

Sample Request

(The Requesters need not adhere to the form shown below, as long as all the necessary information listed in “9. Contents of a Request” are provided.)

Date:

To: The Examiners for the JICA Guidelines
Japan International Cooperation Agency (JICA)

Names of the Requesters:

Contact information of the Requesters:

Address:

TEL:

FAX:

E-mail:

【If the Request is made through a representative】

Name of the representative:

Contact information of the representative:

Address:

TEL:

FAX:

E-mail:

Our names should be kept confidential and not passed to the Project Proponents, government agencies, or JICA’s Operational Departments.

Yes No (Circle one.)

1. Project with respect to which the objections are submitted

▪ Country name:

▪ Project name:

▪ Project site:

▪ Project outline:

2. Substantial damage actually incurred or likely to be incurred by the Requesters:

3. Resolution desired by the Requesters:

(In addition to the desired resolution, the Requesters may indicate whether they wish the Examiners to put more focus on conflict resolution or on compliance review, or both in equal measures.)

4. Requesters’ efforts to engage in dialogue with the Project Proponents (including grievance redress mechanisms):

(If the Requesters are being prevented from having a dialogue with the Project Proponents due to uncontrollable circumstances, describe the obstacles faced by the Requesters.)

5. Requesters' efforts to engage in dialogue with JICA's Operational Departments:
(If the Requesters were not satisfied with the response of JICA's Operational Departments, the Requesters may describe the reason for their dissatisfaction.)

6. If the Request is submitted by a representative, explanation on the necessity for submitting the Request through the representative, with an attachment of evidence that the representative has been duly authorized by the Requesters:

In addition to the above, it is desirable to include the following information in the Request:

7. Provision of the JICA Guidelines breached by JICA and facts constituting the JICA's non-compliance, as alleged by the Requesters.

8. Cause-and-effect relationship between JICA's non-compliance with the JICA Guidelines and the damage.

The Requesters hereby certify that all the matters described herein are true and correct.

[END]