



## HIGHER EDUCATION COMMISSION

### Global Engagement Division

H-9, Islamabad, Pakistan, Telephone (051) 90402860

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No. AIC/10-1(88)/Japan/2015/HEC/ 4029

Friday June 27, 2025

Subject: **Capacity Development Training on Education Policy Formulation and Analysis for Learning Improvement**

Reference is invited to the enclosed self-explanatory communication No. 1(39) Japan-II-2025, received from the Ministry of Economic Affairs (EAD), dated June 3, 2025 regarding the subject cited above.

2. Japan International Cooperation Agency (JICA) has offered two seats for the training course titled "**Capacity Development for Education Policy Formulation and Analysis for Learning Improvement**." The training will be conducted in Japan from October 16 to November 16, 2025, and in the Philippines from November 13 to November 20, 2025. The main objective of the program is to help participants learn and share research-based approaches to education policy, and to develop a practical plan for improving education quality.

3. In aforesaid regard, you are kindly requested to disseminate the information among relevant quarters so that eligible candidates may avail themselves of this valuable opportunity. Interested candidates are advised to submit their nominations directly to the undersigned, along with one original and two copies each of the prescribed JICA application form, CNIC, passport, FTC Performa, and country report, as specified in the GI Booklet. The deadline for submission is **no later than July 8, 2025**.

4. It is essential that all nominations be submitted along with documentary evidence of relevant public policy experience and fulfilment of the prescribed eligibility criteria. Complete program details and selection criteria are enclosed for reference. Please note that HEC will not provide any financial assistance for participation in the aforementioned training course. For further information, please visit JICA's website: [www.jica.go.jp/pakistan/english/index.html](http://www.jica.go.jp/pakistan/english/index.html).

With best regards,

Encl: **As above**

**Ismat Ikhlaiq**

Assistant Director (GE)

**Director / In-charge IC Office / Registrar**

All Public Sector/private Universities / HEIs / DAIs of Pakistan

**Copy for information:**

- i. **ES to Executive Director**, Higher Education Commission, Islamabad.
- ii. **APS to In Charge (GE)**, Higher Education Commission, Islamabad.



## **OFFICE MEMORANDUM**

**SUBJECT: CAPACITY DEVELOPMENT FOR THE EDUCATION POLICY FORMULATION AND ANALYSIS FOR LEARNING IMPROVEMENT**

The undersigned is directed to refer to the subject noted above and to state that the Japan International Cooperation Agency has offered **two seats** for the subject training course scheduled to be held **w.e.f. October 16, 2025 to November 16, 2025 in Japan and w.e.f November 13, 2025 to November 20, 2025 in Philippines**. All concerned Ministries / Divisions / Departments are requested to send nomination of the suitable officers who fulfills the following criteria to the undersigned by **14-07-2025** (along with one set of original and two copies of each prescribed JICA's application form, CNIC, Passport, FTC Performa, and Country Report as advised in the GI Booklet.)

### **Course Objective:**

The Major purpose of this program is to enable the participants to study and share the approaches of research/evidence-based policy formulation in education through making a feasible action and research plan for contributing to quality improvement of education.

### **Eligibility Criteria: -**

The applicants should: -

- Have working in the field of education policy making and planning, or researchers on related themes, and particularly those who have been involved in such tasks as;
- Policy formulation
- Education planning
- Reform/ project/ intervention planning and designing
- Project management
- Research at universities or other equivalent research institutions.
- Be a graduate of university or equivalent.
- Have more than 5 years of experience in the field of education policy making and planning.
- Have command of spoken and written English
- Be between 25 and 50 years of age.
- Must be in good health.

2. New prescribed JICA's Application forms along and specimen of surety bond, undertaking and FTC Performa can be downloaded from EAD's website [www.ead.gov.pk](http://www.ead.gov.pk) under "Foreign Trainings" link in "Forms" ad also available on JICA's website [www.jica.go.jp/pakistan/english/index.html](http://www.jica.go.jp/pakistan/english/index.html).

3. In case of selection of the officer the concerned Ministries/Division/Department are requested to ensure timely relieving of the officer along with NoC. Furthermore, the concerned officer may be directed to submit **Post-Visit Training Report** to this Ministry on priority basis.

Muhammad Ishtiaq Akbar