendable for institution to start lectures around 9:00 a.m. and finish around 5:00 p.m., from Monday to Friday. Travel time to move to designated venue for training / site visits must be considered as reasonable. Delivery of lectures and activities may be conducted as flexible as possible by the institution’s discretion. Following schedule illustrates a typical sample as reference. Total lecture hours, subjects or schedule must be proposed by institutions.

a. Lecture Hour

Total 6 hours/day of lecture may be appropriate but not limited to this schedule. Total lecture hours may be varied site visit and travel time. A typical schedule is illustrated as follows.

Time	Activities	Lecture (Hrs.)
9:00 - 10:30	Lecture	1.5
10:30 - 11:00	Short-break	
11:00 - 12:30	Lecture	1.5
12:30 - 13:30	Lunch	
13:30 - 15:00	Lecture	1.5
15:00 - 15:30	Short-break	
15:30 - 17:00	Lecture	1.5
	Total	6.0

b. Time allocation of the training program

The training program consists of lectures, discussions, site visits and training in hospitals by featuring a practical and participatory curriculum. Time allocation of this program shall be as follows:

Theory	Practice	Activities
< 40%	> 50%	< 10%
(Classroom lectures, seminars, review and discussion, etc.)	(Work alongside experienced counterparts / job shadowing)	(Site visits to related organization, observation, action plan, etc.)

c. Overall Structure

Total of 8 weeks lecture / site visit will be included in the program. Overall structure to be suggested is as follow.

1st Week

Saturday: Leave for Japan by night flight.
 Sunday: Arrival at a Japanese airport in the morning and move to respective accommodation.
 Monday: Orientation, registration, etc.
 Tuesday – Friday: Theory/Practice/Activities
 Saturday / Sunday: Day off

2nd Week-7th Week

Monday – Thursday: Theory/Practice/Activities
 Friday: Presentation, workshop, Follow-up/Q&A/wrap-up session, etc.
 Saturday / Sunday: Day off

8th Week

Monday – Wednesday: Practice/Activities (incl. Action plan)
 Thursday: Final presentation, wrap-up meeting, evaluation meeting
 Friday: Distribute certificates of completion
 Saturday: Leave for Egypt

*Saturday, Sunday, and National Holiday in Japan may be day off.

7. Payment Responsibilities

The Executing Agency takes care of all expenses for the program including international air fare, per-diem allowance for participants, insurance premium, program fees, visas, etc. Program fees are paid to the institution, and the institution makes payment for expenses to implement training.

As it is understood that all accommodations during stay in Japan have to be paid by participants out of their par-diem allowance, it is expected institutions to recommend/suggest the reasonable accommodation.

Expenses	Responsible for payment		Remarks
	Direct payment by the Executing Agency	Payment through the Institution	
Program Cost		○	Program Cost includes hand-outs development and preparation, access to university facility, invite speakers outside of universities, etc., which costs related to conduct lectures.
Travel Fee	○		Round trip between Cairo and Japan, airport pick-up/send-off, and domestic transportation cost.
Daily Allowance	○		Per-diem allowance is paid to participants which covers hotel accommodation, meals, and domestic transportation during weekends.
Health Insurance	○		Overseas Travel insurance.
Interpreter		○	Japanese⇔English
	○		Japanese⇔Arabic

8. Obligations

Obligations of the Executing Agency and Institutions are identified as follows.

a. The Executing Agency

Major obligations belong to the Executing Agency is summarized as follows,

- 1) Provision the final list of trainees to the Institution
- 2) Obtainment of entry visa to Japan
- 3) Arrangement of international travel between Cairo and Japan
- 4) Obtainment of overseas travel insurance
- 5) Arrangement of training coordinators
- 6) Provision of Japanese-Arabic interpreter(s)
- 7) Arrangement of transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrangement of transportation between the accommodation, training venue and/or site visits
- 9) Payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)
- 10) Pre-departure and post-arrival orientations
- 11) Ensuring fulfilment of the health requirement
Ensure the trainees to fulfil the health requirements (e.g. vaccination for the practices) according to the training requirement in advance as part of Departure Preparation. Most vaccines take time to become fully effective in the body.
- 12) Arrangement of the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available).
- 13) Daily life assistance, emergency care for participants, physical or mental problems, troubles with neighbors.

14) Others related matters to above

b. Institutions

Main obligations rendered to institutions is deemed to deliver proper and beneficial lectures, reasonable level of administration management to participants from disease, risks of injury, escape from disaster, etc. could be imposed.

- 1) Issuance of invitation letter to the Executing Agency to obtain visa for participants
- 2) Assignment of a Team Leader and two (2) Senior Instructors
Assign a Team Leader who is technically responsible for the entire training program. S/he should be knowledgeable in the subject matters related to the training. The Institution should submit the TECH-5 for 2 Senior Instructors other than the above. These instructors should be technical evaluated during the technical evaluation.
- 3) Preparation and coordination of training program and curriculum
Prepare the training schedule (draft) by selecting necessary lecturers, site visit etc., and finalize the draft schedule and curriculum including lectures, practical training, training content, lecturers, training place, place of visit etc. Regarding the selection of lecturers and site visit, the points of the lecture in the overall program should be explained to the instructor adequately so as to avoid overlapping with other lectures.
- 4) Giving program orientation
At the beginning of the program, explain to the participants the necessary information for training, such as the course goal, the attainment goal, the evaluation standards / methods, the procedure for preparing the action plan.
- 5) Delivery of lectures and technical guidance
- 6) Response to technical questions from the participants based on lectures and explanations at site visit.
- 7) Development, preparation and translation of handouts
Confirm the lecture and training materials beforehand, and the materials are translated, copied and distributed. Furthermore, the institution shall notify lecturers in advance that the training programs are designed as ToT and therefore the training materials to be developed for the program may likely be utilized in Egypt as training tools for internal capacity development.
- 8) Arrangement of a venue and equipment for training
Arrange the training venue and training equipment (PC, projector, video etc.) as necessary.
- 9) Arrangement of interpreter(s) (Japanese-English) and necessary staff(s).
Assigned staff(s) perform prior arrangements, confirmation on details such as venue and time etc. and accompany the group.
- 10) Organizing training program considering reasonable traveling time
Arrange transportation and accommodation for site visits if FIN-3 is accepted by the Executing Agency.
- 11) Arrangement of travel and accommodation for lecturers and interpreters
Arrange necessary travel and accommodation for lecturer, interpreter (Japanese-English, only when necessary) and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as "ECEB") for arrangement of participants' accommodation.
- 12) Provision of Refreshments
Provide tea, coffee and water at participants' consumption during the tea break which is

scheduled in the morning as well as in the afternoon. The cost can be proposed on FIN-2.

- 13) Organizing opening and closing ceremonies
Organize opening and closing ceremonies and give welcome greetings and congratulations on behalf of the executing institution with the presence of the representative of ECEB.
- 14) Issuance of certification for completion of training
Issue training certificates and award, it to participants at the closing ceremony.
- 15) Organizing Job report/Action plan presentation session
Organizing job report presentation and action plan presentation session, also analyze and evaluate the prepared report as appropriate.
- 16) Reasonable level of general administration management and monitoring
Inform the participants sufficiently about the purpose of each lecture, lecturer's background, the flow of the program and orient them toward goals. And provide information to the lecturers about the needs of the participants and the situation in Egypt in order for the participants to understand the content of the training. And monitor the status of training implementation and the level of participant's understanding. In addition, grasp the experience and knowledge levels of participants through individual interviews and daily observation as necessary.
- 17) Attending evaluation meeting / Training evaluation
Hold a training evaluation meeting on the middle and the last day of the training. Prior to the evaluation meetings, obtain feedback from the participants by questionnaire and conduct an evaluation meeting based on the answers of questionnaire. The content of the questionnaire is mainly the quality of the lecture, the teaching materials and the quality of coordination and support etc. Also make a summary of the questionnaires and record the meetings. Then evaluate the training and describe the evaluation result in the final report based on the answers of the questionnaire and the content of the evaluation meeting.
- 18) Reporting
Construct the course report and financial report in English and submitted to the Executing Agency. The course report shall include the results of the assessment of the individual participants and the assessment of the training by individual participants, according to the evaluation sheet given as Annex 1 and Annex 2 respectively. Submit 3 copies each of reports and handouts to the Executing Agency after completion of training

c. Participants

Participants have to pay the greatest attention not only for individual health care during training period but also disease, risks of injury, escape from disaster, etc., following instruction given by institutions. Duties rendered to participants are;

- 1) Manage and control individual health care
- 2) Submit a job report, interim report, action plan, etc., according to the instructions given by the team leader / lecturers by individuals or group
- 3) Other related matters to above.

9. Language

Language to be used in the program is English for theory, and therefore lectures and hand-outs made in Japanese language must be translated into English. On the other hand, language to be used for practice and activities is Japanese, and it is translated to Arabic through interpreter.

10. Others

a. Culture/religion/gender consideration

Some participants may require special arrangements, according to their beliefs and gender, such as prayer room, prayer time, diet, etc. Such details needs to be discussed between the coordinator and the institution if need arises.

b. Preparatory trip and/or follow-up trip to Egypt by the Institution

The Institution may propose a preparatory trip and/or follow-up trips to Egypt, prior and/or after the training batches, when necessary. The details of the proposed trips shall be described in the technical proposal, such as objectives, member(s) of the trips, the proposed activities, the required information to be collected from Egypt, the proposed places/institutions to visit, etc.

This item will not be considered for the technical proposal evaluation. The cost should be calculated separately from the other program cost of the training and proposed as FIN-3 (Other Expenses (per batch and grand total)).

c. Required items to be carried by the participants

The Institution should include necessary information and instructions to the participants in its technical proposal. For instance, if the participants should carry their own white coats, surgical gowns, and stethoscopes for the practices in Japan, those instructions should be clarified in the technical proposal.

No. H-3 Emergency Pre-Hospital Care

1. General

This Terms of Reference (hereinafter referred to as “TOR”) will provide the general scope of works for the institution for the Human Resource Development Project (HRDP, hereinafter referred as “the Project”) executed by the Ministry of Higher Education (hereinafter referred to as “the Executing Agency”). The Executing Agency implements overseas short-term training in Japan for health sector, utilizing the Yen Loan to enhance the capacity of health and medical professionals for improving the quality of health and medical care in Egypt through providing study and training opportunity in Japan.

2. Background

Improving medical emergency services is set as one of the priorities in the Egypt’s Ministry of Health and Population’s Strategy 2015-2018 within the framework of promoting health services provided to the citizens. Egyptian Ambulance Organization (EAO) was established in 2009 and is responsible for emergency pre-hospital care which previously was under the emergency central management division of the Ministry of Health and Population. By 2014, pre-hospital care function of all governorates was incorporated into EAO, though the pre-hospital care system is yet to be unified in all governorates.

Education of paramedics needs to be standardized and strengthened for stronger pre-hospital care in Egypt. The level, knowledge and educational background of paramedic in Egypt varies significantly: there are paramedics who graduated from health technical institutes (3 years after high school), those who graduated from nursing schools (3 years), universities (4 years), and those who worked as emergency medical technicians abroad and received 6 months training at EAO. The education needs to be standardized and upgraded. Also, in 2015, to cope with the delay in emergency transportation due to traffic which could lead to lower survival rate, EAO established a 2 years fellowship program with the cooperation of the Ministry of Health and Population, aiming to educate and produce higher technical paramedics (HTP) who can carry out necessary life support to patient including tracheal intubation, fluid transfusion etc., similar to the Japanese system. However, about 30 physicians have been able to participate in this course among 11,000 ambulance crew (among which 5,000 are paramedics), and EAO recognizes the necessity to extend the training capacity, aside from the necessity for making legislative arrangements. To cope with such challenges, EAO is planning the establishment of Ambulance Academy (4 years university) for the purpose of improving the quality of ambulance personnel.

3. Purpose of Training

To improve the quality of education on pre-hospital care in Egypt.

4. Expectation to the Program

This program is specially designed for trainers of Egyptian Ambulance Organization (EAO). Upon completion of this training program, participants will:

- 1) Understand the emergency medical system, emergency medical technician (EMT) system and its history and the collaboration system of pre-hospital service and emergency medical institutions in Japan
- 2) Understand the training programs for ambulance crew and EMT
- 3) Learn the eligibility (competency) of the instructor for practical training program of EMT and the evaluation methodology of practical skills training

- 4) Through discussion and referring to the Japanese system, summarize an idea on how to develop the pre-hospital care education program in Egypt

5. Characteristics and Outcomes of Training

The trainings shall be designed as “Training of Trainers (ToT)” which shall include lectures, site visits relevant organizations, observation, discussions and formulation/presentation of “Action Plan”.

Participants are expected to learn Japanese Health System as well as Japanese Emergency Pre-Hospital Care. After returning to Egypt, they are expected to share the knowledge, techniques and new mindset gained in Japan in order to improve Nursing education in Egypt. Furthermore, participants are obliged to implement “Action Plan” prepared during the program. Hence, the effect through those activities will not be limited to the individual capacity building of the nurse managers themselves, but it also extends to the systematical change of health system throughout Egypt.

6. Outline of the Training

6.1 Training Program

Training program should be designed by using a following suggested specific subject and schedule as a reference.

Week	Method	Topics and contents
1 st week	Theory	<ul style="list-style-type: none"> ➤ Briefing ➤ Emergency medical system in Japan ➤ History of EMT system ➤ Approved treatment by the law of EMT system ➤ Differences between Ambulance crew and EMT in Japan ➤ National Examination and EMT education program ➤ Medical Control system
	Theory	<ul style="list-style-type: none"> ➤ Administrative role of Fire department in the field of pre-hospital care ➤ The role of Emergency call and Dispatch center in the Fire department (Triage, Protocol of reporting) ➤ Disaster dealing
	Theory, Activities	<ul style="list-style-type: none"> ➤ Fire station facility ➤ Medical equipment in Ambulance car
	Practice	<ul style="list-style-type: none"> ➤ Importance of the environmental situation as the waiting place for the ambulance crew ➤ Role and Responsibility of Fire station ➤ Riding the Ambulance car to understand the prehospital care service in Japan
	Theory	<ul style="list-style-type: none"> ➤ Composition of EMT curriculum by Basic medicine field ➤ Outline of Emergency medicine, Special field (Emergency semiology, Pathophysiology) ➤ Emergency care on diseases ➤ Composition of Practical training curriculum ➤ Basic human anatomy and hominal physiology
	Theory	<ul style="list-style-type: none"> ➤ Significance and Role of prehospital care, Basic prehospital care (Ambulance crew/EMT) ➤ Principle of Rescue ➤ Teaching component of Safety management of Patients ➤ Teaching component of Safety management of Ambulance crew
Theory, Practice	<ul style="list-style-type: none"> ➤ Role of the Secondary level hospital in Japan ➤ Emergency Unit condition, Composition of staff ➤ Dealing for emergency patient transported by EMT 	
Practice	<ul style="list-style-type: none"> ➤ Dealing for emergency patient transported by EMT 	

2 nd week	Theory	<ul style="list-style-type: none"> ➤ Teaching component and meaning of Emergency semiology and Pathophysiology ➤ Teaching component of Respiratory failure and disturbance of consciousness ➤ Teaching component of Circulatory insufficiency (Shock, Cardiac failure), sever hemorrhage, Cardiac arrest ➤ Teaching component of chest pain, it's mechanism, observation and assessment, evaluation of severity and urgency (First aid and important point of transportation)
	Theory	<ul style="list-style-type: none"> ➤ Teaching component of Cardiac arrest (pathology, diagnose, AED, Bystander CPR training, Monitoring and evaluation, Utstein style) ➤ Teaching component of convulsion, it's mechanism, observation and assessment, evaluation of severity and urgency (First aid and important point of transportation)
	Theory	<ul style="list-style-type: none"> ➤ Teaching component of disturbance of consciousness (Level of consciousness; GCS and atypical consciousness disorder, severity and urgency, First Aid and important point of transportation (ECG, Pulse oximeter and respirator)
	Theory	<ul style="list-style-type: none"> ➤ Teaching component of abdominal pain, it's mechanism, observation and assessment, evaluation of severity and urgency (First aid and important point of transportation) ➤ Teaching component of headache, it's mechanism, observation and assessment, evaluation of severity and urgency (First aid and important point of transportation) ➤ Teaching component of numbness, it's mechanism, observation and assessment, evaluation of severity and urgency (First aid and important point of transportation) ➤ Infant emergency care
	Practice	<ul style="list-style-type: none"> ➤ Dealing for emergency patient
3 rd week	Theory	<ul style="list-style-type: none"> ➤ Teaching component of Traumatology (basic rescue, acute pathology, organ failure, traffic accident/falling, typical puncture wound, traumatic shock, circulation change by hemorrhagic shock), observation of the cite, assessment of injured patients, First aid and important point of transportation
	Theory	<ul style="list-style-type: none"> ➤ Teaching component of head trauma, pathology, observation and assessment, evaluation of severity and urgency (First aid and important point of transportation) ➤ Teaching component of facial and cervical trauma, it's mechanism, observation and assessment, evaluation of severity and urgency (First aid and important point of transportation)
	Theory, Activities	<ul style="list-style-type: none"> ➤ Teaching component of thoracic injury, it's mechanism, observation and assessment, evaluation of severity and urgency (First aid and important point of transportation)
	Theory, Practice	<ul style="list-style-type: none"> ➤ Obstetric and Gynecological emergency care ➤ Delivery support ➤ Self-assessment to evaluate effect of writing examination
	Theory, Practice	<ul style="list-style-type: none"> ➤ Role of the Tertiary level hospital in Japan ➤ Equipment, Preparation and activities of Doctor Ambulance
4 th week	Theory, Activities	<ul style="list-style-type: none"> ➤ Interim Report
	Practice	<ul style="list-style-type: none"> ➤ Introduction method of Practice training ➤ Teaching method of CPR (Cardiopulmonary Resuscitation) ➤ Teaching method of Observation, Consultation and Assessment of patients ➤ Assessment of Severity and urgency ➤ Treatment of Foreign body, Suction, Intubation, Oxygen therapy
	Practice	<ul style="list-style-type: none"> ➤ Teaching method of CPR: Cardiopulmonary Resuscitation ➤ For Adult, Child, Infant ➤ How to teach Bystander CPR

	Practice	<ul style="list-style-type: none"> ➤ Assessment of Severity and urgency ➤ Treatment of Foreign body, Suction, Intubation, Oxygen therapy
	Practice	<ul style="list-style-type: none"> ➤ Assessment of Severity and urgency ➤ Treatment of Foreign body, Suction, Intubation, Oxygen therapy
	Practice	Preparation and activities of Doctor Ambulance
5 th week	Theory	➤ Skill and teaching method of Emergency medicine treatment
	Theory, Activities	➤ Trauma observation
6 th week	Theory, Activities	<ul style="list-style-type: none"> ➤ Trauma observation ➤ Method for transporting emergency patients ➤ How to use Medical equipment
	Theory Practice	<ul style="list-style-type: none"> ➤ Method for transporting emergency patients ➤ How to use Medical equipment ➤ importance of position management • management of body temperature ➤ Practical training
	Practice	<ul style="list-style-type: none"> ➤ Mass casualty dealing ➤ Prehospital equipment in the training room
7 th week	Practice	<ul style="list-style-type: none"> ➤ Simulation training ➤ Understanding of Comprehensive training method by Simulation ➤ Management of Maintenance of equipment
8 th week	Practice	➤ Comprehensive simulation training
	Practice	➤ Leader training of First aid
		<ul style="list-style-type: none"> ➤ Exchange opinion at EMT academic meeting ➤ Writing the action plan ➤ Presentation of the action plan

The topics to be covered during the program include:

- Emergency medical system in Japan
- Education System of EMT
- EMT education curriculums
- Simulation trainings
- Emergency medical hospitals
- Medical Control System, etc.

In addition to the above, job shadowing on the following topics are requested by Egyptian side. Proposed time allocation of each practice is as follows:

- At least 48 hours riding ambulance car
- At least 48 hours in trauma centers and secondary hospitals
- At least 1 participant per year riding the doctor helicopter

6.2 Training Scheme

Training will be conducted base on “Training of Trainer (ToT)” concept. Overall training period planned is 8 weeks in Japan, which may vary according to the program.

6.3 Curriculum Development

Details of curriculum will be developed by the institution.

6.4 Participants and Implementation Timing

a. Number of Participants

Basically 10 participants will enroll in each batch of program. Number of participants may change subject to prior notice to institutions. Planned number of batches is explained in the following section.

b. Schedule

Planned schedule is expected to be 1 batch within one year and totally 4 batches from 2018.

c. Qualification of Participants

Minimum qualification for the participant is deemed;
Trainers of Egyptian Ambulance Organization (Physicians) with;

- 1) Age not above 52
- 2) At least one year experience in The Egyptian Ambulance Organization
- 3) TOEFL PBT or ITP/CBT/iBT/IELTS score not less than 450/133/29/3.5, or equivalent

6.5 Schematic Training Schedule

It is recommendable for institution to start lectures around 9:00 a.m. and finish around 5:00 p.m., from Monday to Friday. Travel time to move to designated venue for training / site visits must be considered as reasonable. Delivery of lectures and activities may be conducted as flexible as possible by the institution’s discretion. Following schedule illustrates a typical sample as reference. Total lecture hours, subjects or schedule must be proposed by institutions.

a. Lecture Hour

Total 6 hours/day of lecture may be appropriate but not limited to this schedule. Total lecture hours may be varied site visit and travel time. A typical schedule is illustrated as follow.

Time	Activities	Lecture (Hrs.)
9:00 - 10:30	Lecture	1.5
10:30 - 11:00	Short-break	
11:00 - 12:30	Lecture	1.5
12:30 - 13:30	Lunch	
13:30 - 15:00	Lecture	1.5
15:00 - 15:30	Short-break	
15:30 - 17:00	Lecture	1.5
	Total	6.0

b. Time allocation of the training program

The training program consists of lectures, discussions, site visits and training in hospitals by featuring a practical and participatory curriculum. Time allocation of this program shall be as follows:

Theory	Practice	Activities
< 40%	> 50%	< 10%

(Classroom lectures, seminars, review and discussion, etc.)	(Work alongside experienced counterparts / job shadowing)	(Site visits to related organization, observation, action plan, etc.)
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c. Overall Schedule

Total of 8 weeks lecture / site visit will be included in the program. Overall structure to be suggested is as follow.

1st Week

Saturday:	Leave for Japan by night flight.
Sunday:	Arrival at a Japanese airport in the morning and move to respective accommodation.
Monday:	Orientation, registration, etc.
Tuesday – Friday:	Theory/Practice/Activities
Saturday / Sunday:	Day off

2nd Week-7th Week

Monday – Thursday:	Theory/Practice/Activities
Friday:	Presentation, workshop, follow-up/Q&A/wrap-up session, etc.
Saturday / Sunday:	Day off

8th Week

Monday – Wednesday:	Practice/Activities (incl. Action Plan)
Thursday:	Final presentation, wrap-up meeting, evaluation meeting
Friday:	Distribute certificates of completion
Saturday:	Leave for Egypt

*Saturday, Sunday, and National Holiday in Japan may be day off.

7. Payment Responsibilities

The Executing Agency takes care of all expenses for the program including international air fare, per-diem allowance for participants, insurance premium, program fees, visas, etc.

Program fees are paid to the institution, and the institution makes payment for expenses to implement training.

As it is understood that all accommodations during stay in Japan have to be paid by participants out of their par-diem allowance, it is expected institutions to recommend/suggest the reasonable accommodation.

Expenses	Responsible for payment		Remarks
	Direct payment by the Executing Agency	Payment through the Institution	
Program Cost		○	Program Cost includes hand-outs development and preparation, access to university facility, invite speakers outside of universities, etc., which costs related to conduct lectures.
Travel Fee	○		Round trip between Cairo and Japan, airport pick-up/send-off, and domestic transportation cost.

Daily Allowance	○		Per-diem allowance is paid to participants which covers hotel accommodation, meals, and domestic transportation during weekends.
Health Insurance	○		Overseas Travel insurance.
Interpreter		○	Japanese⇔English
	○		Japanese⇔Arabic

8. Obligations

Obligations of the Executing Agency and the Institutions are identified as follows.

a. The Executing Agency

Major obligations belong to the Executing Agency is summarized as follows,

- 1) Provision the final list of trainees to the Institution
- 2) Obtainment of entry visa to Japan
- 3) Arrangement of international travel between Cairo and Japan
- 4) Obtainment of overseas travel insurance
- 5) Arrangement of training coordinators
- 6) Provision of Japanese-Arabic interpreter(s)
- 7) Arrangement of transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrangement of transportation between the accommodation and training venue site visits
- 9) Payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)
- 10) Pre-departure and post-arrival orientations
- 11) Ensuring fulfilment of the health requirement
Ensure the trainees to fulfil the health requirements (e.g. vaccination for the practices) according to the training requirement in advance as part of Departure Preparation. Most vaccines take time to become fully effective in the body.
- 12) Arrangement of the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available).
- 13) Daily life assistance, emergency care for participants, physical or mental problems, troubles with neighbors.
- 14) Others related matters to above

b. The Institutions

Main obligations rendered to the institutions is deemed to deliver proper and beneficial lectures, reasonable level of administrative management to participants from disease, risks of injury, escape from disaster, etc. could be imposed.

- 1) Issuance of invitation letter to the Executing Agency to obtain visa for participants
- 2) Assignment of a Team Leader and two (2) Senior Instructors

Assign a Team Leader who is technically responsible for the entire training program. S/he should be knowledgeable in the subject matters related to the training. The Institution should submit the TECH-5 for 2 Senior Instructors other than the above. These instructors should be technical evaluated during the technical evaluation.

- 3) Preparation and coordination of training program and curriculum
Prepare the training schedule (draft) by selecting necessary lecturers, site visit etc., and finalize the draft schedule and curriculum including lectures, practical training, training content, lecturers, training place, place of visit etc. Regarding the selection of lecturers and site visit, the points of the lecture in the overall program should be explained to the instructor adequately so as to avoid overlapping with other lectures.
- 4) Giving program orientation
At the beginning of the program, explain to the participants the necessary information for training, such as the course goal, the attainment goal, the evaluation standards / methods, the procedure for preparing the action plan.
- 5) Delivery of lectures and technical guidance
- 6) Response to technical questions from the participants based on lectures and explanations at site visit.
- 7) Development, preparation and translation of handouts
Confirm the lecture and training materials beforehand, and the materials are translated, copied and distributed. Furthermore, the institution shall notify lecturers in advance that the training programs are designed as ToT and therefore the training materials to be developed for the program may likely be utilized in Egypt as training tools for internal capacity development.
- 8) Arrangement of a venue and equipment for training
Arrange the training venue and training equipment (PC, projector, video etc.) as necessary.
- 9) Arrangement of interpreter(s) (Japanese-English) and necessary staff(s).
Assigned staff(s) perform prior arrangements, confirmation on details such as venue and time etc. and accompany the group.
- 10) Organizing training program considering reasonable traveling time
Arrange transportation and accommodation for site visits if FIN-3 is accepted by the Executing Agency.
- 11) Arrangement of the necessary insurance related to the training on ambulance and/or Dr.Heli operation
Arrange the insurance of the trainees required for the training on ambulance and/or Dr.Heli operation and propose it as the item “6) Any Other Items”, on FIN-3.
- 12) Arrangement of travel and accommodation for lecturers and interpreters
Arrange necessary travel and accommodation for lecturer, interpreter (Japanese-English, only when necessary) and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as “ECEB”) for arrangement of participants’ accommodation.
- 13) Provision of Refreshments
Provide tea, coffee and water at participants’ consumption during the tea break which is scheduled in the morning as well as in the afternoon. The cost can be proposed on FIN-2.
- 14) Organizing opening and closing ceremonies
Organize opening and closing ceremonies and give welcome greetings and congratulations on behalf of the executing institution with the presence of the representative of ECEB.
- 15) Issuance of certification for completion of training

Issue training certificates and award, it to participants at the closing ceremony.

16) Organizing Job report/Action plan presentation session

Organizing job report presentation and action plan presentation session, also analyze and evaluate the prepared report as appropriate.

17) Reasonable level of general administration management and monitoring

Inform the participants sufficiently about the purpose of each lecture, lecturer's background, the flow of the program and orient them toward goals. And provide information to the lecturers about the needs of the participants and the situation in Egypt in order for the participants to understand the content of the training. And monitor the status of training implementation and the level of participant's understanding. In addition, grasp the experience and knowledge levels of participants through individual interviews and daily observation as necessary.

18) Attending evaluation meeting / Training evaluation

Hold a training evaluation meeting on the middle and the last day of the training. Prior to the evaluation meetings, obtain feedback from the participants by questionnaire and conduct an evaluation meeting based on the answers of questionnaire. The content of the questionnaire is mainly the quality of the lecture, the teaching materials and the quality of coordination and support etc. Also make a summary of the questionnaires and record the meetings. Then evaluate the training and describe the evaluation result in the final report based on the answers of the questionnaire and the content of the evaluation meeting.

19) Reporting

Construct the course report and financial report in English and submitted to the Executing Agency. The course report shall include the results of the assessment of the individual participants and the assessment of the training by individual participants, according to the evaluation sheet given as Annex 1 and Annex 2 respectively. Submit 3 copies each of reports and handouts to the Executing Agency after completion of training

c. Participants

Participants have to pay the greatest attention not only for individual health care during training period but also disease, risks of injury, escape from disaster, etc., following instruction given by institutions. Duties rendered to participants are;

- 1) Manage and control individual health care
- 2) Submit a job report, interim report, action plan, etc., according to the instructions given by the team leader / lecturers by individuals or group
- 3) Other related matters to above.

9. Language

Language to be used in the program is English for theory, and therefore lectures and hand-outs made in Japanese language must be translated into English. On the other hand, language to be used for practice and activities is Japanese, and it is translated to Arabic through interpreter.

10. Others

a. Culture/religion/gender consideration

Some participants may require special arrangements, according to their beliefs and gender, such as prayer room, prayer time, diet, etc. Such details needs to be discussed between the coordinator and the institution if need arises.

b. Preparatory trip and/or follow-up trip to Egypt by the Institution

The Institution may propose a preparatory trip and/or follow-up trips to Egypt, prior and/or after the training batches, when necessary. The details of the proposed trips shall be described in the technical proposal, such as objectives, member(s) of the trips, the proposed activities, the required information to be collected from Egypt, the proposed places/institutions to visit, etc.

This item will not be considered for the technical proposal evaluation. The cost should be calculated separately from the other program cost of the training and proposed as FIN-3 (Other Expenses (per batch and grand total)).

c. Required items to be carried by the participants

The Institution should include necessary information and instructions to the participants in its technical proposal. For instance, if the participants should carry their own white coats, surgical gowns, and stethoscopes for the practices in Japan, those instructions should be clarified in the technical proposal.

Section6: Standard Form of Contract

CONTRACT AGREEMENT FOR TRAINING IMPLEMENTATION

between

**Central Department of Missions,
Ministry of Higher Education,
The Arab Republic of Egypt**

and

The Institution

on

**The implementation of Training Program on
[insert of Group Training name]
for Egypt Japan Education Partnership- Human Resources Development Project (EJEP-HRDP).**

This training implementation contract is being undertaken by Central Department of Missions/Ministry of Higher Education (hereinafter referred to as “the Executing Agency”), *[insert the name of the Institution]* (hereinafter referred to as “the Institution”), in order to carry out the Training Program on *[insert of Group Training name]* (hereinafter referred to as “the Training”)

ARTICLE I
Purpose of Training

- I-1 The Executing Agency in its effort to strengthen the capacities of Health Sector under Egypt Japan Education Partnership – Human Resource Development Project (hereinafter referred to as “EJEP-HRDP”), intends to send the selected participants to the Institution for the Training.
- I-2 The objective of the Training is to dispatch Egyptian officials to Japan for educational training in the field of Health sector. After returning to Egypt, the trainees utilize the outcome of the Training to improve quality of the Health system in Egypt.

ARTICLE II
Number of Participants and Selection Process

- II-1 The Executing Agency will send a total of 40 participants, 10 participants per batch. Detail of schedule, list of participants and period will be decided subject to the budget and goals of the Training.
- II-2 Participants will be selected by the Executing Agency and the list of participants will be provided to the Institution before preparations of their trip to Japan begin.

ARTICLE III
Program Structure

- III-1 The duration of each training program will be *[insert the number of weeks; 6 or 8]* weeks. In order to conduct an effective and impactful training in Japan, the Executing Agency and the Institution (hereinafter referred to as “the Parties”) shall work closely together and have a mutual understanding to make the Training a success.
- III-2 Upon completion of each training program, a certificate of completion for the training program will be awarded by the Institution to the participants. The Institution must submit a course report of each training program to the Executing Agency within 1 month after the completion.
- III-3 Participants who have completed each training program may receive advice and assistance on developing an action plan in order to implement training development program in Egypt.

ARTICLE IV
Contract Price and Payment

IV-1 The Contract Price for 4 batches: The amount in Japanese yen is *[insert amount]*

Batch	Duration	Number of participants	Payment
1	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**, ***, ***)</u>
2	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**, ***, ***)</u>
3	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**, ***, ***)</u>
4	from <i>[insert date]</i> to <i>[insert date]</i>	<i>[insert number of participants]</i>	<u>(JPY**, ***, ***)</u>

IV-2 The Executing Agency shall pay the Contract Price per Batch to the Institution in consideration of completion of training program, subject to the fulfilment of requirements stipulated in the payment schedule shown in the Technical Agreement.

IV-3 The Contract Price agreed upon and stipulated in Appendix I of the Technical Agreement shall cover all the costs and expenses required to complete the works as well as any improvement or modification of the works which will be introduced in the consecutive program implementation upon consent of the Parties.

ARTICLE V

Responsibilities of Each Party

The responsibilities of each party are as follows;

V-1 The Institution shall perform the services specified hereunder,

- 1) Issuance of invitation letter to the Executing Agency to obtain visa for participants
- 2) Assignment of a Team Leader and two (2) Senior instructors
- 3) Preparation and coordination of training program and curriculum
- 4) Giving program orientation
- 5) Delivery of lectures and technical guidance
- 6) Response to technical questions from the participants based on lectures and explanations at site visit.
- 7) Development, preparation and translation of handouts
- 8) Arrangement of a venue and equipment for training
- 9) Arrangement of necessary staff(s) and interpreter(s) (Japanese-English; only when it is necessary).
- 10) Organizing training program considering reasonable traveling time. Arrange transportation and accommodation for site visits if FIN-3 is accepted by the Executing Agency.
- 11) Arrangement of necessary travel and accommodation to lecturer, interpreter (Japanese-English, only when necessary) and other accompanying persons and pay its expenses. Provide necessary information to the Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as “ECEB”) for arrangement of participants’ accommodation.

- 12) Provision of Refreshments
- 13) Organizing opening and closing ceremonies
- 14) Issuance of certification for completion of training
- 15) Organizing job report presentation and action plan presentation session, also analyze and evaluate the prepared report as appropriate.
- 16) Reasonable level of general administration management and monitoring
- 17) Attending evaluation meeting / Training evaluation
- 18) Reporting: Submission of 3 copies of the Course Report and the Financial Report (both in English) to the Executing Agency after the completion of each batch of training. Both reports shall be submitted within a month after the completion of each training batch.

V-2 The Executing Agency shall take the responsibilities hereunder;

- 1) Provision the final list of trainees to the Institution
- 2) Obtainment of entry visa to Japan
- 3) Arrangement of international travel between Cairo and Japan
- 4) Obtainment of overseas travel insurance
- 5) Arrangement of training coordinators
- 6) Provision of Japanese-Arabic interpreter(s)
- 7) Arrangement of transportation from the airport to the accommodation/from accommodation to the airport
- 8) Arrangement of transportation between the accommodation, training venue, and/or site visits
- 9) Payment for daily allowance of trainees, travel fee and interpreters (Japanese-Arabic)
- 10) Pre-departure and post-arrival orientations
- 11) Ensuring the trainees to fulfil the health requirements (e.g. vaccination for the practices) according to the training requirement in advance as part of Departure Preparation. Most vaccines take time to become fully effective in the body.
- 12) Arrangement of the participants' accommodation (book accommodation in consultation with institutions; dormitory inside universities are preferable if available)
- 13) Daily life assistance, emergency care for participants, physical or mental problems, troubles with neighbors
- 14) Other related matters to above

ARTICLE VI

Program Cost and Other expenses

VI-1 The following costs for the Training will be paid to the Institution by the Executing Agency. The Parties will enter into the Technical Agreement which contains detailed information on the costs and payment by the Executing Agency to the Institution.

VI-2 The expenses in article VI-1 do not include telephone charges, laundry fees or costs of souvenirs etc.

VI-3 The expenses for participation in the Training, such as but no limited to air ticket and daily allowance will be provided/paid directly to the participant by the Executing Agency. The expenses for the services, such as interpreters (Japanese-Arabic), and daily transportation from the participants' accommodation to the training venue will be paid directly to the service providers the Executing Agency.

[Note: above sentence is subject to change according to the agreement on FIN-3]

VI-4 Any change in tax value shall be applied or reflected in the contract. Therefore, in the case where the Japanese consumption tax rate is changed, both parties shall consult and review the contract.

ARTICLE VII

Payment method / Adjustments accompanying Cancellations and Changes to the Program

VII-1 The Executing Agency shall pay the program cost by batch in two steps, namely advance payment (within one month before the program implementation; 40% of total cost by batch) and deferred payment (within one month from the date of receipt of the invoice; 60 % of total cost by batch).

VII-2 If changes are to be made to the program with consent of the Parties in writing, the program cost will be adjusted based on these changes at the end of the program.

VII-3 In accordance with Article VII-2, if the Institution should require any additional costs for the training, the Executing Agency must pay the Institution for these costs within a month of receiving an invoice with the consent of the Parties in writing.

VII-4 In accordance with Article VII-2, if the Executing Agency requires repayment of training or administration fees, the Institution must reimburse these fees within a month after a claim is filled with the consent of the Parties in writing.

VII-5 If there are changes to the schedule or cancellation of training program by the Executing Agency and the Institution incurs additional expenses to the arrangements of training program as a result of requested changes and cancellation, The Executing Agency must pay any additional costs. This shall not apply in cases where changes to the schedule or cancellations of training sessions are made by the Institution.

VII-6 In the case of Article VII-3 and VII-5, the Executing Agency is responsible for any remittance fees and in the case of Article VII-4, the Institution is responsible for any remittance fees.

ARTICLE VIII

Modification, Extension and Termination

VIII-1 This Contract Agreement may be modified or extended by mutual determination of the Parties by giving one-month prior written notice.

VIII-2 The Executing Agency may terminate this Contract Agreement with at least one-month prior written notice to the Institution after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause:

- (a) If the Institution does not remedy a failure in the performance of its obligations under this Contract Agreement within one month after being notified, or within any further period as the Executing Agency may have subsequently approved in writing;
- (b) If the Institution, in the judgment of the Executing Agency has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Executing Agency's sanctions procedures) in competing for or in performing the Contract.
- (c) If the Executing Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract Agreement.

VIII-3 The Institution may terminate this Contract Agreement with at least one-month prior written notice to the Executing Agency after the occurrence of any of the events specified in paragraphs (d) through (f) of this Clause;

- (d) If the Executing Agency does not fulfil the responsibilities, such as arrangements for the participants' departure, dispatch of the coordinator, provision of local transportation in Japan, etc.
- (e) If the payment is delayed without a written notice with adequate explanation and consent of the Institution.
- (f) If the Institution, in its sole discretion and for any reason whatsoever, decides to terminate this Contract Agreement.

ARTICLE IX

Others

IX-1 If a participant causes any trouble by violating Japanese law or the regulations of the Institution during the Training in Japan, the responsibility shall be borne by the participant himself/herself, and the Institution shall not bear any responsibility.

IX-2 The Institution shall not disclose to any third party use except in association with carrying out the purposes of this contract one another's confidential matters or personal information of faculty, staff members and students

that have learned through this contract and trainings during the term of this contract as well after its termination.

IX-3 The Executing Agency may utilize materials developed for the trainings programs as training materials for internal capacity development. In such case, the Executing Agency shall specify citation of author who produced the training materials.

IX-4 Any question concerning any matter not stipulated herein or the interpretation in relation to this contract shall be settled through consultation between the Executing Agency and the Institution.

IX-5 This Contract Agreement will become effective on the date of signing by the representative of the respective institutions and will be valid for 6 months after the 4th group of Training is completed. However, Article VII, Article IX-2 and Article IX-3 shall survive termination of this contract.

IX-6 Because of a Force Majeure, either party is unable to perform in whole or in part its obligations as set forth in this Contract Agreement, then such party will give the other party prompt written notice of such cause, and will be relieved of those obligations to the extent it is unable to perform for as long as such cause continues or for thirty (30) days, whichever is shorter.

IX-7 In witness to the above, 2 originals of this Contract Agreement in English are to be signed by authorized representatives.

Date: _____

Date: _____

XXXXXXXXXXXX

XXXXXXXXXXXX

Japan

The Arab Republic of Egypt

Technical Agreement

To

The implementation of Training Program on
[insert of Group Training name]
for the Egypt Japan Education Partnership-Human Resources Development Project (EJEP-HRDP)

[insert serial Number] batch from *[insert date]* until *[insert date]* with *[insert number of participants]*

between

**Central Department of Missions
Ministry of Higher Education,
The Arab Republic of Egypt**

and

the Institution

This Technical agreement (hereinafter referred to as “TA”), is made between, on one hand, the Ministry of Higher Education (hereinafter referred to as “the Executing Agency”) and the other hand, *[insert the name of the Institution]* (hereinafter referred to as “the Institution”).

WHEREAS, TA is made pursuant to the Article VI of Contract Agreement for the Training implementation (hereinafter referred to as “the Contract Agreement”), dated *[insert date]* to confirm detailed information on the cost and payment by the Executing Agency to the Institution.

WHEREAS, the Executing Agency will conduct payment through *the* Embassy of the Arab Republic of Egypt, Culture, Education and Science Bureau (hereinafter referred to as “ECEB”) in Japan, to the Institution upon receipt of payment request, which will follow same concept of expenses.

THEREFORE, the Executing Agency and the Institution (hereinafter referred to as “the Parties”) confirmed the outline of the training program, outline of expenditure and training schedules (appendix 1, 2) as follows.

1. Duration of *[insert No]* batch: from *[insert date]* to *[insert date]* (xx weeks)
2. Number of participants: *[insert number of participants]*
3. The total amount of the batch: ***** Japanese Yen (JPY**,***,***)
4. The Executing Agency will pay 40% of the above stated total amount to the Institution prior to the commencement of the training program in *[insert of Group Training name]* by *[insert date]*.
5. The Executing Agency will pay the remaining to the Institution in accordance with the Institution’s invoices which shall be submitted upon completion of the service.
6. In witness to the above, 2 originals of this Agreement in English are to be signed by authorized representatives.

Appendix 1: Program Expense

Training and administration fees are as follows:

(Unit: JPY)

Batch	The Program Cost (YY/MM/DD – YY/MM/DD)	The Contract Price for xxx batches
No. [insert serial number] batch	<p style="text-align: center;"><u>JPY**,***,***</u></p> <p style="text-align: center;">(Total Program Cost: <u>JPY**,***,***</u> Consumption tax on the Total Program Cost*: <u>JPY**,***,***</u>)</p>	<p style="text-align: center;"><u>JPY**,***,***</u></p> <p style="text-align: center;">(Total Program Cost: <u>JPY**,***,***</u> Consumption tax on the Total Program Cost*: <u>JPY**,***,***</u>)</p>

*Actual Tax amount due shall be decided in accordance to Japanese tax regulation.

Payment Schedule

	Amount of Payment	Terms of Payment	Required Document for Payment
Advance Payment	<p>***** million ***** thousand ***** Japanese Yen (JPY**,***,***) corresponding to forty percent (40%) of the price</p>	<p>Concurrence on the Agreement</p>	<p>yyy</p>
Final Payment	<p>***** million ***** thousand ***** Japanese Yen (JPY**,***,***) corresponding to sixty percent (60%) of the price</p>	<p>Completion of the Service</p>	<p>yyy</p>

Appendix 2: Program Schedule

Note: Attach the schedule for [insert of Group Training name]

Annex 1: Evaluation Sheet for Group Training

Evaluation Sheet for Group Training

Title of Training Course: _____

Duration: DD/MM/YYYY – DD/MM/YYYY

Name of Participant: _____

Assessed by: _____ Signature: _____

Attendance	Days of attendance /		Total number of days (_____ %)		
Interaction / participation					
Level of participation in lectures	1	2	3	4	5
Level of participation in practices	1	2	3	4	5
Contribution to group works	1	2	3	4	5
Achievement / Attainment					
Attainment of practical skills	1	2	3	4	5
Action Plan	1	2	3	4	5
Comments from Instructor(s)					

1-Poor, 2-Fair, 3-Good, 4-Very good, 5-Excellent

【研修評価票】

～ 応答 ～

◆ 基本情報:

◆ معلومات عامة

الرجاء ملء الآتي

研修コース名 اسم الدورة	
研修期間 مدة الدورة	~
研修員氏名 اسم المشترك	Mr./Ms.
性別 الجنس	<input type="checkbox"/> ذكر 男性 <input type="checkbox"/> أنثى 女性
年齢 العمر	

1. あなたもしくは所属組織が目標を達成する上で、プログラムのデザインは適切だと思いますか？

السؤال 1: هل وجدت تصميم البرنامج مناسب بالنسبة لك (وبالنسبة لمنظمتك) لتحقيق أهداف الدورة؟

(*プログラムのデザイン: プログラムの構成、バランス)

(*تصميم البرنامج: هيكل البرنامج والتوازن)

← 適切である نعم مناسبة ←	適切ではない غير مناسبة →
<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	

2. 視察や実習など直接的な経験を得る機会が十分ありましたか？

السؤال 2: هل حصلت على فرص كافية للحصول على الخبرة العملية من خلال الزيارات الميدانية والتمارين في الدورة؟

← 十分あった نعم حصلت على خبرة كافية ←	なかった لا حصل إلا على القليل لم حصلت على خبرة كافية →
<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	

3. 討議やワークショップなど、主体的に参加する機会が十分ありましたか？

السؤال 3: هل حصلت على فرص كافية للمشاركة الفعالة في المناقشات وورشات العمل المقامة في الدورة؟

← 十分あった نعم حصلت على فرص كافية ←	なかった لا حصل إلا على القليل لم حصلت على فرص كافية →
<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	

4. 講義の質は高く、理解しやすかったですか？

السؤال 4: هل كان مستوى المحاضرات جيدا وواضحا بالنسبة لك؟

← 良かった نعم المستوى جيد جدا ←	不十分だった لا المستوى متدني لم يكن المستوى جيدا →
<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	

5. 「科目」について、以下の質問に答えてください。

السؤال 5: الرجاء وصف مواد الدورة من وجهات النظر الآتية وأعطنا الأسباب وراءها

特に有益であった科目	المواد التي كانت مفيدة بشكل خاص
	理由 <السبب>
必要ではなかった科目	المواد التي لم تكن ضرورية
	理由 <السبب>
扱われなかったが、含むべき科目	المواد الغير مغطاة ولكن التي يجب أن تكون محتواة
	理由 <السبب>

6. テキストや研修教材は満足するものでしたか？

السؤال 6: هل كنت راض عن مستوى الكتب والمواد الدراسية المستعملة في الدورة؟

← 満足した نعم كنت راضيا ←	満足していない لا لم أكن راض لم كنت راضيا →
<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	

7. 本邦研修で得た日本の知識・経験は役立つと思いますか？

السؤال 7: هل تظن أن المعارف والخبرات التي اكتسبتها خلال الدورة في اليابان مفيدة؟

<input type="checkbox"/> 'A	نعم. يمكنني تطبيقها مباشرة على عملي はい、業務に直接的に活用することができる。
<input type="checkbox"/> 'B	لا يمكن تطبيقها بشكل مباشر ولكن يمكن تعديلها لتلائم العمل 直接的に活用することはできないが、業務に応用できる。
<input type="checkbox"/> 'C	لا يمكن تطبيقها بشكل مباشر أو تعديلها ولكن يمكن استخدامها كمرجع لي 直接的に活用、応用することはできないが、自分自身の参考になる。
<input type="checkbox"/> 'D	لا لم تكن مفيدة على الإطلاق いいえ、全く役立たない。

8. 目標を達成するための適切なファシリテーション（講義内容の理解促進、AP等の作成にかかる助言等）を受けることができましたか？

السؤال 8: هل حصلت على التسهيلات المناسبة (مثال: نصيحة لفهم المحاضرات بشكل أفضل، نصيحة لإعداد خطط العمل..الخ) من الجانب الياباني بغية تحقيق أهدافك؟

←	نعم حصلت على الكثير	→	لا لم أحصل على الإطلاق
	← 4	→ 3	← 2
	← 4	→ 3	← 2

9. Q1~Q8に関して、改善のための提言

السؤال 9: هل عند أية اقتراحات للتحسين والتطوير بما يخص الأسئلة من 1 إلى 8

[Evaluation Sheet]

◆ **Basic Information:**

Training Course	
Training Period	~
Name	Mr./Ms.
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Age	

1. Do you think the Program Design would be appropriate for achieving your or your organization's goals?

(※Program Design: Program Structure, Balance)

← Excellent Unacceptable →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

2. Did you have enough time for hand-on training such as site visits and practices?

← Most of the time Never →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

3. Did you have enough chance to participate actively in discussion and workshop?

← Most of the time Never →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

4. Were Lectures highly qualified and easy to understand?

← Very much Not at all →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

5. Please answer the following questions about subjects.

The most beneficial subject	
	why?
Not beneficial subject	
	why?
Subject not being handled but to be included in the future	
	why?

6. Would you be satisfied with texts and training materials?

← satisfied dissatisfied →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

7. Do you think your knowledge and experience from the training would be useful for your work ?

<input type="checkbox"/> A	Yes, it would be useful very much.
<input type="checkbox"/> B	It would not be directly useful but applicable.
<input type="checkbox"/> C	It would not be directly helpful and applicable but helpful.
<input type="checkbox"/> D	No, it would not be useful at all.

8. Have you received effective advice from the lecturers/facilitators for achieving your goals during the course (e.g. advice to enhance your understanding, or necessary instructions to produce Action Plan)?

← satisfied dissatisfied →			
<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

9. Do you have any suggestions for more improvement of training contents?

「人材育成事業（エジプト・日本教育パートナーシップ）」

保健セクター向けプログラムを中心とする説明会

日時：12月6日（水）11：00～13：35

会場：JICA 本部（東京都千代田区二番町 5-25 二番町センタービル）

議事次第（案）

- 11:00 説明会の議事次第、参加者紹介（5分）
- 11:05 開会の挨拶（10分）
- エジプト・アラブ共和国大使館
 - JICA 中東・欧州部
- 11:15 エジプト・日本教育パートナーシップ（EJEP）、
人材育成事業（エジプト・日本教育パートナーシップ）（EJEP-HRDP）概要（30分）
- エジプト・日本教育パートナーシップ（EJEP）
 - エジプト向け「人材育成事業（エジプト・日本教育パートナーシップ）」（EJEP-HRDP）
 - EJEP-HRDP プログラム構成
- 11:45 保健セクター向けプログラム（35分）
- エジプトの保健医療事情：JICA 国際協力専門員 戸邊 誠（15分）
 - EJEP-HRDP：保健セクター向けグループ研修（10分）
 - EJEP-HRDP：医療従事者向け OJT 研修（10分）
- 12:20 エジプト大使館文化・教育・科学局（ECEB）の役割（20分）
- 12:40 休憩（5分）
- 12:45 質疑応答（45分）
- 13:30 閉会の挨拶（5分）
- エジプト大使館文化・教育・科学局 文化アタッシェ Dr. ハーネム アハマド
- 13:35 閉会

配布資料

1. エジプト・日本教育パートナーシップ概要（外務省発表資料）
2. エジプト向け円借款契約の調印：日本での留学・研修を通じ、教育・保健分野における日本式の質の高い教育システムの確立を支援（JICA ホームページより）
3. 説明会発表資料
4. アンケート用紙（お帰りの際ご提出をお願いいたします）



人材育成事業
(エジプト・日本教育パートナーシップ)

保健セクター向けプログラムを中心とする説明会

2017年12月6日

エジプト大使館文化・教育・科学局／国際協力機構（JICA）共催

目次

- I. **説明会の議事次第、参加者紹介**
- II. 開会の挨拶
- III. 「エジプト・日本パートナーシップ」、
「人材育成事業（エジプト・日本教育パートナーシップ）」
概要
- IV. 人材育成事業：保健セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
- VI. 質疑応答
- VII. 閉会の挨拶

目次

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- VII. 閉会の挨拶

3

開会の挨拶

エジプト・アラブ共和国大使館

独立行政法人 国際協力機構（JICA）
中東・欧州部

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. 「エジプト・日本パートナーシップ」、
「人材育成事業（エジプト・日本教育パートナーシップ）」
概要
エジプト大使館文化・教育・科学局
文化アタッシェ Dr. ハーネム アハマド
- IV. 人材育成事業：保健セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
- VI. 質疑応答
- VII. 閉会の挨拶

5

「日本とエジプトとの間の二国間関係の新たな段階への飛躍のための協力に関する共同声明」 (2016年2月)

I. 二国間関係

1. 安定と発展実現のための政治・安全保障における協力
2. **教育、人的・文化交流における協力**
「エジプト・日本教育パートナーシップ（EJEP）」の立ち上げ
3. 持続的かつ包括的経済・社会発展のための協力

II. 地域と国際社会の平和と安定に向けた協力

「エジプト・日本教育パートナーシップ（EJEP）」

- 日本に派遣されるエジプト人留学生・研修生数の拡大
今後5年間で少なくとも2,500人のエジプト人、特に学生、研究者、教員、政府職員等を、教育または保健分野を中心に派遣
- エジプトでの日本式教育の導入
- 教員・指導者の能力向上、学校運営・教育活動の改善
- E-JUST（エジプト日本科学技術大学）の推進のための協力強化

7

「人材育成事業（エジプト・日本教育パートナーシップ）」

エジプト・日本教育パートナーシップの下、同パートナーシップで教育及び保健分野を中心に受け入れる予定（5年間で2,500人以上）の半数以上のエジプト人留学生・研修生を受け入れ

【エジプト・日本教育パートナーシップ（EJEP）】

教育・保健分野を中心に、5年間で少なくとも2,500人のエジプト人を受け入れ

技術協力



有償資金協力（円借款）
「人材育成事業（エジプト・
日本教育パートナーシップ）」

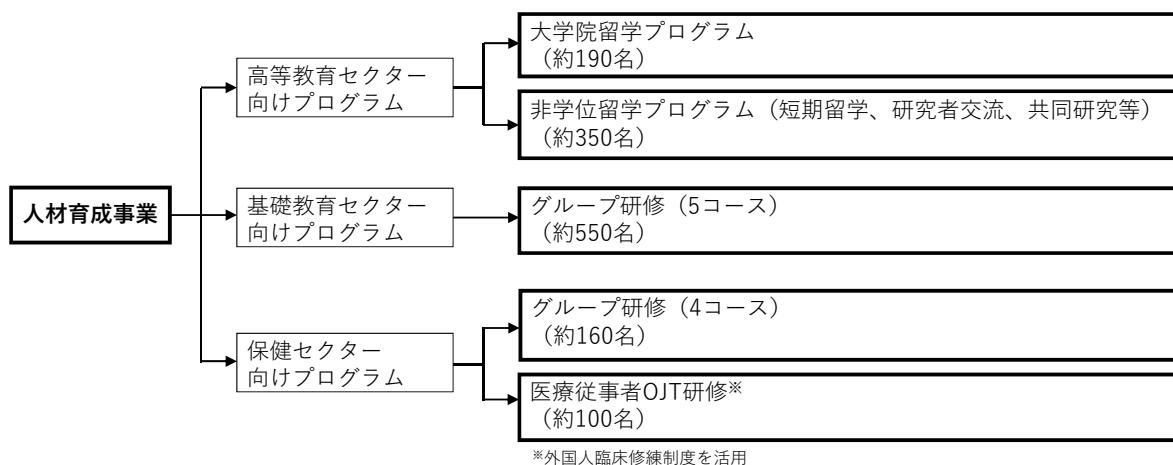
人材育成事業：概要

- 案件名：
「人材育成事業（エジプト・日本教育パートナーシップ）」
“Egypt-Japan Education Partnership: Human Resource Development Project”（英語名の通称：EJEP-HRDP）
- 受け入れ予定人数：約1,360名
- 円借款貸付契約（Loan Agreement：L/A調印）：2017年5月2日
- 限度額：101億9,200万円
- 貸付資金の用途：エジプト人の日本留学・研修に必要な授業料、滞在費、渡航費等に充当

9

人材育成事業：プログラム構成

■ プログラム構成



人材育成事業：実施スケジュール（当初案）

■ プログラム毎の実施スケジュール（当初計画）

プログラム	2017	2018	2019	2020	合計
大学院留学プログラム	25	55	55	55	190
非学位留学プログラム	70	70	105	105	350
基礎教育：グループ研修	135	135	140	140	550
保健：グループ研修	40	40	40	40	160
保健：OJT研修	25	25	25	25	100

11

人材育成事業：高等教育セクター向けプログラムの進捗状況

■ 進捗状況：

	対象	進捗状況
1st Call	2017年秋入学予定者	<ul style="list-style-type: none"> 対象：博士課程学生（14名） 分野：獣医学、工学、科学、薬学、教育、農学など 受入大学：鹿児島大学、広島大学、京都大学、鳥取大学、九州大学、北海道大学、岡山大学、富山大学、金沢大学、宮崎大学、名古屋工業大学
2nd Call	2018年春入学予定者	<ul style="list-style-type: none"> 対象：博士課程（5名）、共同指導・ポスドク研究（15名） 分野：教育、薬学、医学、獣医学 受入大学（学位）：埼玉大学、広島大学、名古屋市立大学、大阪大学 受入大学（非学位）：神戸大学、徳島大学、九州大学、東海大学、岡山大学、京都大学、熊本大学、長崎大学、帯広畜産大学、北海道大学、岩手大学、筑波大学、大阪市立大学
3rd Call	2018年秋入学予定者	<ul style="list-style-type: none"> 対象：博士課程および修士課程（予定） 公示期間：12月～（予定） 選考結果通知：3～4月頃（予定）

人材育成事業：大学院学位留学プログラム

■ 応募要件 (*2017年11月時点)

プログラム	対象	主たる応募要件
修士課程 (2年間)	国立大学 (Public Universities) の学生・卒業生、教員、研究者、政府職員	<ul style="list-style-type: none"> 公募時点で26歳以下 学部課程卒業かつGPA3.2以上※ 6.0 IELTS - 79 iBT
博士課程 (3年間)		<ul style="list-style-type: none"> 公募時点で32歳以下 修士課程修了かつGPA3.2以上※ 6.0 IELTS - 79 iBT

※卒業証書記載の成績達成率80%以上

- 選考：日本側関係者も参加し厳正に実施
- 主たる支給項目
 - 検定料
 - 授業料
 - 生活手当 (寮費、生活費補助、保険など)
 - 渡航費

13

人材育成事業：非学位留学プログラム

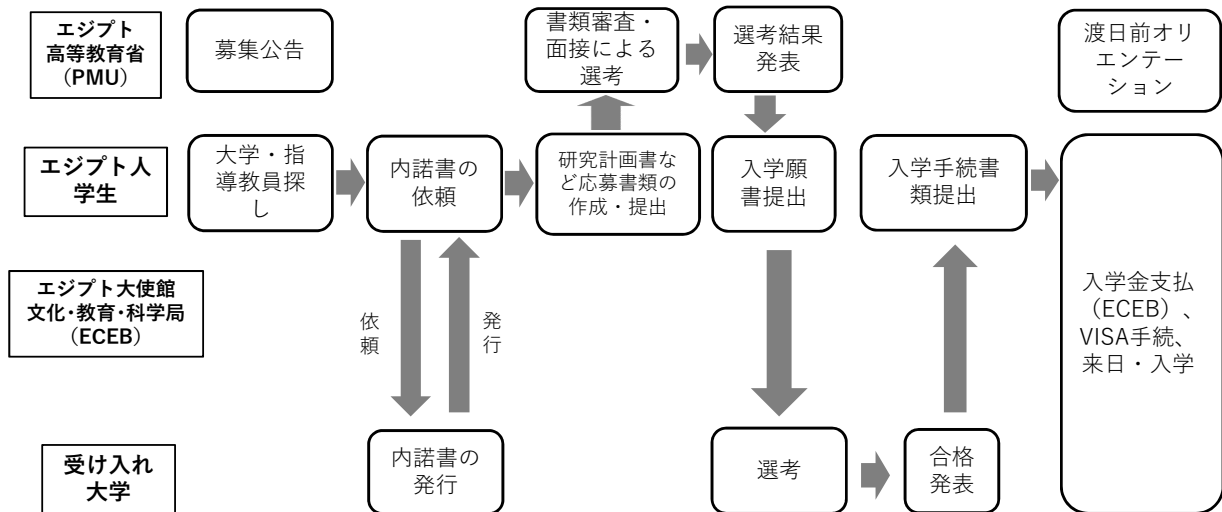
応募要件 (*2017年11月時点)

プログラム	人数	期間	対象	主たる応募要件
短期留学プログラム	約1ヶ月	60名	公立大学の学部生	(調整中)
短期留学プログラム	6ヶ月、1年	170名	公立大学の学部生・修士課程学生	(調整中)
共同指導 (Joint Supervision)	6ヶ月～2年	120名	公立大学の博士課程学生	<ul style="list-style-type: none"> 公募時点で35歳以下 学部課程及び修士課程の成績GPA3.2以上※ 5.5 IELTS - 59 iBT
ポスドク研究者交流プログラム 共同研究プログラム			公立大学・政府研究機関の博士号取得者、研究者、教員	<ul style="list-style-type: none"> 50歳以下 博士号取得 5.5 IELTS - 59 iBT (本邦大学の博士号取得者は免除)

※卒業証書記載の成績達成率80%以上

人材育成事業：大学院留学プログラムを中心とする選考・入学プロセス

■ 選考・入学プロセスの概要



目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. 「エジプト・日本パートナーシップ」、
「人材育成事業（エジプト・日本教育パートナーシップ）」
概要
- IV. 人材育成事業：保健セクター向けプログラム**
- V. エジプト大使館文化・教育・科学局の役割
- VI. 質疑応答
- VII. 閉会の挨拶

保健セクター向けプログラム

1. エジプトの保健医療事情

国際協力機構（JICA）国際協力専門員 戸邊 誠

2. 人材育成事業：保健セクター向けグループ研修、 OJT研修

17

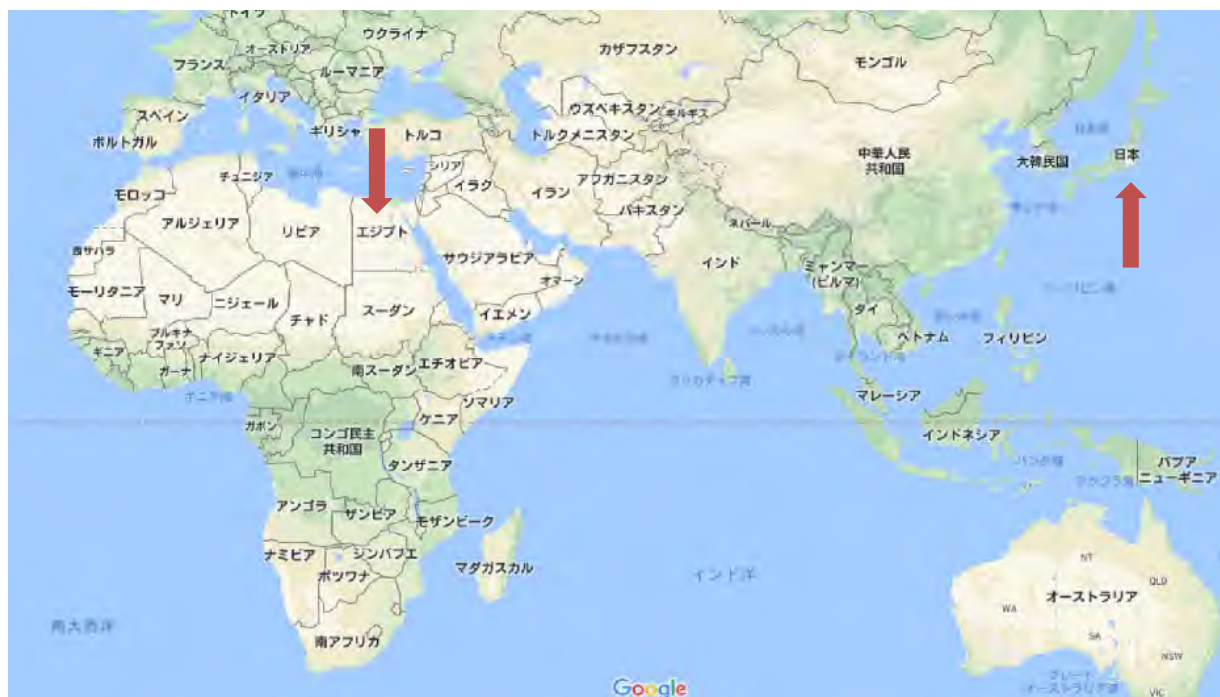
人材育成事業(エジプト・日本教育パートナーシップ)
保健セクター向けプログラムを中心とする説明会

エジプトの保健医療事情



2017年12月6日
国際協力機構(JICA)
国際協力専門員
戸邊 誠

位置



(出典：Googleマップ。 <https://www.google.co.jp/maps/>. 2017年10月31日アクセス.)

■日本～エジプトの距離：およそ10,000km

19

基礎社会開発・保健指標 [2016年]

	エジプト	日本
人口	9,170万人	1億2,570万人
一人あたり国内総生産* [世界銀行アトラス法]	3,460ドル	38,000ドル
合計特殊出生率	2.8人	1.4人
平均就学年数 [15歳以上人口]	8.2年	13.6年
平均寿命	男70歳、女75歳	男80歳、女87歳
妊産婦死亡率† [出生10万対、2015年]	33	5
5歳未満児死亡率 [出生千対]	19	3

(出典：Institute for Health Metrics and Evaluation (IHME). **Country Profiles**. Seattle, WA: IHME, University of Washington, 2016. <http://www.healthdata.org/results/country-profiles>. * **World Bank Open Data**. <https://data.worldbank.org/>. 2017年10月31日アクセス. †World Health Organization. **World Health Statistics 2017**.)

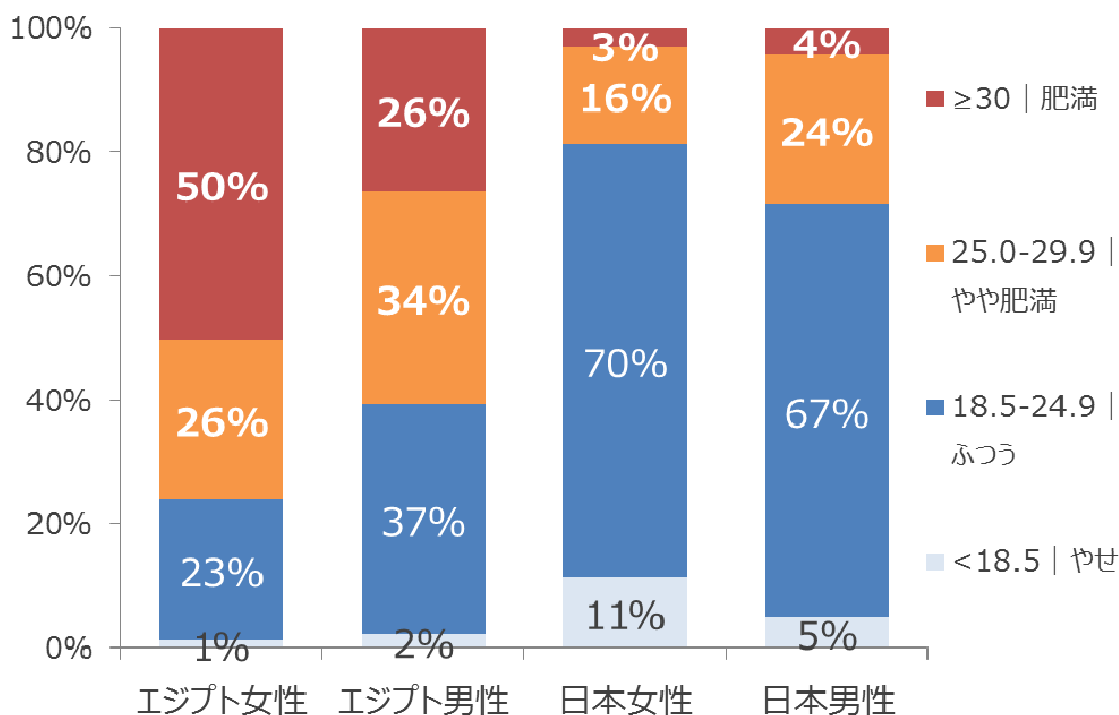
10大死因 [世界疾病負荷研究・2016年・第2階層分類]

エジプト	日本
1. 心血管疾患・脳血管疾患 [42%]	1. がん [28%]
2. 肝硬変 [12%]	2. 心血管疾患・脳血管疾患 [28%]
3. がん [10%]	3. アルツハイマー病・認知症 [18%]
4. 糖尿病・慢性腎疾患 [7%]	4. 下気道感染 [7%]
5. 下気道感染・下痢 [7%]	5. 糖尿病・慢性腎疾患 [5%]
6. 交通事故 [5%]	6. 慢性呼吸器疾患 [4%]
7. 慢性呼吸器疾患 [4%]	7. 外傷 [2%]
8. アルツハイマー病・認知症 [3%]	8. 自殺 [2%]
9. 早産・新生児敗血症・脳症 [2%]	9. 消化器疾患 [2%]
10. 先天性異常 [2%]	10. 肝硬変 [2%]

注) 死因に付した[]の%は死因全体に占める割合を示す。

(出典: Institute for Health Metrics and Evaluation (IHME). **GBD Compare Data Visualization**. Seattle, WA: IHME, University of Washington, 2016. <http://vizhub.healthdata.org/gbd-compare>. 2017年10月31日アクセス)

Body Mass Index (BMI) [2015年]



注) エジプト人のデータは15-59歳人口、日本人データは15歳以上人口 (60歳以上人口を含む) かつ妊娠・授乳中の女性を含まず。

(出典: Ministry of Health and Population [Egypt], El-Zanaty and Associates [Egypt], and ICF International, 2015. **Egypt Health Issues Survey 2015**. Cairo, Egypt and Rockville, Maryland, USA: Ministry of Health and Population and ICF International. 厚生労働省. **国民健康・栄養調査-身体状況調査**. http://www.mhlw.go.jp/seisakunitsuite/bunya/kenkou_iryuu/kenkou/kenkounippon21/eiyouchousa/keinen_henka_shintai.html)

医療施設 [2013年・2010年]

	保健人口省	健康保険 機構	高等教育省	民間
3次	専門病院 [43施設] 教育病院 [20施設]	健康保険 病院 [38施設]	大学病院 [81施設]	民間病院 [937施設]
2次	県病院 (200床) 郡病院 (50~200床) [389病院]			
1次	保健センター(医師) 保健ユニット(看護職) [5,300施設]	健康保険 診療所 [7,535施設]		診療所 [35,973施設* (2010年)]

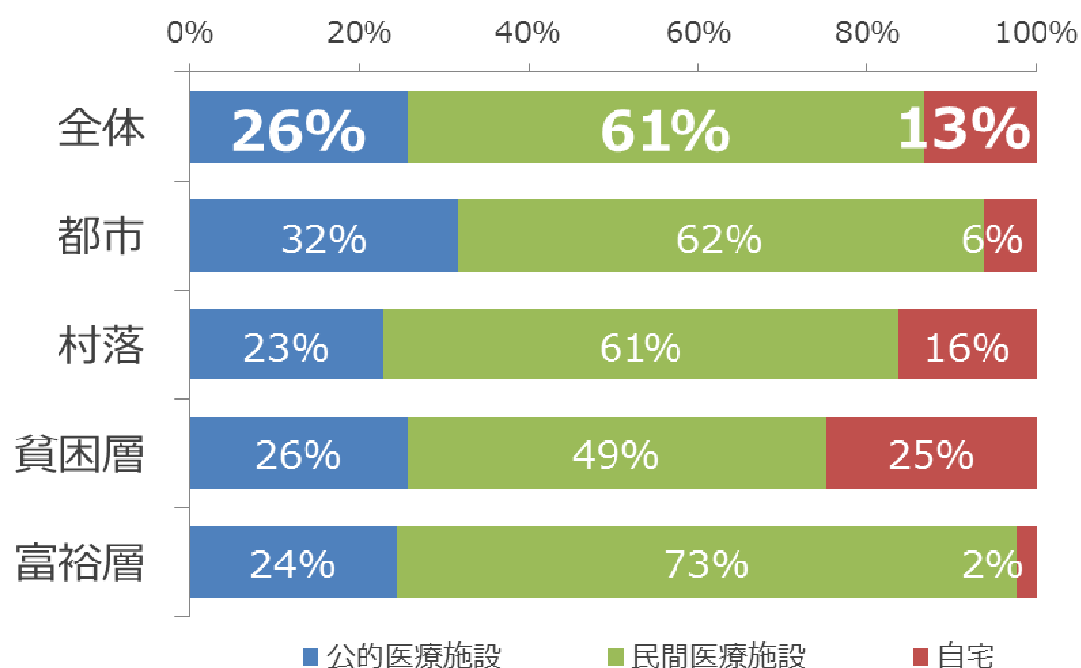
(出典：エジプト保健人口省・健康保険機構. 2016年. *EffatEl-Karmalawy. 2010. Nursing in Egypt.)

- 病床数は公立病院98,291床(79%)、民間病院26,009床(21%)
(出典：エジプト保健省)

23

分娩場所

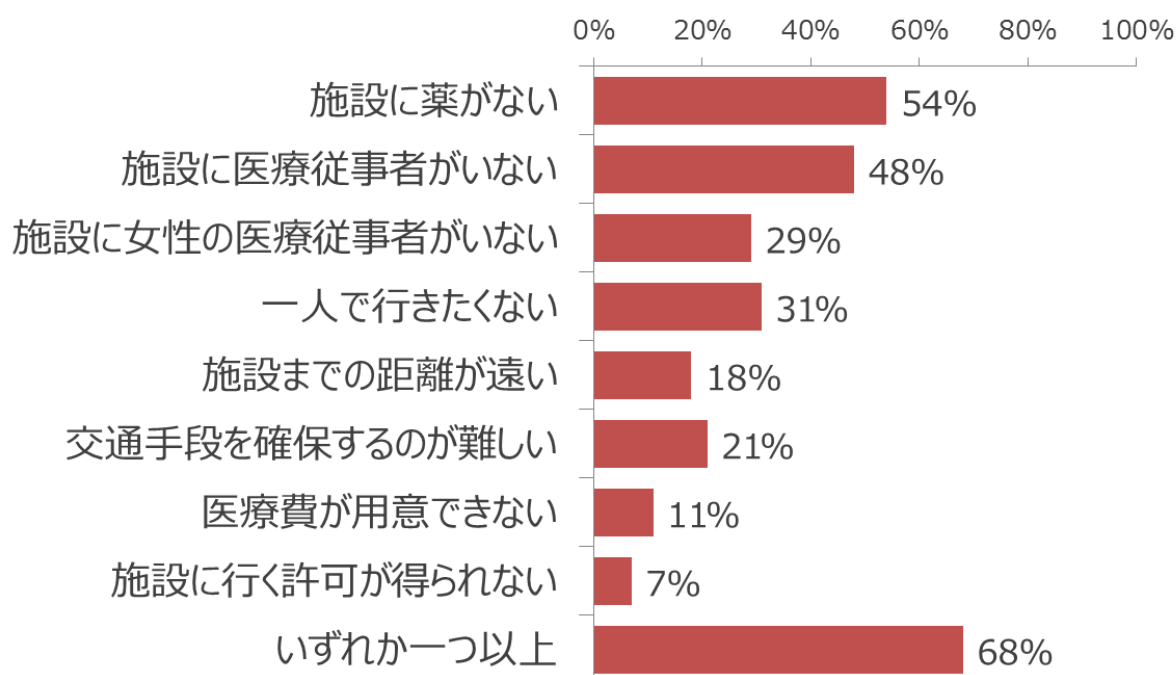
[15-49歳・既婚女性・2009年～2014年の分娩]



(出典：Ministry of Health and Population [Egypt], El-Zanaty and Associates [Egypt], and ICF International. 2015. **Egypt Demographic and Health Survey 2014**. Cairo, Egypt and Rockville, Maryland, USA: Ministry of Health and Population and ICF International.)

保健医療サービスを受ける上での問題

[15-49歳・既婚女性・2014年]



(出典：Ministry of Health and Population [Egypt], El-Zanaty and Associates [Egypt], and ICF International. 2015. **Egypt Demographic and Health Survey 2014**. Cairo, Egypt and Rockville, Maryland, USA: Ministry of Health and Population and ICF International.)

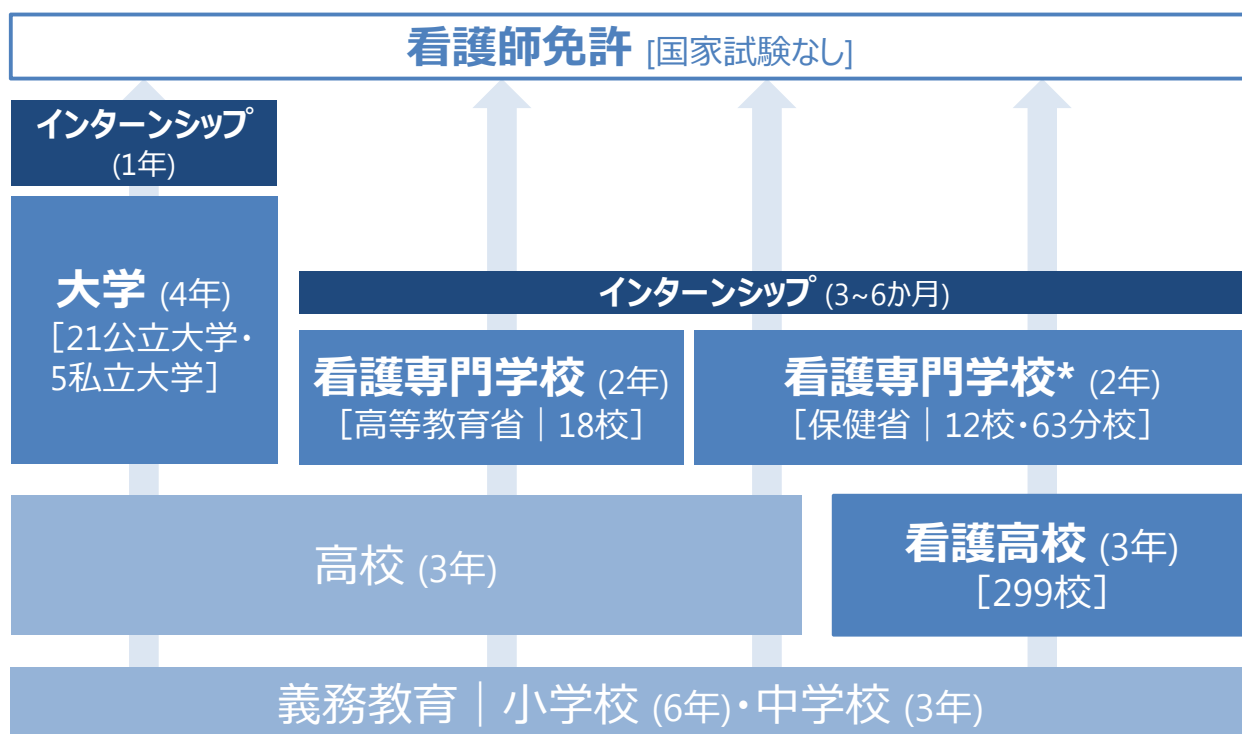
25

医師・看護師数 [2014年]

	エジプト*	日本‡
医師数 [就業中]	72,901人	311,205人
看護師・助産師数 [就業中]	128,445人	1,603,108人
人口1万人あたり医師数	8.4	24.5
人口1万人あたり看護師・助産師数	14.8	126.1
医師：看護師の比	1.0 : 1.8	1.0 : 5.2
人口	8,681万人 [†]	1億2,708万人

(出典：*World Health Organization. Global health workforce statistics. <http://www.who.int/hrh/statistics/hwfstats/en/>
[†] Central Agency for Public Mobilization and Statistics (CAPMAS), Egypt. Statistical Yearbook. http://www.capmas.gov.eg/Pages/StaticPages.aspx?page_id=5034 ‡日本看護協会. 看護統計資料室. <https://www.nurse.or.jp/home/statistics/index.html> 2017年11月1日アクセス.)

看護教育制度



* 総合看護、がん看護、救急看護、母性・地域看護、精神科看護の5専攻に分かれる。

(出典：エジプト保健人口省, 2017年, Nursing in Egypt.)

27

看護教育・制度の歴史

- 1827年 **助産師養成課程設置**
- 1927年 **准看護師学校設立**
- 1955年 **大学看護教育課程開始** [日本：1952年]
- 1964年 **看護高校設立**
- 1969年 **大学院看護修士課程開始** [日本：1979年]
- 1972年 **看護専門学校設立**
- 1976年 **大学院看護博士課程開始** [日本：1988年]
- 2007年 **准看護師養成終了・看護師に一本化**

(出典：エジプト保健人口省, 2017年, Nursing in Egypt.)

255

28

看護・看護管理分野の課題

- 看護師の8割を占める専門学校卒や看護高校卒の看護師の、**知識や技術、看護ケアの質向上**に対する姿勢に限りがある。
- **チームワーク**の能力や**看護管理能力**を強化する必要がある。

29

医学教育制度

- 高校卒業後、大学医学部入学。
- **6年間**の大学教育および1年間の病院実習を修了後、医師免許授与。（国家試験なし）
- 国全体の医学部定員は約7,000人/年 [2008年]*。
[日本：9,000人/年]

（出典：* University World News. 2008年. Egypt: Medical school enrollments to be slashed.
<http://www.universityworldnews.com/article.php?story=20080731155010388>. 2017年11月6日アクセス）

保健財政指標 [2014年]

	エジプト	日本
総保健医療支出	160億ドル	4,710億ドル
一人あたり保健医療支出	178 ドル	3,703ドル
支出元内訳 政府	38%	84%
家計	56%	14%
その他	6%	3%
総政府支出に占める 公的保健医療支出	5.6%	20.3%
公的保健支出のGDP比	2.2%	8.6%

(出典：World Health Organization. Global Health Expenditure Database. Health System Financing Country Profile 2014.)

- 医療保障制度（特に公的医療保険）の刷新に向け準備中。

31

救急搬送・病院前救護制度

- 救急搬送や病院前救護を管轄する国の機関として、**エジプト救急機構**が2009年に設立される。
- 職員数は約17,000名。内訳は、**救急隊員5,000名**、救急車運転手6,000名、その他6,000名。
- 国中央および10県に**コールセンター**（11か所）、全27県に**県指令所**（29か所）、各県に2～5か所ずつ**救急署**。**救急車2,800台**・救急ヘリ2台・救急艇12艘。

救急搬送・病院前救護制度の課題

- 都市部における慢性的渋滞のため、病院到着前に気管挿管や静脈路確保など、より**高度な救急ケア**を実施する必要性が高まっている。
- 救急隊員の**教育課程が統一されていない**。
- エジプト救急機構が**救急大学校**の設立、および**救急救命士制度**の設立を計画している。

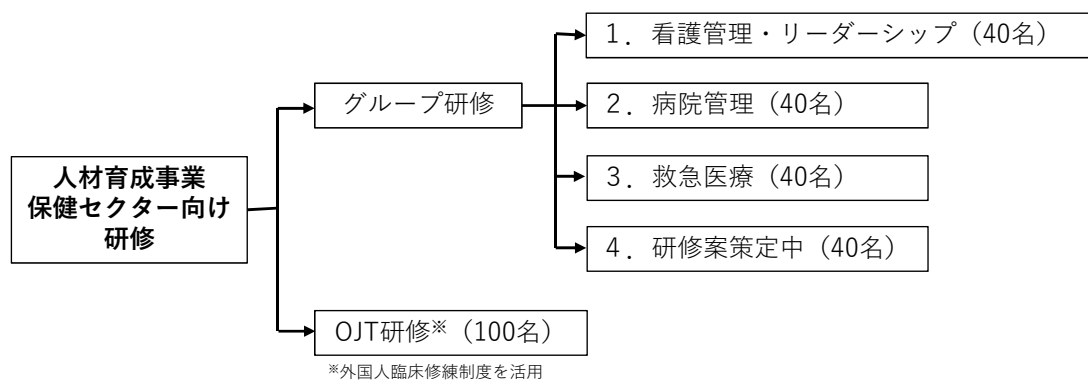
33

保健セクター向けプログラム

1. エジプトの保健医療事情
2. **人材育成事業：保健セクター向けグループ研修、OJT研修**

人材育成事業実施支援専門家
(アジアシード・ビンコーインターナショナル)

人材育成事業：保健セクター向けプログラム



35

人材育成事業：保健セクター向けグループ研修

■ 研修実施期間、ターゲット研修員

コース名	研修期間	研修回数を目安	ターゲット研修員
1. 看護管理・リーダーシップ	6週間	40名 (10名×研修4回)	<ul style="list-style-type: none"> 保健省および高等教育省傘下の公立病院に勤務する管理職看護師 45歳未満、修士修了以上、管理職経験3年以上
2. 病院管理	8週間	40名 (10名×研修4回)	<ul style="list-style-type: none"> 保健省および高等教育省職員、両省傘下の公立病院の管理業務従事者 50歳未満、修士修了以上、管理職経験1年以上
3. 救急医療	8週間	40名 (10名×研修4回)	<ul style="list-style-type: none"> エジプト救急機構（EAO：Egyptian Ambulance Organization）トレーナー 52歳未満、EAO勤務経験1年以上

人材育成事業：保健セクター向けグループ研修

- 研修の形態
 - TOT研修（研修指導者向けの研修）
- 研修での時間配分の目安（3コース共通）

理論（講義）	実践	活動
<40% （講義、セミナー、 レビュー、討論など）	>50% （ジョブシャドウイング、ケース スタディなど）	<10% （関連施設・組織の訪問・視察、 アクションプラン作成・発表など）

- 研修で使用いただく言語

コース名	理論（講義）	実践・活動
看護管理・リーダーシップ	日⇄アラビア語	日⇄アラビア語
病院管理・救急医療	英語	日⇄アラビア語

37

1. 看護管理・リーダーシップ（グループ研修）

- 目的

研修参加者の管理能力の強化を通して、研修参加者の職場の看護管理と看護サービスの質を改善する。
- 背景

エジプトの保健セクターでは看護ケアの質が課題となっている。看護師の約20%は大卒で高い知識と技術を持っているが、約80%の看護専門学校、看護高等学校を卒業した看護師は知識・技術が不十分とされ、看護師としての適切な対応や患者が要求する質の高い看護ケアを十分に提供できていない。こうした状況に対応していくためには、看護師一人ひとりの知識・技術の改善だけでなくチームワークとマネジメント能力を強化する必要がある。
- 研修項目（案）
 - 看護管理概論：日本の保健医療制度、日本の看護行政、看護組織管理概論、チーム医療における看護管理者のリーダーシップとマネジメント、医療・看護の質向上、看護倫理など
 - 看護管理の実際：コミュニケーション能力の改善、コーチング、スタッフのモチベーションとエンパワーメント、コンフリクトマネジメント、人材育成と能力開発、医療安全・感染管理等の組織横断的取り組みなど
 - エジプト側が希望する優先分野：救急救命、ICU、CCU、NICU、手術室、回復室、透析室
 - 院内でのジョブシャドウイング：看護職のモニタリング・評価、看護計画と申し送りなど

2. 病院管理（グループ研修）

- 目的
エジプトの公立病院で効率的かつ効果的な病院戦略計画が策定され、実施される。
- 背景
エジプトでは、病院は政府系（保健省傘下）病院、大学病院（高等教育省傘下）、軍病院に大別される。一般的に、政府系病院は最も設備に恵まれているが医師・看護師の知識・技術レベルは他の病院に比較して相対的に低い。他方、大学病院には知識・技術レベルの高い医師・看護師が相対的に多いが設備は必ずしも最新ではない。それぞれの病院が異なる課題を抱える現状にあって、病院経営者には、人事・財務管理、サプライマネジメント、情報・安全管理など、より質の高い病院経営を実践するための網羅的な知見に加え、もてる資源を最大活用してより高い質の医療サービスを提供する能力の向上が求められている。
- 研修項目（案）
 - 病院管理概論：日本の保健医療制度、院内研修など
 - 病院管理の実際：病院経営戦略（策定とリーダーシップ）、在庫管理、医療情報システム、予算管理、病院マーケティング、人材育成、研修計画立案など
 - 院内でのジョブシャドーイング：人事管理、サプライチェーンマネジメント、財務管理、情報管理・医療記録管理など

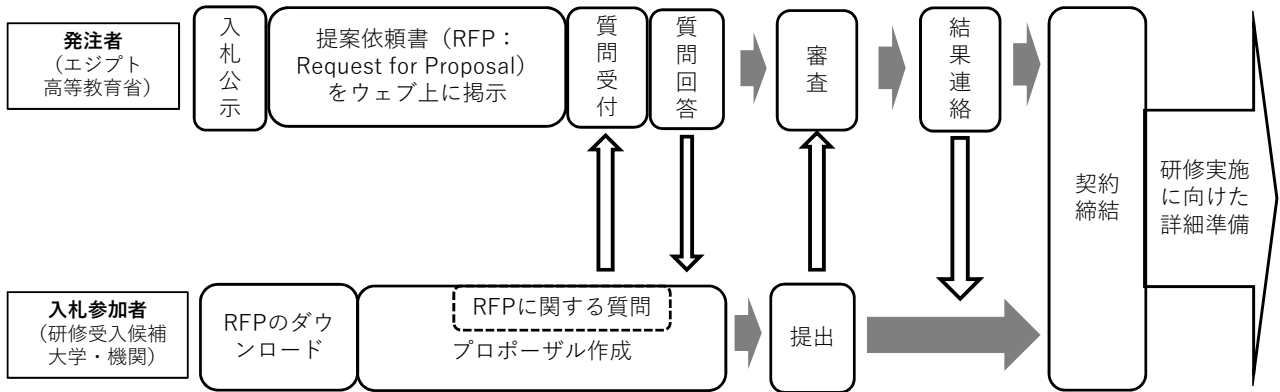
39

3. 救急医療（グループ研修）

- 目的
日本の救急医療体制に対する理解を深め、自国の救急搬送に関わる医療従事者の処置能力の向上に適切なカリキュラム・実習計画を取りまとめる。
- 背景
エジプト救急機構（EAO：Egyptian Ambulance Organization）は、2009年の設立以来、それまで保健省救命救急中央管理局の管轄であった救急搬送を担っている。2014年までにはエジプト国内の全県を傘下に収めたが、システムは全国的には完全に統一されておらず、救急隊員の質の面でも教育のバックグラウンドにばらつきがあるなど課題が多い。救急隊員の質向上を図るべく、EAOはAmbulance Academy（大学）設立を計画しており、本研修は、Ambulance Academyのカリキュラム構築や教育を担う講師陣の育成を目的としている。
- 専門分野（項目案）
 - 日本の救急医療体制、救急救命士制度と導入経緯、救急隊と医療機関の連携体制
 - 日本の救急隊・救急救命士育成課程
 - 救急救命士養成の実技指導、実技評価方法
 - 救急車同乗、ドクターヘリ同乗を含む病院実習

人材育成事業：グループ研修

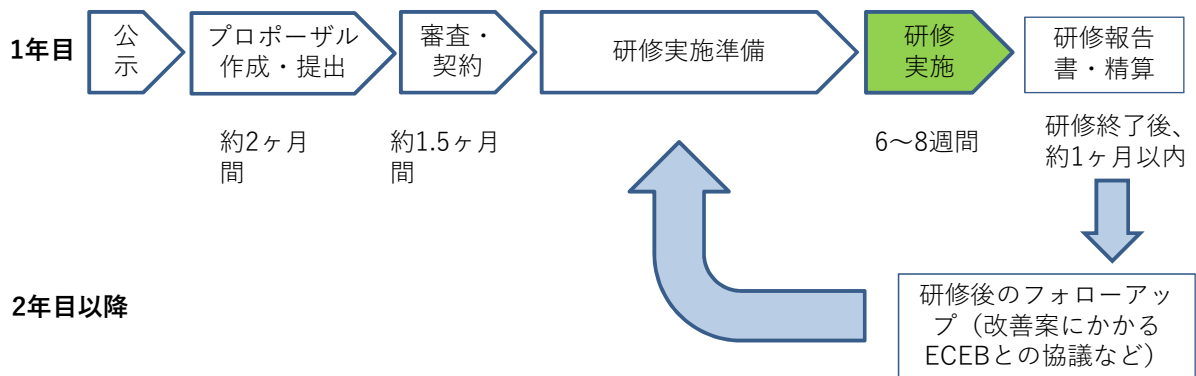
■ 入札手続き



41

人材育成事業：グループ研修

■ 研修実施に向けた流れ（予定）



262

42

人材育成事業：OJT研修（臨床修練研修）

- 目的

エジプトの医師と看護師の知識と技能の向上を通じて、医療と保健サービスのシステムを改善する。

- 背景

エジプトの医師・看護師教育は長い歴史を持ち、技術的な教育から大学院教育まで、あらゆるレベルの教育は確立されている。しかし、免許取得後の継続的なトレーニングは十分には実施されていない。エジプトの医療システムの体系的な改善を図るべく、医師・看護師の能力強化につながる実践的な研修が望まれており、特に日本の医療現場での研修に対し高い期待が示されている。

- 実施方法

医師ならびに看護師を対象として、厚生労働省が実施する**外国人臨床修練制度**を活用して研修を実施し、実践的な研修を実現する。

43

人材育成事業：OJT研修

- ターゲット研修員

➤ 保健省および高等教育省傘下の公立病院に勤務する医師・看護師

- 要件

➤ 年齢：30～45歳

➤ 外国語能力（英語）：IELTS 5.5 / TOEFL iBT 46～59以上

➤ 医師・看護師の資格取得後、3年以上の臨床経験を有する（臨床修練制度に準拠）

➤ 学歴：修士号／フェローシップ（3年の臨床研修修了）以上

- 実施スケジュール（予定）

➤ 実施時期：2018年～

➤ OJT研修1件あたりの受入期間：最長1年間

➤ 受入総数：100名（25名×4年＝100名）

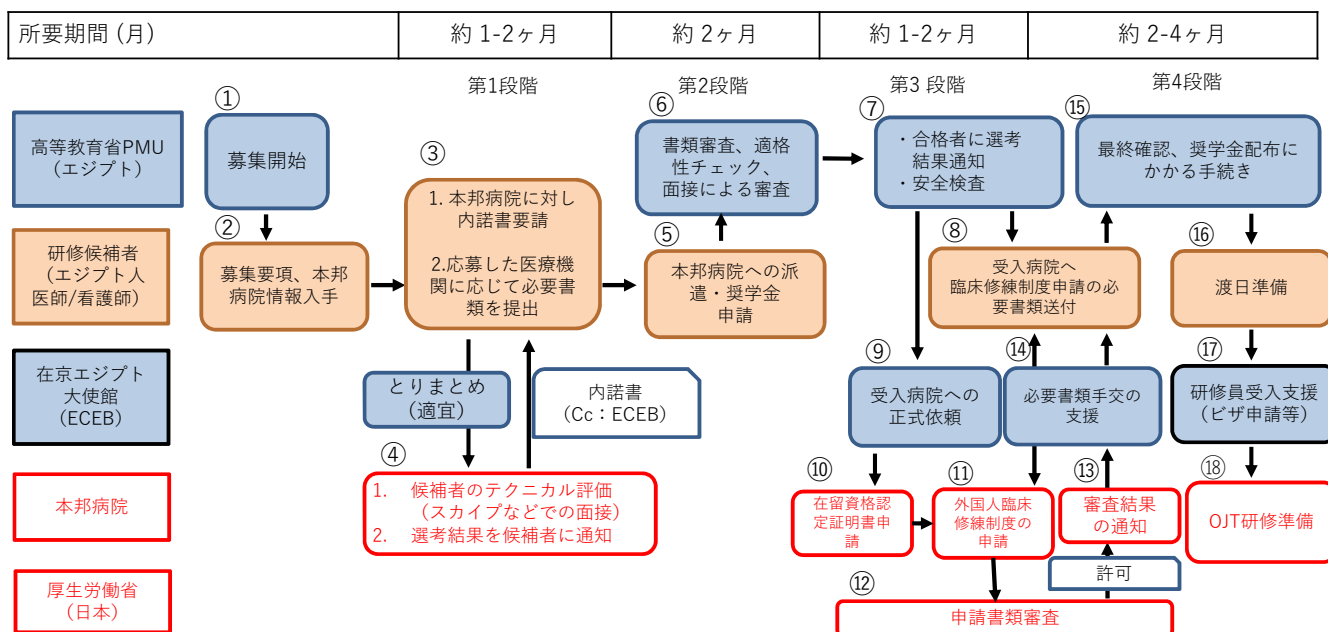
人材育成事業：OJT研修の受け入れ希望診療科目※

1&2	血管内治療/画像下治療 (IVR) -末梢血管形成術・ステント留置術 -中心静脈狭窄・閉塞血管形成術 -大動脈瘤修復術	Vascular Intervention/Interventional Radiology - endovascular peripheral angioplasty and stenting - central venous stenosis and occlusion angioplasty - endovascular aortic aneurysm repair
3	神経放射線学 - 脳血管閉塞コイルリング - 脳動静脈奇形塞栓術 - 脳卒中の治療	Intervention Neuroradiology - intracerebral aneurysm occlusion and coiling. - intracerebral arterio-venous malformation embolization. - stroke therapy
4	消化器 (GIT) 内視鏡/内視鏡的逆行性胆管膵造影 (ERCP) -肝動脈塞栓術 -肝動脈放射線塞栓療法 -経皮肝胆道ドレナージュ・ステント留置術	GIT Endoscopy and ERCP - transarterial chemoembolization - transarterial radioembolization - per-cutaneous biliary drainage and stenting
5	肝胆膵外科	Hepatobiliary - Pancreatic Surgery
6	脳神経外科	Neurosurgery
7	新生児 ICU	Neonatal ICU
8	ICU / クリティカルケアマネジメント	ICU/Critical Care Management
9	肝移植	Liver Transplantation
10	歯科口腔外科	Dental and Oral Surgery
11	救急医療	Emergency Medicine

※希望診療科目は、今後、追加ないし変更される可能性があります。

45

人材育成事業：OJT研修の候補者選定・マッチングの流れ（予定）※



※候補者選定・マッチング手順は、今後微修正される可能性があります。

46

人材育成事業：OJT研修必要書類（予定）※

	書類	第1段階		第3段階	第4段階
		A	B		
1	研修依頼書（共通フォーマットに研修の目的などを記述）	✓			
2	履歴書	✓			
3	医師、歯科医師、看護師免許書写し	✓		✓	
4	医療従事者養成機関の卒業証明書（学位・修士・博士等）	✓			
5	現所属長の推薦状	✓			
6	健康診断書		✓	✓	
7	予防接種記録（麻疹、水疱瘡、流行性耳下腺炎、風疹、B型肝炎）		✓		
8	パスポートコピー		✓		
9	誓約書		✓		
10	エッセイ		✓		
11	所属証明書		✓		
12	専門医証明書		✓		
13	心肺蘇生法の訓練合格証明書		✓		
臨床 修練 申請	臨床修練許可申請書			✓	
	在留資格認定証明書			✓	
	3年以上の診療経験の証明書			✓	
	医師賠償責任保険			✓	
	臨床修練計画書及び承諾書			✓	
	写真2枚			✓	
受入 決定後	契約書締結				✓
到着後	旅行保険				✓

※必要書類は、今後変更される可能性があります。

47

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. 「エジプト・日本パートナーシップ」、
「人材育成事業（エジプト・日本教育パートナーシップ）」
概要
- IV. 人材育成事業：保健セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割**
エジプト大使館文化・教育・科学局
文化アタッシュェ Dr. ハーネム アハマド
- VI. 質疑応答
- VII. 閉会の挨拶

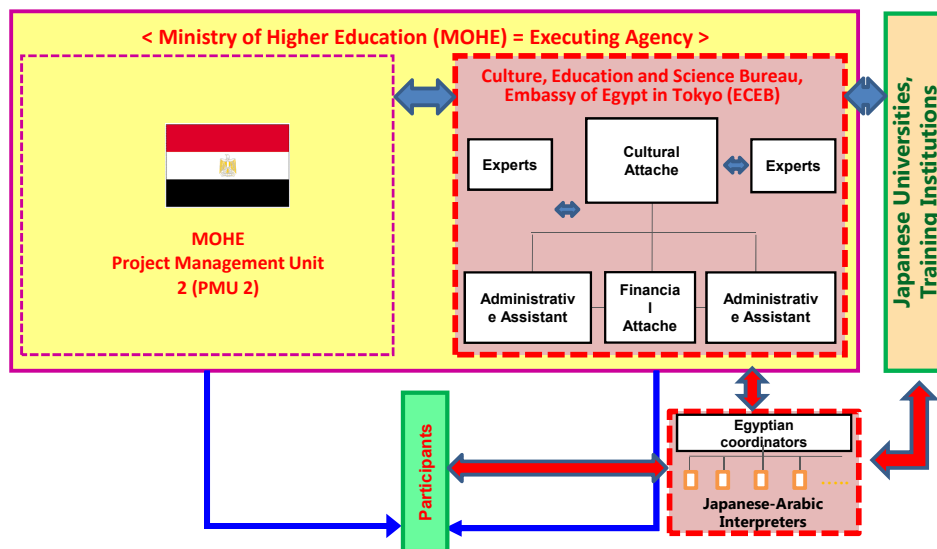
エジプト大使館文化・教育・科学局（ECEB）

■ ECEBの現在の役割

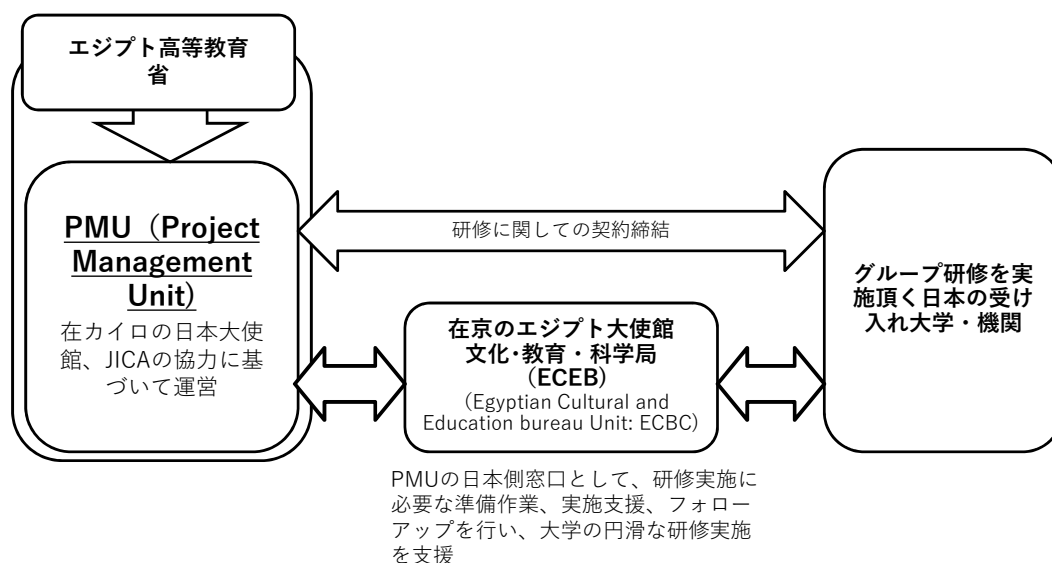
- エジプト人留学生（大学院学位留学・非学位留学）支援
 - 年間350名～400名の受入れ支援
 - 検定料・授業料支払い
 - 航空券の手配・配布
 - 生活手当（寮費、生活費補助など）の支給
 - 留学生のモニタリング
 - 卒業証明書の翻訳・承認業務
 - 緊急時対応等
- 日本・エジプト大学間協定支援
- エジプト文化振興
 - アラビア語講座、エジプト料理教室の開催など

49

人材育成事業：ECEBの実施体制



人材育成事業のプロジェクトフォーメーション



人材育成事業：グループ研修の実施体制

エジプト	日本	
PMU	ECEB	研修受け入れ大学・機関
<p>研修企画・設計・管理</p> <ul style="list-style-type: none"> 研修計画（5年計画、年間計画、月次計画）の策定 研修の基本設計 研修カリキュラム・スケジュールの承認 予算管理 財務管理 研修受け入れ大学の選定（入札）、契約の締結 <p>研修実施に向けた準備・調整</p> <ul style="list-style-type: none"> 研修員の選考 渡日前オリエンテーションの実施 査証、航空券、保険の手配 研修生への前払い金支払い 	<p>研修実施支援</p> <ul style="list-style-type: none"> 大学との研修スケジュールの詳細確認 来日後オリエンテーションの実施 宿舍・国内交通手段の手配 研修教材の翻訳(アラビア語化) 研修同行、講義通訳（日⇄アラビア語） 研修生の生活支援、緊急時対応等、研修実施に必要なサポートを行う。詳細は、今後研修受け入れ大学・機関と調整を行う。 	<p>研修実施</p> <ul style="list-style-type: none"> プロポーザル作成・提出 研修実施に要するスタッフ手配・配置 研修カリキュラムの詳細設計 研修教材の開発 講師手配・配置 研修所・研修施設の準備・手配 ECEBとの連携 招聘状の準備 質疑対応・モニタリング 研修後のフォローアップ 研修報告書、精算報告書の作成

人材育成事業：OJT研修の実施体制

エジプト	日本	
PMU	ECEB	OJT研修の受け入れ大学・医療機関
<p>研修企画・設計・管理</p> <ul style="list-style-type: none"> 研修計画（5カ年計画、年間計画、月次計画）の策定 予算管理 財務管理 受入大学・医療機関への研修実施にかかる正式依頼（ECEB経由） <p>研修実施に向けた準備・調整</p> <ul style="list-style-type: none"> 研修員の選考 渡日前オリエンテーションの実施 査証、航空券、保険の手配 研修生への奨学金支払い 	<p>研修実施支援</p> <ul style="list-style-type: none"> 受入大学・病院へのOJT研修実施にかかる正式依頼（PMUの代行） 外国人臨床修練制度申請のための必要書類受け取り支援（必要な場合） その他、研修生の日常生活に必要な情報の提供や緊急時対応等を行う（詳細については、受け入れ大学・医療機関と調整）。 	<p>研修実施</p> <ul style="list-style-type: none"> 候補者の受入可否判断 受入可否の連絡、受入可能な候補者に対する内諾書発行 研修員の在留資格認定証明書の申請 厚生省への外国人臨床修練制度の許可申請、審査結果の通知 研修内容の詳細設計 ECEBとの連携 研修内容を記録するログブック作成協力 研修後のフォローアップ（適宜）

53

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. 「エジプト・日本パートナーシップ」、
「人材育成事業（エジプト・日本教育パートナーシップ）」
概要
- IV. 人材育成事業：保健セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
休憩（5分）
- IV. 質疑応答
- V. 閉会の挨拶

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. 「エジプト・日本パートナーシップ」、
「人材育成事業（エジプト・日本教育パートナーシップ）」
概要
- IV. 人材育成事業：保健セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
- VI. 質疑応答**
- VII. 閉会の挨拶

55

目次

- I. 説明会の議事次第、参加者紹介
- II. 開会の挨拶
- III. 「エジプト・日本パートナーシップ」、
「人材育成事業（エジプト・日本教育パートナーシップ）」
概要
- IV. 人材育成事業：保健セクター向けプログラム
- V. エジプト大使館文化・教育・科学局の役割
- VI. 質疑応答
- VII. 閉会の挨拶**

269

56

閉会の挨拶

エジプト大使館文化・教育・科学局
文化アタッシェ Dr. ハーネム アハマド

57

「人材育成事業（エジプト・日本教育パートナーシップ）」に関するお問い合わせ先

エジプト大使館文化・教育・科学局
文化アタッシェ Dr. ハーネム アハマド
電話：03-5779-8030
Email：egyptcesb@Tokyo.email.ne.jp

APPLICATION FORM FOR
On-the-Job Training (OJT) Program
(Advanced Clinical Training in Japan)

Country Name: Arab Republic of Egypt

**Project Name: Egypt Japan Education Partnership:
Human Resources Development Project
(EJEP-HRDP: Health Sector)**

**Title of Services: On-the-Job Training (OJT)/
Advanced Clinical Training for Physicians**

CONTENTS

Section 1: Guide to On-the-Job Training (OJT) /Advanced Clinical Training for Physicians

Section 2: Application Procedures and Required Documents for Application

Section 3: Guide for the Contact to Japanese Hospitals

Section 4: Application Forms

Form 1. Request Letter for Acceptance of On-the-Job Training (OJT) /Advanced Clinical Training for Physicians under the “Egypt Japan Education Partnership: Human Resources Development Project (EJEP-HRDP: Health Sector)

Form 2. Application Form

Form 3. Clinical Experience Certificate

Form 4. Acceptance Letter

Form 5. Agreement Form (SAMPLE)

Section 1: Guide to On-the-Job Training (OJT) / Advanced Clinical Training for Physicians

1. Title

On-the-Job Training (OJT) / Advanced Clinical Training for Physicians

2. Background

The education for physicians and nurses in Egypt has long history and every level of education from technical until post-graduate is also well established although its contents need to be improved continuously. On the other hand, continuous trainings for those who receive the license are still not provided sufficiently, and there are strong demands of physicians and nurses for practical training to enhance their capabilities which lead to the systematical improvement in Egypt.

3. Program Objectives

Improve medical treatment and health care service system through enhancement of knowledge and skills of Egyptian physicians.

4. Expected Outcome

Upon completion of this training program, participants would be able to:

Understand the role, responsibility and activity of physicians in Japan, the experience of health system in Japan and clarify the challenges in participants' workplace and enhance knowledge and skills of state-of-the-art medical.

5. Target participants

Young Physicians at the hospitals under the Ministry of Health and Population (hereinafter referred to as “MOHP”) and the Ministry of Higher Education (hereinafter referred to as “MOHE”) who have more than three (3) years of clinical experience after acquisition of license for a medical practitioner in Egypt*.

The number of participants for the program is twenty-five (25) in total per year.

*Note: The participants should be provided with special permission from Ministry of Health, Labor and Welfare of Japan (hereinafter referred to as “MHLW”), under the scheme of “Advanced Clinical Training” so that they can be engaged in practical activities during the program. Under the provisions of the Law concerning the Exceptional Cases of the Medical Practitioners’ Act, Article 17, on the Advanced Clinical Training of Foreign Medical Practitioners, etc., participants are obliged to have more than three (3) years of clinical experience after acquisition of license for a medical practitioner in home country.

6. Qualification of Participants

- (1) Age: 30-45 years
- (2) English Language: IELTS 5.5 /TOEFL iBT 46~59 or above
- (3) Degree: Master Degree / Fellowship or above
- (4) Working Experience: More than three (3) years of clinical experience after acquisition of license for a medical practitioner
- (5) Hospital: Hospitals under the Ministry of Health and Population and the Ministry of Higher Education
- (6) Selection Criteria: Specialty according to priority areas

7. Plan of Program

This training program focuses on hands-on trainings through daily activities as medical profession. Therefore, the contents of the program vary according to specialty of participant. Priority areas of the program for physicians include following topics.

1. Vascular Intervention
 - Endovascular peripheral angioplasty and stenting
 - Central venous stenosis an occlusion and angioplasty
 - Endovascular aortic aneurysm repair
2. Interventional Radiology
3. Intervention Neuroradiology
 - Intracerebral aneurysm occlusion and coiling
 - Intracerebral arterio-venous malformation embolization
 - Stroke therapy
4. GIT Endoscopy and ERCP
 - Transarterial chemoembolization
 - Transarterial radioembolization
 - Per-cutaneous biliary drainage and stenting.
5. Hepatobiliary - Pancreatic Surgery.
6. Neurosurgery.
7. Neonatal ICU.
8. ICU / Critical Care Management.
9. Liver Transplantation.
10. Dental and Oral Surgery.
11. Emergency Medicine

8. Training Period

6 months – 1 year (depends on the participants, host hospitals and evaluators)

9. Schedule of Selection (tentative; including steps after 1ststage selection in Egypt)

Step	Action to be made	Expected Date*	Evaluated (Approved) by:
1	Start call for application	Done	
	Deadline for submission of Application Form	Done	
	Result of 1 st stage selection in Egypt	Done	MOHE and MOHP
2	Important Notice Sheet for OJT Application Process is distributed to Applicant	Week of Dec.16	
	ECEB sends Application Forms and Contact Information of the first-choice hospital to Applicant	Week of Jan. 6, 2019	
	Application to host hospital for acceptance	Jan.10 ~ Jan. 25, 2019	
	Result of 2nd stage selection in Japan	Mid-Feb. ~ Mid-Mar., 2019	Host hospital in Japan
	“Acceptance Letter” issued by host hospital and sent back to Applicant and ECEB	Mid-Feb.~ Mid-Mar., 2019	
3	Application for “Certificate of Eligibility (COE)” (by host hospital)	Mid-Feb. ~ Mid-Mar., 2019	
	Result of COE	Mid-Mar. ~ Mid-May., 2019	Immigration Bureau of Japan
4	Application for “Advanced Clinical Training (ACT)” in Japan (by host hospital)	Mid-Mar. ~ Mid-May., 2019	
	Result of ACT (to host hospital)	Mid-Apr., 2019~	Ministry of Health Labor and Welfare (MHLW)
	Forward the result to Applicant and ECEB	Mid-Apr., 2019~	
	Announcement of Final Result	Mid-Apr., 2019~	MOHE

*Schedule may vary depending on progress at each host hospital, Immigration Bureau and MHLW, etc.

10. Expenses to be Borne by MOHE

MOHE will provide the following expenses for participant of the training.

- Training program fee at Japanese hospital
- Living allowances
- A round-trip airfare
- Expenses for Medical professional liability insurance

- Application fee for Certificate of Eligibility (COE) and Advanced Clinical Training (ACT)

- Overseas travel insurance (National Health Insurance)

Other cost should be covered by the participants.

* No salary will be paid while your training in the host hospital.

* Family members are not allowed to accompany the participant.

11. Privacy policy

(1) Scope of use

Any information used for identifying individuals that is acquired by MOHE will be stored, used, or analyzed only within the scope of program activities. MOHE/MOHP reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

(2) Limitation on Use and Provision

MOHE and Japanese host hospitals/institutions shall never intentionally provide information that can be used to identify individuals to any third party, with the following two exceptions;

(a) In cases of legally mandated disclosure requested;

(b) In cases in which the provider of information grants permission for its disclosure to a third party;

(3) Security Notice

MOHE and Japanese host hospitals/institutions take measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

Section 2: Application Procedures and Required Documents for Application

A) Important Notice for OJT Application Process

IMPORTANT

1. Please start applying to Japanese hospitals ONLY AFTER receiving application forms from ECEB office (Culture, Education, and Science Bureau, Embassy of Egypt in Tokyo). In other words, please DO NOT APPLY or CONTACT the Japanese hospitals UNTIL you receive the forms of necessary documents from ECEB office.

*In case you have inquires for the first-choice hospital, please include them in the email at the time of submitting application documents.

2. Please apply to ONLY ONE HOSPITAL at time. Applying to multiple hospitals at once is not allowed. After receiving the result from the first-choice hospital you applied and only if you were not accepted, you may apply for the second-choice hospital.

< Flow of Application Process >

Actions to be taken	Expected Date*
PMU distributes the detailed OJT list (by Hospital) and Important Notice Sheet (this sheet) to Applicants.	Week of Dec.16
Applicants reconsider the first-choice hospital to apply and inform PMU of the hospital of the choice (Only One).	Week of Dec. 23
ECEB sends Application Forms and Contact Information of the first-choice hospital to Applicants.	Week of Jan. 6
Applicants prepare the Application Forms and apply to the first-choice hospital.	<u>Jan. 10~Jan. 25</u>
First-choice hospital sends the evaluation result to Applicants. <ul style="list-style-type: none"> ✓ Accepted → Follow the instruction from the hospital. and proceed to the next process. ✓ Not accepted → Decide the second-choice hospital, inform MOHE of the choice, and apply to the hospital. 	Mid-Feb. ~ Mid-Mar.

*Subject to changes. In case the dates change, it will be informed by MOHE or ECEB.

B) Application Deadline and Required Documents for Step 2(cf.p.4)

Each applicant is required to submit the following documents by the deadline.

Schedule	Period for Submission of Application Documents: <u>From Jan. 10 to Jan. 25, 2019*</u> Announcement of successful applicant: By the middle of Mar., 2019* (*Subject to changes. In case the dates change, it will be informed by MOHE or ECEB.)
Evaluator	Host Hospital in Japan
Documents	1. Application Form< Form 2>*1 2. Photocopy of English Proficiency Test Score*2 3. Letter of Recommendation signed by supervisor*3 4. Endorsement Letter signed by hospital director*3 5. Clinical Experience Certificate < Form 3>*4
Additional documents	6. Request Letter for Acceptance of Advanced Clinical Training for Physicians < Form 1> 7. Financial Support Certificate <Issued by MOHE> 8. Photocopy of Passport 9. Photocopy of Certificate of Graduation of Medical School 10. Photocopy of Medical/Doctor's License 11. Photocopy of Health Certificate*5 12. Other Supporting Documents 13. Acceptance Letter <Form 4> 14. Agreement Form (SAMPLE) <Form 5>*6

*1 Applicant must fill out the form attached to this application form.

Since the following hospitals have their own formats, please contact ECEB on the application forms.

- 1) Tokyo Women's Medical University
- 2) National Center for Child Health and Development

*2 Copy of any official proof or certificate, preferably issued by an internationally known testing service organizations, i.e. IELTS or TOEFL (if you have any,) at the end of this application form to support your English language evaluation.

*3 Written in English and ended with his/her handwritten signature.

*4 The certificate authorized by hospital director which proves that the applicant has at least three (3) years' clinical experience (Written in English and ended with his/her handwritten signature) to this application.

*5 Timing of submission and examination items are in accordance with the instructions of host hospital.

*6 The contents of Agreement Form between MOHE/MOHP and the hospital should be checked by the host hospital, however, it should not be signed at this point.

C) Required Documents for Step 3 and 4 (cf. p.4)

Documents	<ol style="list-style-type: none">1. One (1) photo (4 cm x 3 cm/ within 3 months prior to submission) for application for Certificate of Eligibility2. Two (2) photos (3 cm x 2 cm/ within 6 months prior to submission) for application for Advanced Clinical Training3. Photocopy of Health Certificate**4. Certificate of Medical professional liability insurance (effective in Japan) **5. Other Supporting Documents
-----------	--

**Timing of submission and items are in accordance with the instructions of host hospital.

D) Approval of the Successful Applicants

Successful applicants who pass the 4 steps of selections (cf. p.4), with final confirmation by MOHE, must be officially approved as participants of the program by the EJEP-HRDP. At this stage, every participant is requested to make contracts with MOHE and Japanese host hospital/institution.

E) Notification

1. Once your application has been submitted, you cannot change any information on your application.
2. These documents must be written in English. A document written in any other language must be attached with English translation.
3. Japanese host hospitals/institutions will not accept any documents received after the stated deadline of submission or any incomplete applications.
4. When you contact the Japanese host hospital/institution by Email, please write in English and use a designated template of email for the time of submitting application documents, in order to notify host hospital in Japan that you are applying under the scheme of EJEP-HRDP with financial support by the government of Egypt and cc the

email address of ECEB so that ECEB can follow and support the progress of application and communication.

(Please refer to “Section 3: Guide for the Contact to Japanese Hospitals”)

5. If you were not accepted by first-choice hospital, you may decide the second-choice hospital, inform MOHE and apply to the second-choice hospital.
6. There are no fees to be charged directly by MOHE/MOHP during the selection process.
7. Any costs incurred during the selection procedures including travel expenses will NOT BE COVERED by MOHE/MOHP in principle.

F) For Inquiries:

1. Ministry of Higher Education and Scientific Research (MOHE)
Academy of Scientific Research 10th Floor, 101 Kasr El Ainy Street, Cairo
TEL: +20-2-27948210
Facsimile: +20-2-27941005
Email:
Website:
2. Culture, Education and Science Bureau, Embassy of Egypt (ECEB)
19-17, Higashigaoka 1-chome, Meguro-ku, Tokyo, 152-0021 JAPAN
TEL: +81-3-5779-8030
Facsimile: +81-3-3795-7161
Email: egyptcesb@tokyo.email.ne.jp
Website: <https://egyptcesbtokyoenglish.wordpress.com/>

Section 3: Guide for the Contact to Japanese Hospitals

The below is the things to be noted for communication with Japanese hospitals including the first-time contact for application process and other necessary communication with the hospitals.

1. Please DO NOT CONTACT the Japanese hospitals for inquires or any other information BEFORE applying to the hospitals. In other words, your first contact with the hospital should be when you apply. In case you have inquires for the first-choice hospital, please include them in the email at the time of submitting application documents.
2. Please apply to ONLY ONE HOSPITAL at time. Applying to multiple hospitals at once is not allowed. After receiving the result from the first-choice hospital you applied and only if you were not accepted, you may apply for the second-choice hospital.
3. Please refer to the below template for the first email contact for submitting application documents to Japanese hospitals.

TO :	<u>[Designated personnel and department for each hospital ONLY.]</u>
CC :	< Culture, Education and Science Bureau, Embassy of Egypt (ECEB office in Tokyo) > Email: egyptcesb@tokyo.email.ne.jp
Email Title	< EJEP-HRDP > Application for OJT Program/ [Your name]
Message	Dear Mr. / Ms. [Name of the designated personnel and department], Hope this email finds you well. This is [Your name], [Your job title] in [Your working place/ hospital], and I would like to officially apply for the OJT program conducted by your hospital under Egypt-Japan Education Partnership (EJEP) Human Resource Development Project (HRDP) in Health sector. Kindly please find the attached application documents and let me know if you need any further information or have any questions. Looking forward to hearing from you. Best regards, [Your name] [Your working place/ hospital]

4. Whenever communicating with Japanese hospitals, please always contact the designated personnel and department for each hospital ONLY and ALWAYS include <EJEP-HRDP> in the email title and ECEB office CC for follow-up and necessary support when needed.

Section 4: Application Forms

Form No.	Form Title	Filled/Signed by:	Sent to:
Form 1	Request Letter for Acceptance of Advanced Clinical Training for Physicians	Applicant who passed 1 st Step (cf. p.4)	2 nd Step (cf. p.4): host hospital in Japan
Form 2	Application Form	Applicant who passed 1 st Step	2 nd Step: host hospital in Japan
Form 3	Clinical Experience Certificate	Applicant and hospital director	2 nd Step: host hospital in Japan
Form 4	Acceptance Letter	Host hospital	2 nd Step: applicant who passed selection in Japan (send to Applicants and Egyptian Cultural and Educational Bureau, Embassy of Egypt)
Form 5	Agreement Form (SAMPLE)	Signed and exchanged between MOHE and host hospital in Japan	

Date: *[insert Date]*

[insert hospital name in Japan]

Att.: Prf./Dr./Mr. *[insert of name]*

[insert of hospital/organization name], Egypt
[insert name of trainee]

Request Letter for Acceptance of On-the-Job Training (OJT) /Advanced Clinical Training for Physicians under the “Egypt Japan Education Partnership: Human Resources Development Project (EJEP-HRDP: Health Sector)

Allow me to introduce myself. My name is *[insert name of trainee]*, physician in the field of *[insert of Department name]* at *[insert of hospital/organization name]* in Egypt. I am writing to your hospital/institution for the first time to ask to be considered for acceptance in your hospital/institution for Advanced Clinical Training program.

1. About Advanced Clinical Training for Physicians

Background

The education for physicians and nurses in Egypt has long history and every level of education from technical until post-graduate is also well established although its contents need to be improved continuously. On the other hand, continuous trainings for those who receive the license are still not provided sufficiently, and there are strong demands of physicians and nurses for practical training to enhance their capabilities which lead to the systematical improvement in Egypt.

Program Objectives

Improve medical treatment and health care service system through enhancement of knowledge and skills of Egyptian physicians and nurses.

Expected Outcomes

Upon completion of this training program, participants would be able to:

Understand the role, responsibility and activity of physicians in Japan, the experience of the health system in Japan and clarify the challenges in participants' workplace and enhance knowledge and skills of state-of-the-art medical.

Target participants

The number of participants for the program is twenty-five (25) in total per year. The target groups are;

Young Physicians at the hospitals under the Ministry of Health and Population and the Ministry of Higher Education who have more than three (3) years of clinical experience after acquisition of license for a medical practitioner in Egypt.*

*Note: The participants should be provided with special permission from Ministry of Health, Labour and Welfare of Japan, under the scheme of “Advanced Clinical Training” so that they can be engaged in practical activities during the program. Under the provisions of the Law concerning the Exceptional Cases of the Medical Practitioners’ Act, Article 17, on the Advanced Clinical Training of Foreign Medical Practitioners, etc., participants are obliged to have more than three (3) years of clinical experience after acquisition of license for a medical practitioner or nurses in home country.

2.Details of circumstances and desire to train

[Please explain the date and period for which you wish to train.]

3.Language

[Please list the language you will use upon arrival in Japan and your level or proficiency in that language. Certification for the Japanese Kentei, IELTS and TOEFLiBT, etc. are preferred.]

(Attach Photocopy of English Proficiency)

4.Payment of expenses

All expenses associated with the participant’s stay in Japan, including round-trip airfare between Egypt and Japan, living expenses while in Japan (** Yen per month, including room and board), and all training program fees associated with OJT program will be paid by MOHE. Proof of payment for the above-mentioned expenses will be sent promptly upon mutual agreement between host hospital and ECEB on behalf of MOHE. Program fee, Medical professional liability insurance fee and application fee for Advanced Clinical Training shall be paid by MOHE due after participants arrive in Japan.

5.Provisions to be agreed

Both MOHE and host hospital in Japan must agree to the above 4 provisions in order for candidates to be accepted into the training program. After reviewing the contents of this application form, both MOHE and host hospital are asked to agree to accept the candidate on the Agreement Form (SAMPLE) in Form 5

7. Contact

If you have any questions regarding my application contents or training program, please do not hesitate to contact the address below.

- Candidate's contact information:

[insert name of position], [insert applicant name], [insert E-mail address], [insert telephone number]

- For inquiries about this program, contact:

Culture, Education and Science Bureau, Embassy of Egypt (ECEB)
19-17, Higashigaoka 1-chome, Meguro-ku, Tokyo, 152-0021 JAPAN
TEL: +81-3-5779-8030
Facsimile: +81-3-3795-7161
Email: egyptcesb@tokyo.email.ne.jp

Attachment:

1. Application Form< Form 2>
2. Photocopy of English Proficiency Test Score
3. Letter of Recommendation signed by supervisor
4. Endorsement Letter signed by hospital director
5. Clinical Experience Certificate < Form 3>
6. Request letter for Acceptance of On-the-Job Training (OJT) /Advanced Clinical Training for Physicians under the “Egypt Japan Education Partnership: Human Resources Development Project (EJEP-HRDP: Health Sector)<Form 1> (this document)
7. Financial Support Certificate <Issued by MOHE>
8. Photocopy of Passport
9. Photocopy of Certificate of Graduation of Medical School
10. Photocopy of Medical/Doctor's License
11. Photocopy of Health Certificate
12. Other Supporting Documents
13. Acceptance Letter <Form 4>
14. Agreement Form (SAMPLE) <Form 5>

Application Form

1. Name

Last (family) name:

First name: _____

Middle initial (if applicable):

2. Date of birth: Age: _____

Place of birth: City: _____ Country: _____

3. Nationality:

4. Gender: Male Female

5. Marital status: Married Single

6. Native language:

Other language(s) in which you can communicate fluently:

Your photo
(4cm x 3cm)

7. Home address:

Phone:

Fax:

8. Current appointment and position:

Name of institution:

Department/Division:

Present Position:

Date of employment by the present institution:

Address:

Phone:

Fax:

E-mail to contact you:

9. Please select which address you want used for correspondence regarding this application:

Home Place of work

On-the-Job Training (OJT) Program (Advanced Clinical Training in Japan)
2018-2019

10. Educational Record (college level and above, and list in reverse chronological order beginning from the most recent education):

Institution	City /Country	Period (MM/YYYY~ MM/YYYY)	Degree Obtained	Major

11. Professional experience/Job Record (list in reverse chronological order beginning from the most recent position):

Organization	City /Country	Period (MM/YYYY~ MM/YYYY)	Position or Title	Brief Job Description

Outline of duties: Please describe your current duties:

12. Training or Study experience (list in reverse chronological order beginning from the latest event):

Institution	City /Country	Period (MM/YYYY~ MM/YYYY)	Field of Study / Program Title

13. Professional awards, publications (if co-authored, name all authors), and other achievements (list in reverse chronological order beginning from the latest event):

14. Please indicate the date and period for which you wish to train in Japan (From 3 months to 1 year)

15. Personal Training Objective: What specific subjects or skills do you want to focus on in pursuing training in Japan? < Maximum 200 words>

16. How do you think you will benefit from participation in this program in the view of your future career development? < Maximum 200 words>

17. Language Proficiency:

a. English:

Certificate	Score
IELTS	
TOEFL iBT	
Others	

b. Do you have any ability to communicate in Japanese?

Yes No

If yes, how do you evaluate your Japanese language skill?

Elementary Intermediate Advanced

18. Please give the name and title of a referee (your supervisor, division chief, head of establishment, etc.) who can write a letter of recommendation for you.

Name:

Title:

Address:

E-mail:

Mobile phone:

I certify that the information contained herein is correct to the best of my knowledge. I also understand that if any information is found false, my application may be disqualified.

Signature of applicant:

Date:

Clinical Experience Certificate

Name of Applicant:

Date of Birth:

This is to certify that Mr./Ms/_____ has engaged in the following duties after obtaining a medical license.

Current Institution	Duty position	Duration	Years of service
		MM/YYYY ~ MM/YYYY	years

Job record in the past

Institution	Duty position	Duration	Years of service
		MM/YYYY ~ MM/YYYY	years
		MM/YYYY ~ MM/YYYY	years
		MM/YYYY ~ MM/YYYY	years

Date:

Name of Institution:

Title: _____

Name: _____

Signature:

Acceptance Letter

受入許諾書

We accept the following person sponsored by EJEP-HRDP as participant/trainee of On-the-Job Training (OJT)/Advanced Clinical Training for Physicians.

私どもは、下記の者を EJEP-HRDP・OJT 研修(臨床修練研修)の参加者/研修生として受け入れます。

1) Name of participant:

研修生名前

2) Institute:

医療機関名

3) Duration: YYYY / MM / DD ~ YYYY / MM / DD

期間

4) Host Clinical supervisor and department:

指導医 及び 受入診療科

5) Training program fee: the sum of ¥ _____ /month (including tax)

研修指導料 合計 ¥ _____ /月 (税込)

Agreement Form (SAMPLE)

The both parties below have agreed to the followings with regard to the training program of Mr./Ms. of *[insert of hospital/organization name]* in Egypt at *[insert of hospital/organization name]* in Japan under the “EJEP-HRDP”.

1. Period/Area of Training Program

In reference to the Application Form dated *[insert date]*, the both parties agreed with the period and the theme of training program of Mr./Ms. at *[insert of Japanese hospital/organization name]* as follows:

Period: Year/Month/Date

Area of Training Program:

2. Language capacity

[insert of Japanese hospital/organization name] confirmed the language proficiency of Mr./Ms.

3. Expenses

The both parties acknowledged that *[insert name of the Client]* shall pay to *[insert of Japanese hospital/organization name]* and Mr./Ms. the necessary expenses for his/her training program at *[insert of Japanese hospital/organization name]* in accordance with the Certificate of Financial Support dated *[insert date]*. In particular, the both parties acknowledged that *[insert name of the Client]* shall send the necessary program fee and application fee to *[insert of Japanese hospital/organization name]* by Year Month Date after the arrival of Mr./Ms. to Japan.

4. Accommodation

The both parties acknowledged that Mr./Ms. plans to stay/ live during his/her stay in Japan.

Egyptian side

Date:

Name of Organization:

Title: _____

Name: _____

Signature:

Japanese side

Date:

Name of Organization:

Title: _____

Name: _____

Signature:

EJEP-HRDP Health Sector / OJT List by Priority Area

Advanced Clinical Training for Physicians and Nurses(sheet B)

May, 2018

Prog. No.	Program of Plan	Name of Hospital (Official Web)	Duration	No. of person		Notes
				Nurse	Doctor	
1 2	Vascular Intervention Intervention Radiology	University of Fukui Hospital (www.hosp.u-fukui.ac.jp/en/home.html)	3-6	-	1	-
		Hiroshima University Hospital (www.hiroshima-u.ac.jp/en/hosp)	6	-	1	•1 position is available among Vascular Intervention Endovascular Aneurysm Repair and Vascular Intervention Endovascular Dilatation and Stenting.
		Tokyo Women's Medical University Hospital (www.twmu.ac.jp/english/e06a_h-twmu.html)	6-12	-	2	•Only one person accepted at the same time •2 positions is available among Vascular Intervention / Interventional Radiology
3	Intervention Neuroradiology	Tokyo Women's Medical University Hospital (www.twmu.ac.jp/english/e06a_h-twmu.html)	12	-	-	•Only one person accepted at the same time
		Yokosuka Kyosai Hospital (http://www.ykh.gr.jp/) *Japanese only	12	-	1	-
		Saitama Medical University International Medical Center (www.international.saitama-med.ac.jp/en/)	6-12	-	1	-
		University of Fukui Hospital (www.hosp.u-fukui.ac.jp/en/home.html)	6-12	-	1	-
		Hiroshima University Hospital (www.hiroshima-u.ac.jp/en/hosp)	6-12	-	1	1 position is available for 3 and 6
4	GIT Endoscopy and ERCP	Hiroshima University Hospital (www.hiroshima-u.ac.jp/en/hosp)	6-12	-	1	-
		Saitama Medical University International Medical Center (www.international.saitama-med.ac.jp/en/)	6-12	-	1	-
		Kitasato University Hospital (www.kitasato-u.ac.jp/khp/eng/index.html)	3	-	3	-
		University of Fukui Hospital (www.hosp.u-fukui.ac.jp/en/home.html)	6-12	-	1	-
		Tokyo Women's Medical University Hospital (www.twmu.ac.jp/english/e06a_h-twmu.html)	6-12	-	2	•Only one person accepted at the same time •1 position is available for 4 and 5*
		Kyushu University Hospital (http://www.hosp.kyushu-u.ac.jp/en/)	6-12	-	1	No particular limitation to the number of people to be accepted

EJEP-HRDP Health Sector / OJT List by Priority Area

Advanced Clinical Training for Physicians and Nurses(sheet B)

May, 2018

Prog. No.	Program of Plan	Name of Hospital (Official Web)	Duration	No. of person		Notes
				Nurse	Doctor	
5	Hepatobiliary - Pancreatic Surgery	Hiroshima University Hospital (www.hiroshima-u.ac.jp/en/hosp)	6-12	-	1	-
		Saitama Medical University International Medical Center (www.international.saitama-med.ac.jp/en/)	6-12	-	1	-
		St. Luke's International Hospital (hospital.luke.ac.jp/eng/)	6	-	2	-
		Yokosuka Kyosai Hospital (http://www.ykh.gr.jp/) *Japanese only	12	-	1	-
		Tokyo Women's Medical University Hospital (www.twmu.ac.jp/english/e06a_h-twmuh.html)	-	-	-	•Only one person accepted at the same time •1 position is available for 4 and 5*
		Kyushu University Hospital (http://www.hosp.kyushu-u.ac.jp/en/)	6-12	-	1	•No particular limitation to the number of people to be accepted •Position is available for 4 and 5
6	Neurosurgery	Hiroshima University Hospital (www.hiroshima-u.ac.jp/en/hosp)	6-12	-	-	1 position is available for 3 and 6
		Saitama Medical University International Medical Center (www.international.saitama-med.ac.jp/en/)	6-12	-	1	-
		Tokyo Women's Medical University Hospital (www.twmu.ac.jp/english/e06a_h-twmuh.html)	12	-	1	•Only one person accepted at the same time
		University of Fukui Hospital (www.hosp.u-fukui.ac.jp/en/home.html)	-	-	-	-
		Yokosuka Kyosai Hospital (http://www.ykh.gr.jp/) *Japanese only	6-12	-	-	-
7	ICU / Critical Care Management	Tokyo Women's Medical University Hospital (www.twmu.ac.jp/english/e06a_h-twmuh.html)	6-12	-	4	•4 positions available for ICU and Emergency medicine •Only one person accepted at the same time
8	Liver Transplantation	Hiroshima University Hospital (www.hiroshima-u.ac.jp/en/hosp)	6-12	-	2	•2 positions available for Hepatobiliary Pancreatic Surgery and Liver Transplantation.
		National Center for Child Health and Development (www.ncchd.go.jp/en/)	6-12	-	1	-

EJEP-HRDP Health Sector / OJT List by Priority Area

Advanced Clinical Training for Physicians and Nurses(sheet B)

May, 2018

Prog. No.	Program of Plan	Name of Hospital (Official Web)	Duration	No. of person		Notes
				Nurse	Doctor	
9	Dental and Oral Surgery	University of Fukui Hospital (www.hosp.u-fukui.ac.jp/en/home.html)	3-6	-	1	-
		Yokosuka Kyosai Hospital (http://www.ykh.gr.jp/) *Japanese only	6	-	1	-
		Health Sciences University of Hokkaido Health Sciences University of Hokkaido Hospital (http://www.hoku-iryu-u.ac.jp/eng/)	6-12	-	1	-
		Aichi Gakuin University Dental Hospital (http://hospital.dent.aichi-gakuin.ac.jp/)	6-12	-	1	-
		Kyushu University Hospital (http://www.hosp.kyushu-u.ac.jp/en/)	6-12	-	1	-
10	Emergency Medicine	University of Fukui Hospital (www.hosp.u-fukui.ac.jp/en/home.html)	6-12	-	1	-
		Tokyo Women's Medical University Hospital (www.twmu.ac.jp/english/e06a_h-twmuh.html)	6-12	-	-	•Only two person accepted at the same time
	Nursing	St. Luke's International Hospital (hospital.luke.ac.jp/eng/)	3-6	1	-	-
-	1	<i>Orthopedics</i> University of Fukui Hospital (www.hosp.u-fukui.ac.jp/en/home.html)	6	-	2	-

EJEP-HRDP Health Sector / OJT List by Priority Area

Advanced Clinical Training for Physicians and Nurses(sheet B)

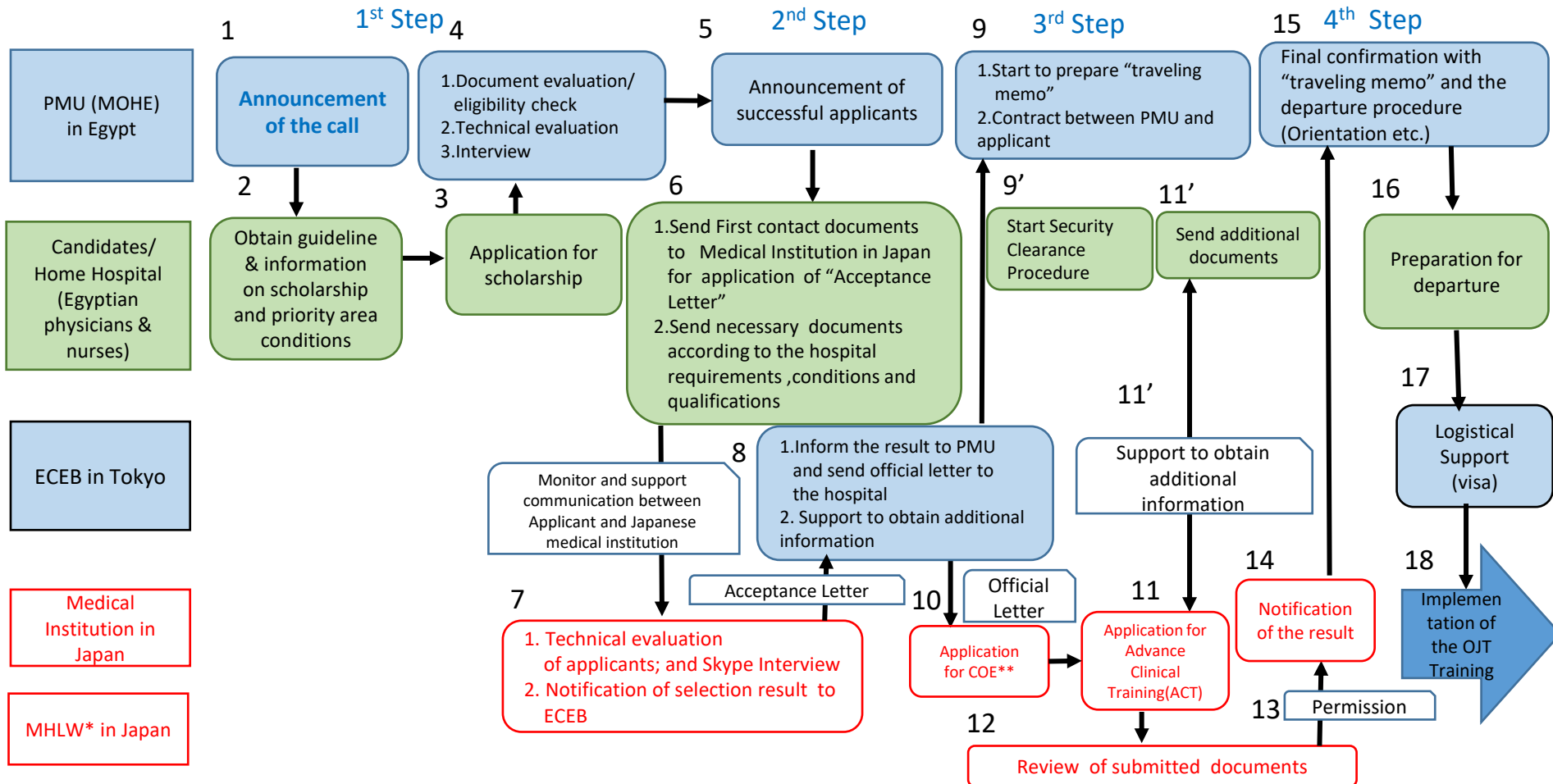
May, 2018

Prog. No.		Program of Plan	Name of Hospital (Official Web)	Duration	No. of person		Notes
					Nurse	Doctor	
1	1	Vascular Intervention	Japanese red cross Ashikaga Hospital (http://www.ashikaga.jrc.or.jp/en/index.html)	6-12	1	1	One doctor and one nurse can be accepted in one year for the whole hospital.
2	1	Interventional Radiology					
3	1	Intervention Neuroradiology					
4	1	GIT Endoscopy and ERCP					
5	1	Neonatal ICU					
6	1	ICU / Critical Care Management					
7	1	Dental and Oral Surgery					
8	1	Emergency Medicine					
-	1	Nursing Department					

OJT Program: Placement Procedure Plan

15_Handouts of OJT Pre-departure Orientation

Duration (months)	Call	Evaluation by PMU and MOH in Egypt	Evaluation of candidate by host hospital in Japan	Preparation for OJT Training COE** → Applying of ACT → Departure
		Approx. 1.5 M	Approx.2 M	Approx. 1-2M



* Ministry of Health, Labour and Welfare

** Certificate of Eligibility

Inquiries for applications

Culture, Education and Science Bureau

Embassy of Egypt

Email : egyptcesb@tokyo.email.ne.jp

II. Advance Procedure

*** USED FOR:**

- * Payments already made / to be made to Suppliers

*** OUTLINE :**

- * Borrower will open Designated Account (in JPY) in which JICA make disbursement for advances based on the Financial Forecast for the Project.
- * During the project implementation, Borrower needs to submit evidence periodically for payments made using advances.
- * When closing D/A, total amount of evidence submitted should equal the disbursed amount, if not, difference needs to be refunded.

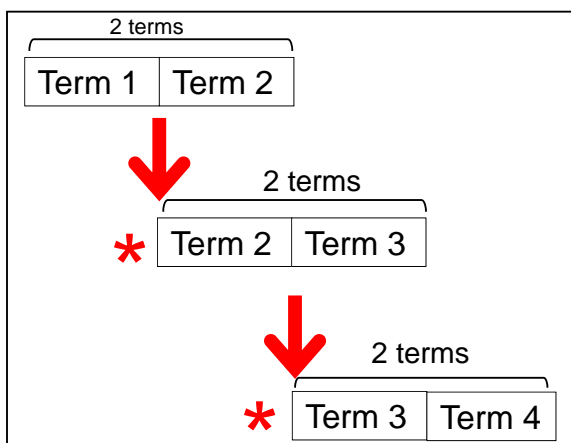
*** REMARKS :**

- * Any Projects, of any currency

Advance Procedure [Details]

- Disburse financial needs of 2 terms
- **After each term**, if more than 70% of evidence documents are submitted, disbursement for next advance is available

$$\frac{\text{Cumulative Evidence Documents}}{\text{Cumulative Withdrawal Amount from D/A}} = 70\%$$



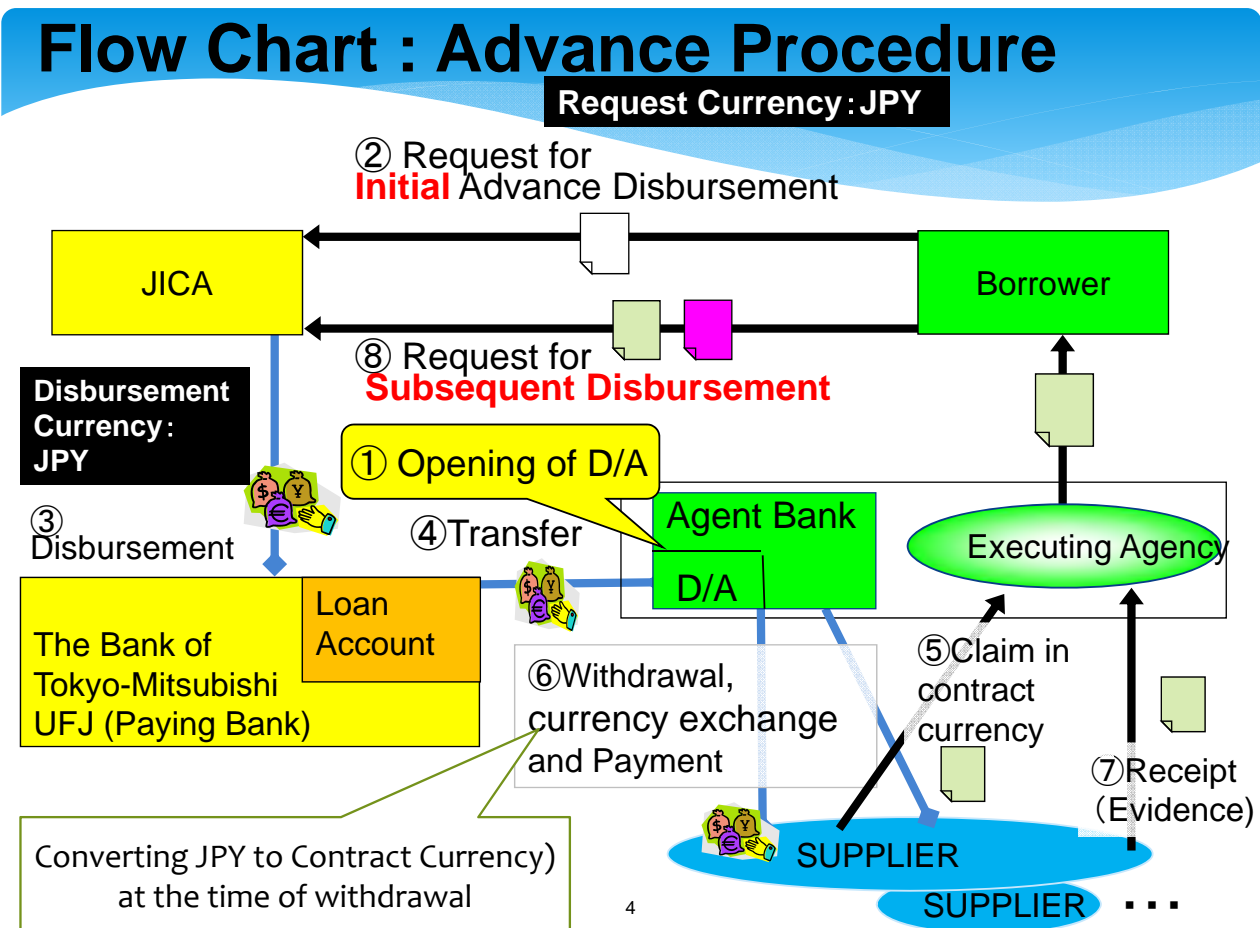
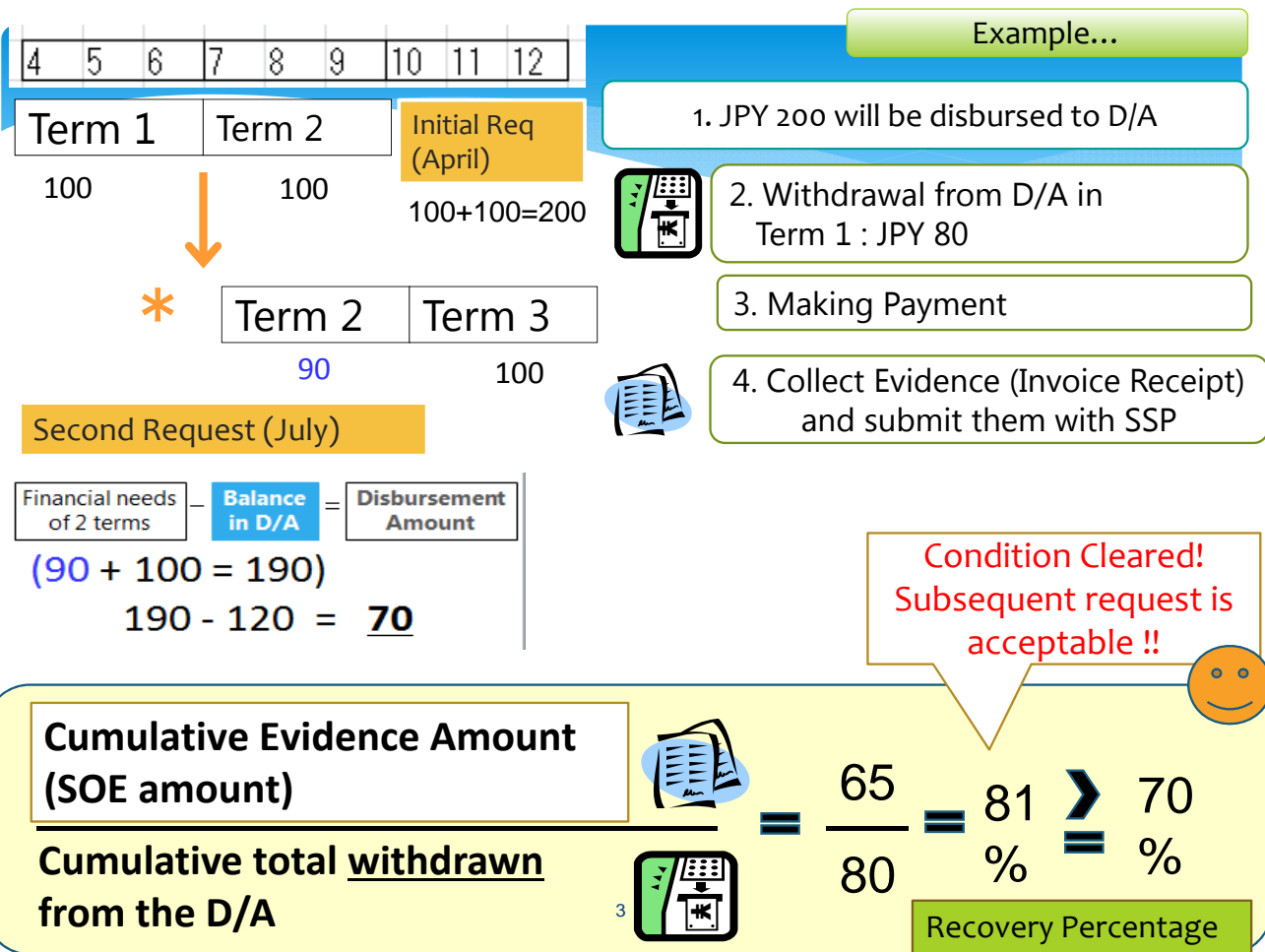
Amount to be Disbursed

INITIAL

Financial needs of 2 terms = Disbursement Amount
(Term1+Term2)

Subsequent Request

Financial needs of 2 terms - Balance in D/A = Disbursement Amount
(Term2+Term3)



Document Required for Advance Procedure

<Initial Disbursement>

RFD

(Request for (Initial Advance) Disbursement)

FF

Financial Forecast (2terms)

Evidence of opening of D/A Account

<Subsequent Disbursement>

FF

Financial Forecast (2terms)

RFD

Request for Disbursement

BS

Bank Statement of D/A
(to check withdrawal and transaction of D/A)

SOE

Statement of Expenditure

Rate

Evidence of Exchange Rate
(if Contract Currency is not JPY)

RS

D/A Reconciliation Statement
(to check recovery ratio & calculate the subsequent Request Amount)

From Supplier:

Invoice

and

Receipt

Request for Disbursement (RFD)

[Major Checkpoints for all documents]

- ✓ Consistency of ref no., dates (chronology), description, etc.
- ✓ Amount and its wording
- ✓ Account holder of Loan Account
- ✓ Signature by the authorized person of the Borrower / EA

- ✓ Form defined by LA
- ✓ Original
- ✓ 1RFD for 1DA

Request for Disbursement

to D/A Name : [Account no. or name]

Request for Advance Disbursement	Date:
Request for Advance Disbursement (in installments)	Application Serial No.:
Request for reporting justified expenditures only	

To: JAPAN INTERNATIONAL COOPERATION AGENCY

Attn: [Name of the Department or JICA Office in charge]

Ladies and Gentlemen:

Pursuant to the Loan Agreement No. _____ dated _____, between the JAPAN INTERNATIONAL COOPERATION AGENCY (hereinafter referred to as "JICA") and (the Borrower) (hereinafter referred to as the "Loan Agreement"), the undersigned hereby requests for Advance Disbursement, under the said Loan Agreement, of ¥ 220 (Say Japanese Yen Two hundred twenty) by being paid to the Loan Account of (Agent Bank of the Borrower) with (Paying Bank), Tokyo, Japan, from which (Agent Bank of the Borrower) transfers the amount to the Designated Account.

Timing of Sending Requests to JICA

1. In principle, once in 1 term (3month)*

Requests for advances should be prepared **promptly after the end of every term**, and sent to JICA.

2. When unexpected additional fund requirement and payments which cannot be met from the balance in the D/A occurs before the end of the term

3. When 1 years or less is left until the end of the project completion or Disbursement Period, by consultation with JICA, interval of submission of request may be changed.

However, in any cases, Recovery Percentage need to be more than 70%.

Financial Forecast (FF)

Financial Forecast

1. Breakdown by categories and/or by contract lots
2. The 2nd FF, the 1st Term(Term 2) covered would be updated from the 1st FF. → please back to **Concept** page
3. Please **write remarks/explanation** for large variations between previous forecasts, or for new fund requirements shown.
4. If the L/A provides for more than 1 D/A, the Borrower should indicate the requirement **per D/A**, or prepare a Financial Forecast separately.

- ✓ **Basic Form defined by LA**
(can be arranged with consultation between JICA)

Financial Forecast

- ✓ **Original**
- ✓ **1FF for multiple DA is acceptable** (Copy should be attached to each DA's request)
- ✓ **Refer to quarterly Progress Status Report**

Convert total amount at market rate to JPY ex. JPY1=LC10,

Serial No.	Particulars	Term 1						Term 2						Fund Requirements for Next 2 Terms		Fund Requirements for Advance Procedure in JPY
		Quarterly		Monthly		Monthly		Monthly		Monthly		Monthly		Local Currency	Foreign Currency	JPY
		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	LC	FC	LC	FC	LC	FC			
1																
1.1	Civil Works & Equipments	450		450		500		550		550		600		3,100	-	310
	<i>Subtotal</i>	450	-	450	-	500	-	550	-	550	-	600	-	3,100	-	310
2																
2.1	Consulting Services		30		30		30		35		35		35	-	195	195
2.2	Training	300		-		-		300		-		-	35	600	-	-
	<i>Subtotal</i>	300	30	-	30	-	30	300	35	-	35	-	35	600	195	195
3	Total (1+2)	750	30	450	30	500	30	850	35	550	35	600	35	3,700	195	505

IS: Forecast will be used for determining the amount of advances to be n

(JPY)

D/A: Civil Works & E	310
D/A: Consulting Serv	195

Reconciliation Statment (RS)

Financial Forecast

1. Summarize outflow and inflow of D/A.
2. Calculate recovery ratio and confirm it is more than 70%. If No, subsequent request is not acceptable.
3. Calculate request amount.

Reconciliation Statement (1/2)

REPORTING PERIOD: From 2012/4/1 To 2012/6/30
 CATEGORY: D/A: Civil Works & Equip.
 DESIGNATED ACCOUNT: Bank Name XYZ Bank, Tokyo Account XXXXXXXX-XXXX-XX
 DATE: 2012/7/4

(in Japanese Yen)

Detail	Current Period	Cumulative
Beginning cash balance		
1. D/A balance as of 2012/4/1	120	-
ADD: Advances from JICA		
2. Advances credited to D/A	70	270
3. Amount claimed but not yet credited as of the date of this statement	-	-
4. Total cash available (1+2+3)	190	270 ^a
LESS: Advances withdrawn from D/A		
5. Total amount justified by supporting documents	80	145 ^b
6. Total amount withdrawn but not yet justified by supporting documents	20	35 ^c (d-b)
7. Total withdrawn (5+6)	100	180 ^d (a-e)
8. Cash available less withdrawn (4-7)	90	-
Closing cash balance		
9. D/A balance as of 2012/6/30	90 ^e	-
Difference (8-9) should be zero	0 OK!	
Recovery Percentage (Total justified amount / Total amount withdrawn from D/A)	The percentage stipulated on the L/A 70%	80.6% b/d OK!

Reconciliation Statement (2/2)

- ✓ Form defined by LA
- ✓ Original
- ✓ 1RS for 1DA

7. Total withdrawn (5+6)	100	180 d (a-e)
8. Cash available less withdrawn (4-7)	90	-
Closing cash balance		
9. D/A balance as of 2012/6/30	90 ^e	-
Difference (8-9) should be zero	0 OK!	
Recovery Percentage (Total justified amount / Total amount withdrawn from D/A)	The percentage stipulated on the L/A 70%	80.6% b/d OK!

(in Japanese Yen)

Detail	Next Period	
Forecast of amount needed for next 2 periods		
10. Total Fund requirement	310	
11. Amount requested to be advanced (10-9)	220 ^f	
(Reference)		
Unjustified Amount when request for advance above is approved	345	a+f-b

Statement of Expenditure

1. Summary of information of Invoice and Receipt. SOE justifies disbursed amount for Loan.
2. Changing format of SOE is strictly prohibited.
3. SOE soft data (Excel form) should be submitted to JICA Egypt Office .
4. Contract concurrence shall be required in accordance with "Schedule 4 Procurement Procedure" of L/A.

(For those contracts subject to JICA's concurrence, Borrower will report expenditures **per concurrence number on SSP.** ex.) MY-XXX/C-001)

SOE (1/2)						
PROJECT LOAN NO.		XXXXXXXXXXXXXX IA-XXX		D/A NO. L/A CATEGORY		
No.	JICA CONC. NO./ CONTRACT No.	NAME OF SUPPLIER	NATIONALITY CODE *	Month/Date of Payment	Description	Amount (without)
JICA CONCURRENCE NO.						
1	IA-XXX/C-00X	ABC Company	IA	May-12	April Progress Payment	IAR
2	IA-XXX/C-00X	ABC Company	IA	June-12	May Progress Payment	IAR
3	IA-XXX/C-00X	ABC Company	IA	July-12	June Progress Payment	IAR
SUBTOTAL (JICA CONC. NO.: IA-XXX/C-00X)						IAR
CONTRACTS NOT REQUIRING CONCURRENCE						
1	IA-CIVIL-2012	XXX Co., LTD.	IA	May-12	April Progress Payment	IAR
2	Equip-2012	IA Co., LTD.	IA	June-12	Equipment	IAR
3	Equip-2012	IA Co., LTD.	IA	July-12	Equipment	IAR
SUBTOTAL (CONTRACTS NOT REQUIRING CONCURRENCE)						IAR

Contract concurrence shall be required depending on the stipulations in "Schedule 4 Procurement Procedure" of the L/A.

Amount Paid (without Tax) **		Disbursement %	Amount for JICA Financing in Contract Currency **		Exchange Date *	Exchange Rate	Amount for JICA Financing in Request Currency (JPY)	
IAR	2,200.00	100%	IAR	2,200.00	2012/5/12	120.4319	JPY	18
IAR	2,200.00	100%	IAR	2,200.00	2012/6/2	120.7678	JPY	18
IAR	1,500.00	100%	IAR	1,500.00	2012/7/1	120.1023	JPY	12
IAR	5,900.00		IAR	5,900.00			JPY	48
IAR	1,500.00	100%	IAR	1,500.00	2012/5/10	120.4234	JPY	12
IAR	1,500.00	100%	IAR	1,500.00	2012/6/8	120.7459	JPY	12
IAR	980.00	100%	IAR	980.00	2012/7/2	120.1003	JPY	8
IAR	3,980.00		IAR	3,980.00			JPY	32

guidelines and eligible under the Loan Agreement.

TOTAL AMOUNT in JPY

80

Exchange Date: the date of withdrawal from D/A
Its evidence need to be attached.

- ✓ Form defined by LA
- ✓ Original
- ✓ 1SOE for 1DA

Change of SOE format is restricted.
Regarding SOE, not only a hard copy, please also submit digital format (soft copy) to JICA.

Request for reporting justified expenditures only (No disbursement) is acceptable.

Request for Disbursement

to D/A Name : [Account no. or name]

Request for Advance Disbursement	Date:
Request for Advance Disbursement (in installments)	Application Serial No.:
Request for reporting justified expenditures only	

To: JAPAN INTERNATIONAL COOPERATION AGENCY

Attn: [Name of the Department or JICA Office in charge]

Ladies and Gentlemen:

Pursuant to the Loan Agreement No. _____ dated _____, between the JAPAN INTERNATIONAL COOPERATION AGENCY (hereinafter referred to as "JICA") and (the Borrower) (hereinafter referred to as the "Loan Agreement"), the undersigned hereby requests for Advance Disbursement, under the said Loan Agreement, of ¥ 220 (Say Japanese Yen Two hundred twenty) by being paid to the Loan Account of (Agent Bank of the Borrower) with (Paying Bank), Tokyo, Japan, from which (Agent Bank of the Borrower) transfers the amount to the Designated Account.

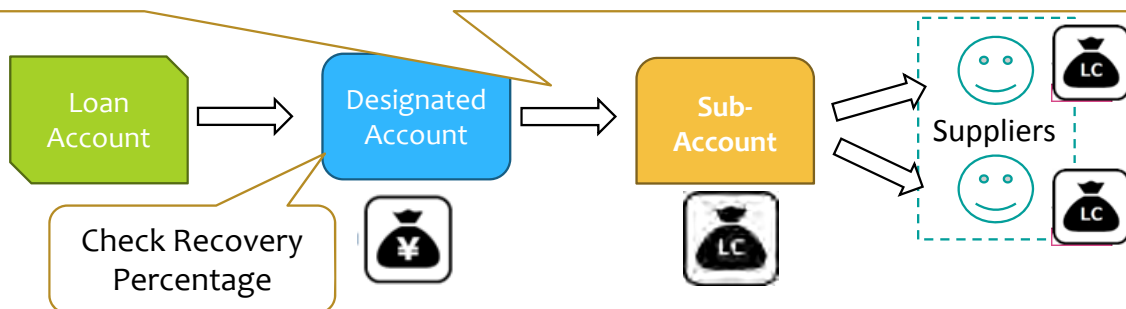
1 The undersigned has prepared the Financial Forecast and other accompanying

Points to be careful: Sub-Account

- Depending on the nature of the Project and payment patterns, the Borrower may also maintain **an account denominated in Local Currency** as a **“Sub-Account”**.

$$\frac{\text{Cumulative SOE Amount}}{\text{Cumltive total withdrawn from the D/A}} \geq 70\%$$

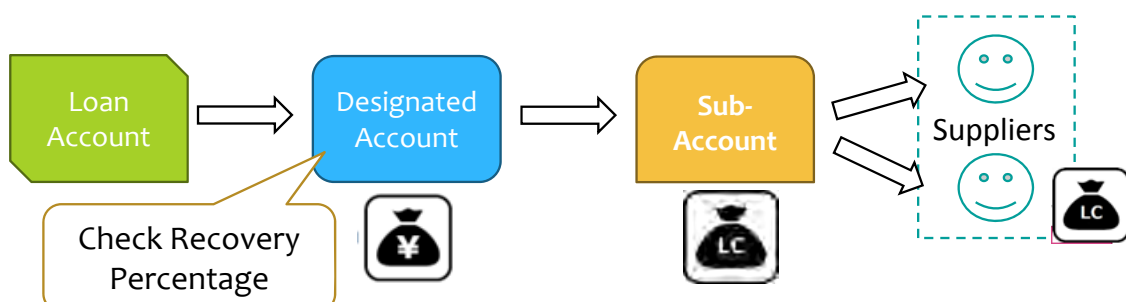
If most of D/A amount has been withdrawn and transferred to Sub-Account, there is a risk of not achieving 70% rule !!!



Solution for Sub Account Problem

- Transfer the amount only the amount claimed by suppliers just before payment** is advisable to achieve recovery percentage of D/A.

$$\frac{\text{Cumulative SOE Amount}}{\text{Cumltive total withdrawn from the D/A}} \geq 70\%$$



Closing of D/A

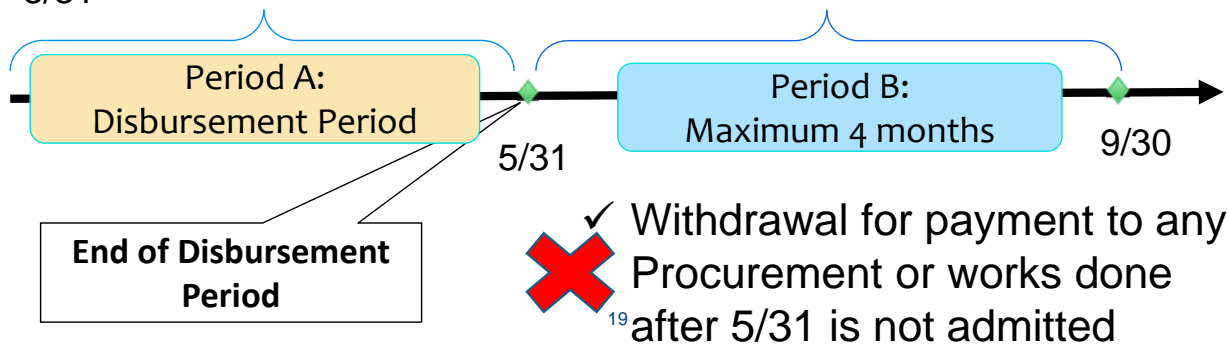
STEP 1: At the time of Project completion or expiry of Disb.Period Borrower shall discuss with JICA when to close the D/A.

If Disb Amount = Justified Amount by SOE → Immediate Close If not, by applying Special Rule and collect SOE within 4 month is acceptable.

Special Rule

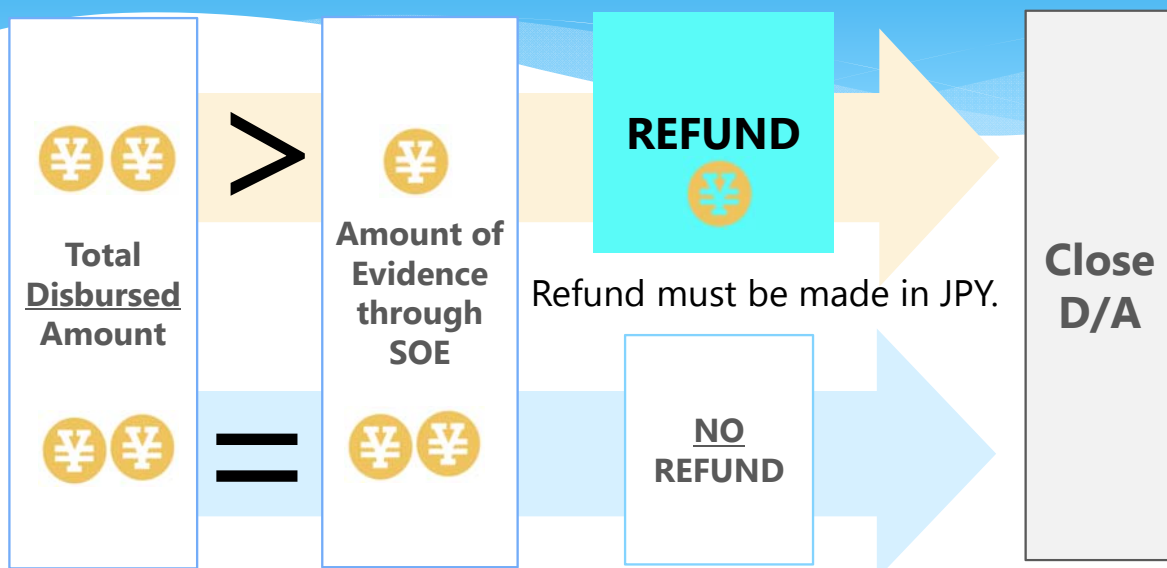
(A*) Procurement and works completed before 5/31

Withdrawal of funds from D/A (for A* only) and submission of such evidence to JICA may be admitted.

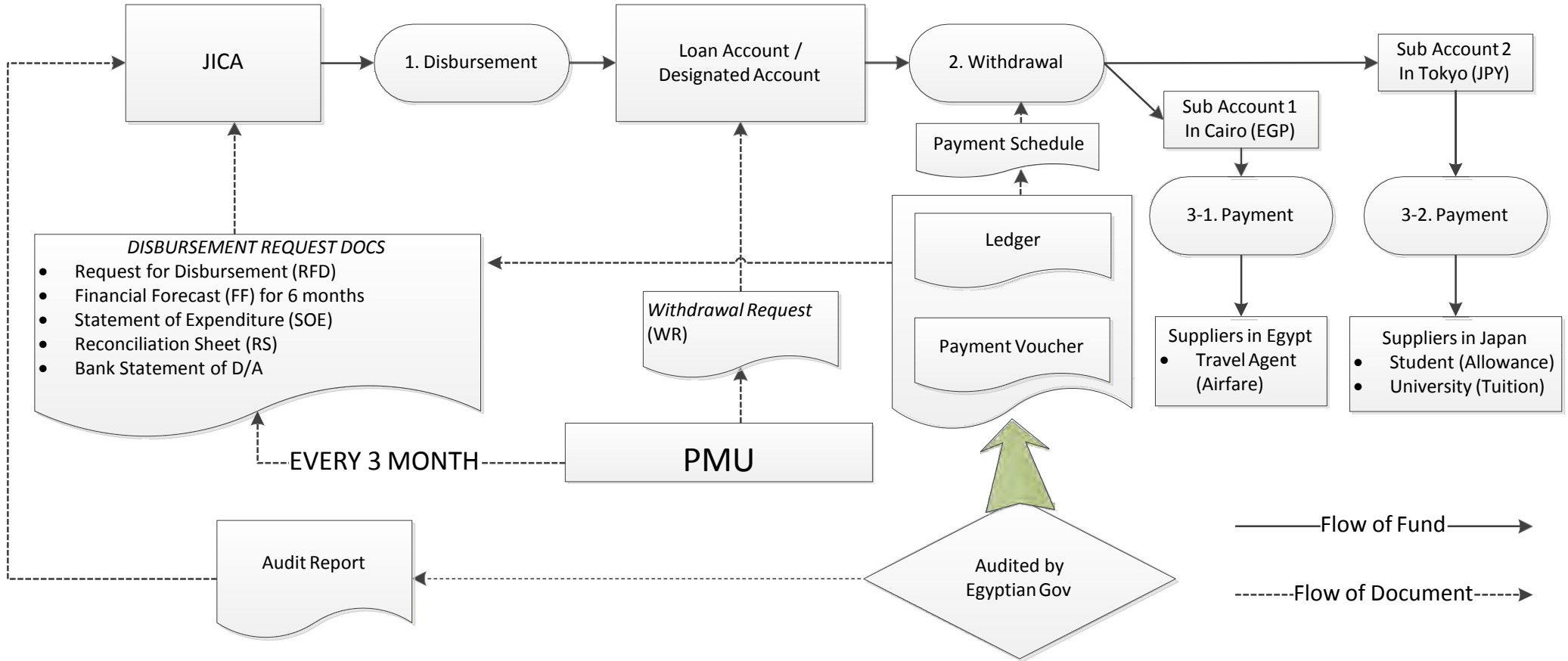


Close D/A

STEP 2 :After the 4 month of disbursement period...



EJEP-HRDP Fund / Financial Documents FLOW



FINANCIAL FORECAST STATEMENT

PROJECT NAME: EJEP-Human Resource Development Project (EJEP-HRDP)

LOAN NO.:

DATE: 20 Feb 2018

Serial No.	Particulars	Term 1						Term 2						Fund Requirements for Next 2 Terms		Fund Requirements for Advance Procedure in JPY	
		March		April		May		June		July		Aug		Local Currency	Foreign Currency	JPY	
		LC	FC	LC	FC	LC	FC	LC	FC	LC	FC	LC	FC				
1	Scholarship	(in 000JPY)		(in 000JPY)		(in 000JPY)		(in 000JPY)		(in 000JPY)		(in 000JPY)		(in JPY)		(in JPY)	
	Post Graduate Program																
	(A-1): PhD Program		42,137		5,113		4,313		4,313		4,313		14,368		74,557,000		74,557,000
	(A-2): MA Program		0		0		0		0		0		0		0		0
	Non-degree Study & Research Program																
	(B-1): Short Study		0		0		0		0		10,900		6,000		16,900,000		16,900,000
	(C-1): Semester Study		0		0		0		6,900		6,000		0		12,900,000		12,900,000
	(D-1): One-year Study		0		0		0		0		13,800		3,750		17,550,000		17,550,000
	(E-1): Joint Supervision		6,000		3,576		1,816		1,816		1,816		16,816		31,840,000		31,840,000
	(E-2): Pos-Doc, JR, R Exchange		5,250		1,715		2,835		1,715		1,715		16,715		29,945,000		29,945,000
	Training Program																
	(F): Basic Education Group Training		0		1,700		17,700		1,700		114,308		9,700		145,108,000		145,108,000
	(G): Health Group Training		0		1,700		5,700		12,500		1,700		19,348		40,947,700		40,947,700
	(H): Health OJT Program		0		707		0		0		0		18,049		18,756,000		18,756,000
	(I): CDM Capacity Building		0		1,280		2,400		6,336		0		1,920		11,936,000		11,936,000
	Total	0	53,387	0	15,791	0	34,764	0	35,280	0	154,552	0	106,666	0	400,439,700		400,439,700

NOTES: Forecast will be used for determining the amount of advances to be made.

D/A: Scholarship Program	400,439,700
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現地業務日程

業務	日程	主たる活動		業務担当者
第1次 現地業務	2017年 3月3日～ 3月18日	高等教育	<ul style="list-style-type: none"> 第1回公募の学位留学生選考にかかる各種支援・調整 非学位留学プログラム開発支援・調整 	濱野、末廣、 山野、田中、 北詰
		基礎教育	<ul style="list-style-type: none"> 基礎教育分野の集団研修の詳細設計支援 研修概要（コンセプトペーパー）の合意 	
		保健	<ul style="list-style-type: none"> 保健分野の集団研修の詳細設計支援 看護教育研修のプログラム内容策定に向けた看護技術学校視察 	
第2次 現地業務	2017年 4月20日～ 4月29日	高等教育	<ul style="list-style-type: none"> 第2回公募学位・非学位留学の選考基準・プロセス、年間スケジュールの提案 学位・非学位留学先選定のためのデータベース作成支援 	濱野、山野、 内山、今田
		資金管理	<ul style="list-style-type: none"> 人材育成事業各種プログラムの奨学金支払額・承認プロセスにかかる提案・協議 	
第3次 現地業務	2017年 5月19日～ 5月27日	基礎教育	<ul style="list-style-type: none"> 提案依頼書（RFP）案の共有、修正作業 集団研修入札方法についての検討 	濱野、榎本、 田中、北詰
		保健	<ul style="list-style-type: none"> 提案依頼書（RFP）案の共有、修正作業 集団研修入札方法についての検討 現場研修（OJT）候補者選定プロセスにかかる協議 	
第4次 現地業務	2017年 7月28日～ 8月5日	高等教育	<ul style="list-style-type: none"> 第3回公募学位・非学位留学の選考要件・選考方法・スケジュール策定支援 	濱野、末廣、 山野、内山、 田中、北詰
		基礎教育	<ul style="list-style-type: none"> WG1新メンバーへの研修概要の説明、RFP最終化支援 研修受入機関選定スケジュールおよび選考手順に係る協議・合意 	
		保健	<ul style="list-style-type: none"> RFP最終化支援 研修受入機関選定スケジュールおよび選考手順に係る協議・合意 OJT受入機関選定にかかる協議 看護教育研修の実施可否についての協議 	
第5次 現地業務	2017年 9月8日～ 9月22日	高等教育	<ul style="list-style-type: none"> 第3回公募非学位留学の要件整理、スケジュール調整 人材育成事業ポータルウェブサイトのコンテンツ・開設場所についての提案・協議 CDM研修のニーズ調査 	濱野、末廣、 山野、今田、 内山、田中、 北詰
		基礎教育	<ul style="list-style-type: none"> RFP修正・最終化、参考価格（案）提出 入札手順の整理・見直し、スケジュール調整 	
		保健	<ul style="list-style-type: none"> RFP修正・最終化、参考価格（案）提出 入札手順の整理・見直し、スケジュール調整 OJT受入の候補機関リスト（案）共有、本邦医 	

			療機関へのコンタクト方法に関する提案・協議	
第6次 現地業務	2017年 10月27日～ 11月4日	高等教育	<ul style="list-style-type: none"> 第3回公募学位留学の優先分野策定、応募要件整理、スケジュール調整支援 ポータルサイト内容にかかる協議 CDM研修にかかる協議(受入候補機関コメントの共有、研修内容調整) 	濱野、末廣、 内山、齋藤
		保健	<ul style="list-style-type: none"> RFP修正作業、入札スケジュールの最終調整 OJT候補者選定にかかる協議、OJT受入の候補機関リスト(修正版)の共有、OJT実施にかかる懸案事項の整理 	
第7次現 地業務	2017年 12月8日～ 12月23日	高等教育	<ul style="list-style-type: none"> 第3回公募の募集内容、選考スケジュール、派遣方法等にかかる協議、策定支援 CDM研修に関する本邦大学個別訪問結果共有 	濱野、末廣、 内山、齋藤、 今田
		保健	<ul style="list-style-type: none"> RFP修正・最終化、参考価格(修正案)提出 本邦大学・受入機関からの要望を踏まえたOJT候補者選定プロセス見直しにかかる協議 	
		資金管理	<ul style="list-style-type: none"> 資金需要見込み策定にかかる基礎データ収集・作成支援 	
第8次 現地業務	2018年 2月9日～ 2月17日	高等教育	<ul style="list-style-type: none"> 第3回公募募集状況確認、プレースメント支援 CDM研修に関する本邦大学訪問結果共有、研修内容の見直し 	濱野、山野、 内山、田中、 榎本、今田
		基礎教育	<ul style="list-style-type: none"> RFP修正・最終化、参考価格(修正案)提出 	
		資金管理	<ul style="list-style-type: none"> 第一回貸付実行に向けた各種支援 	
第9次 現地業務	2018年 3月16日～ 3月24日	基礎教育	<ul style="list-style-type: none"> 入札手続き(質疑回答)支援 	末廣、田中、 榎本、齋藤
		保健	<ul style="list-style-type: none"> 入札手続き(質疑回答)支援 OJT選考手続きの整理、受入候補機関リスト(アップデート版)提出 	
第10次 現地業務	2018年 4月27日～ 5月5日	高等教育	<ul style="list-style-type: none"> 第3回公募選考進捗状況確認、プレースメント支援 第4回公募実施スケジュール策定支援 	末廣、山野、 田中、榎本、 今田
		基礎教育	<ul style="list-style-type: none"> 応札状況確認、入札手続き進捗支援 	
		保健	<ul style="list-style-type: none"> 応札状況確認、入札手続き進捗支援 OJT応募者用申請書類作成支援 	
		資金管理	<ul style="list-style-type: none"> 入出金管理フォーマット提案、協議 第二回以降の貸付実行に向けた各種支援 	
第11次 現地業務	2018年 6月22日～ 6月30日	高等教育	<ul style="list-style-type: none"> 第3回公募選考進捗状況確認、プレースメント支援 第4回公募開始に向けた各種支援 CDM研修の詳細設計・実施方針策定支援 	濱野、今田、 内山

		資金管理	・ 支出内容記載書類、勘定調整表、資金需要見込みなどJICA提出用書類作成のための各種支援	
「エ」国 常駐業務	2017年3月3日 ～6月2日／ 2017年7月8日 ～11月25日／ 2017年12月10 日～2018年2月 23日	高等教育 基礎教育 保健 資金管理	・ 全体管理、留学の調整に係る助言やノウハウの移転	北村
「エ」国 常駐業務 (代理)	2018年8月24 日～9月13日／ 2018年9月20 日～10月18日 ／2018年10月 26日～11月3日 ／2018年11月9 日～24日／2018 年12月15日～ 22日／2019年1 月20日～26日 ／2019年2月9 日～15日	高等教育 基礎教育 保健 資金管理	・ 全体管理、留学の調整に係る助言やノウハウの移転	濱野、内山

国内訪問先一覧

	日程	訪問先	分野
2017 年	2月15日	東京女子医大学	保健（集団研修・OJT）
	2月24日	神戸大学	保健（集団研修）
	3月6日	山梨県立大学	保健（集団研修）
	3月6日	筑波大学	基礎教育（集団研修）
	3月7日	国土舘大学	保健（集団研修）
	3月24日	福井大学	基礎教育（集団研修）
	3月27日	岡山大学	基礎教育（集団研修）
	3月30日	宮城教育大学	基礎教育（集団研修）
	4月3日	駒沢女子短期大学	基礎教育（集団研修）
	4月11日	東京女子医大学	保健（集団研修・OJT）
	4月11日	国土舘大学	保健（集団研修）
	4月21日	神戸大学	保健（集団研修）
	4月22日	順天堂大学	保健（集団研修）
	4月22日	熊本大学	保健（集団研修）
	4月28日	千葉大学	保健（集団研修）
	4月28日	東京慈恵会医療大学	保健（集団研修）
	4月28日	長崎大学	保健（集団研修）
	5月8日	成田医療福祉大学	保健（集団研修）
	5月11日	広島大学	基礎教育（集団研修）
	5月15日	東京慈恵会医療大学	保健（集団研修）
	5月16日	成田医療福祉大学	保健（集団研修）
	5月18日	東京大学	基礎教育（集団研修）
	5月19日	東京女子医大学	保健（集団研修・OJT）
	6月1日	福井大学	基礎教育（集団研修）
	6月28日	福井大学	基礎教育（集団研修）
	7月3日	東京女子医大学	保健（集団研修・OJT）
	7月4日	名古屋大学	基礎教育（集団研修）
	7月11日	筑波大学	基礎教育（集団研修）
	7月13日	国土舘大学	保健（集団研修）
	7月19日	宮城教育大学	基礎教育（集団研修）
	7月21日	人材育成事業説明会	高等教育／基礎教育（集団研修）
	7月24日	福井大学	基礎教育（集団研修）
7月26日	山梨県立大学	保健（集団研修）	

	8月7日	福井大学	基礎教育（集団研修）
	8月9日	北海道大学	高等教育（学位・非学位）
	8月28日	高知大学	基礎教育（集団研修）
	9月1日	成田医療福祉大学	保健（集団研修）
	9月7日	福井大学	基礎教育（集団研修）
	9月11日	立命館大学	高等教育（CDM 研修）
	9月26日	佐久大学	保健（集団研修）
	10月11日	湘南鎌倉病院	保健（OJT）
	10月12日	総合南東北病院	保健（OJT）
	10月19日	北里大学病院	保健（集団研修・OJT）
	10月20日	北海道大学	保健（集団研修）
	10月23日	聖路加国際大学	保健（OJT）
	10月24日	成田医療福祉大学	保健（集団研修）
	11月7日	北里大学	保健（集団研修）
	11月9日	愛知県立大学	保健（集団研修）
	11月21日	広島大学	保健（集団研修・OJT）
	11月27日	立命館大学	高等教育（CDM 研修）
	11月28日	北里大学病院	保健（集団研修）
	11月30日	立命館アジア太平洋大学	高等教育（CDM 研修）
	11月30日	新潟県立看護大学	保健（集団研修）
	11月30日	佐久大学	保健（集団研修）
	12月1日	九州大学	高等教育（CDM 研修）
	12月6日	人材育成事業説明会	高等教育／保健（集団研修・OJT）
	12月22日	聖路加国際大学	保健（OJT）
	12月25日	足利赤十字病院	保健（OJT）
	12月26日	東京女子医大学	保健（集団研修・OJT）
	12月28日	日本赤十字看護大学	保健（集団研修）
2018年	1月5日	立命館アジア太平洋大学	高等教育（CDM 研修）
	1月5日	北里大学病院	保健（集団研修）
	1月16日	国土館大学	保健（集団研修）
	1月31日	創価大学	高等教育（CDM 研修）
	4月2日	神戸大学	高等教育（CDM 研修）

21_Assignment Schedule

別添

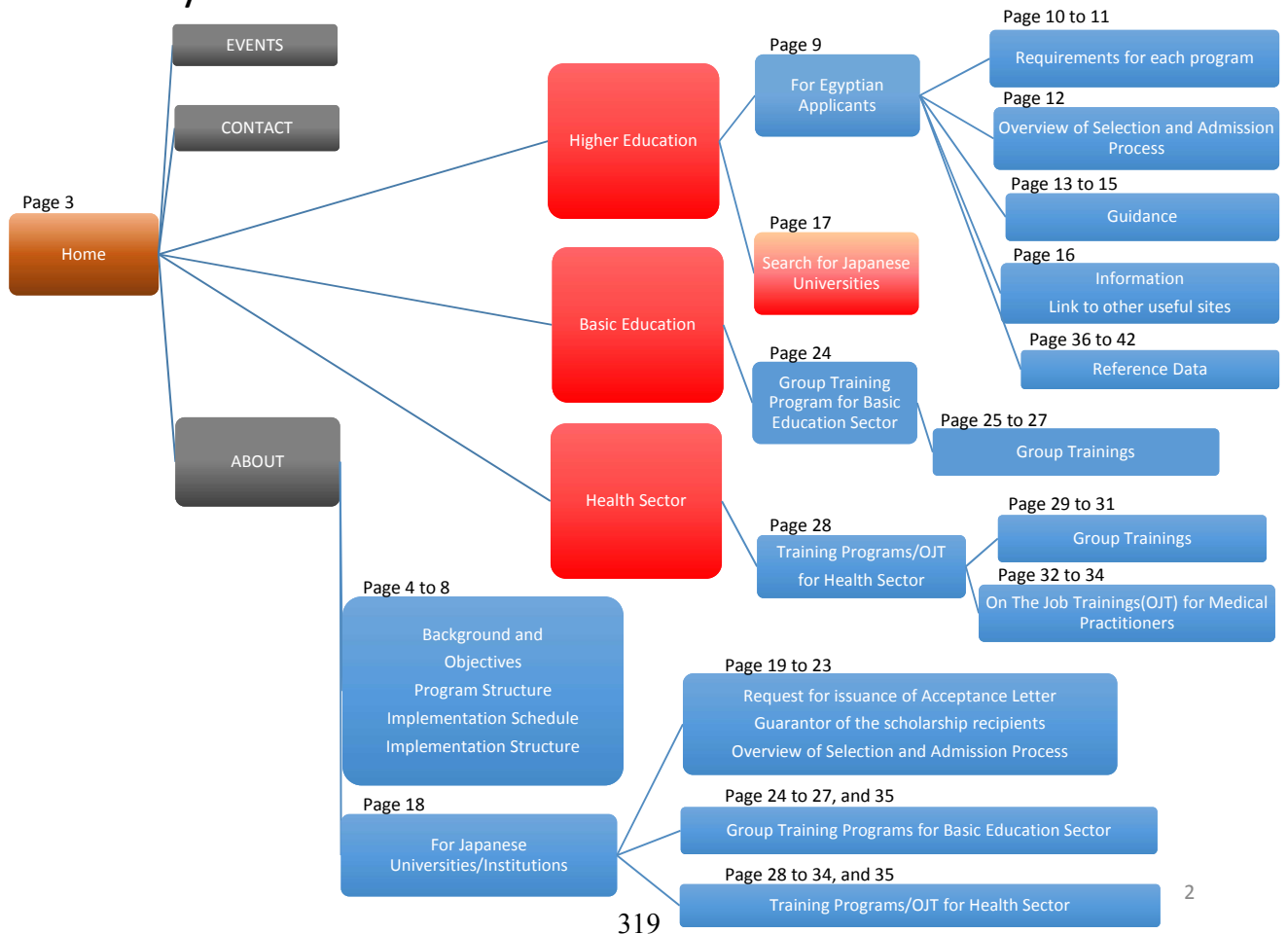
業務従事者の従事計画/実績表

氏名 (担当業務)		格付	渡航回数	2016年度												2017年度												2018年度												日数 合計	人月 合計
				2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2													
濱野 正啓 (総括/高等教育留学プログラム実施促進Ⅰ)	計画	13		■ (11日)	■ (11日)	■ (11日)			■ (11日)		■ (10日)	■ (9日)	■ (9日)			■ (9日)					■ (16日)	■ (16日)	■ (6日)	■ (4日)	■ (8日)		■ (7日)	147	4.90												
	実績	10		3/3-18 (16日)	4/20-29 (10日)	5/19-27 (9日)			7/28-31 (4日)	8/1-5 (5日)	9/13-22 (10日)	10/27-31 (5日)	11/1-4 (4日)	12/15-23 (9日)		2/9-17 (9日)					6/22-30 (9日)		8/24-9/8 (8日)	9/8-9/20 (11日)	10/6-10/6 (6日)	11/9-17 (9日)	12/15-22 (8日)	2/10-16 (7日)	147	4.90											
末廣 眞由美 (副総括/高等教育留学プログラム実施促進Ⅱ)	計画	7		■ (11日)	■ (11日)					■ (11日)	■ (9日)		■ (9日)			■ (9日)	■ (9日)											69	2.30												
	実績	7		3/8-18 (11日)					7/28-31 (4日)	8/1-5 (5日)	9/8-20 (13日)	10/27-31 (5日)	11/1-4 (4日)	12/8-16 (9日)		3/16-24 (9日)	4/27-30 (4日)	5/1-5 (5日)										69	2.30												
北村 義也 (高等教育分野等海外エッセ ンシャル/国際交流推進能力強 化支援)	計画	3		■ (75日)			■ (75日)			■ (150日)																			300	10.00											
	実績	3		3/3-31 (29日)	4/1-30 (30日)	5/1-31 (31日)	6/1-2 (2日)	7/8-31 (24日)	8/1-31 (31日)	9/1-30 (30日)	10/1-31 (31日)	11/1-25 (25日)	12/10-31 (22日)	1/1-12.19-31 (25日)	2/1-23 (23日)													303	10.10												
山野 直樹 (高等教育研究プログラム 実施促進Ⅰ)	計画	6		■ (10日)		■ (10日)				■ (10日)		■ (11日)		■ (11日)							■ (11日)							63	2.10												
	実績	6		3/3-11 (9日)	4/20-29 (10日)			7/28-31 (4日)	8/1-5 (5日)	9/15-22 (8日)		10/27-31 (5日)	11/1-4 (4日)	12/15-23 (9日)		2/9-17 (9日)					4/27-30 (4日)	5/1-5 (5日)					54	1.80													
内山 卓也 (高等教育研究プログラム 実施促進Ⅱ)	計画	11			■ (10日)			■ (10日)		■ (8日)		■ (9日)		■ (9日)		■ (8日)	■ (9日)				■ (9日)		■ (8日)	■ (8日)	■ (16日)	■ (9日)	■ (9日)	■ (6日)	119	3.97											
	実績	8			4/20-29 (10日)			7/28-31 (4日)	8/1-5 (5日)	9/15-22 (8日)	10/27-31 (5日)	11/1-4 (4日)	12/15-23 (9日)		2/9-17 (9日)						6/22-30 (9日)		8/29-9/13 (3日)	9/13-9/13 (13日)	10/3-18, 26-11/3, 11/14-24 (16日)	11/14-24 (3日)	1/20-26 (7日)	122	4.07												
田中 悦太郎 (基礎教育研修プログラム 実施促進Ⅰ)	計画	7		■ (9日)		■ (9日)		■ (8日)		■ (8日)		■ (9日)		■ (9日)	■ (9日)	■ (9日)					■ (9日)							61	2.03												
	実績	7		3/10-18 (9日)		5/19-27 (9日)		7/29-31 (3日)	8/1-3 (3日)	9/8-16 (9日)					2/9-17 (9日)	3/16-24 (9日)	4/27-30 (4日)	5/1-5 (5日)										60	2.00												
磯尾 けいこ (基礎教育研修プログラム 実施促進Ⅱ)	計画	5		■ (10日)						■ (9日)				■ (8日)	■ (9日)	■ (9日)					■ (9日)							45	1.50												
	実績	5				5/19-27 (9日)				9/8-16 (9日)					2/9-17 (9日)	3/16-24 (9日)	4/27-30 (4日)	5/1-5 (5日)										45	1.50												
北詰 秋乃 (保健研修プログラム実施 促進Ⅰ)	計画	4		■ (10日)	■ (10日)			■ (10日)		■ (10日)																		40	1.33												
	実績	4		3/10-18 (9日)		5/19-27 (9日)		7/29-31 (3日)	8/1-3 (3日)	9/9-15 (7日)																		31	1.03												
奇藤理奈 (保健研修プログラム実施 促進Ⅰ)	計画	1																								■ (9日)	9	0.30													
	実績	3										10/28-31 (4日)	11/1-4 (4日)	12/8-16 (9日)		3/16-24 (9日)											26	0.87													
澤井 研二 (保健研修プログラム実施 促進Ⅱ)	計画	2									■ (9日)		■ (9日)															18	0.60												
	実績	0																									0	0.00													
今田 達雄 (ファイナンシャルマネジ メント実施促進Ⅰ)	計画	6				■ (6日)				■ (6日)			■ (6日)		■ (9日)						■ (9日)	■ (9日)						45	1.50												
	実績	6			4/20-29 (10日)					9/15-22 (8日)			12/15-23 (9日)		2/9-17 (9日)						4/27-30 (4日)	5/1-5 (5日)	6/22-30 (9日)				54	1.80													
																												現地業務小計	計画	916	30.53										
																														実績	911	30.37									

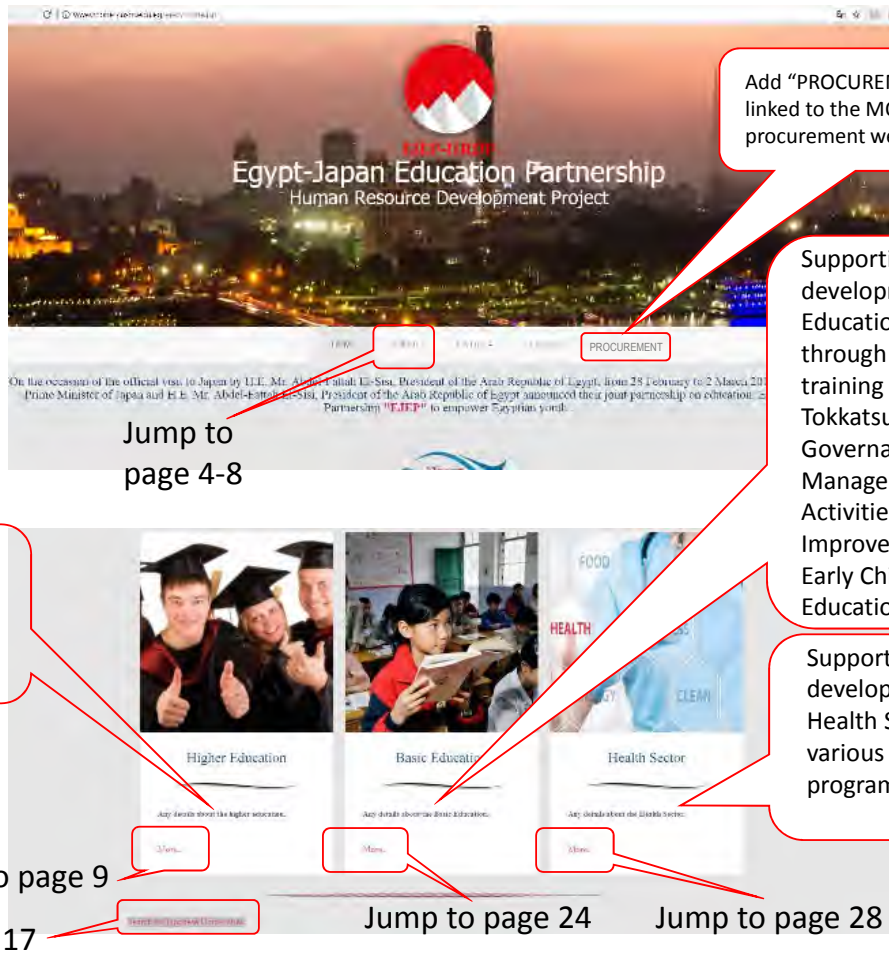
Portal Site of EJEP-HRDP for Egyptian Applicants and Japanese Institutions

Feb 2018
Revised 23th February 2018
JICA / Asia SEED

Hierarchy of website



Home



Supporting studying abroad to Japanese universities through Degree and Non-degree programs

Supporting capacity development for Basic Education Sector through various training programs on Tokkatsu, School Governance Management, Activities, Learning Improvement and Early Childhood Education

Supporting capacity development for Health Sector through various training programs and OJT

Jump to page 9

Jump to page 17

Jump to page 9

Jump to page 24

Jump to page 28

ABOUT

Background and Objectives

“Egypt-Japan Education Partnership” (EJEP): (EJEP) is a joint partnership on education for the purpose of capacity building of Egyptian youth. It was initiated during President El-Sissi visit to Japan from February 28th – March 2nd, 2016, when the two country leaders asserted the importance of peace promotion, fighting terrorism and extremism and to enhance peace, stability, development and prosperity.

Jump to page 18

For Japanese Universities/Institutions

Egypt-Japan Education Partnership: Human Resource Development Project (EJEP-HRDP)

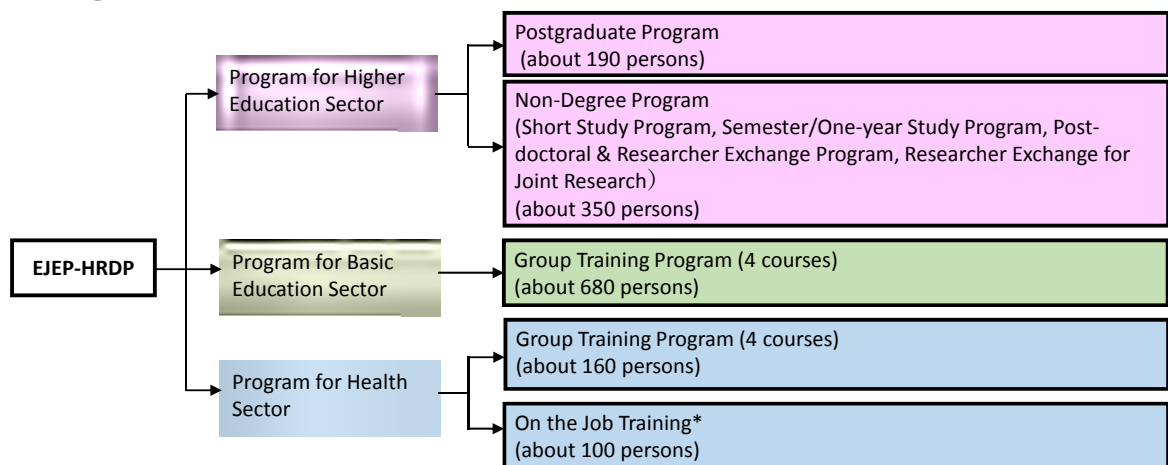
**Yen loan scholarship
Human Resource Development Project
(EJEP-HRDP)**

- **Project Name:**
Egypt-Japan Education Partnership: Human Resource Development Project (EJEP-HRDP)
- **Number of people planned to accept:** about 1,360
- **Loan Agreement : L/A Signing:** May 2nd 2017
- **Credit limit:** 10.1 billion 92 million Japanese yen
- **Use of loan funds:** Apply for tuition fees, accommodation expenses, travel expenses etc. necessary for Egyptian study/training in Japan

5

Egypt-Japan Education Partnership: Human Resource Development Project (EJEP-HRDP)

■ Program Structure



* Utilize Advanced Clinical Training of Foreign Medical Practitioners

6

Egypt-Japan Education Partnership: Human Resource Development Project (EJEP-HRDP)

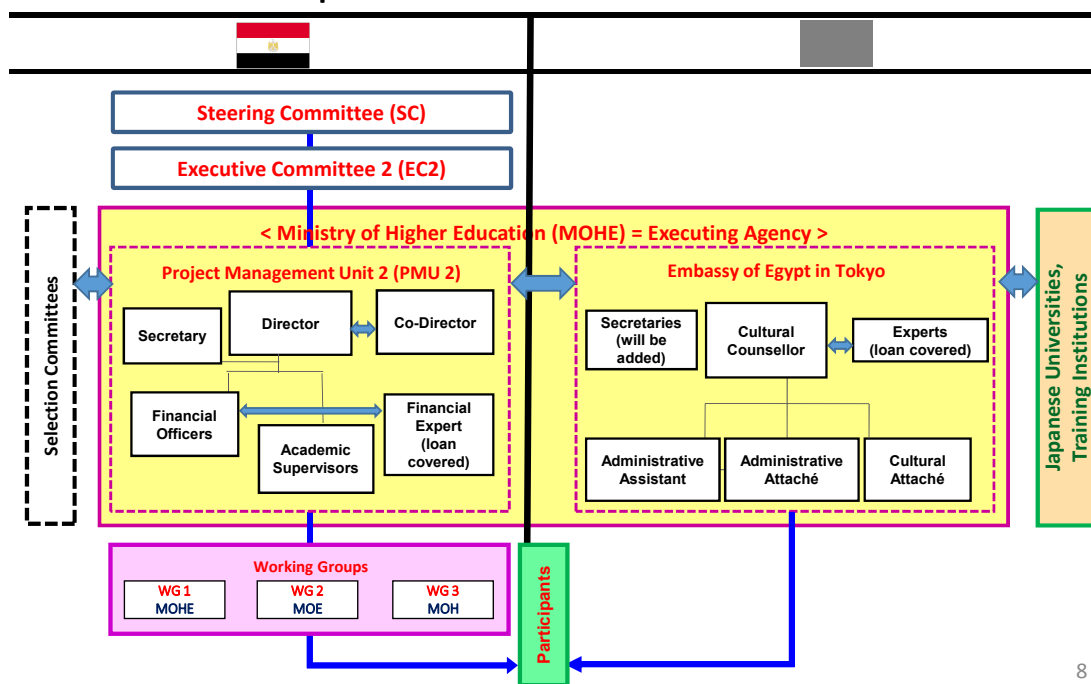
- Implementation schedule for each program (planned)

Program Name	2017	2018	2019	2020	Total
Postgraduate Program	25	55	55	55	190
Non-Degree Program	70	70	105	105	350
Group Training Program (Basic Education)	135	135	140	140	550*
Group Training Program (Health)	40	40	40	40	160
On the Job Training (Health)	25	25	25	25	100

* Number of trainees will be increased up to 680.

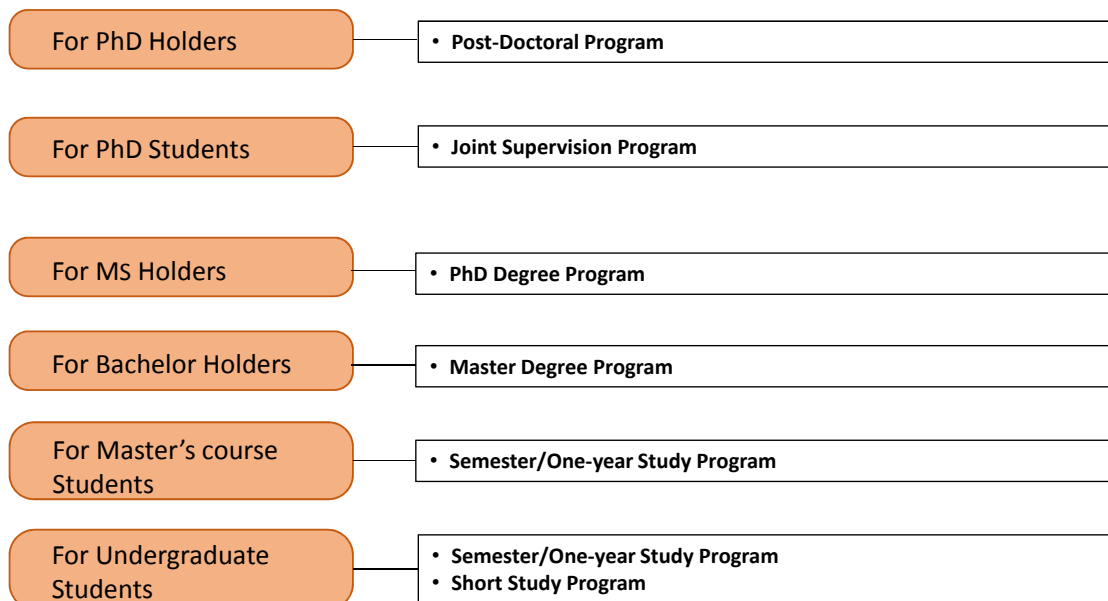
7

Implementation Structure



8

For Egyptian Applicants



9

Requirement for Postgraduate /Joint Supervision / Post-Doctoral Programs

Program	PhD Degree Program	Master Degree Program	Joint Supervision Program	Post-Doctoral Program
Age	To the date of announcement - No more than 30 Years	To the date of announcement - No more than 26 Years	To the date of announcement - No more than 35 Years	To the date of announcement - No more than 40 Years for lecturer, 45 Years for assistant professor, 50 Years for professor
Degree / Position	Lecturer or research assistant who holds Master degree	Those who hold Bachelor degree	Lecturer or assistant researcher studying in PhD	Lecturer or Assistant professor or professor
Required Certificate	Master Degree & Bachelor with at least GPA 3.2 or "very good"	Bachelor with at least GPA 3.2 or "very good"	Master Degree & Bachelor with at least GPA 3.2 or "very good"	PhD Degree
Language Proficiency	6.0 IELTS - 79 TOEFL IBT	6.0 IELTS - 79 TOEFL IBT	5.5 IELTS - 59 TOEFL IBT	5.5 IELTS - 59 TOEFL IBT PhD from Japanese university not required language certificate
Duration of Benefit	3 years	2 years	1 year	6 months
Stipend Items	Application Fee, Entrance Fee, Tuition Fee, Living Allowance, Travel Expenses and so on *The amount of stipend is not open to the public	Application Fee, Entrance Fee, Tuition Fee, Living Allowance, Travel Expenses and so on *The amount of stipend is not open to the public	Program Fee (or Research Fee), Living Allowance, Travel Expenses and so on *The amount of stipend is not open to the public	Program Fee (or Research Fee), Living Allowance, Travel Expenses and so on *The amount of stipend is not open to the public

*Japanese examiners are included in the selection committee and selection is strictly implemented

Requirement for Semester/One-year/Short Study Programs

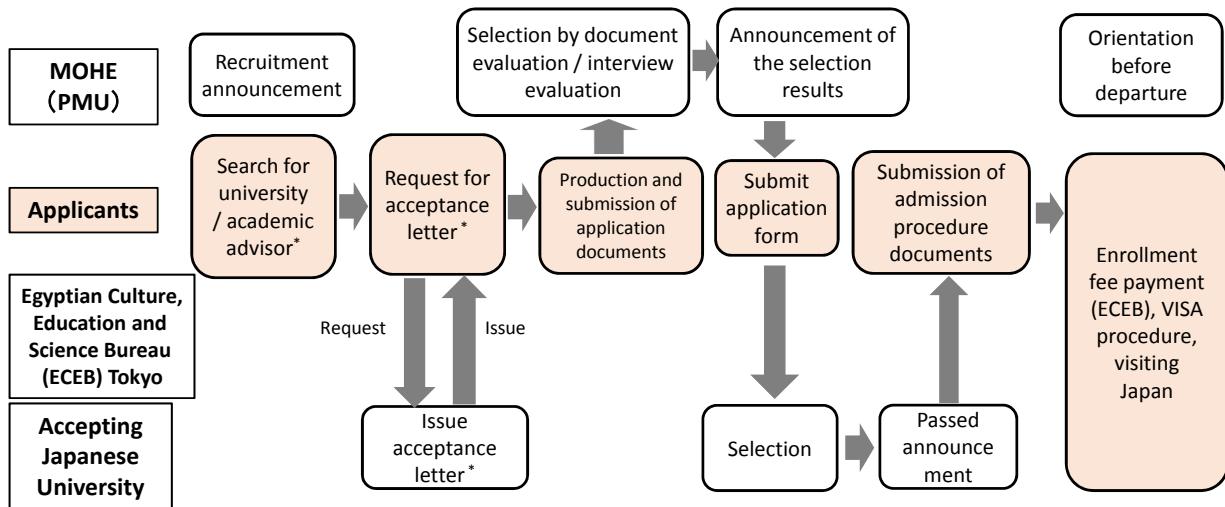
	Semester / One-year Study Program		Short Study Program
Target	Master's Course Students	Undergraduate Students	Undergraduate Students
Age	To the date of announcement - No more than 30 Years	To the date of announcement - No more than 22 Years	To the date of announcement - No more than 22 Years
Academic Performance	At least GPA 3.2 or "very good" in Master Degree / Bachelor	At least GPA 3.2, 80% or "very good" for academic performance or equivalent at the time of application	At least 80% or "very good" for academic performance or equivalent at the time of application
Language Proficiency	English: 5.5 IELTS – 59 TOEFL IBT or Japanese: JLPT N4 for Japanese-related program	English: 5.5 IELTS – 59 TOEFL IBT or equivalent or Japanese: JLPT N5 for Japanese-related program	-
Duration of Benefit	6 months / 1 year	6 months / 1 year	1 month
Stipend Items	Program Fee, Living Allowance, Travel Expenses and so on *The amount of stipend is not open to the public	Program Fee, Living Allowance, Travel Expenses and so on *The amount of stipend is not open to the public	Program Fee, Living Allowance, Travel Expenses and so on *The amount of stipend is not open to the public

*Japanese examiners are included in the selection committee and selection is strictly implemented

11

Overview of Selection and Admission Process

- Postgraduate / Joint Supervision / Post-Doctoral / Semester Study / One-year Study Program



*Regarding Short Study Program, students apply for scholarship first and those who obtain nominated scholarship apply for short-term program in Japan

Guidance

- ▶ Information about how to find appropriate course and/or institution for higher education sector programs
 - How to search Japanese Universities by major
 - How to find appropriate course and faculty/major
 - How to find laboratory and academic supervisor

For Egyptian applicants, it is important how to find appropriate course and university in Japan for their study interest and major.

The portal site could be assisted to search Japanese university by different conditions.

Jump to page 17



Search Japanese University

13

Information about how to find course and faculty/major, laboratory and academic advisor

- ▶ Using the search function of the portal site, Egyptian students are able to find candidate universities and adequate course.
- ▶ Egyptian students are also able to find the faculty/department website of the candidate university.
- ▶ Students can see there are many laboratories and researchers in the faculty/department. Each laboratory has own homepage regarding research area and activities. Students may also find a professor who will write an acceptance letter.

- ▶ If students are able to access “*Web of Science*” database in home institution or University’s library, you can search the professor name and his/her research achievements. You can recognize and understand the relationship between your research area and his/her discipline.
- ▶ If you are not accessible the Web of Science, you can also use the following sites in Japan.
 - ▶ “Research map”: Data on research institutions and researchers.
<http://researchmap.jp/search/?lang=english>
 - ▶ “KAKEN Grants”: Database of Grants-in-Aid for Scientific Research (KAKEN) is a public database which includes information on adopted projects, assessment, and research achievements from the Grants-in-Aid for Scientific Research (KAKENHI) Program of Japan.
<https://kaken.nii.ac.jp/en/>
 - ▶ Researchers Database of each university: Please see homepage of each university.
- ▶ In Japan, professors, associate professors and lecturers can be academic advisor. When you ask to an acceptance letter to Japanese professor, you should describe you are one of the candidate of the EJEP-HRDP program and inform the portal site because many Japanese professors do not familiar with the EJEP-HRDP program.

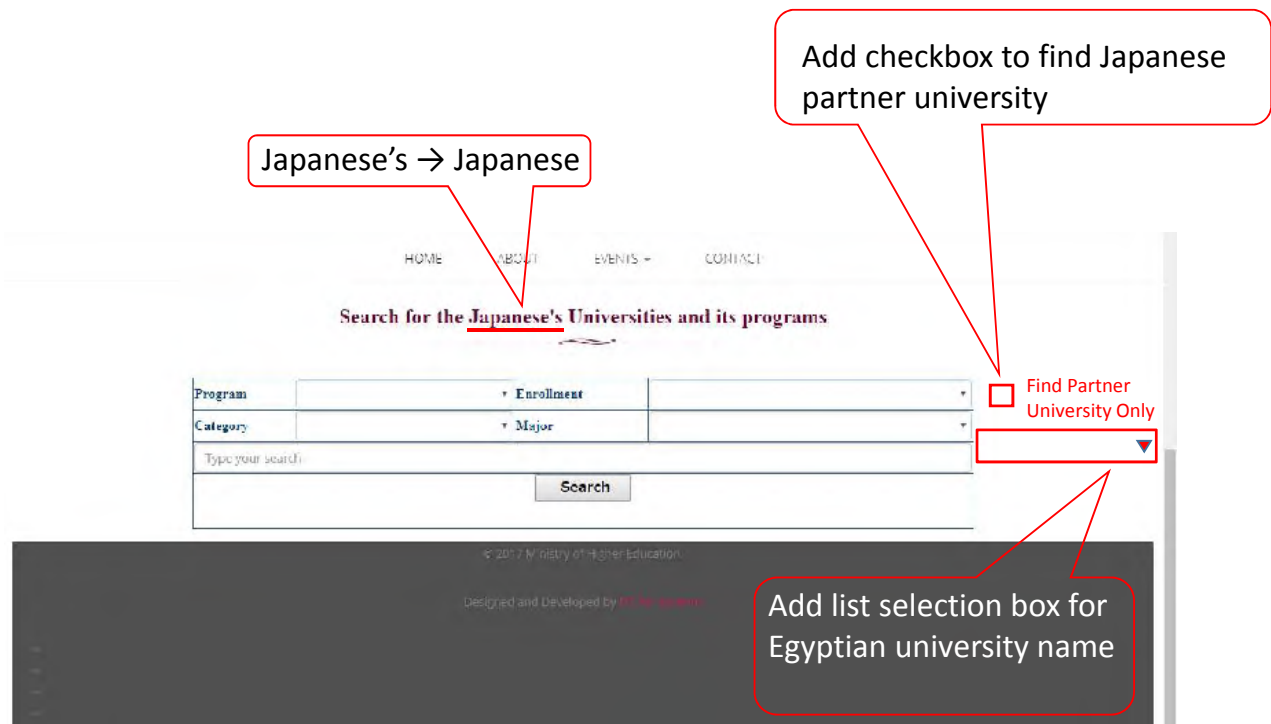
15

Information link to other useful sites

- ▶ There are some useful sites for international students. We provide links to the useful sites.
- ▶ (ECEB Tokyo, JASSO, JSPS, Study in Japan, Japan Study Support, Gateway to Study in Japan [JASSO Portal])
 - JASSO: <http://www.jasso.go.jp/en/index.html>
 - JSPS: <https://www.jsps.go.jp/english/index.html>
 - Study in Japan: <http://www.studyjapan.go.jp/en/index.html>
 - Japan Study Support: <http://www.jpss.jp/en/>
 - Gateway to Study in Japan [JASSO Portal]:
<http://www.g-studyinjapan.jasso.go.jp/en/>
 - Egyptian Culture Education and Science Bureau Tokyo:
<http://www.egyptcesb.jp/>

16

What is the written format of search results?
Is it downloadable by users?



17

For Japanese Universities/Institutions

Jump from page 4

Higher Education Sector

Basic Education Sector

Health Sector

▶ Information about implementation system

- ▶ Range to be paid by the scholarship
 - ▶ Examination fee, Admission fee, Tuition fee
 - ▶ Living allowance (dormitory expenses, living expenses subsidies, insurance, etc.)
 - ▶ Travel expenses between Egypt and Japan

▶ Each program description and selection process

- ▶ Application requirements
- ▶ Selection process
 - ▶ Specializations (Priority area)
 - ▶ Entry conditions
 - ▶ Required documents
 - ▶ Selection rules among candidates
 - ▶ Technical evaluation for candidates
 - ▶ Interview evaluation for candidates
 - ▶ Selection: Japanese examiners also participate and selection is strictly implemented

18

Request for issuance of Acceptance Letter

▶ Issue Acceptance Letter

- ▶ Those who apply to Postgraduate / Joint Supervision / Post-Doctoral / Semester Study / One-year Study Program need Acceptance Letter from a professor in Japanese university prior to application to the scholarship
- ▶ Please make sure whether the applicant understands the application / enrollment / graduation requirements of your university before the issuance of Acceptance Letter
- ▶ Please tell the applicant if s/he is required to enroll as a Research Student before enrollment in Master/PhD degree course

19

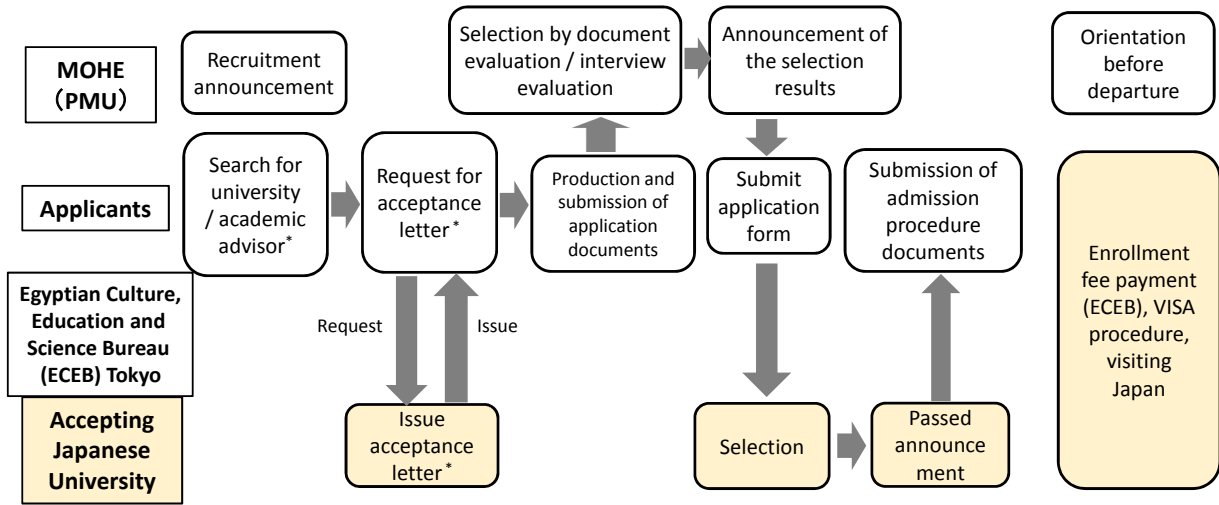
Guarantor of the scholarship recipients

- ▶ Egyptian Culture, Education and Science Bureau (ECEB) Tokyo is a guarantor of the scholarship recipients in Japan
 - ▶ ECEB becomes a guarantor to be registered in a university
 - ▶ ECEB pays living allowances directly to the scholarship recipients
 - ▶ ECEB pays entrance fee / tuition fee / program fee directly to the university
 - ▶ References (joint guarantor) for private apartment or lodgings
- In the EJEP-HRDP program, Egyptian Culture, Education and Science Bureau (ECEB) Tokyo can act as a joint guarantor

20

Overview of Selection and Admission Process

- Postgraduate / Joint Supervision / Post-Doctoral / Semester Study / One-year Study Program



*Regarding Short Study Program, students apply for scholarship first and those who obtain nominated scholarship apply for short-term program in Japan. Therefore, they don't need the acceptance letter.

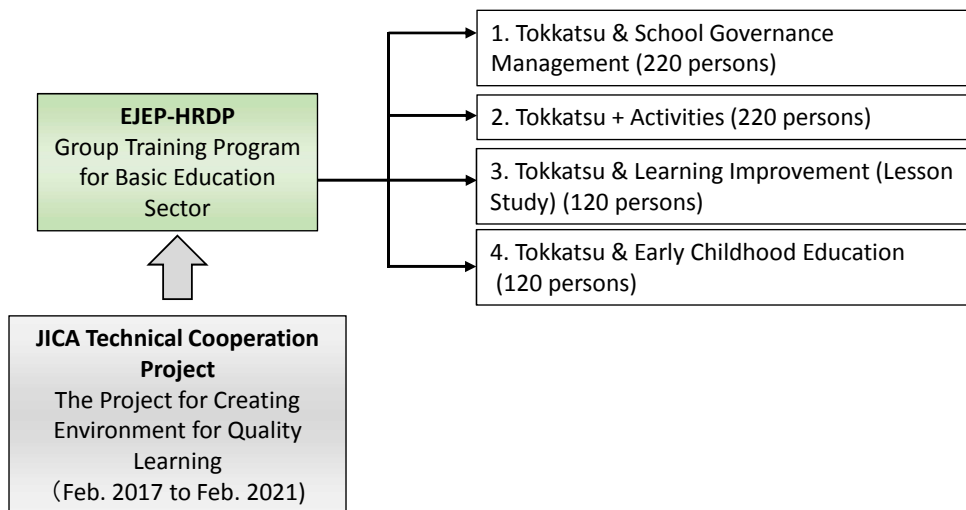
EJEP-HRDP: Results of 1st and 2nd Call

Call	Target	Result
1 st Call	2017 Fall enrollment (14 successful applicants)	<ul style="list-style-type: none"> PhD Degree Category: veterinary medicine, engineering, science, pharmacy, education, agriculture, etc. Host: Kagoshima U., Hiroshima U., Kyoto U., Tottori U., Kyusyu U., Hokkaido U., Okayama U., U. of Toyama, Kanazawa U., U. of Miyazaki, Nagoya Institute of Technology
2 nd Call	2018 Spring enrollment (20 successful applicants)	<ul style="list-style-type: none"> PhD Degree, Joint Supervision, Post-Doctoral Priority Area: Education, Medical Science Host: Hiroshima U., Kobe U., Tokushima U., Kyushu U., Tokai U., Okayama U., Nagoya City U., Osaka U., Kyoto U., Kumamoto U., Nagasaki U., Obihiro U. of Agriculture and Veterinary Medicine, Hokkaido U., Iwate U., U. of Tsukuba, Osaka City U.

EJEP-HRDP: Application Guideline

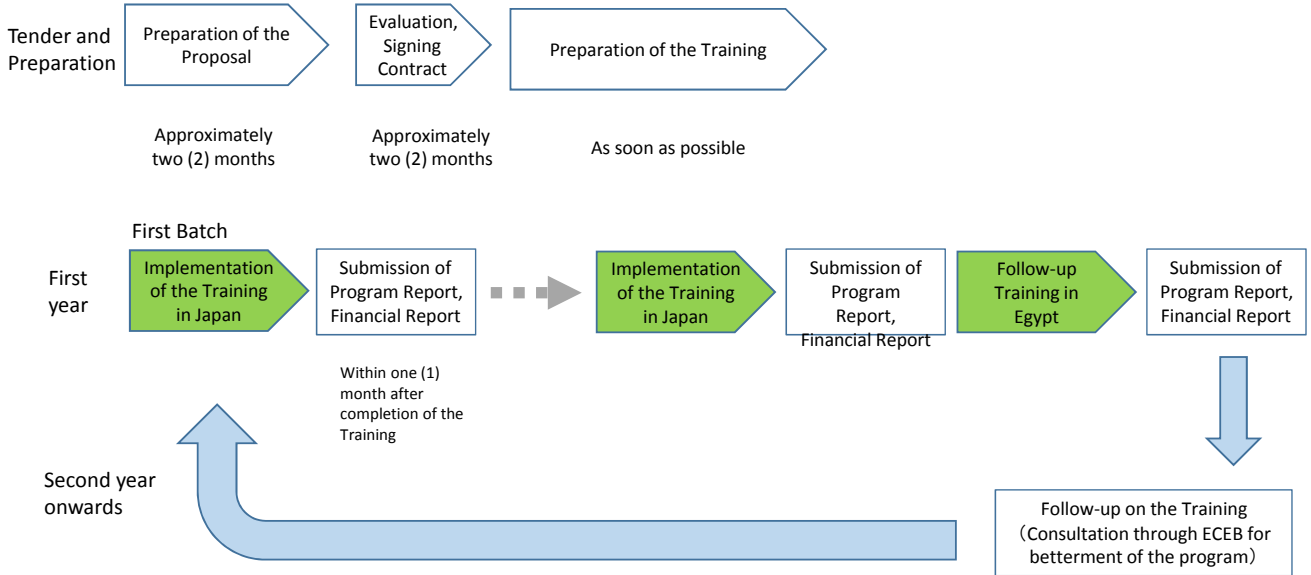
Call	Target	Application Guideline
3 rd Call	2018 Fall enrollment (61 successful applicants for PhD Degree Program, 30 for Joint Supervision, 30 for Post-Doctoral, 30 for Semester/One-year Study and 20 for Short Study)	<ul style="list-style-type: none"> ● PhD Degree, Joint Supervision, Post-Doctoral, Semester Study, One-year Study • Application period: 12 Dec. 2017 – 21 Feb. 2018 • Priority Area: Renewable Energy, Water Resources, Nano Technology, Pharmaceutical Industry Development, Education, Health and Population (mainly stem cells and its application), Agriculture and Nutrition Environmental Science, Modern & Rare Engineering & Technological Sciences, Japanese Language, Economics & Business ● Short Study (1 month) • Application period: 12 Dec. 2017 – 6 Jan. 2018

EJEP-HRDP: Group Training Program for Basic Education Sector (about 680 persons) (Planned)

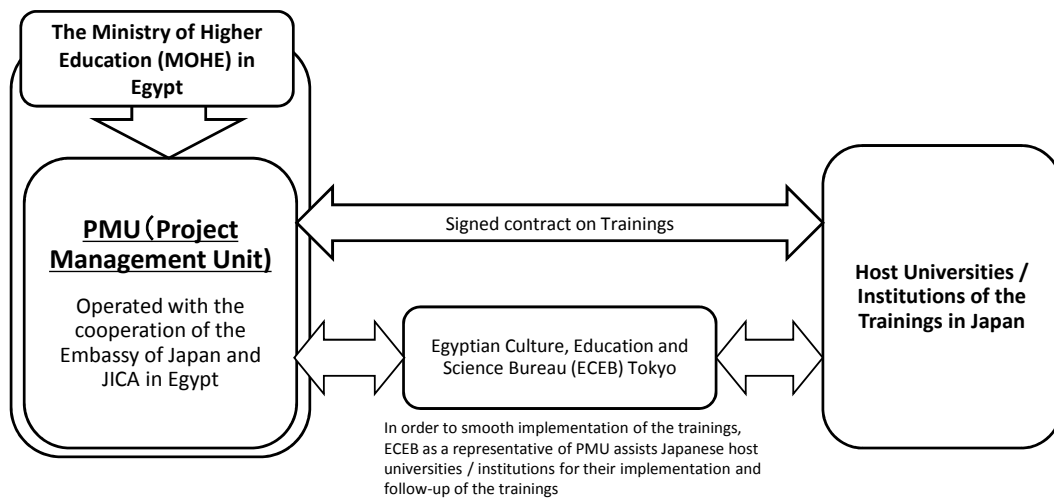


EJEP-HRDP : Short Term Group Trainings in Basic Education Sector

Flow to the Implementation of Group Trainings



Project Formation of EJEP-HRDP Group Trainings



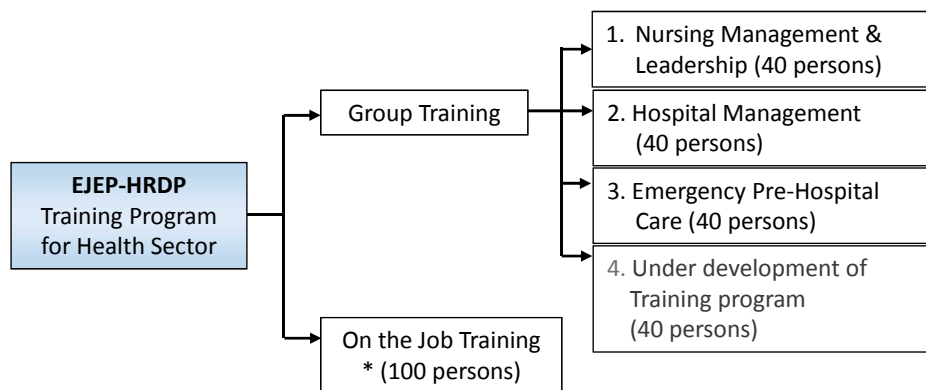
Project Formation of EJEP-HRDP Group Trainings

Egypt	Japan	
PMU	ECEB	Host Universities / Institutions
<p>Planning, Design & Management</p> <ul style="list-style-type: none"> • Training Plan (5-year, annual, monthly) • Training program basic plan • Training curriculum and schedule approval • Budget management • Financial management • Bidding, evaluation and selection of the host universities / institutions, signing contract <p>Training Coordination</p> <ul style="list-style-type: none"> • Selection of trainees • Orientation for the trainees • Visa, airline ticket, insurance arrangement • Advance payment management <p>Follow-up Training Coordination</p> <ul style="list-style-type: none"> • Arrangement of the domestic transportation • Arrangement of the interpreter 	<p>Training Support</p> <ul style="list-style-type: none"> • Detail training schedule confirmation with the host universities /institutions • Orientation in Japan • Arrangement of accommodation & domestic transportation, other expense management • Training material translation (from Japanese to Arabic) • Accompany training programs (coordinators), interpretation of lectures (Japanese-Arabic) • Provide support necessary for training implementation such as trainees' daily life support and emergency response. Details shall be coordinated with host universities / institutions. 	<p>Training Implementation</p> <ul style="list-style-type: none"> • Preparation & submission of proposal (in English) • Assignment of necessary staffs for training implementation • Training curriculum detail design • Training material development • Trainer assignment • Training site & facility preparation • Close collaboration with ECEB • Preparation of invitation letter for visa application • Training execution • Q&A, monitoring, follow-up • Submission of program report and financial report <p>Follow-up Training Implementation</p> <ul style="list-style-type: none"> • Dispatch experts for the Follow-up Training in Egypt

27

Health Sector

EJEP-HRDP: Training Program for Health Sector (about 160 persons) / On the Job Training (about 100 persons)

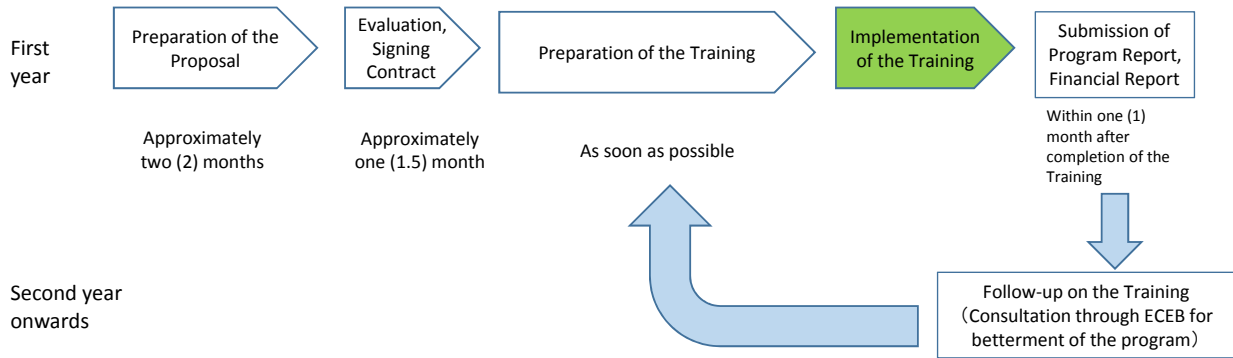


* Utilize Advanced Clinical Training of Foreign Medical Practitioners

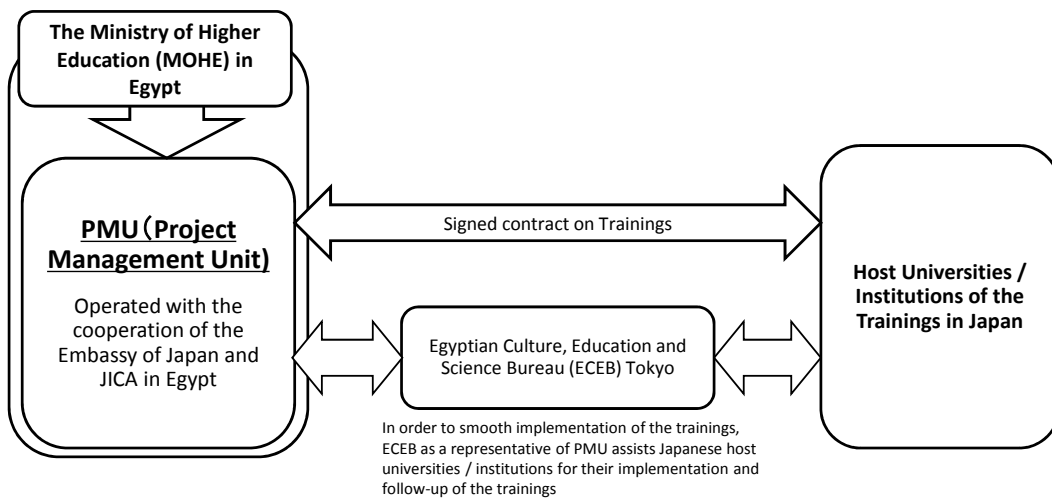
28

EJEP-HRDP : Short Term Group Trainings

Flow to the Implementation of Group Trainings



Project Formation of EJEP-HRDP Group Trainings



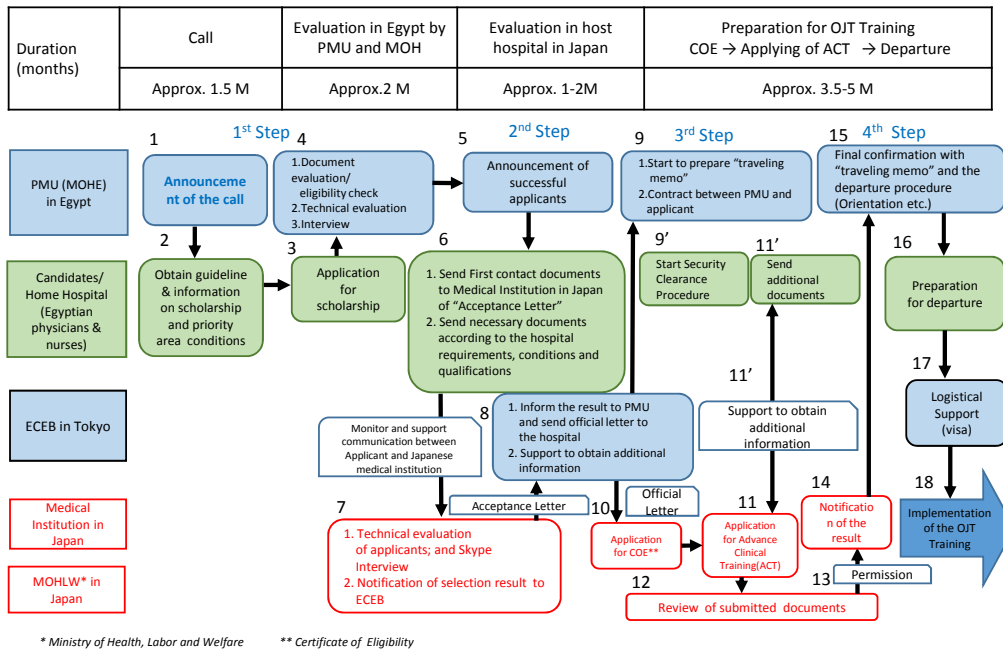
Project Formation of EJEP-HRDP Group Trainings

Egypt	Japan	
PMU	ECEB	Host Universities / Institutions
<p><u>Planning, Design & Management</u></p> <ul style="list-style-type: none"> • Training Plan (5-year, annual, monthly) • Training program basic plan • Training curriculum and schedule approval • Budget management • Financial management • Bidding, evaluation and selection of the host universities / institutions, signing contract <p><u>Training Coordination</u></p> <ul style="list-style-type: none"> • Selection of trainees • Orientation for the trainees • Visa, airline ticket, insurance arrangement • Advance payment management 	<p><u>Training Support</u></p> <ul style="list-style-type: none"> • Detail training schedule confirmation with the host universities /institutions • Orientation in Japan • Arrangement of accommodation & domestic transportation, other expense management • Training material translation (from Japanese to Arabic) • Accompany training programs (coordinators), interpretation of lectures (Japanese-Arabic) • Provide support necessary for training implementation such as trainees' daily life support and emergency response. Details shall be coordinated with host universities / institutions. 	<p><u>Training Implementation</u></p> <ul style="list-style-type: none"> • Preparation & submission of proposal (in English) • Assignment of necessary staffs for training implementation • Training curriculum detail design • Training material development • Trainer assignment • Training site & facility preparation • Close collaboration with ECEB • Preparation of invitation letter for visa application • Training execution • Q&A, monitoring, follow-up • Submission of program report and financial report

EJEP-HRDP : On The Job Trainings(OJT) for Medical Practitioners

- Flow to the Placement procedure plan of OJT Programs
- Information on Advanced Clinical Training of Foreign Medical Practitioner
- Application Forms (under preparation)

EJEP-HRDP : Placement Procedure Plan (Tentative)



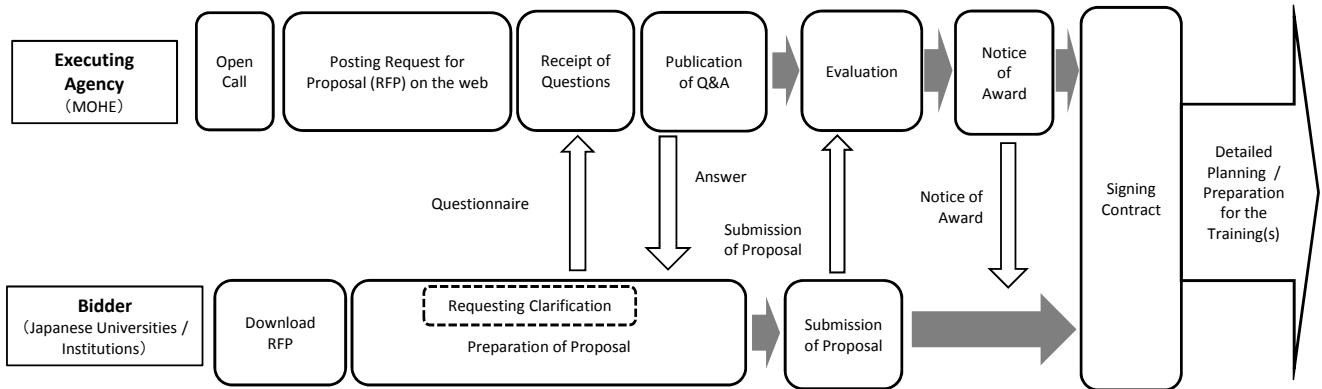
EJEP-HRDP: On The Job Trainings(OJT) for Medical Practitioners

Information on Advanced Clinical Training of Foreign Medical Practitioner

- On the job training(OJT) will be implemented under the scheme of "Advanced Clinical Training of Foreign Medical Practitioners" authorized by Ministry of Health, Labour and Welfare(MOHLW) of Japan. Under this scheme, once foreign medical practitioner has been permitted for Advanced Clinical Training according to the Japanese Law concerning the Exceptional Cases of the Medical Practitioner's Act, Article 17, he/she may receive clinical training under the supervision of supervisor in host hospital.

EJEP-HRDP : Short Term Group Trainings

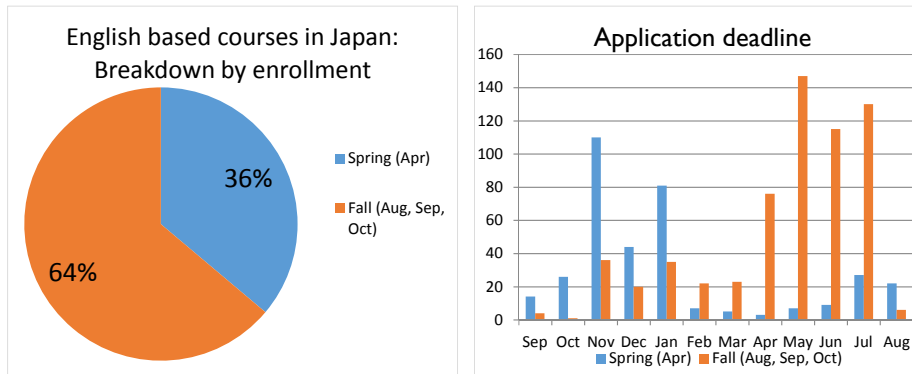
■ Bidding and Selection Procedure (Draft)



Reference Data

Reference Data: Postgraduate Programs in Japan

- Number of English-based courses analyzed: 1188
(of which Master courses 578, PhD courses 610)

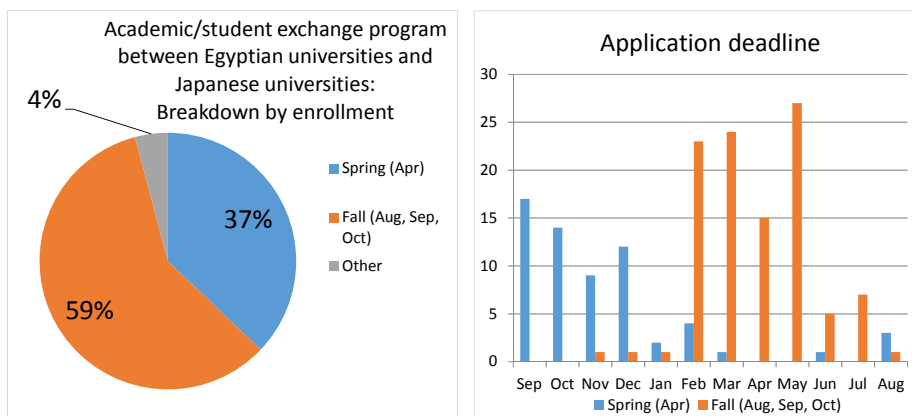


Source: Japan Student Services Organization

37

Reference Data: Semester/One-year Study Programs in Japan

- Academic/student exchange program between Egyptian universities and Japanese universities
- Number of programs analyzed : 194

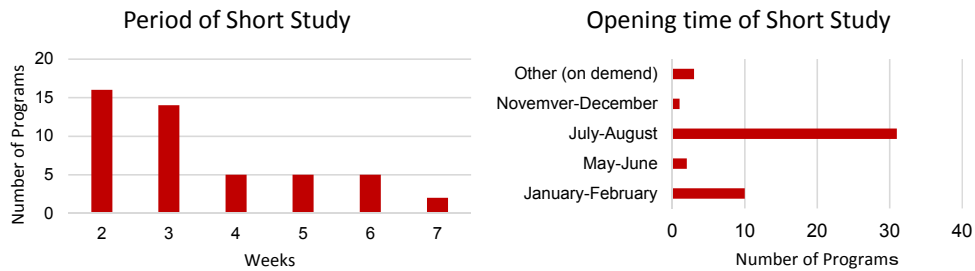


Source: Japan Student Services Organization, Embassy of Japan in Egypt, web sites of Japanese universities

38

Reference Data: Short Study (2-7 week program) Programs in Japan

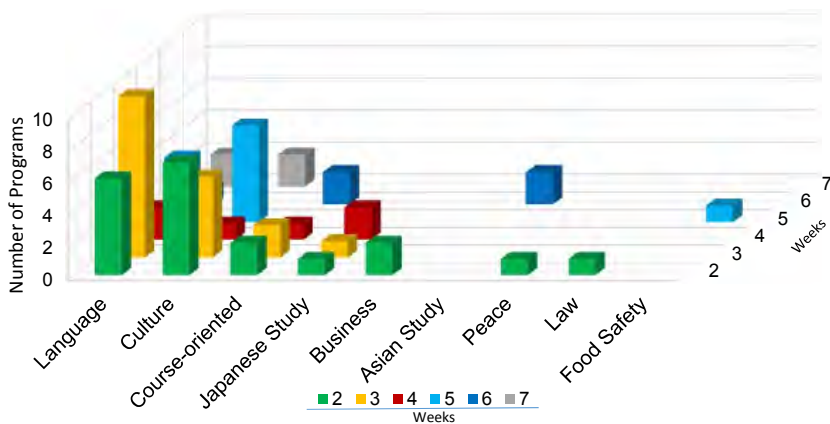
- Number of programs analyzed: 46 short-term student exchange programs focused on Japanese Culture and Japanese Language or Course-oriented study.
- Application deadline is 3 to 5 months in advance.
- Majority of Short Studies are implemented in summer and are conducted from June to August as "Summer Program."



Source: Japan Student Services Organization, web sites of Japanese universities

Reference Data: Short Study (2-7 week program) Programs in Japan

Number of Short Study by each purpose and period



Source: Japan Student Services Organization, web sites of Japanese universities

Reference Data: Joint Research Program (Programs conducted between Egypt and Japan)

Country	Counterpart Institution	Type of Activity	Japanese Leader		Counterpart Leader		Project Title	Start Date	End Date
			Name	Institution/Job Title	Name	Institution/Job Title			
Egypt	Ministry of Scientific Research	Joint Research	Takaji WAKITA	National Institute of Infectious Diseases Department of Virology II Director	Ashraf Abdou SALEH TABLL	National Research Center Microbial Biotechnology Department Genetic Engineering and Biotechnology Research Division Assistant Professor	Development of genotype 4 hepatitis C virus replication system and functional analysis of NS4b protein	2013/9/1	2015/8/31
Egypt	Ministry of Scientific Research	Joint Research	Michiohshi YOSHIDA	Hiroshima University Astrophysical Science Center Professor	Gamal Bakr ALI	National Research Institute of Astronomy and Geophysics Astronomy Department Researcher	Collaborative research of gamma-ray bursts by coordinated astronomical observation between Egypt and Japan II.	2013/10/1	2015/9/30
Egypt	Ministry of Scientific Research	Seminar	Hiroshi YAMAKAWA	Waseda University Faculty of Science and Engineering Professor	Ahmed A ABOISMAL	Egypt-Japan University of Science and Technology Mechatronics and Robotics department Professor	First Egypt-Japan Workshop on Practical Education for Mechatronics and Robotics	2014/3/22	2014/3/26
Egypt	Ministry of Scientific Research	Joint Research	Kenji SONOMOTO	Kyushu University Faculty of Agriculture Professor	Amira Mohsen El Sayed HAMDAN	Alexandria University Faculty of Science Assistant Professor	Innovative biofuel and green chemical production by novel Egyptian aquatic bacterial isolates from designed and modified biomass	2014/4/1	2016/3/31
Egypt	Ministry of Scientific Research	Joint Research	Takeshi TSUII	Kyushu University International Institute for Carbon-Neutral Energy Research Associate Professor	Mohamed Mahmoud Ahmed ALI ABU ELRUS	Assiut University Faculty of Science Associate Professor	Serpentine rocks: a potential georeactor for CO2 sequestration	2015/5/1	2017/3/31

Invitation for Egyptian researchers (2 years)

Hitotsubashi University
Niigata University
Tokyo University of Agriculture and Technology
Hiroshima University
Kanazawa University
Kyushu University
Muroran Institute of Technology
Okayama University
Kyoto University
National Institute of Advanced Industrial Science and Technology

Invitation for Egyptian researchers (up to 10 months)

Hokkaido University (10 months)
Hiroshima University (10 months)
Kobe University (31 days)
Shimane University (60 days)
Niigata University (10 months)
Chiba University
Nagoya City University

Source: Japan Society for the Promotion of Science

41

Reference Data (Joint Research Program)

Research Platform Establishment Project (Asia-Africa Academic Foundation Formation)

Partner institutions	Area	Period	Research title
Nuclear Materials Authority - Kyushu University	Earth Resources Engineering	2017/4/1-2020/3/31	Establishment of Partnership among Mineral and Geothermal Resources in Asia and Africa Region by Near Future Generation Geoscientists
Cairo University - University of Toyama	Pharmaceutical Sciences	2016/4/1-2019/3/31	Establishment of Toyama-Asia-Africa Pharmaceutical Network (TAAPharmNet) for Development of New Drugs Based on the Natural Medicine
Damanhour University - Kyoto Prefectural University of Medicine	Infectious diseases	2016/4/1-2019/3/31	Collaborative work to develop platform for zoonotic infectious diseases among Japan, Egypt and Asian countries
Zagazig University - Hokkaido University	Environmental Veterinary Science	2015/4/1-2018/3/31	Establishment of Chemical Hazard Commission for Africa
Cairo University - Kobe University	International Education Development, Public Policy	2014/4/1-2017/3/31	Study on Education Finance and Administration in Asia and Africa: A Sustainable Program to Nurture Young Researchers
Nuclear Materials Authority - Kyushu University	Earth Resources Engineering	2014/4/1-2017/3/31	New Consortium Creation and Cultivation of Young Scientist on Earth Resources in Asia and Africa Region
Coastal Research Institute - Tokyo Institute of Technology	Water Resource and Environmental Management	2013/4/1-2016/3/31	Integrated Water Resource and Environmental Management for Asian and African Mega-delta under Climate Change Effects
Helwan University - Kyushu University	Space Weather Science	2012/4/1-2015/3/31	Formation of Preliminary Center for Capacity Building for Space Weather Research
Zagazig University - Hokkaido University	Veterinary Science	2012/4/1-2015/3/31	Establishment of International Toxicology Consortium with 8 African Countries

Support for PhD dissertation applicant

Beni Suef University	Graduate School of Human-Environment Studies, Kyushu University
Tanta University	Graduate School of Natural Science and Technology Kanazawa University
Assiut University	Graduate School of Engineering, Kyushu University

Source: Japan Society for the Promotion of Science

31 Aug. 2017

Asia SEED

Information about how to find appropriate course and/or institution for higher education sector program

1. Objective

One of the Objectives of the portal site of EJEP-HRDP which was proposed by Asia SEED in April 2017 mission is to promote and disseminate the EJEP-HRDP framework to Egyptian students who are interested in applying for the program. For Egyptian students, it is important how to find appropriate course and/or university in Japan for their individual study interest and major. The portal site could be assisted to search Japanese university by each semester and major.

Information also should be provided to Japanese universities and/or institutions in order to promote positive acceptance of Egyptian students.

2. Information about how to find appropriate course and/or university in Japan

The portal site includes a utility program which is able to search Japanese university data by course (PhD, Master, etc.), major and semester as shown in the following section. The Japanese university data are retrieved from a compiled data produced by JASSO and Asia SEED. The data should be updated by every year. Egyptian applicants can access the portal site and input or select search conditions from pulldown menu.

Japanese university data matched to selected conditions can be saved and downloaded by students as a potential candidate list for entries to apply.

From the candidate list, students can make further search of target course and faculty/major from the homepage of the faculty/department in each university.

3. Operating Procedure

The user clicks appropriate button as shown below to open a search window in **Figure 1**.



HRDP-EJEP

Program

PhD Degree

Master's Degree

Semester/One-year Study

Short Study

Enrollment

Spring Fall or Other

Find Partner University Only

Search

Save

Home Institute (Your Home University)

Category

Major

Quit

Japanese university data are based on JASSO and Embassy of Japan in Egypt.
Courtesy of JASSO and Embassy of Japan in Egypt. 2017

Figure 1 Main display of a search screen on the portal site

In the search screen, user can select one of the program courses (PhD, Master, Semester/One-year Study and Short Study). The user can select the enrollment period such as “Spring” or “Fall (including other seasons)” semester.

After the selection of program course and enrollment period, user can select one of the categories (9) and associated majors (77) from a pulldown menu as shown in **Figures 2** and **3**. You can also choose home institutions (home university) from the pulldown menu.

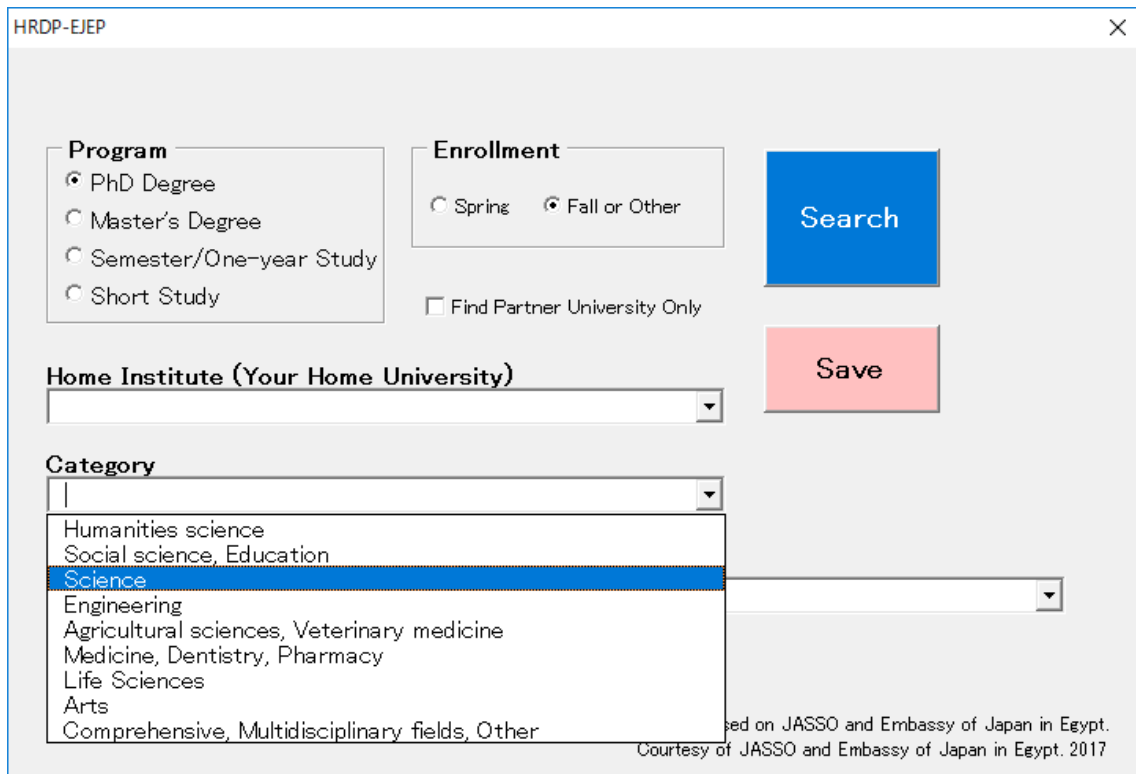


Figure 2 Selection “Science” category from pulldown menu

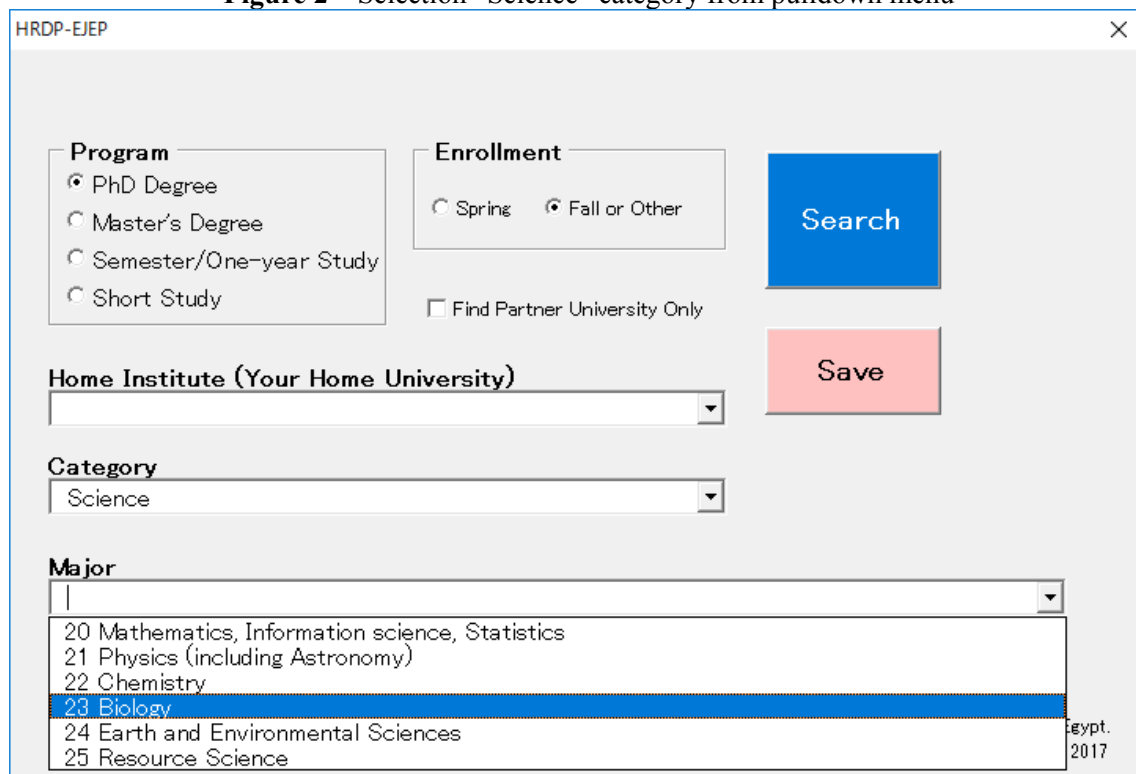


Figure 3 Selection “Biology” major from pulldown menu

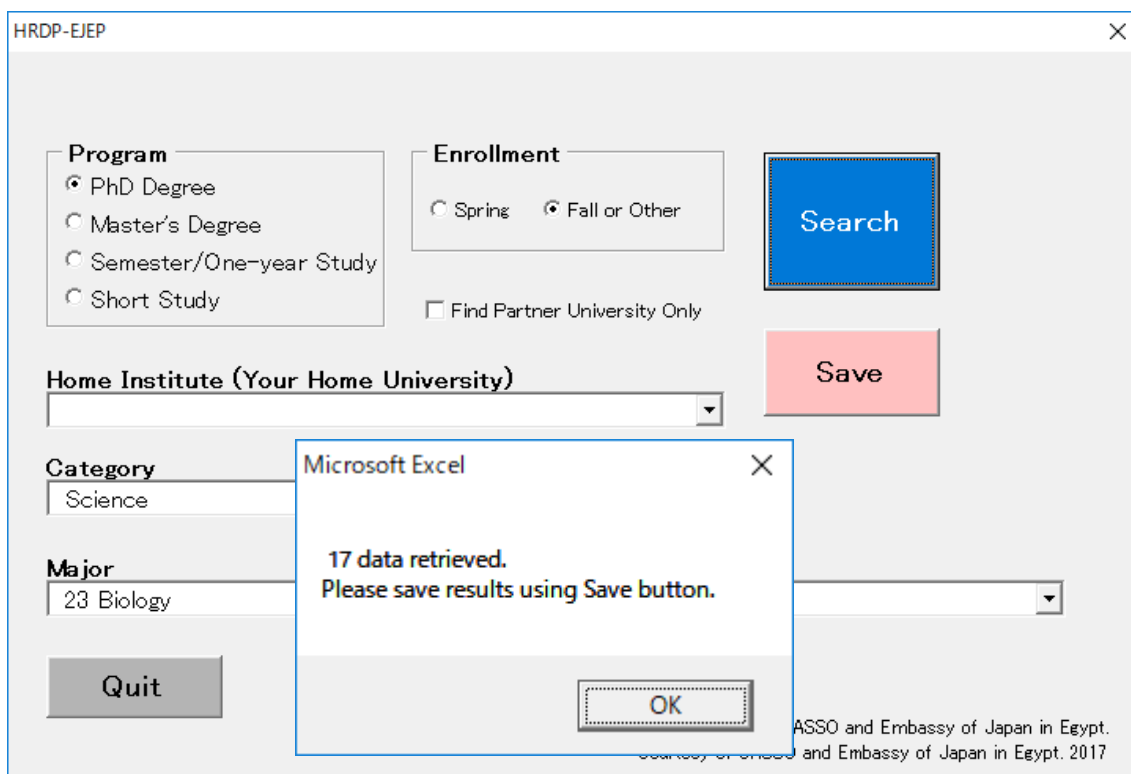


Figure 4 Display after click the “Search” button

After the selection of category and major, you can click the “Search” button. The search result will be displayed as pop-up screen in a few seconds such as in **Figure 4**. In this case 17 data of Japanese universities were retrieved. Unfortunately, when no data is found, you can try again using different condition.

After click “OK” in the pop-up screen, you can push “Save” (salmon pink) button. The 17 data are re-formatted and displayed on your screen as shown below: You can also download the list into your PC.

School Code	School Name	Course Name		Major Code	Category	Level	Location	Medium of Instruction	Special Instruction	Year
		Course Name (1)	Course Name (2)							
10200	Tohoku University	Graduate School of Life Sciences		23	Biology	Graduate	Miyagi	E/J		Doctoral Degree 3 years
10310	University of Tsukuba	School of Integrative and Organical Science	Doctoral Program in Life Science Innovation	10,20,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100	Biology	Graduate	Ibaraki	E		Doctoral Degree 3 years
10400	Toyo University	Graduate School of Science and Biotechnology		23	Biology	Graduate	Hokkaido	E		Doctoral Degree 3 years
10400	Toyo University	Graduate School of Science and Biotechnology		23	Biology	Graduate	Hokkaido	E		Doctoral Degree 3 years
10400	Toyo University	Graduate School of Science and Biotechnology		23	Biology	Graduate	Hokkaido	E		Doctoral Degree 3 years
10400	Toyo University	Graduate School of Science and Biotechnology		23	Biology	Graduate	Hokkaido	E		Doctoral Degree 3 years
10400	Toyo University	Graduate School of Science and Biotechnology		23	Biology	Graduate	Hokkaido	E		Doctoral Degree 3 years
10400	Toyo University	Graduate School of Science and Biotechnology		23	Biology	Graduate	Hokkaido	E		Doctoral Degree 3 years
10507	Nagoya University	Graduate School of Science		23	Biology	Graduate	Aichi	E		Master's and Doctoral Degree 2 years + 3 years
10602	Kyoto University	Graduate School of Science		23	Biology	Graduate	Aichi	E		Doctoral Degree 3 years

Figure 5 Display after click the “Save” button

When you enter your home university name from pulldown menu, and also make check in the “Find Partner University Only” as shown in **Figure 6**, the number of retrieved data may be changed because Japanese partner universities of your home institution are only shown. You should confirm your university officer whether the university agreement between Japanese university and your home institution is valid or not because the agreement may be changed.

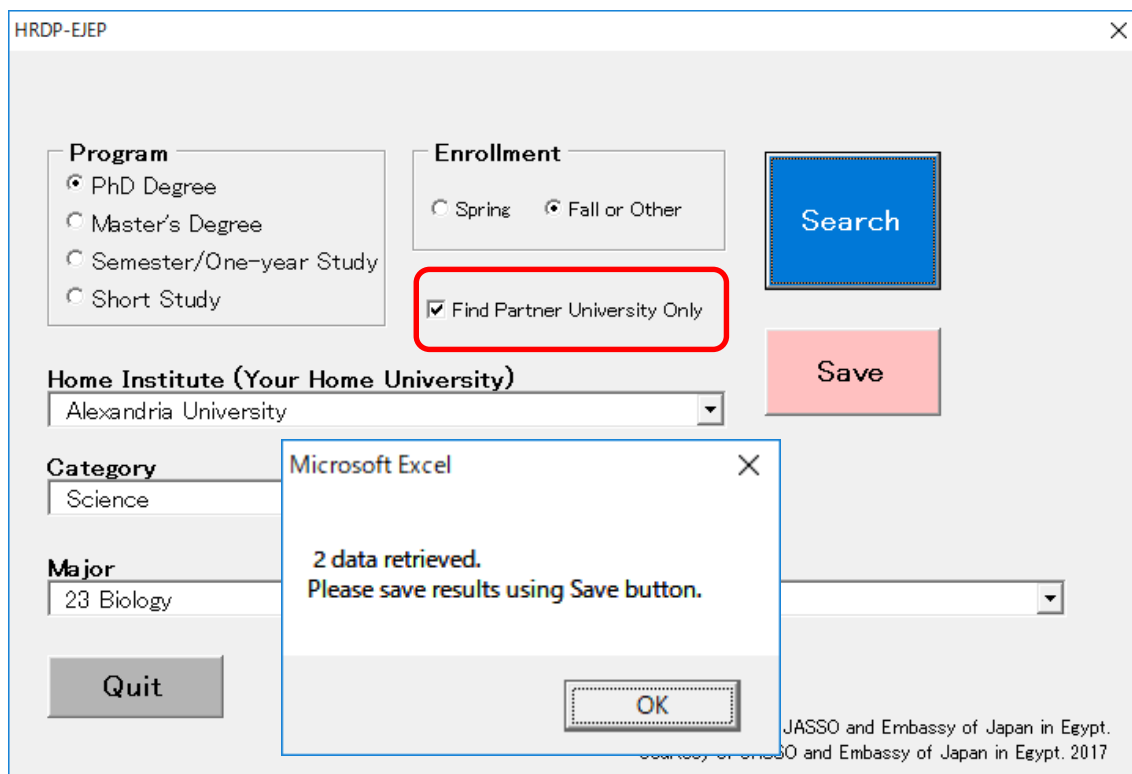


Figure 6 Display after click the “Search” button at the condition of Partner University only

In the case of “Semester/One-year Study”, when you enter your home institution and also make check in the “Find Partner University Only”, the search result format is different from the previous ones as shown in **Figure 7**.

In this case, you can only find universities that have partner agreement with your home institution. If you want to find the data classified by major, please make check off in the “Find Partner University Only”.

ID	Egypt code	Egyptian University - Faculty	JID	Japanese Partner University - Faculty	Corporate/Program	Enrollment period	Application Deadline	MOU information (Embassy of Japan)	MOU (Date of Conclusion) (Embassy of Japan)	MOU (Comments)	Enrollment Period for Credited/Waiting Student	Application Deadline for Credited/Waiting Student	Japanese Universities' Website
7	1003	Alexandria University	202009	Akita International University *	Public	Sep	May	2010					http://web.aku.ac.jp/
8	1003	Alexandria University	304031	Daito Bunri University	Private	Sep	May					Mar	http://www.daito.ac.jp/english/
9	1003	Alexandria University	300009	Doshisha University	Private	Oct	Mar	2004	2008/4/11		Apr Sep	Mar Sep	http://www.doshisha.ac.jp/en/international/organization/coshiba
10	1003	Alexandria University	108005	Osaka University	National	Oct	Feb	2011	2012		Depend on Faculty	Depend on Faculty	http://www.osaka-u.ac.jp/en/international/inbound/coshiba_program
11	1003	Alexandria University - Faculty of Engineering	108002	Kyoto University - Disaster prevention research institute *	National	Oct	Feb	2011		Academic cooperation and exchange	Depend on Faculty	Depend on Faculty	http://www.kyoto-u.ac.jp/kyoto-compos/international
12	1003	Alexandria University - Faculty of Pharmaceutical Sciences	108009	Kumamoto University *	National	Sep	Jul	2004			Apr Oct	Depend on Faculty	http://www.kumamoto-u.ac.jp/
13	1003	Alexandria University - Faculty of Pharmacy	300004	Kyoto Pharmaceutical University	Private	Apr	Jan	2013	2013	Academic exchange (Web)			http://www.kyotophu.ac.jp/english/
14	1003	Alexandria University - Faculty of Science	108001	Kyushu University - Faculty of Science	National	Oct	Mar	2014		Student and academic exchange	Apr Oct	Depend on Faculty	http://www.kyushu-u.ac.jp/admission/exchange/
15	1003	Alexandria University - Faculty of Science	300080	Chinese Institute of Science and Technology *	Public	Oct	Apr			Agreement on Student Exchange			http://www.citp.jp/
16	1003	Alexandria University - Faculty of Veterinary Medicine	108005	Osaka University - Research Institute for Tropical Disease *	National	Oct	Feb			Agreement on Academic Exchange Between Research Institute for Tropical Diseases, Osaka University and Faculty of Veterinary Medicine, Alexandria	Depend on Faculty	Depend on Faculty	http://www.ibt.or.jp/en/

Figure 7 Display after click the “Save” button in the case of “Semester/One-year Study” and the condition of “Partner University only”

For the case of “Short Study”, English-based short-term study programs within 2-7 week sessions are found and recommended 47 short-term programs as the “Short Study”. In this case, you can find 49 short-term program list (two programs are not applicable in FY2017). You should note the dates and fees are subject to change. Please check the website of each university for the latest information.

HRDP-EJEP

Program

- PhD Degree
- Master's Degree
- Semester/One-year Study
- Short Study

Enrollment

- Spring
- Fall or Other

Find Partner University Only

Search

Home Institute (Your Home University)

Category

Major

Save

Quit

Microsoft Excel

49 data retrieved.
Please save results using Save button.

OK

Japanese university data are based on JASSO and Embassy of Japan in Egypt.
Courtesy of JASSO and Embassy of Japan in Egypt. 2017

Figure 8 Display after click the “Save” button in the case of “Short Study”

4. Information about how to find course and faculty/major

Using the search function of the portal site, you can find adequate course and candidate universities. Next, you should directly get information from the faculty/department website of the candidate university. You can see there are many laboratories and researchers in the faculty/major. You can also compare the same major in different universities.

5. Information about how to find laboratory and academic supervisor

Each laboratory has own homepage regarding research area and activities. You may find a professor who will write an acceptance letter for you.

If you are able to access “Web of Science” (<https://clarivate.com/products/web-of-science/>) from your institution or university library, you can search the professor name and his/her research areas and achievements. You are able to know and recognize the relationship between your research/interesting area and his/her discipline. You should check out the website to see if he/she does anything even remotely related to your area of interest.

If you are not accessible to the Web of Science, You can also use the following sites in Japan.

- ▶ “Research map”: Data on research institutions and researchers.

<http://researchmap.jp/search/?lang=english>

- ▶ “KAKEN Grants”: Database of Grants-in-Aid for Scientific Research (KAKEN) is a public database which includes information on adopted projects, assessment, and research achievements from the Grants-in-Aid for Scientific Research (KAKENHI) Program.

<https://kaken.nii.ac.jp/en/>

- ▶ Researchers Database of each university: Most Japanese universities have own researchers’ database and their achievement database. Please visit homepage of each university.

In Japan, professors, associate professors and lecturers are eligible to be academic supervisors.

When asking for a letter of acceptance from Japanese professors, you should carefully prepare a cover letter. Use the cover letter to explain and highlight things in your resume that are relevant to them.

When you send the cover letter via e-mail, the subject line should be simple as “*Prospective PhD student seeking to study {your study theme}*”. Address your letter to a specific person, if possible. Employ a proper salutation (i.e. “Dear Professor Tanaka,”) and do not use first names, even if you know the person. If you do not have a specific person to address, open with “Dear Sir or Madam”. Never assume the gender of the reader. Provide your name, mailing address, phone number and e-mail address in a letterhead or return address header.

You also need to demonstrate that your academic background is relevant to that professor’s research program. If you have published any journal or conference papers, include them as

attachments together with resume to your e-mail. This not only shows evidence of your research productivity, it gives the professor a better idea of your research background and some indication of your writing skills.

Aim to get your message across in two or three paragraphs and try to keep it to about 1 page at the most. The goal is to spark the professor's interest in order to initiate a dialog; you don't need to tell them your whole life's story in the first contact.

You should mention you are one of the candidate of the EJEP-HRDP program and also inform this portal site because many Japanese professors do not familiar with the EJEP-HRDP program.

6. Information link to other useful sites

There are some useful sites for international students. We provide links to the useful sites.

(ECEB Tokyo, JASSO, JSPS, Study in Japan, Japan Study Support, Gateway to Study in Japan [JASSO Portal])

<http://www.egyptcesb.jp/>

<http://www.jasso.go.jp/en/index.html>

<https://www.jsps.go.jp/english/index.html>

<http://www.studyjapan.go.jp/en/index.html>

<http://www.jpss.jp/en/>

<http://www.g-studyinjapan.jasso.go.jp/en/>