KEMENTERIAN PEKERJAAN UMUM DAN PERUMAHAN RAKYAT
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA

Jl. Pattimura No. 20, Kebayoran Baru - Jakarta Selatan, Telepon (021) 275 15703, Facsimile (021) 275 15703

Nomor : SK. 02.01 - MS/2014
Jakarta, 27 Januari 2019
Lampiran : 1 (satu) berkas
Sifat : Segera
Perihal : Penawaran Program Pelatihan Operation and Maintenance of Urban Water Supply System 2019

Kepada Yth.
1. Sekretaris Direktorat Jenderal Sumber Daya Air
2. Sekretaris Direktorat Jenderal Cipta Karya
di –
Jakarta

Sehubungan dengan surat Chief Representative JICA perihal Penawaran Program Pelatihan Operation and Maintenance of Urban Water Supply System 2019 Nomor: 016/G1/02/19 tanggal 19 Februari 2019, dengan hormat kami sampaikan penawaran program pelatihan untuk pejabat/staf di lingkungan Kementerian PUPR dengan penjelasan sebagai berikut:

2. Biaya sehubungan dengan keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang / JICA;
3. Berusia antara 30 – 44 tahun;
4. Mampu berkomunikasi dalam Bahasa Inggris;
5. Sehat jasmani dan rohani (calon peserta wanita tidak dalam keadaan hamil);
6. Mempunyai pengalaman dibidang pasokan air perkotaan seperti distribusi air sebanyak 5 tahun;
7. Diajukan resmi oleh instansi / lembaga calon peserta;
8. Informasi persyaratan dan keterangan lebih lanjut terkait Program Pelatihan Operation and Maintenance of Urban Water Supply System 2019 sebagaimana terlampir;
9. Program ini mendukung kesetaraan gender, wanita disarankan untuk mendaftar;

Sehubungan dengan hal tersebut di atas, mohon dapat diinformasikan dan dimanfaatkan sebaik-baiknya. Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

Sekretaris Badan Pengembangan Sumber Daya Manusia

[Stamp]
Ir. K.M. Arsyad. M.Sc
NIP. 186709081991031006

Tembusan Kepada Yth. :
1. Kepala Badan Pengembangan Sumber Daya Manusia (sebagai Laporan);
No. 016/GI/02/19

Ms. Nanik Purwanti
Head of Bureau for Technical Cooperation
Ministry of State Secretariat
Jakarta

INFORMATION ON GROUP AND REGION FOCUSED FOR
KNOWLEDGE CO- CREATION PROGRAM for JFY 2019

Dear Madam,

We have the pleasure to inform you that the Japan International Cooperation Agency (JICA) is planning to hold a following program course:

Outline:
1. Name of the Course: Operation and Maintenance of Urban Water Supply System
   (Water Distribution and Service) [B] (J1904170)
2. Period of Program in Japan: June 26, 2019 ~ August 7, 2019
3. Number of Candidate: One (1) person
4. Training Institution: JICA Chugoku International Center
5. Deadline: March 20, 2019
6. Documents for submission:
   a. JICA Application Form: 1 set
   b. Photocopy of Passport: 1 set
7. Proposed Target Institution:
   1. Ministry of Public Works and Housing
   2. Makassar Water Supply Enterprise (PDAM Makassar)
8. Target of Applicant:
Applying Institutions are expected to select appropriate nominees who meet the following essential qualifications, by consultation with JICA Expert(s) /Project(s) who are being assigned:
1) To be engineers responsible for "Water Distribution and Service" of operation and maintenance of urban water supply.
2) To be currently engaged in urban water supply field offices such as water distribution or service division, and have at least five (5) years' practical experience in that area. *If candidate will not meet qualifications, we will request the replacement of candidate.
3) To have a strong commitment and capacity to disseminate acquired techniques and knowledge after return.
4) Language: have a competent command of spoken and written English, which is equal to TOEFL iBT 100 or more (This course includes active participation in discussions, action plan (Interim report) development, thus require high competence of English ability. (please attach an official certificate for English ability such as TOEFL, TOEIC etc. if possible)

www.jica.go.jp/indonesia/english/
5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

6) Age: between the ages of thirty (30) and Forty-Four (44) years.

7) Gender consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

In order to satisfy selection criteria, which have become stricter than before, we would like to inform the following important points:

- Please strictly adhere to the deadline of application submission. In case of any delayed submission and missing or incomplete documents, there is a strong possibility that such applications be disqualified in the selection processes, regardless of multiple or single quotas of participant.

- Please understand that final acceptance is decided based on the result of examination process by each JICA Center in consultation with implementing organizations in Japan. In case that applying nominees does not meet the required qualifications, there is a strong possibility that such nominees be rejected in the selection processes, regardless of multiple or single quotas of participant.

More details of the course are described in the General Information (GI) attached hereto.

Please be informed that the original JICA Application Form should be submitted to JICA Indonesia Office through Ministry of State Secretariat.

The Document can be downloaded through the following address:
(Application Form for Knowledge Co-Creation Program for GRF CF (Renewed June. 2015) in WORD / PDF)

It would be appreciated if you could convey the above information to the authorities concerned.

Thank you for your kind attention and cooperation.

www.jica.go.jp/indonesia/english/
Japan International Cooperation Agency
JICA Indonesia
Sentral Senayan II, 14th Floor
Jl. Asia Afrika No. 8, Jakarta 10270, INDONESIA
Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

Cc:

1. Ministry of Public Works and Housing
   - Director General of Human Settlements
   - Head of Bureau for Budgeting Planning and International Cooperation
   - Head of Human Resources Development Agency

2. Makassar Water Supply Enterprise (PDAM Makassar)
   - President Director of PDAM Makassar, PDAM Tirta Je’neberang, Gowa District

3. Embassy of Japan
   - Minister for Economic and Development Affairs

www.jica.go.jp/indonesia/english/
Knowledge Co-Creation Program 
(Group & Region Focus)

GENERAL INFORMATION ON
OPERATION AND MAINTENANCE OF URBAN WATER SUPPLY SYSTEM
(WATER DISTRIBUTION AND SERVICE) (B)
課題別研修「都市上水道維持管理（給・配水）（B）」
JFY 2019
NO. J1904170 / ID. 1984471
Course Period in Japan: From June 26th, 2019 to 7th August, 2019

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

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

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.
1. Concept

Background

It has been recognized that more than 1.1 billion people around the world have no access to safe drinking water. The Sustainable Development Goals (SDGs) target to ensure "by 2030, achieve universal and equitable access to safe and affordable drinking water for all" with sustainable management.

This has led to an increasing need for such courses that enable to attain those goals. This course aims to transfer and disseminate practical knowledge and skills for the field engineers who are currently engaged in operation and maintenance, specifically on water distribution and services at urban water supply systems. It is expected for the organizations in charge of urban drinking water supply in developing countries to share and apply the acquired knowledge and skills of the participants in their home countries. Also, this course is to be implemented twice a year, one part (A) by JICA Kansai Center and another part (B) by JICA Chugoku Center. The course offered by JICA Chugoku particularly features full coverage of the drinking water supply management in both theoretical lectures and practice for contributing to the future core human resources development.

For what?

This program aims for field engineers in urban drinking water supply management who are specifically working on drinking water distribution and supply services to transfer and disseminate concentrated and practical technique.

For whom?

Engineers currently engaged in "Water Distribution and Service" who belong to urban drinking water supply management organizations and who have more than 5 years of working experience in the said field, as well as being the leadership position to give technical instructions to other personnel.

How?

(1) Technical Issue Analysis prior to the participants' departure to Japan:

Participating organizations are requested to have discussions about the issues and problems on "Water Distribution and Service" of operation and maintenance of urban water supply system in the supply area in order to clarify technical problems so as to share them with the particular cases among the participants in the program.

(2) Program contents:

1. Lectures: Countermeasures against disasters and accidents; Maintenance of Facilities of Water Purification Plant (WPP); Leak Survey; Maintenance of Pipeline for Water Distribution and Service.
2. Site visits: Water Intake; Water Purification Plant; Dam; Water Source Area etc.
3. Practice: Leak Detection; Maintenance of Pipeline for Water Distribution and Service; Formulation of the Action Plan (including consultation).
II. Description

1. Title (J-No.): OPERATION AND MAINTENANCE OF URBAN WATER SUPPLY SYSTEM (WATER DISTRIBUTION AND SERVICE) (B) (J1904170)

2. Course Period in JAPAN
   June 26th, 2019 to August 7th, 2019

3. Target Regions or Countries
   AFGHANISTAN, EGYPT, ERITREA, GUYANA, INDONESIA, IRAN, LIBERIA, RWANDA, SRI LANKA

4. Eligible / Target Organization
   Engineers currently engaged in "Water Distribution and Service" who belong to urban drinking water supply management organizations*.

   *We're highly recommended who are belonged to counterpart organizations and their related organizations of Japan's bilateral cooperation program.

5. Course Capacity (Upper limit of Participants)
   9 participants

6. Language to be used in this program: English (Including Japanese with English interpretation)

7. Course Objective:
   To develop engineers' capabilities for them to take the core role in the field of "water distribution and service" in the organizations in charge of urban water supply in the target countries and regions so the applicable knowledge and skills of Japan are to be shared among the engineers and technicians in their home countries.

8. Overall Goal
   By sharing the acquired knowledge and skills in the field of "water distribution and service" of Japan's urban water supply system, the capabilities of urban water supply maintenance and management in target countries and regions will be improved.
9. Expected Module Output and Contents:
This program consists of the following components. Details on each component are given below (The contents may be changed):

<table>
<thead>
<tr>
<th>(1) Preliminary Phase in a participant's home country</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Module Output</td>
<td></td>
</tr>
<tr>
<td>Module 1 Participants will be able to summarize the</td>
<td>1.1 Submission of the Presentation Materials of Job / Country Report before your arrival at Japan.</td>
</tr>
<tr>
<td>present status, issues and problems concerning their</td>
<td>Note: Only accepted candidates are required to submit a Job report before coming to Japan. The details of a Job report will be informed when we send the acceptance notice.</td>
</tr>
<tr>
<td>respective countries in Job Reports.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) Core Phase in Japan</th>
<th>Contents of the Lectures / Site-visits /Activities ※ Please refer to &lt;Schedule&gt; (tentative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Module Output</td>
<td>Subjects/Topics</td>
</tr>
<tr>
<td></td>
<td>• Sharing situation or problem in the water treatment, operation and maintenance among relevant parties and setting of participant's objectives of the course</td>
</tr>
<tr>
<td></td>
<td>Job Report Presentation</td>
</tr>
</tbody>
</table>

[ Follow Up of Module 1 ]

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Contents of the Lectures / Site-visits /Activities ※ Please refer to &lt;Schedule&gt; (tentative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 2 Participants will be able to understand Outline of Water Supply Utilities of Japan and to be able to explain to the other personnel.</td>
<td>2.1 Outline of Water Utility in Japan 2.1.1 Lecture/Observation 2.1.2 Entry in a Reflection &amp; Review Sheet</td>
</tr>
<tr>
<td></td>
<td>Note: After participants' arrival in Japan, Job Report Presentation will be held in order to assess their attainment of Module 1.</td>
</tr>
<tr>
<td>Module 3</td>
<td>3.1 Planning, Maintenance and Management of Distribution Network (Leak Detection; Outline of Distribution Facilities Operation &amp; Maintenance; Leak Repair; Water Meters)</td>
</tr>
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<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Module 4</td>
<td>4.1 Introduction and visit to a water purification plant; Outline of WPP Operation &amp; Maintenance; Water Quality Control</td>
</tr>
<tr>
<td>Module 5</td>
<td>5.1 Development of Action Plan / Presentation of Action Plan</td>
</tr>
</tbody>
</table>

### 10. Structure of the Program

**Topic outline (subject to minor changes)**

- **1st week**
  1. Opening Ceremony, General Orientation
  2. General Information on Water Supply Systems in Japan

- **2nd week to 5th week**
  1. Job Report Presentation
  3. Procedures of Waterworks Plan Formulation
  4. Distribution Facilities Planning
  5. Hydraulic Calculation
  6. Maintenance of Water Purification Plant
  7. Water Quality Control Management
  8. Outline and Current Condition of Water Supply Equipment
  9. Management of Information on Facilities
  10. Leakage Prevention Practice
  11. Lecture of "Groundwater Exploration and Water Well Construction"
  12. Study Trip

- **6th week and 7th week**
  1. Finalizing Action Plan for presentation
  2. Action Plan presentation
  3. Evaluation session with JICA staff and Waterworks Bureau the City of Hiroshima's staff
  4. Closing Ceremony

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III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:
   (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
   (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications
   ① To be engineers responsible for “Water Distribution and Service” of operation and maintenance of urban water supply.
   ② To be currently engaged in urban water supply field offices, such as water distribution or service division, and have at least five (5) years’ practical experience in that area. *If candidate will not meet essential qualifications, we'll request the replacement of candidate.
   ③ To have a strong commitment and capacity to disseminate acquired techniques and knowledge after return.
   ④ Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more. (This course includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. (Please attach an official certificate for English ability such as TOEFL, TOEIC etc. if possible).
   ⑤ Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications
   ① Age: between the ages of thirty (30) and forty-four (44) years.
   ② Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.
3. Required Documents for Application
   (1) Application Form: The Application Form is available at the JICA office (or the Embassy of Japan).

   (2) Photocopy of passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
   *Photocopy should include the followings:
   Name, Date of birth, Nationality, Sex, Passport number and Expire date.

4. Procedures for Application and Selection:
   (1) Submission of the Application Documents:
   Closing date for applications: Please inquire to the JICA office (or the Embassy of Japan).
   (After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by April 3rd, 2019)

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

   (3) Notice of Acceptance
   Notification of results will be made by the JICA office (or the Embassy of Japan) not later than April 19th, 2019.
5. **Document(s) to be submitted by only accepted candidates:**

*Presentation materials for Job Report to be submitted by June 5th, 2019.*

More detail of the presentation materials will be announced with the acceptance result.

※You will have to make a presentation on your Job Report* at the beginning of the course. The presentation time is 30 minutes, including interpretation, for each participant. Therefore, the net time for your presentation is shorter than 30 minutes.

6. **Conditions for Attendance:**

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

(3) not to extend the period of stay in Japan.

(4) not to be accompanied by family members during the program.

(5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

(6) to refrain from engaging in any political activities, or any form of employment for profit or gain.

(7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the course expenditure depending on the severity of said violation.

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

1. Organizer:
   (1) Name: JICA Chugoku Center
       "Chugoku" is the name of the region consisting of five (5) prefectures in western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.
   (2) Contact: Mr. Hiroyuki KAGEYAMA (cicttp@jica.go.jp)

2. Implementing Partner:
   (1) Name: Waterworks Bureau The City of Hiroshima
   (2) URL: http://www.water.city.hiroshima.jp/english/index.html

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

4. Accommodation in Japan:
   JICA will arrange the following accommodations for the participants in Japan:

<table>
<thead>
<tr>
<th>JICA Chugoku Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, JAPAN</td>
</tr>
<tr>
<td>TEL: 81-82-421-6310 FAX: 81-82-420-8082</td>
</tr>
</tbody>
</table>
   (where "81" is the country code for Japan, and "82" is the local area code)

   If there is no vacancy at JICA CHUGOKU, JICA will arrange alternative accommodations for the participants.

5. Expenses:
   The following expenses will be provided for the participants by JICA:
   (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
   (2) Expenses for study tours (basically in the form of train tickets.)
   (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
   (4) Expenses for program implementation, including materials
       For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.

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

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V. Other Information

Accepted participants are recommended;
- to bring a laptop computer (PC).
- to wear something casual (not too casual) during their stay in Japan, due to its hot and humid climate in summer season. But also prepare formal wear (not too formal) for participation to official events (courtesy call etc.) as well.
- to bring a bag or daypack for short trip.
For Your Reference

JICA and Capacity Development

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

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

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.
CORRESPONDENCE
For enquiries and further information, please contact the JICA office or the Embassy of Japan.
Further, address correspondence to:

JICA Chugoku Center
Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, JAPAN
TEL: 81-82-421-5800  FAX: 81-82-420-8082