

**The Project for Human Resource Development Scholarship (JDS)  
For Doctoral Degree Program  
Application Guidelines for 2025 Fellows  
(Selection process during JFY2024)**

## **1. Purpose (Basic Principle)**

This project aims at fostering future leaders with a good -understanding of Japan and are capable of;

- 1) Making policy formulation and decision from a broader perspective by drawing on their advanced knowledge and expertise.
- 2) Leading international discourses on various policy issues on behalf of their countries.
- 3) Exercising their positive influence within their countries and beyond from the global viewpoints by fully utilizing personal networks developed through this doctoral program.

**Prospective Applicants** must have the potential for becoming future leaders rather than academic researchers who can substantially influence policy affairs.

## **2. Eligibility Requirements and Conditions**

### **【Eligibility Requirements】**

**The applicant must;**

1. Have a citizenship of Kenya
2. Obtained Master's degree
3. Below the age of 45 (as of April 1<sup>st</sup>, 2025)
4. Currently employed in the Target Organizations of JDS Project as a permanent and pensionable employee (Except contract staff) and affiliated organization, and his/her research theme is relevant to the Development Issues of Kenya. ※See the table below.
5. Required at least 2 (two) years of work experience as public servants including a period of probation as a permanent and pensionable employee at the time of application (Part time jobs and volunteer activities are not counted as work experience).
6. **Submit a recommendation from the supervisor of his/her current duty office.** (Reference Letter should contain evaluation of applicant's performance at work and relevance of his/her research theme to his/her career.)
7. **Submit a recommendation from the expected academic adviser(s) of the applying any university in Japan.** (Submission of a draft academic guidance outline or a supervisory plan is desirable.)  
※This letter does not necessarily guarantee the acceptance by the university, but to confirm qualification to pursue PhD.
8. In principle, **have published at least one peer-reviewed article/ paper\***.  
\* The following applicants are included under the requirement:
  - 1) an applicant who has a prospect for publication of a peer-reviewed article/ paper.
  - 2) an applicant who has a concrete plan to publish a peer-reviewed article in an academic journal in collaboration with his/her intended faculty supervisor.
9. **Not** have obtained any Doctor's degree overseas under other foreign donors.
10. **Not** be currently awarded or to be awarded a scholarship from other foreign donors
11. For former recipients of foreign scholarships, applicant must have **spent required years written in Training bond at his/her workplace, since the applicants finished Master and returned to the**

**workplace.**

JDS Development Issues		Target Organization	Maximum Slots
1-1	Improvement of Administrative Capacity of Central and Local Governments	<ul style="list-style-type: none"> <li>• Central Bank of Kenya</li> <li>• Counties</li> <li>• Kenya National Bureau of Statistics</li> <li>• Kenya Revenue Authority</li> <li>• Ministry of Agriculture and Livestock Development</li> <li>• Ministry of Co-Operatives and Micro, Small and Medium Enterprises (MSME) Development</li> <li>• Ministry of East African Community(EAC) Affairs, The ASALS and Regional Development</li> <li>• Ministry of Energy and Petroleum</li> <li>• Ministry of Environment, Climate Change and Forestry</li> <li>• Ministry of Foreign and Diaspora Affairs</li> <li>• Ministry of Gender, Culture, the Arts and Heritage</li> <li>• Ministry of Health</li> <li>• Ministry of Investments, Trade and Industry</li> <li>• Ministry of Interior and National Administration</li> <li>• Ministry of Lands, Public Works, Housing and Urban Development</li> <li>• Ministry of Public Service, Human Capital Development &amp; Special Programmes</li> <li>• Ministry of Roads and Transport</li> <li>• Ministry of Water, Sanitation and Irrigation</li> <li>• National Environment Management Authority</li> <li>• National Land Commission</li> <li>• Office of Attorney-General and State Department for Justice</li> <li>• Office of Director of Public Prosecutions</li> <li>• The National Treasury and Economic Planning</li> <li>• Water Resources Authority</li> <li>• Public Universities*</li> <li>• Research Institutes* under the target Ministries</li> </ul>	1
1-2	Capacity Building for Economic Planning/ Policy and Public Financial Management/ Public Investment Management		
1-3	Capacity Building for Legal Development and Operation		
1-4	Capacity Building for Urban and Regional Development Plans/ Policies		

\*Researchers who are involved in the planning and development of the Government's Policies

### **【Other Conditions】**

#### **The applicant must;**

1. Present a research proposal relevant to the Development Issues of their country referred to in the framework of Sub-Programs and Components.
2. Have fulfilled the work obligation stipulated in the Training Bond. An applicant must work in his/her country with the ruled of the Government of Kenya after return.
3. Be in good health both physically and mentally.
4. Complete the course within, and not exceeding, three (3) years. **However, if it is judged that the Doctoral degree is likely to be obtained, the extension up to 6 months will be accepted.**
5. Must not be serving in the military.

## 【Responsibilities of JDS Fellow】

1. To contribute to the socio-economic development of Kenya with the acquired knowledge upon return to Kenya.
2. To follow the JDS rules and regulations.

### Before departure

- JDS Fellows must submit a JDS pledge to the Operating Committee to commit themselves to follow JDS Rules.

### During the stay in Japan

- It is recommended to bring their family members to Japan only **after 3 months** from the date of arrival in Japan and after the date of admission. Visa application procedure should be **done by the fellow**.
- The Fellows are prohibited from
  - Working
  - Driving motor vehicles, and
  - Applying for further studies such as a doctoral course in Japan
- The Fellows must complete the study within the predetermined period of study, and return to his/her country immediately after the study completion.

### After returning to Kenya

- The Fellows must attend a report back meeting held by the Operating Committee.
- The Fellows are obliged **to return and work in Kenya** in compliance with the rules of the Government of Kenya.

Further details will be explained in an orientation conducted after the selection.

3.

## Application and Selection Process

Call for application and selection will be conducted as below. The procedures may be revised for the next year and thereafter.

### 1. Application Deadline : May 30 (Fri.) 2025

Announcement and promotion will be made to Master's degree holders in the Target Organization in Target Organizations.

Slot (number of the seat) for JDS Doctoral Program 2024 is one (1).

### 2. Selection by JDS Operating Committee (O/C): July 2025

After the Basic Check of applications, the interviewers appointed by the O/C will conduct the **interview**. In case where the total number of applications is more than three (triple of the number of slots), document screening by the O/C will be conducted before the interview.

### 3. Approval of the Candidates by JDS Operating Committee: July 2025

The number of the final candidates must not exceed the maximum number of slots.

### 4. Application to the University : from June 2025 to July 2025

### 5. Screening by the University: from June 2025 to July 2025

Each university will conduct its entrance examination for the candidate(s). Each universities has their own evaluation criteria, and some universities require an interview or a written test in Japan. (In such

case, JDS will support the candidates for the travel cost to Japan)

**6. Notification of Screening Result by the University: July, 2025**

**7. Announcement of Successful Candidates by the Operating Committee: July, 2025**

**【Tentative Schedule from Application to Enrollment】**

2025					
May	July	Jun-July	Jun-July	Aug-Sep	Sep or Oct
Call for Application	Selection by O/C	Application for the University	Screening by the University	Arrival in Japan	Enrollment in the University

\*O/C=JDS Operating Committee

**4. Selection (Evaluation) Criteria by O/C**

The JDS Operating Committee will evaluate and select candidates based on the following criteria:

**1. Leadership Qualifications**

- Track records of demonstrating leadership
- Accomplishments and visions to contribute to the development of the country
- Enthusiasm for future development and growth of the country
- Achievements at work (e.g. work history, contributions, utilization of outcomes of JDS),
- Consistency between the career up to the present and the research theme/future vision in terms of contribution to the policy making and implementation

**2. Relevance of the Research Theme to the Development Issues of the Target Country**

Prospect of the achievement of their research towards improvement of the development issues in their country, etc.

**3. Academic Transcripts and Academic Accomplishments in the Master's Course**

Sufficient academic results, experiences of publishing peer reviewed papers, experiences of presenting at academic conferences/seminars, etc.

**4. Readiness of the Accepting University**

Availability of the recommendation letter, evaluation by the expected academic advisor/s, and academic guidance outline, etc.

**5. Award Benefits**

The awards are offered for the minimum period necessary for the individual to complete the academic program specified by JDS project. The following benefits generally apply:

- Full tuition fees
- Air fare
- Arrival allowance
- Accommodation allowance
- Monthly scholarship
- Book allowance
- Travel and seminar attendance allowance
- Overseas travel insurance
- Supports from the agent
- Finding accommodation

- Initial settlement of your life in Japan

- Emergency situation, etc.

## 6. Expenses Paid to the Accepting University

Application fee, admission fee, tuition fee, and travel costs for the academic advisor/s visiting Fellow's country to assist his or her research will be borne by the JDS Project.

## 7. Support for the Fellows while in Japan

Support services for the Fellows in Doctoral courses will be equivalent to those for Master's courses. Project Agent will provide post-arrival support services including settlement assistance, monitoring, payment of allowances, and emergency assistance.

## 8. Application Procedures

### 1. Application Documents:

Applicants are required to submit a set of necessary documents in the following manner.

#### 1) List of Application Documents

Doc No.	Application Documents	Remarks	Required number to be submitted	
			Original/ Certified True Copy	Copy of the Original
1	Application Form – with Photo (H4cm X W3cm) (Use designated form)	<ul style="list-style-type: none"> <li>➤ Attach a photo (taken within the past 3 months) to the 1st page of each of the 2 sets.</li> <li>➤ Affix your signature on the lower right-hand corner of EACH PAGE.</li> <li>➤ Write "Your name" and "Applying University" on the back of each photo.</li> </ul>	1	1
2	Official certificate of English ability	<ul style="list-style-type: none"> <li>➤ Submit a grade certificate from an English Language Ability Test such as TOEFL or IELTS. (Photocopies are acceptable).</li> <li>*Only the Test taken in the two-year period preceding the application deadline is acceptable</li> <li>**If you do not have such test result, please consult with JDS Kenya Office.</li> </ul>		1
3	University Certificate/Diploma (Master's degree)	<ul style="list-style-type: none"> <li>➤ Must contain grades for all the credits earned</li> <li>➤ 2 notarized copies of the original</li> <li>➤ Written in English. If not, with notarized translation</li> </ul>	2	
4	Academic Record of University (Master's course)		2	
5	Annex1: Reference Letter from Employer/ Authorized Officer (Use designated form)	<ul style="list-style-type: none"> <li>➤ Must be filled out by the current supervisor</li> <li>➤ <b><u>Must be sealed in a legal sized envelope</u></b> upon submission</li> <li>➤ Must be written in English. If not, with notarized translation</li> </ul>	1	

6	Annex2: Reference Letter from Academic Advisor (Use designated form)	➤ Must be filled out by the expected academic advisor of the applying university ➤ Must be attached a copy of a peer-reviewed Article / Paper ➤ <b>Must be directly submitted from the supervisor to JDS Kenya Office via e-mail.</b>	1	
7	Copy of Passport	➤ Identification pages only.		2
8	Employment Certificate (Use designated form)	➤ Photocopies of all pages attested by the personnel department ➤ Accompanied with notarized translation in English	1	1
9	Permission Letter	The head of your organization must authorize you to apply for the program and permit you to participate in the JDS events if you are selected as a final candidate.	1	1
10	(For former recipients of foreign scholarships) Training Bond	A Copy of Training Bond signed with belonging organization for your Doctoral degree		2
11	Questionnaire on Health Condition (Use designated form)	Your answer to the questionnaire on Health condition ➤ To best accommodate you in every part of the program ➤ The information will remain strictly confidential ➤ It is irrelevant to the selection result	1	

## 2) Notes

- Obtain the Nomination letter and Minutes of HRD Training Committee supporting nomination as may be required from your organization (Consult to your Training Officer) (Highly recommended). Then submit your Application Documents accompanied by the minutes of HRD training committee supporting nomination to Principal Secretary Office for State Department for Public Service & Human Capital Development, Ministry of Public Service, Human Capital Development & Special Programmes (SDPS).
- **Two (2) sets of Application Documents are required.** To prepare the sets, you need to distinguish three types of documents. (Original / Certified True Copy / Copy of Original)
- All documents written in the language other than English need notarized English translation. (Self-translation is not acceptable.)
- Use only **A4** size paper for all Copy Sets.
- Do not staple the documents but clip on them.
- Submit a "Letter of Explanation" in case wrong information (e.g. wrong spelling of name, birthday, etc) is contained in official documents due to administrative errors.
- Make your own extra copy of the Application Documents before submission.

## 3) Submission of Application Documents

### ■ Notes

- Application lacking necessary documents will not be accepted.
- Application submitted after the deadline will not be accepted.
- Application will be disqualified in case any deliberate falsifications or forgeries found in the documents.
- Application Documents will not be returned for any reasons.

## ■ Deadline for Applications

Deadline for Application: **14:00 on 30th May (Fri), 2025** to Principal Secretary Office for State Department for Public Service & Human Capital Development, Ministry of Public Service, Human Capital Development & Special Programmes

**Principal Secretary Office for State Department for Public Service & Human Capital Development, Ministry of Public Service, Human Capital Development & Special Programmes**

**Address**

Harambee House 10th Floor, Harambee Avenue P.O Box 30050-00100 Nairobi, Kenya

Office Hour: 9:00 - 16:30, Monday to Friday

## 9. Contacts

### **JDS Project Office in Kenya**

Floor 7 Embarkment Plaza, Longonot Rd, Upperhill, P.O. Box: 37562-00100, Nairobi, Kenya

TEL: +254 799 565360 / Email: [jds.kenya@jice.org](mailto:jds.kenya@jice.org)

Office Hour: 8:30-12:00 / 13:30-17:00, Monday to Friday