



ONLINE

THIRD COUNTRY TRAINING PROGRAMME (TCTP)

GENERAL INFORMATION ON

**“FOSTERING STEM EDUCATION TO PROMOTE SUCCESSFUL
LEARNING IN SCIENCE AND MATHEMATICS CLASSROOMS”**

26 SEPTEMBER – 7 OCTOBER 2022

Joint Collaboration between:



Organised by:



**Southeast Asian Ministers of Education Organisation (SEAMEO)
Regional Centre for Education in Science and Mathematics (RECSAM)**

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1 COURSE TITLE

This training programme is entitled, **“Fostering STEM Education to Promote Successful Learning in Science and Mathematics Classrooms”**.

2 BACKGROUND

Malaysia supports 144 developing countries under the framework of the South-South Cooperation since 1980 via the Malaysian Technical Cooperation Programme (MTCP). In 1983, Japan started its Third Country Training Programme (TCTP) in Malaysia. Subsequently, Malaysia and Japan began to collaborate in 1992 to assist developing countries under the MTCP Recipient List within this TCTP arrangement.

Upon the launch of TICAD in 1993 by the Government of Japan, to promote high-level policy dialogue between African leaders and development partners on issues facing Africa, such as economic development, poverty and conflict, JICA begun to streamline its assistance under the TCTP for the African countries in line with the TICAD Initiative. In this regard, several sectors pertinent to national development of a country have been identified, inter-alia, primary Science and Mathematics education.

STEM refers to the academic disciplines of science, technology, engineering and mathematics. Instead of teaching the four disciplines as separate and discrete subjects, STEM approach integrates them into a cohesive interdisciplinary learning curriculum based on real-world context for educating students. In the 21st century, scientific and technological innovations have become increasingly important as we face the benefits and challenges of both globalization and a knowledge-based economy. To succeed in this new information-based and highly technological society, students need to develop their capabilities in STEM to levels much beyond what was considered acceptable in the past ([National Science Foundation, 2007](#)). Therefore, STEM education is an important teaching and learning approach that offers students to make sense of the world and take charge of their learning. Promoting scientific/mathematical processes through inquiry of real life problems and projects provide students the foundations to acquire practical skills as they make their transition from schools to the job markets.

In this course, science/mathematics is intertwined with the other three disciplines. Various strategies such as inquiry-based learning model, problem-based learning, project-based learning and the engineering design approach will be discussed with relation to STEM approach. The inquiry-based learning model incorporates teaching science/mathematics through a process of exploring the world in a contextual manner. This creates a learning environment where learners ask questions, making predictions, making conjectures, discoveries, and generalisation in the quest for new understandings. This approach helps make science/mathematics learning more appealing and enjoyable. Through an engineering design approach, learners get to learn and solve daily problems. These different strategies are vitally grounded in support of a meaningful learning that make sense. ICT

applications can support STEM education by providing a platform to teach skills such as critical thinking, multitasking, strategizing, and problem solving. ICT embedded learning in STEM opens up the frontier to increase global awareness through collaboration with field experts and sharing best practices in the classrooms of others, support explorations with visual feedback on real world application of STEM concepts. Innovative forms of assessment will be integrated with appropriate teaching and learning to guide and chart the successful learning of science/mathematics.

3 OBJECTIVES AND THEME

The main objectives of the course is to develop participants' knowledge and skills in the teaching and learning of Science/Mathematics through the STEM approach.

4 OUTPUTS

Upon completion of this course, participants would be able to:

- provide appropriate context to promote STEM learning;
- apply relevant strategies to solve real world problems through STEM approach;
- practice STEM multi-disciplinary approach to promote meaningful learning in science/mathematics; integrate ICT in STEM learning of science/mathematics;
- assess STEM related learning using appropriate methods and tools; and
- plan, design, implement, analyze and make conclusion collaboratively on a science/mathematics lesson plan based on STEM approach.

5 TARGET COUNTRIES, ORGANISATIONS AND PARTICIPANTS

5.1 Target Countries and Relevant Organisations / Agencies

Ministries of Education in:

1. Ethiopia, 2. Ghana, 3. Kenya, 4. Malawi, 5. Nigeria, 6. South Africa, 7. South Sudan, 8. Tanzania, 9. Uganda, 10. Zambia

5.2 Total Number and Target Participants

- The total number of participants for the course is thirty (30) (15 participants per Science and Mathematics course respectively).
- Each target country is encouraged to nominate more than five (5) applicants.
- Middle/ senior level of government officials from government ministries and other public agencies charged with education.
- Priority of selection will be given to applicants whose major task as **secondary science and/ or mathematics** teachers/ teacher trainers/ national trainers.

6 REQUIREMENTS FOR ADMISSION

Applicants of the course are obliged to fulfil the following requirements:

- (1) Should be a civil servant/government official.
- (2) Should be nominated and obtained approval by their respective country government (detailed procedure is stated in **13. APPLICATION PROCEDURE**);
- (3) Should be able to provide a colour copy of passport or identity card;
- (4) Between 26-50 years of age;
- (5) Should possess a minimum qualification of a diploma/degree in related discipline;
- (6) Should have practical experience of more than three (5) years in the secondary science and/or mathematics education;
- (7) Should possess basic computer literacy skills and good internet connectivity.
- (8) Should possess a good command of written and spoken English;
- (9) Good health, physically and mentally, in order to complete the course;
- (10) Not to be serving in the military; and
- (11) Women are encouraged to apply.

7 COURSE DESCRIPTION

7.1 Duration

The duration of the course is **ten (10) days from 26 September-7 October 2022 ; 15:00-18:15 Malaysia (GMT+8)**

7.2 Delivery and Language

The course will be delivered **through WebEx/Google Meet etc. platform** by SEAMEO RECSAM, Penang, Malaysia in **English**.

7.3 Curriculum and Schedule

- This course shall include online lectures and assignments for Science and Mathematics. Schedule is attached in **15.1**.

7.4 Certificates

Certificates will be awarded upon successful completion of the course and submission of assignments.

8 ACTION PLAN

To fulfil the objectives of the course as stated in **3**, all participants must prepare a Plan of Action and present it on the last day of the course. Refer to **15.2**.

9 ALLOWANCES, BENEFITS, AND PARTICIPANTS' RESPONSIBILITIES

- (1) **No allowances will be paid** to the participants, including per-diem, transportation, accommodation, communication, any other incidental costs to the training participation.
- (2) Participants will, at their own risk and expense, **set up all communications environment such as the internet and provide all equipment and devices** that are necessary for participants to access the online training.

10 GENERAL CONDITIONS OF TCTP PARTICIPANTS

All applicants are subjected to abide by the following conditions of TCTP participants throughout the course.

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as TCTP participants and abide by laws, rules and regulations and specific regulation of the organiser.

- (1) In the virtual classroom, participants are required to dress appropriately which includes long-sleeved shirts with ties, tailored pants and blazer or uniform for men. Lady participants are required to dress appropriately and modestly.
- (2) Participants are **REQUIRED TO ATTEND** the whole course by following the allocated time.
- (3) Participants are **NOT** allowed to leave the session at any time.
- (4) Participants are **NOT** allowed to conduct any political and/or commercial activities in any capacity whatsoever during the course.
- (5) Participants are strictly advised to have a **QUIET SURROUNDING** during the class session.
- (6) The TCTP participation may be terminated at any time due to unsatisfactory conduct, breach of the conditions of TCTP participants, failure to make satisfactory progress or as deemed necessary by the organiser.
- (7) Requests for change of course or extension of the training period will NOT be entertained. Participants should fully participate in all activities

related to the course.

11 OTHER GENERAL REGULATIONS AND OBLIGATIONS

In addition to the conditions stipulated in above, TCTP participants are also required to observe the followings:

- (1) To observe the course schedule by punctual attendance;
- (2) To attend/participate actively in all virtual sessions;
- (3) To carry out instructions and abide by conditions as stipulated by the organiser;
- (4) To discontinue the course, should participants fall seriously ill and be considered unable to continue the course;
- (5) To refrain from committing any illegal or immoral acts. Should participants be found in contravention of this requirement, they will be barred from attending the course and will be asked to leave the course with immediate effect;
- (6) Participants who do not comply with the general conditions, regulations and obligations of the TCTP participants would be reported to their respective Embassies or High Commissions as well as to the Head of their respective organizations;
- (7) Participants will not utilise knowledge and skills acquired in the training for military purposes.
- (8) To not alter, decompile, disassemble or reverse engineer any or all of the information platform software in connection with the provision of the online training;
- (9) To not perform or cause third party to be performed unauthorized access to the information platform used for the online training as far as;
- (10) To not commit any act that would otherwise violate any law, regulation, order or public policy, or interfere with the operation of the online training;
- (11) To not commit any act that would infringe any right of third party or entity, interfere with the use of the online training by third party or entity, or otherwise cause third party or entity trouble or problem.
- (12) Participants will allow the Organizer to record and take photos of the training session.

12 DISCLAIMER

- (1) The Organizer makes every effort to assure the accuracy and completeness of the content of training materials consistent with high technical standards. However, the Organizer hereby disclaim all warranties of any kind, express or implied, regarding the accuracy, completeness, quality or fitness for a particular purpose of the materials.
- (2) Online TCTP are provided "as is", and the Organizer make no representation or warranty, express or implied, including but not limited to representation or warranty of technical availability (including the absence of bugs or other failure, or fitness for or compatibility with User's devices, equipment or software), timeliness or continuity of provision of services, merchantability, fitness for a particular purpose, no infringement, the absence of latent or other defects, accuracy, or the presence or absence of errors whether or not discoverable. The Organizer accepts no liability for the conformity of any of the materials with any other materials. Further the Organizer makes no warranty that Online TCTP or any use thereof does not or will not infringe any patent, copyright or other intellectual property rights, or any other rights including right to privacy or reputation of the Organizer or any other person or entity.
- (3) In no event shall the Organizer, its trustees, directors, officers, employees or other affiliates be liable for incidental, consequential or any other damages, including but not limited to economic damages, damage or injury to persons or property, or lost profits, regardless of whether the Organizer has been advised, knows or has reason to know of such damages. However, the above provisions do not apply to any damages incurred by Users resulting from the Organizer's wilful misconduct or gross negligence.

13 APPLICATION PROCEDURE

A government applying for the course on behalf of its nominee(s) shall forward the **completed** and **endorsed Application Form** for each nominee to the Government of Malaysia **through the diplomatic channels** via Note Verbale addressed to the nearest Embassy of Malaysia **and email** the **scanned copy** to **mtcp@kln.gov.my**.

Application procedure and enquiries are as follows:

13.1 Application Form

All applications must be made via the standard application form, which is attached to this brochure and also obtainable from the Embassy of Malaysia or JICA offices in the respective countries. All sections of the form, **must be** completely filled or printed according with CAPITAL LETTERS.

The link to the application form: <https://tinyurl.com/2p988uu7>

13.2 Endorsement

All application forms must be **duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency** in the respective countries (the relevant ministry/organisation/agency responsible for the overall coordination of international technical assistance).

Please take note that incomplete and/or unendorsed forms will not be processed.

13.3 Application Submission

Application form which has been endorsed and approved should be submitted through the diplomatic channel via Embassy of Malaysia in the respective countries no later than **26 August 2022 (Friday)**. The **copy** of the form should be **emailed** to **mtcp@kln.gov.my** and organiser via **director@recsam.edu.my**.

The flow of application forms submission (diplomatic channel) is as per **15.3**.

13.4 Correspondence

All nominees must provide current, correct and reliable data as stated below. Confirmation of the course and other notifications will be made using e-mail address.

- Office address, office telephone number and office fax number;
- Residential address and telephone number;
- Contactable hand phone number, and;
Contactable office and/or personal e-mail address/es.

13.5 Notifications to the Selected Participants

SEAMEO RECSAM will notify successful applicants no later than **15 September 2022** via email.

13.6 Contact Information

Contact information of the following is as described in **15.4**:

- Malaysia Embassy or High Commission in the invited countries or in the nearest countries;
- National Focal Agencies in the invited countries; and
- JICA Offices in the invited countries or in the nearest countries.

For any inquiries regarding this course, please contact:

SEAMEO RECSAM

Jalan Sultan Azlan Shah
11700 Gelugor

Pulau Pinang, MALAYSIA.

Tel.: +604 6522 700

Fax: +604 6522 737

Email: director@recsam.edu.my




Website: www.recsam.edu.my

Facebook: SEAMEO RECSAM

Programme Officer in-charge:

Ms. Bhavani Ramasamy : bhavani@recsam.edu.my +604 6522 752

14 GENERAL INFORMATION ON COURSE ORGANISERS

 <p>Malaysian Technical Cooperation Programme (MTCP)</p>	<p>The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).</p> <p>As the national focal point, the MTCP Secretariat of the Ministry of Foreign Affairs, Malaysia oversees the overall planning and operation of all activities and programmes under the MTCP, including coordination and collaboration with local and international development partners.</p>	<p>MTCP Secretariat International Cooperation and Development Division, Department of Multilateral Affairs, Ministry of Foreign Affairs, No. 1, Jalan Wisma Putra Precinct 2 62602 Putrajaya MALAYSIA</p> <p>Tel: 603 -8887-4563/4549/4166 Fax: 603 – 8889 2936 Website: http://mtcpcoms.kln.gov.my E-mail : mtcp@kln.gov.my</p>
 <p>Japan International Cooperation Agency (JICA)</p>	<p>The Japan International Cooperation Agency (JICA) was established in 1974 as a special public institution of the Japanese Government. Currently, JICA is responsible for the implementation of development cooperation which provides technical cooperation, ODA loans and grant aid all under one roof.</p> <p>Vision Inclusive and Dynamic Development Mission</p> <ul style="list-style-type: none"> • Addressing the global agenda • Reducing poverty through equitable growth • Improving the governance • Achieving human security 	<p>JICA Malaysia Office Suite 29.03, Level 29, Menara Citibank 165, Jalan Ampang 50450 KUALA LUMPUR MALAYSIA</p> <p>Tel: +603-2166 8900 Fax: +603-2166 5900 Website: http://www.jica.go.jp/malaysia/english/index.html</p> <p>Addresses of JICA overseas Offices can be found in JICA Website: http://www.jica.go.jp/english/countries/index.html</p>
 <p>SEAMEO RECSAM</p>	<p>The Southeast Asian Ministers of Education Organisation (SEAMEO) is an inter-governmental organisation established in 1965 among the governments of Southeast Asian countries to promote cooperation in education, science, and culture in the region. At present, RECSAM, the Regional Centre for Education in Science and Mathematics, is one of 21 regional centres established by SEAMEO. RECSAM's goal is to enhance the quality of science and mathematics education in SEAMEO member countries. To achieve the goal, RECSAM plans and conducts programmes and activities for science and mathematics teachers and educators.</p>	<p>SEAMEO RECSAM Jalan Sultan Azlan Shah 11700 Gelugor Pulau Pinang, MALAYSIA.</p> <p>Tel.: +604 – 6522 700 Fax: +604 – 6522737 Email: director@recsam.edu.my Website: www.recsam.edu.my Facebook: SEAMEO RECSAM</p>

15 APPENDIX

15.1 TENTATIVE PROGRAMME

Date: 26 SEPTEMBER – 7 OCTOBER 2022

Time: 15:00-18:15 Malaysia (GMT+8)

***Opening Ceremony: 26 September 2022 (Mon), 1415-1500**

***e-Certificate Presentation Ceremony: 7 October 2022 (Fri), 1415-1500**

Third Country Training Programme

“Fostering STEM Education to Promote Successful Learning in **SCIENCE** Classrooms”

Week 1	Mon 26 Sept 2022	Tue 27 Sept 2022	Wed 28 Sept 2022	Thu 29 Sept 2022	Fri 30 Sept 2022
1500-1630 (GMT+8) .	Ice breaker Introduction	Introducing to Lesson Plan	JICA Active Learning in Practical Work 1	Inquiry-Based Learning	STEM project-based learning examples
1645 - 1815 (GMT+8) .	Issues/Trends of STEM education in Science classroom	Introducing to Action Plan	JICA Active Learning in Practical Work 2	Science Process Skills	Workshop: STEM project-based learning
Week 2	Mon 3 Oct 2022	Tue 4 Oct 2022	Wed 5 Oct 2022	Thu 6 Oct 2022	Fri 7 Oct 2022
1500-1630 (GMT+8) .	Problem-Based Learning Science	Alternative Assessment: (What, Why & How)	Developing instructional materials and games	Lesson Plan in Action 1	Presentation on Action Plan Proposal
1645 – 1815 (GMT+8) .	Blended Learning		Workshop: Developing instructional games and materials	Lesson Plan in Action 2	Presentation of Summary Report

Third Country Training Programme
 “Fostering STEM Education to Promote Successful Learning in **MATHEMATICS** Classrooms”

Week 1	Mon 26 Sept 2022	Tue 27 Sept 2022	Wed 28 Sept 2022	Thu 29 Sept 2022	Fri 30 Sept 2022
1500-1630 (GMT+8).	Course Briefing and Pre-test	STEM learning as a pedagogical approach (Real-world approach)	Inquiry-based teaching strategies in STEM education	Heuristics Strategies as STEM learning pedagogical approach	STEM project-based learning examples (Japanese teaching lesson plan)
1645 - 1815 (GMT+8).	Current Issues of STEM education in Mathematics classroom	A conceptual framework for integrated STEM education	Workshop: STEM Project-based Learning (1)	Workshop: STEM Learning (2)	Creative STEM lessons plan and STEM activities (Group Work)
Week 2	Mon 3 Oct 2022	Tue 4 Oct 2022	Wed 5 Oct 2022	Thu 6 Oct 2022	Fri 7 Oct 2022
1500-1630 (GMT+8).	Instructional designs for learning mathematics through a STEM approach	Teaching Mathematics through STEM Projects	Power Up Mathematics lessons with blended learning	STEM-related Web-based tools and resources to enhance STEM education	Computational Thinking skills in STEM Education
1645 – 1815 (GMT+8).	Developing instructional materials in Mathematics Learning	Assessment in STEM teaching and learning	Review a Mathematics lesson plan via STEM approach	Workshop: Digital tools to enhance Mathematics learning through the STEM approach	STEM integration: Teacher perspectives and Practices in Mathematics Classrooms

15.2 PLAN OF ACTION FOR TCTP 2022

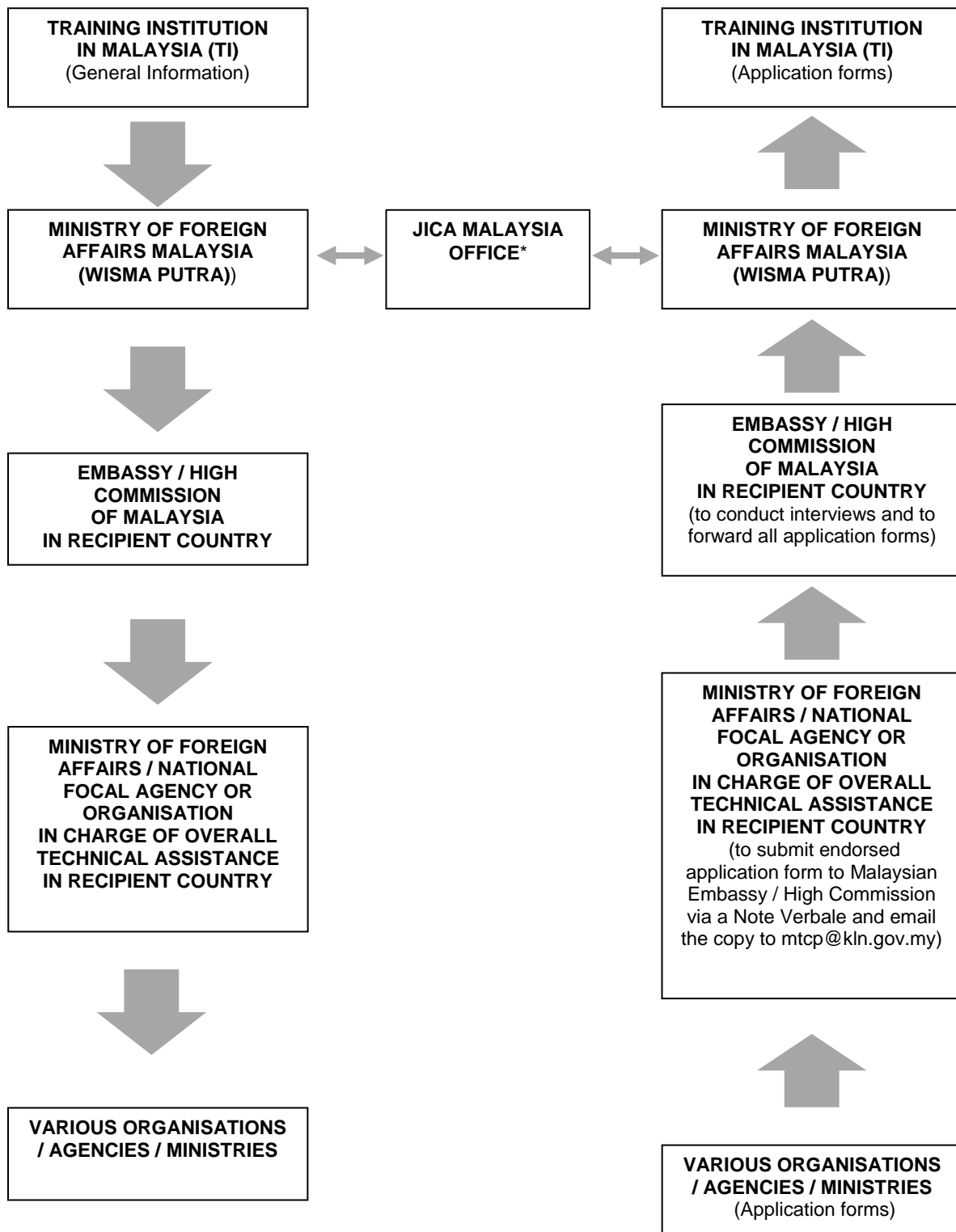
Plan of Action for TCTP 2022

Please prepare a power point presentation and include three main points to address these questions:

1. The current status and challenges of **STEM education** in your country/ Ministry/Organisation.
2. Things that you learn which could be useful for solving number 1.
3. Actions/steps needed in order to realise ideas mentioned in 2?
4. Limitations when activities mentioned in 3 are implemented.
5. Three immediate actions that you are going to implement after the conclusion of the course?

15.3 DIPLOMATIC FLOWCHART FOR ONLINE TCTP COURSES

Diplomatic Flowchart for Online TCTP Courses



*Should a problem be found in the GI distribution in host country, JICA Overseas Office in the country will distribute the GI in lieu.

15.4 CONTACT INFORMATION

Country	Malaysia's Mission in The Invited/Nearest Country	National Focal Point	JICA Office
ETHIOPIA	Embassy of Malaysia, Khartoum No. 242, Buri, Garden City P.O. Box 11668 Khartoum Tel: +249 183 286407 / 397 (General Enquiries) Fax: +249 183 286 391 mwkhartoum@kln.gov.my	Ministry of Foreign Affairs of Ethiopia P.O.Box 393, Addis Ababa 4/2/2008 Tel: +251-11-551-7345 Fax:+251-11-551-4300 Email: MFA.Addis@ethionet.et	JICA Ethiopia Office Kirkos Sub-city, Wereda: 01, House No: 301 Hanslem Building 2nd & 3rd Floor Addis Ababa, Ethiopia. P.O. Box 5384, Addis Ababa, Ethiopia Tel: +251-11-5504755 Fax: +251-11-5504465 et_oso_rep@jica.go.jp
GHANA	High Commission of Malaysia, Accra No. 15, Roman Ridge Ambassadorial Area, Korsah Link 2, Accra, Ghana. Tel: (+ 233 - 30) 2763691 Fax: (+ 233 - 30) 2764910 Email: mwaccra@kln.gov.my	Name: Mr. Maxwell Awiaga Designation : Director Department : Asia and Pacific Bureau Ministry of Foreign Affairs and Regional Integration No 5 Agostinho Neto Rd. Liberation Avenue, Airport Residential Area, Accra, Republic of Ghana Tel (Office) : +233 302-999-604 Email : asiaandpacific@mfa.gov.gh	JICA Ghana Office 2nd Floor, The Elizabeth, No. 68A, Senchi Link, Airport Residential Area, Accra, Ghana. (P.O. Box. 6402, Accra-North, Ghana) *The reception desk is on 1F. Tel: +233-30-2760781, 2760782 Fax: +233-30-2760954
KENYA	High Commission of Malaysia, Nairobi Block 91/404, Gigiri Grove, Gigiri, P.O.Box 42286, 00100 Nairobi, Kenya. Tel: + 254 - 20) 7123373/ 74/ 75 Fax: + 254 - 20) 7123371/ 67 Email: mwnairobi@kln.gov.my	Name: Amb. Galma M. Boru, MBS Designation : Ambassador Department : Foreign Service Academy Ministry of Foreign Affairs Tel: +254 20 3318888 ext: 171 Mobile No. : 0795 957 825 Fax : 224006/34195/344333 Email : fsi@mfa.go.ke or foreignservacademy11@gmail.com	JICA Kenya Office BRITAM Tower, 22nd & 23rd, Hospital Road, Nairobi, KENYA P.O.Box 50572-00200, Nairobi, Kenya Tel : +254 20 2775000 ky_oso_rep@jica.go.jp
MALAWI	Embassy of Malaysia, Harare 40 Downie Avenue Avondale, Harare Republic of Zimbabwe Telephone:+263 242 33 4413/ 14 +263 77 500 1441 (Emergency Only Duty Officer after office hours) Fax: + 263 242 33 44 15 Email: mwharare@kln.gov.my	Name: Ms. Grace Njala Director For Asia, Australia And Pacific Ministry of Foreign Affairs and International Cooperation P.O. Box 30315, Capital Hill Lilongwe, Malawi Tel: +265 1 789 088/323 Mobile: +265 999 804 443 Fax: +265 1 788 482 / 516 Email: gbnjala@gmail.com	JICA Malawi Office Pacific House, Area 13, Plot No.100, City Centre, Lilongwe 3, MALAWI Mailing Address: P.O.Box 30321, Capital City, Lilongwe 3, MALAWI Tel : (265-1) 771644 Fax : (265-1) 771125 mw_oso_rep@jica.go.jp

NIGERIA	High Commission of Malaysia, Abuja No. 4A, Plot 2232 B, Rio Negro Close, off Yedseram Street, Maitama Abuja Republic of Nigeria Tel: (+ 234) 92908488 Email: mwabuja@kln.gov.my	National Planning Commission (NPC) Plot 421 Constitution Avenue Central Business District F.C.T., Abuja Tel: +234 –98709063 Email: info@npc.gov.ng	JICA Nigeria Office 3 rd Floor, Relais International Business Center, 12 Charles de Gaulle Street, Area 11 – Asokoro, Abuja, NIGERIA Mailing Address: P.M.B. 5090, Wuse, Abuja, Nigeria Tel : +234(0)806-652-3611/+234(0)701-323-4598 ng_oso_rep@jica.go.jp
SOUTH AFRICA	High Commission of Malaysia, Pretoria No. 1007, Schoeman Street, Arcadia, P.O. Box 11673, Hatfield 0028, Pretoria 0083, Republic of South Africa Tel: (+ 271 – 2) 3425990 / 1 / 2 Fax : (+ 271 – 2) 4307773 Email : mwpretoria@kln.gov.my	Name: Ms P Reddy Assistant Director South East Asia Department of International Relations and Cooperation Republic of South Africa Tel : +27 (0) 12 351 0742 Fax : +27 (0) 12 329 0117 Email : ReddyP@dirco.gov.za	JICA South Africa Office Lord Charles, Building -B, 1 st Floor, Cnr. Justice Mohamed and Brooklyn Streets, Brooklyn, Pretoria, South Africa Mailing Address: P.O.Box 14068, Hatfield 0028, Pretoria, Republic of South Africa Tel : +27-12 346-4493 Fax : +27-12 346-4966
SOUTH SUDAN	High Commission of Malaysia, Nairobi Block 91/404, Gigiri Grove, Gigiri P.O. Box 42286 00100 Nairobi Telephone: +254 20 7123374/5 +254 20 2377720 +254 20 2377732 Fax: +254 20 7123371/67 Email: mwnairobi@kln.gov.my	Name: Amb. Victoria Samuel Aru Director of Training Ministry of Foreign Affairs and International Cooperation, Juba, South Sudan Tel (Office): +211 928 383 357 / +211 916 076 794 Email: mofaic.rss@gmail.com	JICA South Sudan Office Plot No. 300, Block 3-K South, First Class, Hai Thongpiny, Juba, Republic of South Sudan Tel: +211-922-363-343
TANZANIA	High Commission of Malaysia, Nairobi Block 91/404, Gigiri Grove, Gigiri, P.O. Box 42286, 00100 Nairobi, Kenya. Tel: +254 (20) 7123374 / 7123375 Fax: +254 (20) 7123371 / 7123367 Email:mwnairobi@kln.gov.my	Name: Chiku B. Kiguhe Designation : PHRO Ministry of Foreign Affairs and East African Cooperation, (Wizara ya Mambo ya Nje na Ushirikiano wa Afrika Mashariki) Government City, Mtumba Area, 40466 , Dodoma, Tanzania. P.O. Box 2933, Dodoma, Tanzania. Tel: + 255 26 232308 Email : nje@nje.go.tz	JICA Tanzania Office 3 rd Floor, ABSA House, 1008/1 Ohio Street, Dar es Salaam (P.O.Box 9450, Dar es Salaam, TANZANIA) Tel : +255- 22- 2113727 – 2113730 Fax : +255- 22- 2112976 tz_oso_rep@jica.go.jp

UGANDA	<p>High Commission of Malaysia, Nairobi Block 91/404, Gigiri Grove, Gigiri, P.O. Box 42286, 00100 Nairobi, Kenya Tel: (+ 254 – 20) 7123373 / 74 / 75 Fax: (+ 254 – 20) 7123371 / 67 Email: mwnairobi@kln.gov.my</p>	<p>Name: Mr. Michael Abooki Karugaba Designation : Ag/Head Consular Department Ministry of Foreign Affairs P.O.Box 7048, Kampala 2A/B Apollo Kaggwa Road Tel: +256 414 343 319 / +256 772 474 320 Email : mikeabooki@yahoo.co.uk</p>	<p>JICA Uganda Office 4th Floor, Course View Towers Plot 21 Yusuf Lule Road, Nakasero, Kampala UGANDA Mailing Address : P.O.Box 12162, Kampala, Uganda Tel : +256-393-000014 , +256-200-911123 Fax : N/A</p>
ZAMBIA	<p>Embassy of Malaysia, Harare 40 Downie Avenue, Avondale, Harare, Republic of Zimbabwe Tel: +263 242 33 44 13/14, +263 8644 20 6676/77, +263 77 500 1441, Emergency Only-Duty Officer after office hours Fax: + 263 242 33 44 15 Email: mwharare@kln.gov.my</p>	<p>Name: Joseph Machina Designation: Senior Human Resource Development Officer Department: Administration Ministry of Foreign Affairs of the Republic of Zambia P.O. Box 50069 Lusaka, ZAMBIA Tel (Office): +260 211 258 735 / +260 977 232 136 (H/p): +260 961 035 491 Email: Joseph.Machina@mofa.gov.zm</p>	<p>JICA Zambia Office Plot No.11743A, Brentwood Lane, Longacres, Lusaka, Zambia (P.O.Box 30027, Lusaka 10101, Zambia) Tel : +260-211-254501 / 254508 / 254883 Fax : +260-211-2545935</p>

15.5 APPLICATION FORM



Please affix
passport size
photograph

APPLICATION FORM (ONLINE) 2022

Please type or write clearly in capital letters. Do not leave any space blank. Use “NIL” or “N/A” where applicable

FOR OFFICIAL USE ONLY

Reference no	:	_____
Received	:	_____
Checked	:	_____
Recommendation: by Mission	:	<input type="checkbox"/> YES
		<input type="checkbox"/> NO

Title of Course:	Date of Course:
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1. PERSONAL DETAILS

Family Name (surname):	Date of birth : Day Month Year
First Name:	Citizenship:
Other Names:	Gender:
City and country of birth:	Marital status:
Passport No.: Type of Passport: (Diplomatic/Official/Regular) Expiry Date:	Religion:

2. CONTACT DETAILS

Mailing Address:	Office Address:
Mobile: Country Area Number	Home: Country Area Number
Office: Country Area Number	Fax: Country Area Number
Email:	
Person to be contacted in case of emergency :	
<u>Family</u> Name: Relation: Mobile Number: Address: Email:	<u>Office</u> Name: Position: Mobile Number: Address: Email:

NOTE: This application form should be duly completed and endorsed by the National Focal Point for Technical Cooperation in your country. Forms which are incomplete or unendorsed will not be accepted.

3. EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Please describe briefly your work including your responsibility.

*Please continue on supplementary pages if necessary

5. REASONS FOR APPLYING THIS

Have you participated in any training programme in Malaysia before?: YES/NO

Name of Programme:

Organiser:

Year:

Have you participated in any MTCP training programme in Malaysia before?: YES/NO

Name of Course:

Name of Training Institute:

Year:

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

*Please continue on supplementary pages if necessary

6. LANGUAGE / SKILLS PROFICIENCY

English Language

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue: _____

Familiarity of Online Learning Platform

Online Platform	Zoom	Microsoft Teams	Google Meet / Classroom	Webex	Others (please specify)
Please rate: 5 - Extensive knowledge/ experience 4 - Very familiar 3 - Familiar 2 - Slightly familiar 1 - Never heard of it					

7. LANGUAGE / SKILLS PROFICIENCY

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training; and
- c) I grant my portrait right licence to MTCP, which is to allow MTCP to shoot photographs and/or videos of my participation to the MTCP and utilize them for the public relation materials of MTCP where and when necessary.

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain; and
- e) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect.

Date

Signature of applicant

8. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia. Dated this _____ day _____ of 2022.

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

9. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant;
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history; and
- c) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: I _____ for the training course.

 Name and Designation

Signature and Official Stamp

 Name and Organisation

_____-_____-_____
 Country code Area code Office tel no.

 Email address

_____-_____-_____
 Country code Area code Office tel no.

ENDORSEMENT BY THE NATIONAL FOCAL POINT INCHARGE OF TECHNICAL COOPERATION

 Name

 Email Address
 (Official Stamp)

 Designation

 Name of Organisation

 Signature

_____-_____-_____
 Country code Area code Office tel no.

_____-_____-_____
 Country code Area code Office tel no.