

About JICA

- Shinichi Kitaoka, President.
- Hitoshi Hirata, Chief Representative, BD Office.
- August, 1974 - JICA Bangladesh office established.
- Presently, some 33 projects are being funded by JICA under the Official Development Assistance (ODA).
- Provider of the largest bilateral development assistance to Bangladesh. Bangladesh has received \$11.3 billion from Japan in assistance since 1972.
- JICA Bangladesh office cited three reasons behind delay in project implementation: slow start-up, less speed and quality, and annual development programme (ADP) budget allocation. They also said delay in giving approval to DPP (Development Project Proposal) / TPP (Technical Assistance Project Proforma) holds up projects by 2-3 years.
- BIG-B (the Bay of Bengal Industrial Growth Belt).

Roles and responsibilities of a liaison officer

A liaison officer is an employee who builds and maintains

- Pursue both a monitoring and a support role
- Map key national State actors
- Keeping an updated, clear and accessible list of contacts
- Mutually beneficial relationships
- Holding regular meetings
- Regularly reporting internally
- Clarify about “who is dealing with whom”, “what” is to be communicated outside and “how”
- Documenting major and significant experiences
- Preparing a detailed handover note for the successor
- Introducing the successor to all key counterparts
- Facilitates public communications (as press conferences, interviews, phone calls and face-to-face meetings, press releases, reports and social media updates)
- Coordinates activities
- Incident response

- Conflict resolution
- Act as a bridge between the authorities and others
- Act as technical or subject matter experts
- Serve as mediators that includes negotiating with others

MoU

Format of an MoU:

1. Background
2. Purpose
3. Responsibilities
4. Financial arrangements
5. Reporting
6. Risk sharing
7. Duration
8. Signatures

BID

A Bid Document is an output of the Plan Procurement Management process. This document is used when requesting proposals from potential suppliers to the project. The document will contain a description of the products or services that are to be procured.

Budget analysis

1. Action plan
2. Operational & administrative cost (office equipment)
3. Project management cost (resource person, field worker, travel, consultation fee, workshop)
4. Overhead & miscellaneous cost

There are 5 types of project costs incurred in any project. They are:

Fixed Cost, Variable Cost, Direct Cost, Indirect Cost, Miscellaneous Cost (emergency)

Project Budget Management

1. Personnel management
2. Travel expense

3. Operational expense
4. Workshops and trainings
5. Publications
6. Overhead cost

Monitoring and implementation with coordination to government

Monitoring is the continuous assessment of a project in relation to the agreed implementation schedule. It is also a good management tool to identify potential successes and constraints to expedite project implementation. Monitoring is not only concerned with the transformation of inputs into outputs, but can also take the following forms:

Physical and financial monitoring: Measuring progress of project activities against established schedules and indicators of success.

Process monitoring: Identifying factors accounting for progress of activities or success of output production.

Impact monitoring: Measuring the initial responses and reactions to project activities and their immediate short-term effects.

Projects are monitored so as to:

- assess the stakeholders' understanding;
- minimize the risk of project failure;
- promote systematic and professional management;
- assess progress in implementation
- identify potential success and constraints

Some of the most widely used tools for project monitoring include the following:

Verbal communication; Meetings; Reports; Diary notes; Observations

Types of evaluation:

Interim evaluation (during the life of a programme, usually mid-term)

Terminal evaluation (at the end of the programme)

Ex-post evaluation (after a sufficient number of years so as to measure the impact)

How to write a project proposal

Format of writing a project proposal:

1. Background

2. Objective
3. Rationale
4. Scope of the study & limitations
5. Methodology
 - Study design
 - Data collection methods (Quantitative (interviews, structured questionnaire, facility assessment, observation, audit) and Qualitative (FGD, KII)) Survey Approach
 - Analysis plan
6. Implementation plan
 - Literacy review
 - Methodology finalization
 - Development of data collection instruments
 - Pretesting of survey questionnaire
 - Recruitment of field personnel
 - Training
 - Field work
 - Data management
 - Data analysis
 - Preparation of report
7. Formation of a team
8. Expertise of the applicant
9. Appendix

How to right a policy paper/brief

A policy paper/brief is a concise summary of a particular issue, the policy options to deal with it, and some recommendations on the best option.

It is aimed at government policymakers and others who are interested in formulating or influencing policy.

There are two basic types of policy briefs:

- an advocacy brief argues in favor of a particular course of action. (evidence based)
- an objective brief gives balanced information for the policymaker to make up his or her mind. (alternatives based)

Format of writing policy paper:

1. Title
2. Executive Summary
3. Recommendations
4. Background & introduction
5. Rationale
6. Vision & Mission
7. Objective
8. Literature Review
9. Methodology
10. Findings and recommendations
11. Implementation and Governing Strategy
12. Supervision, Monitoring and Evaluation
13. Conclusion
14. Appendices
15. Bibliography

How to right strategy paper

Format of writing a strategy paper:

1. Executive Summary
2. Signature Page
3. Company Description
4. Mission, Vision and Core Value Statement
5. Goals and Objectives
6. Industry Analysis (SWOT & PEST)
7. Marketing Plan
8. Capacity
9. Operations Plan
10. Financial Projections

11. Monitoring and evaluation
12. Communication of the plan
13. Performance Indicators

Why JICA hire you

- JD related competencies
- Matarbari work experience
- previous work experience

Why are you interested to work in JICA

Provider of the largest bilateral development assistance to Bangladesh

International organization

Matarbari work

Ethics and cultures: 700 crore returns of The Kanchpur, Meghna and Gumti 2nd Bridges Construction and Existing Bridges Rehabilitation Project (Obayashi Corporation, Shimizu Corporation, JFE Engineering Corporation)

How to write a research Report

Format of report writing:

1. Cover page (title, FOR, BY)
2. Abbreviations and Acronyms
3. Executive Summary
4. Introduction
 - Background
 - Policy Environment
 - Study Objectives
5. Methodology
 - Study Design
 - Data Collection Methods (Quantitative (interviews, structured questionnaire, facility assessment, observation, audit) and Qualitative (FGD, KII)) Survey Approach
 - Sampling
 - Training, Tool Piloting and Data Collection

- Data Quality Control, Processing and Analysis
 - Limitations
6. Findings & Discussions
 7. Conclusions & Recommendations
 8. Appendix
 9. Bibliography

How to write a M&E Report

Format of writing a M&E report:

1. Title
2. ToC
3. Executive summary
4. Introduction
5. Findings
6. Conclusions & recommendations
7. Appendices

Project Cycle

The stages in the project cycle are:

• Project identification • Project formulation • Project appraisal • Project approval • Project implementation • Project monitoring • Project evaluation • Project completion and follow-up.