

## **VI. ANNEX:**

### **Guidelines for Inception Report: To applicant and his/her organization**

The Report should be prepared in conformity with the guidelines given herewith.

- The application will NOT be considered unless the Inception Report is submitted along with the Application form.
- Question No. 1 and 2 of Report Contents is strictly to be written by applicants themselves, and No. 3 is by the applicant's organization, in accordance with the specific points and issues given.
- No copies from previous project reports. The report not following this guideline is not acceptable.
- The report should be up to 20 pages in length and be typewritten in A4 size paper.

Note JICA Center and the related experts examine both Application form and Inception Report closely for the selection, as the important base-line information to acknowledge whether and how this program can contribute to capacity development of the applicants as well as to support to solve the fundamental problems.

In addition, job experiences and English ability will be carefully screened by use of the Inception Report and the English score sheet. There were some participants with inadequate job experiences and English ability who found themselves unable to follow the program and to make the best progress/outcome from their participation.

- JICA Chubu may contact an applicant directly regarding to your report, and may hold a direct interview over Internet if necessary.

### **Report Contents**

**0 Cover page:** Applicant's name, Organization & position, Contact Email address

**1 General information (written by applicant):**

**1.1 Administration hierarchy**

- (1) Draw a chart of the general administration hierarchy from the national level down to the village level.
- (2) Describe the similar structure of social units within a village, for example, settlement, neighborhood group, and others. This ought to be given with supplemental information about the size in terms of area coverage and / or number of households / population at the respective levels.

**1.2 Traditional collective actions and social organizations**

- (1) Identify local people's traditional collective actions (e.g. labor exchange, fund raising, and others)

- (2) Identify social organizations (e.g. irrigation association, cooperatives, day-care groups, religious/ cultural groups, and others) of any kind that are generally practiced and/or observed in their day-to-day life on a nation-wide basis.

1.3 Describe each of them in terms of:

- 1) Name, 2) Objectives, 3) Membership, 4) Resources utilized and nature of their ownership (e.g., private, state, collective, and communal), 5) Organizational arrangement, 6) Rules observed, 7) Level and / or social unit, 8) Linkage and / or networks with external organizations.

**2 Specific information on the on-going Local Social Development project (written by applicant):**

2.1 Community profile

Give the social profile of a target community to which applicant's project presently addresses in terms of Social, Political, Economic and Cultural and Environmental (SPECE) settings.

Special attention should be given to the following two points:

- (1) Identify the specific collective actions and social organizations from among those listed in the above section. If there are any particular, unique ones found only in the target area or community, additionally describe them in accordance with the guidelines given above, and
- (2) Identify common resources / facilities in the community. If there are any, describe people's experiences in and mechanisms of their utilization and management, based on the above guidelines.

2.2 Project description

Describe your project in a compact form so as to cover the following points:

- (1) Project title,
- (2) Objectives and goals,
- (3) Specific issues and problems that the project addresses,
- (4) Approach adopted (e.g., resource provision, organization building, value formation, and their combination),
- (5) Measures and components,
- (6) Organization arrangements in terms of organization structure, people participation mechanisms, and institutional linkage with external support Governmental Organization (GO) and local NGOs,
- (7) Collaboration mechanism among supporting organizations / agencies for project implementation,
- (8) Relevance of project organization to indigenous/traditional social organization in the target community,

- (9) Project phasing with role delineation among GO, NGOs, People Organization (PO) and other external supporting groups,
- (10) Rules and by-laws adopted in the project organization, 11) Level and/or unit where the project is being implemented

2.3 Applicant's assessment/evaluation of the on-going Local Social Development project  
Assess/evaluate the present achievements of your project, by

- (1) Identify issues/problems you are facing;
- (2) Elaborate possible solutions along with their rationale.

When working, consideration should be given to the following points:

- Appropriateness/effectiveness of the approach, measures and components adopted in the context of achievement of objectives and goals,
- Appropriateness of the approach in light of the characteristics of the target local community,
- Effectiveness of the development of measures and components in terms of phase setting toward people's capability building,
- Appropriateness / effectiveness of role delineation among GOs, NGOs, POs, and others,
- Sufficiency of organization arrangements in terms of project supporting setups as well as of people's participation,
- Appropriateness in selection of project implementation level and /or unit, and
- Relevance to local experiences in the traditional pattern of resource utilization and management.

### 3 Organizational objectives

(Written by the applicant's organization, not by the applicant him/herself, in approx. 2 pages)

- 3.1 Name\* and the position, and the relation to the applicant  
\*This can be a different person from Part A of Application form.
- 3.2 Describe the organizational purpose to participate the program
- 3.3 Describe organizational expectation to the applicant
- 3.4 Describe organizational plan to support the applicant after the program