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මුදල්, කුසලතාදායක සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
தென்தேசிய காரியாலயம் (3 වැනි මහල), කොළඹ 00100, ශ්‍රී ලංකාව

நிதி இலாபம் மற்றும் பொருளாதார மேம்பாட்டு அமைச்சகம்
செயலகம் (3 ஆம் மாடி) இ கொழும்பு 00100 இ இலங்கை
Ministry of Finance, Planning and Economic Development
The Secretariat (3rd Floor), Colombo 00100, Sri Lanka

Website: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/JICA/S/80/25

මගේ අංකය
உமது இல
Your No

1915819

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திகதி
Date

03rd November 2025

Officer In-charge of Foreign Trainings

Secretary / Ministry of Health and Mass Media
Secretary / Ministry of Public Administration Provincial Councils and Local Government
Secretary / Ministry of Rural Development, Social Security, and Community Empowerment

**JICA Knowledge Co-Creation Program: Young Leaders (Sri Lanka) Support and Care for the Elderly
(Development of Human Resources in the Nursing Care Field)
In Japan is from 01st February 2026 to 21st February 2026**

The Japan International Cooperation Agency (JICA) in Sri Lanka has invited nominations for the above Training Course scheduled to be held in Japan from 01st February to 21st February 2026. The details of the program, including the course description and application guidelines, are enclosed for your reference.

The objective of this training programme is to enhance the knowledge and awareness of young leaders engaged in welfare services and/or human resource development activities related to the support and care of the elderly. The programme aims to provide participants with a comprehensive understanding of the current situation and key challenges of public welfare policies and services for the elderly in Japan.

Through this training, participants are expected to:

- Acquire fundamental knowledge on human resource development for elderly care workers in Japan, including essential skills and practical know-how in elderly nursing care; and
- Exchange information and views on welfare and nursing care for the elderly with relevant experts and institutions, thereby deepening their understanding of the related issues and best practices.

We are of the view that this programme presents a valuable opportunity, for the Ministry and the institutions under your preview, and could greatly benefit from participation. Therefore, we kindly request you to nominate suitable candidates for the program as per the GI guidelines. Each nominee must meet the eligibility criteria and submit the following documents to the Department of External Resources **on or before 2.00 P.M. on 09th December 2025.**

1. Nomination letter of the line Ministry
2. For each of the nominee; **two sets** of duly filled Application Form for "JICA Young Leaders Program" – New official Application Form can be downloaded from ERD public website (www.erd.gov.lk). Please note that hand written applications will not be accepted.
3. Copy of the Nominee's English Score Sheet, if available (e.g. TOEFL, TOEIC, IELTS)
4. Inception Report
5. Copy of the Passport (if available)
6. Contact person at your organization or Post – Program survey about KCCP for Young Leaders
7. Duly filled ERD Form (Available at our website, www.erd.gov.lk)

(Cont P/02)

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ලැක්ෂ් අංකය
தொலைபேசி
Fax

94-11-2447633
94-11-2387153

Any discrepancies in names of the nominees across different documents may lead to administrative issues and complications in processing the application. Therefore, we kindly advise the nominees to use the name exactly as it appears in their passports in all documentation related to the program

Please also note that the submission deadline will be strictly enforced. Only duly completed applications, accompanied by all required documents as stipulated, and received by this office on or before 2.00 p.m. on 09th December 2025, will be considered for processing.

In addition, we would like to inform you that the officials already trained under the JICA program will not be qualified for another JICA training program within two (02) years of such training.

All nominations will be forwarded to the Government of Japan for final selection. Once selected, candidates are expected to honor their acceptance and refrain from withdrawing their candidature except under exceptional and unavoidable circumstances. We wish to emphasize that this training opportunity is extended for the benefit of the country, and withdrawals after selection not only tarnish Sri Lanka's image but also result in the loss of valuable training slots allocated to the nation. Moreover, such actions deprive other deserving candidates of the opportunity. In order to avoid such inconveniences, we kindly request both the nominees and the respective Ministries/organizations to ensure that applications are submitted with a firm commitment to participate.

To ensure the most effective representation of Sri Lanka at this programme, it is recommended that nominations be made with due consideration to the nominees' subject matter expertise, continuity in the relevant portfolio, and capacity to contribute substantively to the programme agenda. Selected participants are expected to represent Sri Lanka's national interests in a professional and consistent manner.

We highly appreciate your kind cooperation in identifying and nominating the most suitable and deserving candidates for this invaluable opportunity extended by the Japan International Cooperation Agency (JICA) to the Government of Sri Lanka. We look forward to receiving a strong list of nominations.

Tharanga Liyanage
Additional Director General
for Director General

Copies:

1. Director, International Health Division of Ministry of Health & Mass Media
2. Chief Secretaries, All Provincial Councils
3. Heads, All Provincial Departments of Health

Enclosure: GI booklet



Knowledge Co-Creation Program (Young Leaders) (Sri Lanka)

**General information on
Support and Care for the Elderly (Development of
Human Resources in the Nursing Care Field)
高齢者支援・介護(介護人材の育成)コース
JFY2025**

Course No.: 202412533J001

Course Period in Japan: February,1,2026 – February,21,2026

This information pertains to one of the JICA Knowledge Co-Creation Programs (Young Leaders) of the Japan International Cooperation Agency (JICA) 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)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *"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."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

The "Knowledge Co-Creation Program (Young Leaders)" is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

KCCP-Young Leaders is a program focused on building regional relationships between developing countries and Japan. Participants are also expected to build ties between their own countries and Japan through their participation in the program.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for about 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan,
- 2) increase their willingness to resolve issues on their own, and
- 3) know Japanese society and culture deeply through the program.

II. Description

1. Title (Course No.)

Support and Care for the Elderly (Development of Human Resources in the Nursing Care Field) Course (202412533J001)

2. Course Duration in Japan

February 1 to February 21, 2026

3. Target Regions or Countries

Sri Lanka

4. Target Group

Staff of central or local governments engaged in the field of elderly care, and personnel involved in the development of caregiving human resources at educational institutions related to elderly support and care, etc.

5. Number of Participants

7 participants

6. Language

English

7. Objective(s)

Improvement of knowledge and awareness of young leaders engaged in welfare services or/and human resource development for support and care for the elderly.

Through participation in this course, the participants are expected

- (1) to learn about current situation and challenging issues of public welfare policies and services for the elderly in Japan.

- (2) to acquire a basic knowledge of human resource development of elderly care workers in Japan including basic skills and know-how of elderly nursing care.
- (3) to exchange information and opinions on the welfare and nursing care for elderly with the concerned parties to deepen their understandings of concerned issues.

8. Outline

This course consists of the following components.

	Module Expected Results	Topics
(1)	To learn about current situation and challenging issues of public welfare policies and services for the elderly.	•Welfare policies and services for the elderly (national and local government) in Japan • Current situation and challenging issues in supporting the Elderly in Japan
(2)	To acquire a basic knowledge of human resource development in Japanese elderly care and skills and know-how of nursing care.	• Basic knowledge in nursing care (techniques, management, etc.) • Human resource development in support and care for elderly (government, educational institutions, companies) •Practical nursing care experience •Visit to nursing care institutions
(3)	To exchange information and opinions on the welfare and nursing care for the elderly with the concerned parties in order to deepen their understandings of concerned issues.	• Challenges and improvement measures of public support and services for the elderly • Challenges and improvement measures of human resource development for elderly care

* The specific content of the program is currently being prepared and may be subject to changes without prior notice.

III. Eligibility and Procedures

1. Nominee Qualifications

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

【 Remarks 】 Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have

an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

All applicants must satisfy the following:

- 1) Nomination: be nominated by the Government of Sri Lanka in line with the procedures mentioned in 3.(1) below.
- 2) Experience in the relevant field: be involved in a field corresponding to the course mentioned in II. Description.
- 3) Age: be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language Proficiency: have a reasonable command of **English** and good command of spoken and written **English**.
- 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.
- 6) Attitude: have interest in Japanese society and culture, and interaction with local residents

(2) Recommended Qualifications

- 1) Experience Visiting/Living in Japan: It's preferable that the applicant has not made any previous visits to Japan.
- 2) Educational Background: It's preferable that the applicant hold a Bachelor's degree.
- 3) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

2. Required Documents for Application

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

* If you have any difficulties/disabilities which require assistance, please specify

necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

* The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

* It is recommended that your passport be valid for more than 6 months after the last day of the program.

- (3) Inception Report:** Inception Report on the main issues concerning the targeted field in your country and organization must be submitted. Detailed information is provided in the Annex I.

- (4) Contact Person at Your Organization or Post-Program Survey about KCCP for Young Leaders**

You will be required to submit 'Contact Person at your Organization for Post-Program Survey about KCCP for Young Leaders' filled with the information about the appropriate person in your organization to whom JICA will send the questionnaire on the monitoring purpose of the program. The person is expected to be your supervisor or the person in your human resources department, who can observe some changes of your attitudes toward your tasks after participating in the program. See 'ANNEX-2' of 'VI. Annex'.

3. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All require material must arrive at **JICA Center in Japan** by **December 19, 2025**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than December 23, 2025.

4. Additional Document(s) to Be Submitted by Accepted candidates

Presentation of Inception Report -- to be submitted by **January 14, 2026**

Accepted candidates are required to prepare a Inception Report (Please read Annex I -1 "Inception Report" for detailed information.) before their departure. The Inception Report should be sent to JICA by **January 14, 2026**, preferably by e-mail to Hosokawa.Tomoyo@jica.go.jp

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Hokkaido (Sapporo)

(2) **Program Officer:**

Ms. HOSOKAWA Tomoyo

(Hosokawa.Tomoyo@jica.go.jp)



2. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

3. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Hokkaido Center (JICA Hokkaido(Sapporo))

Address: Minami 4-25, Hondori 16 chome, Shiroishi-ku, Sapporo, Hokkaido 003-0026, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382

(where "81" is the country code for Japan, and "11" is the local area code)

Please refer to facility guide of JICA Hokkaido (Sapporo) at its URL, <https://www.jica.go.jp/sapporo/english/office/index.html>

Please see the JICA Hokkaido Center Facility/Service Guide at this URL

(<https://www.jica.go.jp/sapporo/english/office/about/facilities.html>)

4. Expenses

The following expenses will be provided by JICA

(1) Allowances for meals, living expenses, and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see "III. ALLOWANCES" of "KENSHU-IN GUIDE BOOK," (English/French/Spanish/Russian).

*Link to the Website:

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

5. Pre-departure Orientation*

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

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html

V. Other Information

1. Action Plan

At the end of the program, participants are required to prepare an "Action Plan" and make a presentation on it, which is an activity plan to be implemented after going back to home country with utilizing skills and knowledge obtained in Japan. JICA recommends each participant bring relevant data and reference documents which would be useful in making a well-grounded action plan.

2. Certificate

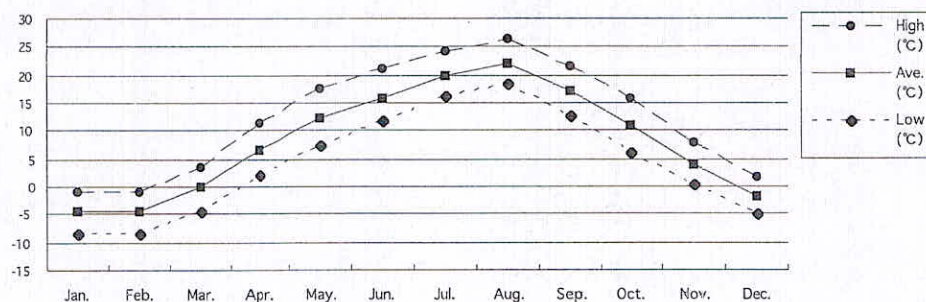
Participants who have successfully completed the course will be awarded a certificate by JICA.

3. For program in Japan

(1) Japanese Language program

Japanese language program will be offered to the participants in JICA Hokkaido (Sapporo), to facilitate their daily life.

(2) Climate in Sapporo



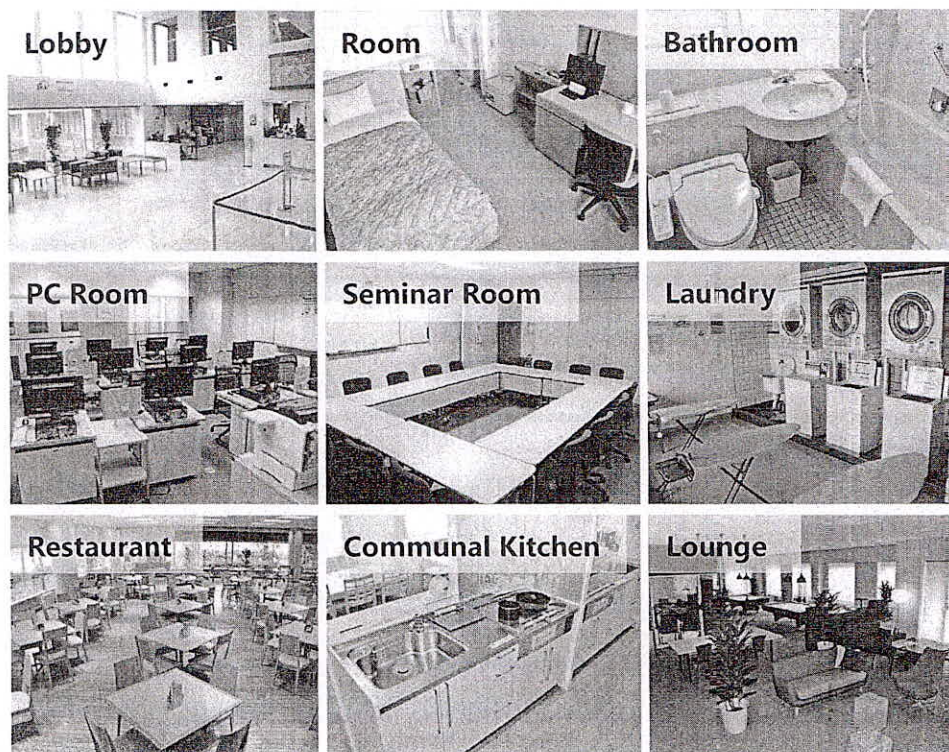
	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (°C)	-1	-0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (°C)	-4.4	-4.4	-0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	-1.6
Low (°C)	-8.4	-8.5	-4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	-5
Snow(cm)	58	83	64	2							5	28

(3) Equipment in JICA Hokkaido (Sapporo)

JICA Hokkaido (Sapporo) has the following equipment for the participants.

<Private Room> Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN、NHK(BS), DVD/VHS Video Player)

<Audio-Visual equipment for training> Video recorder, Slide Projector, Multimedia Projector.



* A common kitchen is available for cooking. If you have food allergies or concerns about eating in Japan, we recommend that you bring your own ingredients and seasonings.

VI. Annex I : Inception Report

The inception report aims to share and clarify your challenges in support and care for the elderly with us and other participants. It will lead us to find out appropriate solutions through the program.

Instructions

1. Should be written in English.
2. Should cover All "Items" below.

1) Basic information

Name	
Organization	
Position	
Outline of duties	

- 2) Describe present situation and issues/challenges related to support and care for the elderly in your country/region.

--

- 3) Describe your expectation of this program (Subjects of particular interest).

--

- 4) Describe your future for implementing the expected results of this training program after returning to your country.

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VI. Annex I -1: Presentation of Inception Report

1. INTRODUCTION

Each candidate will have 15-20 minutes (including interpretation) to make an inception report presentation. Please prepare the presentation based on your work report and with the following instructions.

2. INSTRUCCIONES

- ✓ Deadline: must be submit before **January 14, 2026.**
- ✓ Language: english
- ✓ OS: Microsoft PowerPoint

3. Required Content

- 1) Your responsibilities
- 2) How have you been involved in support and care in the elderly?
- 3) Challenges with your organization or its functions (other than staffing or budget shortages)
- 4) Expectations for the course

ANNEX 2- Contact Person at Your Organization for Post-Program Survey about KCCP for Young Leaders

REQUEST FOR POST-PROGRAM SURVEY

JICA conducts the post-program survey about how the ex-participants have been utilizing the knowledge and skills acquired in Japan in their daily work. For this purpose, JICA would like to send the questionnaire to the participants by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to the person in their organizations; such as their supervisor or the person in their human resources department who can observe some changes of their attitudes toward their tasks after participating the program.

We would highly appreciate it if you fill in the information about the appropriate person in your organization to whom JICA can send the questionnaire on this purpose. The questionnaire will be directly sent by e-mail to you and the person mentioned below within one year after the program.

We kindly ask for your understanding and cooperation in responding to the survey.

【Name of Nominee】

--

【Contact person at your organization】

(Your supervisor or a person in the human resources department, to whom JICA can send the questionnaire after the course)

Name	
Designation / Position	
Department / Division	
E-mail Address	

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program for Young Leaders is designed for young leaders expected to become future leaders in their specialized fields. Participants in the program learn about Japan's experience and technologies in the relevant fields that will be required for the future development of their own country. A variety of programs is open to young people in each field in each country.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of

organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



Contact Information for Inquiries

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

JICA Hokkaido Center (JICA Hokkaido (Sapporo))

VI. Annex I : Inception Report

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Instructions

1. Should be written in English.
2. Should cover All "Items" below.

1) Basic information

Name	
Organization	
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Outline of duties	

- #### 2) Describe present situation and issues/challenges related to support and care for the elderly in your country/region.

--

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--

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In addition, considering the purpose of the survey, we also would like to send the questionnaire to the person in their organizations; such as their supervisor or the person in their human resources department who can observe some changes of their attitudes toward their tasks after participating the program.

We would highly appreciate it if you fill in the information about the appropriate person in your organization to whom JICA can send the questionnaire on this purpose. The questionnaire will be directly sent by e-mail to you and the person mentioned below within one year after the program.

We kindly ask for your understanding and cooperation in responding to the survey.

【Name of Nominee】

--

【Contact person at your organization】

(Your supervisor or a person in the human resources department, to whom JICA can send the questionnaire after the course)

Name	
Designation / Position	
Department / Division	
E-mail Address	