

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
বিদেশ প্রশিক্ষণ শাখা
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নম্বর ০৫.০০.০০০০.২০২.২৫.০০৮.২০.১৬

তারিখ ১৯ মাঘ ১৪২৬
০২ ফেব্রুয়ারি ২০২০

বিজ্ঞপ্তি

বিষয়: SIDA'র অর্থায়নে "ITP: 322/2 Social Protection for Sustainable Development" শীর্ষক প্রশিক্ষণ কোর্সের জন্য জনপ্রশাসন মন্ত্রণালয়ের প্রার্থী মনোনয়নের লক্ষ্যে দরখাস্ত আহ্বান।

উপর্যুক্ত বিষয়ে অর্থনৈতিক সম্পর্ক বিভাগের ১৩/০১/২০২০ তারিখের ০৯.০০.০০০০.১৮৮.২৫.০০৪.১৯-১০ নং স্মারকমূলে (কপি সংযুক্ত) Swedish International Development Cooperation Agency (SIDA)'র অর্থায়নে "ITP: 322/2 Social Protection for Sustainable Development" শীর্ষক প্রশিক্ষণ অন্য তিনটি সংস্থার পাশাপাশি জনপ্রশাসন মন্ত্রণালয়ের অনুকূলে বরাদ্দ প্রদান করা হয়েছে।

এমতাবস্থায়, SIDA'র অর্থায়নে "ITP: 322/2 Social Protection for Sustainable Development" শীর্ষক বৈদেশিক প্রশিক্ষণ কোর্সের জন্য জনপ্রশাসন মন্ত্রণালয়ের প্রতিনিধি হিসেবে একজন উপজেলা নির্বাহী অফিসার মনোনয়নের লক্ষ্যে বর্তমানে কর্মরত উপজেলা নির্বাহী অফিসারগণের নিকট হতে নিম্নে উল্লিখিত শর্তানুসারে নির্দেশক্রমে দরখাস্ত আহ্বান করা হলো:

- (ক) সংযুক্ত ব্রোশিউরে উল্লিখিত যোগ্যতার সকল শর্ত পূরণকারী উপজেলা নির্বাহী অফিসারগণ আবেদন করতে পারবেন;
- (খ) সংযুক্ত নির্ধারিত আবেদন ফরম পূরণপূর্বক পাসপোর্টের কপি ও প্রয়োজনীয় অন্যান্য কাগজপত্রসহ আগামী ১৭/০২/২০২০ তারিখের মধ্যে শুধু ই-মেইলে জনপ্রশাসন মন্ত্রণালয়ের বিদেশ প্রশিক্ষণ শাখায় (ft@mopa.gov.bd) প্রেরণ করতে হবে।



২২-২০-২০

মুহাম্মদ আবদুল হাই মিলটন
সিনিয়র সহকারী সচিব (অতিরিক্ত দায়িত্ব)
ফোন: ৯৫৭৪৪২৬
ইমেইল: ft@mopa.gov.bd

সদয় অবগতি/কার্যার্থে প্রেরণ করা হলো:

- ১) অতিরিক্ত সচিব, ক্যারিয়ার প্ল্যানিং ও ট্রেনিং অনুবিভাগ, জনপ্রশাসন মন্ত্রণালয়
- ২) বিভাগীয় কমিশনার (সকল)
- ৩) যুগ্মসচিব, অভ্যন্তরীণ এবং বিদেশ প্রশিক্ষণ অধিশাখা, জনপ্রশাসন মন্ত্রণালয়
- ৪) জেলা প্রশাসক (সকল)
- ৫) সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়
- ৬) উপজেলা নির্বাহী অফিসার (সকল)

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
অর্থ মন্ত্রণালয়
অর্থনৈতিক সম্পর্ক বিভাগ
এফ এন্ড এফ শাখা-১
শের-ই-বাংলানগর, ঢাকা-১২০৭।
www.erd.gov.bd

স্মারক নম্বর: ০৯.০০.০০০০.১৮৮.২৫.০০৪.১৯-১০

তারিখ: ২৯ পৌষ ১৪২৬
১৩ জানুয়ারি ২০২০

বিষয়: বৈদেশিক প্রশিক্ষণ কোর্স বরাদ্দকরণ সংক্রান্ত।

সূত্র: Sida'র ই-মেইল নং-Nil dt. January 06, 2020

উপর্যুক্ত বিষয়ে ঢাকাস্থ সুইডিশ দূতাবাস হতে প্রাপ্ত নিম্নোক্ত প্রশিক্ষণ কোর্সটি জাতীয় প্রশিক্ষণ নীতিমালা-২০০৩ অনুযায়ী সংশ্লিষ্ট মন্ত্রণালয়/বিভাগ এবং উহার অধীন অধিদপ্তর, পরিদপ্তর ও সংস্থার অনুকূলে বরাদ্দ প্রদানের নিমিত্ত নিম্নের ছকে বর্ণিত মন্ত্রণালয়/বিভাগের অনুকূলে বরাদ্দ প্রদান করা হলোঃ

কোর্সের নাম ও মেয়াদকাল	আয়োজনকারী সংস্থা	মনোনয়ন প্রেরণের সর্বশেষ তারিখ	প্রস্তাবিত মন্ত্রণালয়/বিভাগ
ITP: 322/2 Social Protection for Sustainable Development 10-16 June 2020 in East/Southern Region 14-25 September 2020 in Sweden May/June 2021 in East/Southern Africa Region.	SIDA	28 February 2020	১. দুর্নীতি দমন কমিশন ২. জনপ্রশাসন মন্ত্রণালয় ৩. সমাজকল্যাণ মন্ত্রণালয় (সমাজ সেবা অধিদপ্তরের জন্য) ৪. মহিলা ও শিশু বিষয়ক মন্ত্রণালয় (মহিলা বিষয়ক অধিদপ্তরের জন্য)।

০২। মনোনীত কর্মকর্তাগণের (প্রত্যেকের) ৩ সেট ফরম ও এর সাথে পাসপোর্টের কপি অর্থনৈতিক সম্পর্ক বিভাগের বৃত্তি-১ শাখায় প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হলো। উল্লেখ্য, Contents of Course অনুসারে সংশ্লিষ্ট কোর্সের সঙ্গে মনোনীত কর্মকর্তার কাজের সম্পৃক্ততা থাকতে হবে।

সংযুক্তি: ব্রিটিউর ও আবেদন ফরম।



১৩-১-২০২০

জাহিরুল ইসলাম
সিনিয়র সহকারী প্রধান

ফোন: ৯১৩৩৪৭৯

ইমেইল: erdfandf2@gmail.com

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১) চেয়ারম্যান, দুর্নীতি দমন কমিশন, সেগুনবাগিচা, ঢাকা।
- ২) সচিব, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৩) সচিব, সমাজকল্যাণ মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৪) সচিব, মহিলা ও শিশু বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

স্মারক নম্বর: ০৯.০০.০০০০.১৮৮.২৫.০০৪.১৯-১০/১(৫)

তারিখ: ২৯ পৌষ ১৪২৬
১৩ জানুয়ারি ২০২০

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) মহাপরিচালক, মহাপরিচালকের দপ্তর, সমাজসেবা অধিদপ্তর
- ২) ব্যক্তিগত সহকারী, মহাপরিচালকের দপ্তর, মহিলা বিষয়ক অধিদপ্তর
- ৩) ব্যক্তিগত কর্মকর্তা, উইং ৮: এশিয়া, জেইসি, এফ এন্ড এফ, অর্থনৈতিক সম্পর্ক বিভাগ

৪) ব্যক্তিগত কর্মকর্তা, এশিয়া অধিশাখা, অর্থনৈতিক সম্পর্ক বিভাগ

৫) ব্যক্তিগত কর্মকর্তা, এফ এন্ড এফ এবং জেইসি অধিশাখা, অর্থনৈতিক সম্পর্ক বিভাগ



১৩-১-২০ ২০

জাহিরুল ইসলাম

সিনিয়র সহকারী প্রধান

ADVANCED INTERNATIONAL TRAINING PROGRAMME

ITP: 322/2

Social Protection for Sustainable Development

10–16th of June 2020 in East/Southern Africa Region

14th–25th of September 2020 in Sweden

May/June 2021 in East/Southern Africa Region

Closing date
for application
25th of February
2020

Welcome

The Swedish International Development Cooperation Agency (Sida), Arbetsförmedlingen (the Swedish Public Employment Service) and the Economic Policy Research Institute (EPRI) hereby invite and welcome you to nominate candidates for this *International Training Programme on Social Protection for Sustainable Development*. Trusting that this training programme will contribute to the development of the social protection system in your country, we would like to invite your institution to nominate qualified candidates for participation in the programme.

In this brochure you will find information on the specific objectives for this particular programme, its content and structure, how and when to apply, as well as an application form. The programme is specially designed for persons qualified to participate in reform processes and holding a position in their home organisations with mandate to conduct a process of change. It offers support to strengthen, adapt and maintain capacity over time in order for the participant's organization to define and achieve goals both short and long term. Participants from each country will work together to implement progressively a medium-term change programme that strengthens the capacity of the national social protection system to work more effectively.

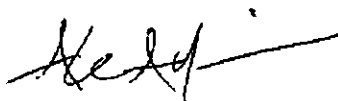
The aim and overall objective of the International Training Programme (ITP) is a long-term and sustainable contribution to a more inclusive and equal society by improving the function of the social protection systems that tackle poverty, vulnerability, inequality (both gender and economic) and exclusion while strengthening delivery of climate resilience, inclusive social development, productive employment and equitable economic growth.

The programme has the objective to increase knowledge and provide participants with opportunities to implement development projects that they have prioritized together with their organisations. The methodology used is based on the assumption that the participants' organisations wish to carry out changes and are willing to invest own efforts and resources to achieve these changes.

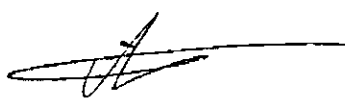
The ITP specifically aims to reinforce the competence of participating strategic individuals to carry out necessary reforms and policy, programme, and organisational changes within the partner country's social protection systems while building developmental linkages to other policy sectors. Participants from the public sector and civil society will work in teams drawn from partner countries and learn to identify, design, finance, implement, monitor and evaluate social protection policies, strategies and programmes. The systems approach to change management, which this International Training Programme adopts, will also strengthen cooperation and partnership among key stakeholders, particularly social and economic ministries and agencies, contributing to broader societal changes and strengthening developmental synergies in the participating countries.

The platform for the International Training Programme is the *Swedish Policy for Global Development* and the global *Sustainable Development Goals (SDGs)*, in which both social protection and employment are important priorities. Goal number one "*Eradicating poverty in all its forms*" highlights a vital role for social protection systems. Goal number eight, *Decent work and economic growth*, is particularly important for Arbetsförmedlingen, The Swedish Public Employment Service, and social protection systems support this goal both directly and indirectly in both short and long-term timeframes.

Arbetsförmedlingen, The Swedish Public Employment Service, is well acquainted with the systems approach to change management including challenges, best practice and solutions. EPRI's global mission has supported the design and implementation of social protection policies, programmes and systems in fifty-three countries around the world. Both organisations have extensive experience in developing and managing capacity building programmes internationally and aim to deliver a comprehensive International Training Programme, equipping participants with the tools to implement change in their countries.



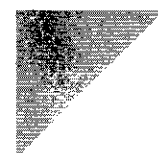
Alan AtKisson
DIRECTOR OF PARTNERSHIPS
AND INNOVATION
Sida



Mikael Sjöberg
DIRECTOR GENERAL
Arbetsförmedlingen



Michael Samson
PROGRAMME CONVENOR
Economic Policy Research Institute



Programme objectives

Globally, social protection represents one of the fastest growth policy sectors – in part, because its main aim – tackling poverty, vulnerability and social exclusion – strengthens the foundations for positive change around the world. Severe deprivation, unmitigated risk and discrimination create social problems that can paralyse action. Providing the most deprived households with income support makes both consumer markets and labour markets work better for the poor. Protecting people against the worst consequences of shocks enables productive risk-taking, including job search, one of the highest yielding investments for poor households. Social inclusion opens the door to vital opportunities and offers a platform on which change agents can build better policies, programmes and systems. A global evidence base today demonstrates social protection's powerful role supporting inclusive social development, decent and productive employment and equitable economic growth.

The International Training Programme will aim to expand and improve the effectiveness of national social protection systems, tackling exclusion, promoting gender equality and strengthening developmental impact. The programme builds the capacity of teams integrating multiple government ministries, public agencies and non-governmental organisations in the partner countries to identify, design, finance, implement, monitor and evaluate change programmes. The goal of this programme is to better deliver social protection to meet the identified objectives of national policy stakeholders, including tackling poverty, vulnerability and social exclusion while strengthening opportunities for decent and productive employment. As countries tackle the challenges posed by climate change, social protection offers new adaptation opportunities and avenues to greater resilience. The change programmes involve an integrated series of change management projects agreed by partner governments and their development partners, who support this capacity development initiative. The adopted approaches will align with Swedish guiding principles for development cooperation and include values for human rights permeated with gender perspectives about equal rights for men and women.

Contents

The programme will combine theory with practice to provide participants with knowledge to strengthen a sustainable national social protection system. This programme adopts the Results Based Management (RBM) model as the monitoring strategy that focuses on performance and the achievements of results. RBM shifts the focus from activities and outputs to outcomes and impacts. The core modules of the ITP will include training in six main areas:

1. Rights-based and life cycle frameworks for social protection systems,
2. The design and implementation of social protection systems to ensure social inclusion,
3. Strengthening developmental impacts, by integrating inter-sectoral initiatives to multiply social protection impacts

PROGRAMME OBJECTIVES

- › Knowledge and enhanced capacity on social protection systems and their role in tackling poverty, vulnerability and social exclusion while strengthening delivery of climate resilience, inclusive social development, productive employment and equitable economic growth.
- › Knowledge of the value of building inter-ministerial and inter-agency initiatives as instruments for more effectively integrating social protection with other developmental sectors, including health, education, employment and others.
- › To initiate and manage sustainable reform processes building more effective social protection systems.
- › Capacity and knowledge to plan and implement a project for change.

The programme will provide the participant with an in-depth understanding of:

- the role of comprehensive social protection systems in promoting social and economic development,
- how integrating social protection instruments with developmental interventions in health, education, livelihoods and other sectors can tackle complex problems and achieve comprehensive outcomes,
- knowledge of policies and tools for more effectively designing and integrating social protection policies, programmes and systems,
- the potential of comprehensive social protection systems to support decent and productive employment,
- cross-cutting perspectives, including gender equality, anticorruption and environmental/climate issues,
- the ability to identify and analyse challenges and problems in the social protection system in the home country and to suggest corrective measures,
- the ability to initiate, organise and implement a sustainable project for change based on development priorities,
- an established network for exchanging experiences and support between participants.

4. Enabling social protection to promote gender equality,
5. Financing and co-financing social protection reforms, expansion and integration, and
6. Monitoring and evaluating social protection systems to enable evidence-based change.

In addition, the ITP will innovate specific modules and training components to support the specific change programmes identified by partner country teams and will include three cross cutting themes – (1) gender equality; (2) good governance, anti-corruption and integrity and (3) environment and sustainability.

THE PROGRAMME CONSISTS OF EIGHT PHASES:

Phase 1, Inception phase (Nov 2019–Feb 2020):

The ITP organizers will meet with key social protection stakeholders within each country to formalise the specific aims of each country's change programme. This process will include the establishment of a high-level programme steering committee in each country, which will usually align with the existing social protection policy coordination institution.

Phase 2, Recruitment phase (Feb–Apr 2020):

Based on national steering committee nominations and self-nominations, the ITP organisers will interview candidates and meet with partner organizations and embassies in the participating countries. Sida will approve the team of participants from each country and the organisers will agree a Memorandum of Agreement with participants and their employers.

Phase 3, Regional phase 1 (10–16 June 2020):

The selected team will participate in a one-week regional workshop in East/Southern Africa Region from 10–16 June 2020. This will introduce the participants to the aims and tools of the ITP, prepare the participants and initiate the process of agreeing the change programme for each country.

Phase 4, Intermediate phase 1 (Jul–Aug 2020):

Country experts and mentors will meet with participants in their respective countries to follow up and provide support to the work process of the change programme. The participants disseminate the acquired information from the regional phase, initiate work on their projects for change and prepare individual reports for presentation during phase five.

Phase 5, Swedish phase (14–25 September 2020):

The Swedish phase includes a two-week training in Sweden, where the participants will be exposed to different methods to address the issues and experiences from other countries and the international society. The course will include three main components: (1) core modules in change management facilitated by Arbetsförmedlingen and in social protection systems facilitated by EPRI, (2) advanced modules drawing on Swedish experience facilitated by Arbetsförmedlingen and other public agencies,

and (3) team work managed by the country teams with support from mentors (drawn from Swedish Public Agencies and EPRI).

Phase 6, Project phase (Oct 2020–April 2021):

The participants will implement the change projects in their respective countries by applying the acquired knowledge with support from the course team, including experts from Arbetsförmedlingen and EPRI. Country-specific social protection experts and mentors will support teams in their countries.

Phase 7, Regional phase 2 (May/June 2021):

The country teams will participate in a one-week regional workshop in May 2021 (the dates will be confirmed in September 2020). The teams will report the progress of their change projects and hand over the process of implementing the medium-term change programme to the successor group of country teams.

Phase 8, Final phase:

Working with the successor group of country teams, the participants will complete their change projects and submit their project reports.

TRAINING/PEDAGOGICS

The training will be highly interactive and requires strong participation from all parties involved. Traditional seminars and lectures will be integrated with workshops, study visits and group discussions where participants are expected to take an active role and where opportunities will be given to share best practices and nurture professional networks. Each participant will be assigned a mentor who will support in working to develop the change project.

The number of participants are limited in order to ensure a close working relationship between participants, lecturers and mentors.

MANAGEMENT AND STAFF

Sida has mandated Arbetsförmedlingen (the Swedish Public Employment Service) and the Economic Policy Research Institute to organize and execute the programme. The programme will be executed in partnership with Försäkringskassan (The Swedish Social Insurance Agency), Skatteverket (The Swedish Tax Agency) and Pensionsmyndigheten (The Swedish Pensions Agency). All international and Swedish lecturers, teachers and mentors have extensive experience within their respective expert areas.

DEVELOPMENT PROGRAMME FOR CHANGE

Before applying to the programme, each applicant should consult with their employer to ensure the appropriateness of their role in supporting the aims of the social protection change programme in their country. It is essential that the participant's organisation supports the medium-term change programme as agreed by the national ITP steering committee. During the interview, the participants will need to explain how their work can potentially contribute to the success of the medium-term change programme and the overarching development goals in their respective countries.

WHERE:

The training course in Sweden will be held in Stockholm. The two regional phases, one week per phase, will be held in East/Southern Africa Region. (Future regional workshops may be held in the participating countries.)

WHEN:

Phase 3: 10–16 June 2020.

Phase 5: 14–25 September 2020.

Phase 7: May/June 2021.

Admission requirements

INVITED COUNTRIES

The following countries are invited: *Bangladesh, Cambodia, Mozambique, Rwanda, and Zimbabwe.*

TARGET GROUPS

This ITP aims to include government officials and others who work at a strategic level on change in their own organizations and for the public good. Participants can apply from ministries, government agencies and departments and non-governmental organisations (NGOs).

Participants must be able to participate in the reform processes in the social protection sector in their countries. They should have the power and resources to initiate and implement development projects that result in change furthering the goals of this ITP.

Qualifications are university or other post-secondary education and relevant work experience. Participants must be officially nominated by their own organisations and in some cases by authorities. Nominating organisations and the selected candidates must ensure their commitment to participate in all phases of the programme. A Memorandum of Understanding will be signed by the participants organizations and the Economic Policy Research Institute and Arbetsförmedlingen.

In order for the participants to be fully dedicated to the programme, family members are not allowed to accompany participants to the programme.

LANGUAGE REQUIREMENTS

The training programme will be organized and conducted in English. Participants are expected to make both oral and written presentations. Candidates from countries where English is not an official language should do a language test with an official body in their home country. Proficiency in English shall be certified on the Application form.

HEALTH REQUIREMENTS

Good health and full working capacity are conditioned due to an intensive programme and international travel. It is therefore recommended that candidates undergo a medical examination before filling in the Medical statement in the Application form.

VISA

Participants are responsible for obtaining all visas necessary for their journey and stay during the training programme. The visa should be valid for the whole period in Sweden and the passport should be valid for three months longer than the entry visa.

INSURANCE

All participants are covered by a group insurance while in Sweden and on organised tours during the programme including the initial regional seminar and regional follow-up seminar. This insurance includes costs for medical care in the event of acute illness or accident. Medical and dental check-ups are not included. This insurance does not cover delays, loss baggage or theft of personal property.

COSTS

The Swedish International Development Cooperation Agency (Sida) will cover all costs such as tuition fee, board and lodging (single room including breakfast and all other meals), roundtrip economy flight tickets between the international airport in the participant's home country and Sweden and the location of the regional seminars, some activities and local transportation within the programme.

Participants must pay for all visa fees, personal expenses and travel to/from the international airport in their home countries. The programme does not pay a per diem to participants. Neither the organizers nor Sida will finance the participant's change programme.

Please complete the required information on the application form attached and include a recent photograph. The application should be approved by the official nominating authority in the candidate's country.

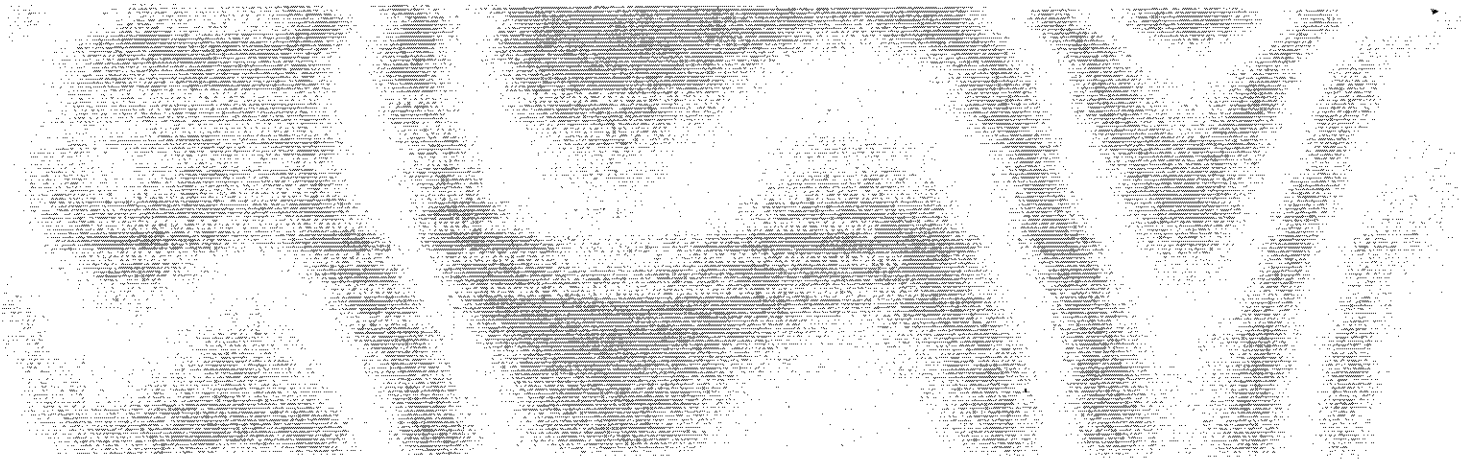
The original application form with required signatures and attachments should be submitted to the nearest Swedish Embassy/Consulate. If there is no appropriate Swedish Embassy/Consulate in your country, the application should be submitted directly to the programme Secretariat. All information will be sent by e-mail, so access to an e-mail address is vital.

Applications submitted after closing date will not be considered.

Closing date for applications:
28th of February 2023

SELECTION PROCESS

Preliminary selected candidates will be notified by e-mail not later than April 30. Once selected, the candidate must confirm participation. A letter of Acceptance will be sent to your organisations. Both the selected candidate and her or his organisation must confirm the commitment to participate in all phases of the programme, and to support the work for the programme for change. Both women and men are encouraged to apply. We strive for a gender balance among participants.



 **ARBETSFÖRMEDLINGEN**
SWEDISH PUBLIC EMPLOYMENT SERVICE

Arbetsförmedlingen – Swedish Public
Employment Service, Director General's
Office/Unit of International Affairs
SE-171 54 Stockholm, Sweden
Phone: +46 771 60 00 00
Fax +46 8 508 801 75
www.arbetsformedlingen.se

Contact: Ms Julia Kusoffsky
Project Coordinator
E-mail: julia.kusoffsky@arbetsformedlingen.se
Phone: +46 (0)10-486 59 16

Arbetsförmedlingen, the Swedish Public Employment Service, contributes to a well-functioning labour market in Sweden through facilitating more effective matching of vacancies and job seekers, prioritising those who are furthest removed from the labour market and helping to permanently increase employment in the long term.

Arbetsförmedlingen has a long tradition of international cooperation through provision of support to government agencies and organisations in countries with development needs in the labour markets, particularly with regard to active labour market policies, labour market institutions and social dialogue, result-based management information systems, labour market and forecasting and analysis and methods to promote employment to marginalised and disadvantaged groups.

**Economic
Policy
Research
Institute**

Economic Policy Research Institute (EPRI)
3rd Floor Sunclare Building, 21 Dreyer Street,
Claremont, Cape Town 7708,
Republic of South Africa
Telephone: +27 21 813 97 00
www.epri.org.za

Contact: Dr Michael Samson
Programme Convenor
E-mail: ITP@epri.org.za
Phone: +27 82 550 40 55

The Economic Policy Research Institute (EPRI), a global organisation based in Cape Town, South Africa, works to better enable governments, their development partners and civil society institutions to design, implement, monitor and evaluate strategies, policies and programmes that support inclusive social development and equitable economic growth. EPRI specialises in research, capacity building and policy advisory services strengthening comprehensive and integrated social protection systems.

EPRI is a not-for-profit institution incorporated under section 21 of South Africa's Companies Act. A globally top-ranked research institute, EPRI brings twenty-five years of experience in best practice solutions to strengthening social protection systems and integrating them with effective and equitable policies for sustainable development, decent work and equitable economic growth.

SWEDISH INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

Address: SE-105 25 Stockholm, Sweden.
Visiting address: Valhallavägen 199.
Phone: +46 (0)8-698 50 00. Fax: +46 (0)8-20 88 64.
www.sida.se sida@sida.se





FOR OFFICIAL USE OF THE SWEDISH EMBASSY

Received application by administration:

Sign _____ Date _____

Comment, see attached note

Official nomination not necessary in this country

ITP 322/2 – Social Protection for Sustainable Development
East/Southern Africa Region, 10–16 June 2020,
Sweden, 14–25 September 2020,
East/Southern Africa Region, May/June 2021

APPLICATION FORM (TYPEWRITING OR BLOCK LETTERS)

The _____ Country _____
(name of nominating organisation/institution/company)

nominates _____
(name of applicant)

To the Programme on Social Protection for Sustainable Development (East/Southern Africa Region, 10–16 June 2020, Sweden, 14–25 September 2020, East/Southern Africa Region, May/June 2021).

Reason for nomination (obligatory), including how your organisation intends to use the training strategically (use additional page, if necessary)

additional page(s), indicate number _____

We are aware that if this person will be selected for this training our organisation will release the person for all parts of the programme and also support him/her when working with the project. Note that no funding of the project is provided by the organisers.

Date _____ Signature of nominating organisation/institution/company _____

Name of nominating manager _____ Telephone number _____

E-mail address _____

If the immediate superior of the applicant is another person than above please state here:

Name of the applicants superior _____

E-mail _____ Telephone _____

(When necessary/applicable)

The Nomination is approved by (name of authorising authority) _____ in accordance with local rules.

Date _____ Signature of authorising authority _____

The Application should be submitted to the appropriate Swedish embassy/consulate at the latest on the **28th of February 2020**. The embassy/consulate will forward it to the programme secretariat.

If there is no appropriate Swedish embassy/consulate in the country. Please submit application form directly to secretariat (contact information below) at the latest on the **28th of February 2020**. Please, e-mail a copy of your application to ITP@epri.org.za by **28th of February 2020**. Applications received after this date will not be considered.

EPRI – Economic Policy Research Institute
E-mail: ITP@epri.org.za
Phone: +27 82 550 4055

Arbetsförmedlingen – Swedish Public Employment Service
E-mail: julia.kusoffsky@arbetsformedlingen.se
Phone: +46 771 60 00 00

PHOTO

(Please do not glue.
Attach with Staple)

B. Previous position

Title of your post	Description of your work, including your personal responsibilities
Years of service: from-to	
Type and level of organisation	
Name of supervisor (if any)	
Name and address of employer	

Please state briefly the reason for applying to this programme your main field of interest within the programme and how you hope to benefit from the programme. Please also briefly describe how your present work relates to the field of social protection. (Continue on supplementary page if necessary but no more than one page).

LANGUAGE REQUIREMENT

English certification does not have to be carried out if any of the following is applicable:

- English is my mother tongue or official language of the country.
- English is my working language (please enclose statement from management)
- Carried out higher academic education (min 6 months) where English was the medium of instruction (please enclose copy of certificate)

CERTIFICATE OF THE ENGLISH LANGUAGE

Not required if any of the conditions at the bottom of page 3 apply

Name of candidate _____	
ABILITY TO UNDERSTAND <input type="checkbox"/> Understands without difficulty when addressed at normal rate <input type="checkbox"/> Understands almost everything, if addressed slowly and carefully <input type="checkbox"/> Requires frequent repetition and/or translation of words and phrases	ABILITY TO SPEAK <input type="checkbox"/> Speaks fluently and accurately and is easily intelligible <input type="checkbox"/> Speaks intelligibly, but is not fluent or altogether accurate <input type="checkbox"/> Speaks haltingly, and is often at a loss for words and phrases
ABILITY TO WRITE <input type="checkbox"/> Writes with ease and accuracy <input type="checkbox"/> Writes slowly and with only a moderate degree of accuracy <input type="checkbox"/> Writes with difficulty and makes frequent mistakes	READING ABILITY AND COMPREHENSION <input type="checkbox"/> Reads fluently, with full comprehension <input type="checkbox"/> Reads slowly, but understands almost everything <input type="checkbox"/> Reads with difficulty, and only with frequent recourse to a dictionary
Language test administered by: _____	
Title: _____	
Address and Telephone: _____	
Date and signature: _____	

MEDICAL STATEMENT

<input type="checkbox"/> I do not have any infectious diseases (for example tuberculosis or trachoma) or any other illnesses which could present risks to persons that I will come in contact with.
<input type="checkbox"/> I do not have any medical conditions which prevent me from carrying out training away from home.
<input type="checkbox"/> I am in good health and enjoying full working capacity.
<input type="checkbox"/> If you have a disability please state. (This box is for information only and will not affect the selection of candidates)
Comment: _____ _____ _____ _____

Information to all applicants according to the General Data Protection Regulation (GDPR):
Once confirmation has been given that your application has been accepted, the personal information that you have given in this application will be used by the Programme Organiser in administering the Programme. Your personal data will also be available to Sida for internal use and for alumni purposes, and may also be disclosed to the public in accordance with the principle of public access to information in Sweden. You are entitled to access your personal data and can always request your personal data to be corrected, erased or restricted. For more information about GDPR, please visit www.sida.se or ask the programme organizer for support.

Signature of Applicant

I certify that my statement in answer to the foregoing questions is true, complete and correct to the best of my knowledge and belief.

If selected as a participant I undertake to spend the time during the period of the programme as directed by the programme management.

Date _____

Signature of Applicant _____

If you are selected, you will be notified by e-mail. **Please confirm your acceptance to attend by e-mail.**