

দুর্নীতি দমন কমিশন  
প্রধান কার্যালয়  
ঢাকা

স্মারকনং-০০.০১.০০০.১০৬.০১৫.১৯.৫-৪ ৬৩(৫)

তারিখ: ২৫/০২/২০২০ খ্রিঃ

**বিষয়: SIDA আয়োজিত ITP: 322/2 Social Protection for Sustainable Development শীর্ষক প্রশিক্ষণের জন্য দরখাস্ত আহ্বান।**

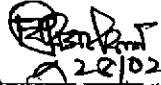
সূত্র: অর্থ মন্ত্রণালয়ের অর্থনৈতিক সম্পর্ক বিভাগের স্মারক নং ০৯.০০.০০০০.১৮৮.২৫.০০৪.১৯-১০ তারিখ ১৩/১/২০২০।

উপর্যুক্ত সূত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, বিষয়ে বর্ণিত প্রশিক্ষণে অংশগ্রহণের জন্য দুর্নীতি দমন কমিশন এর কর্মকর্তাদের নিকট থেকে দরখাস্ত আহ্বান করা হয়েছে। আপনার অনুবিভাগে কর্মরত বর্ণিত বিষয়ে কাজের সম্পৃক্ততা ও অভিজ্ঞতা রয়েছে এমন আগ্রহী কর্মকর্তাদের উক্ত প্রশিক্ষণে অংশগ্রহণের জন্য আবেদন করার অনুরোধ করা যাচ্ছে।

এমতাবস্থায়, আগ্রহী কর্মকর্তাদের আগামী ২৭/২/২০২০ খ্রি: তারিখের মধ্যে মহাপরিচালক (প্রশিক্ষণ ও তথ্য প্রযুক্তি) বরাবর সংযুক্ত ফরম পূরণপূর্বক আবেদন করার প্রয়োজনীয় নির্দেশনা প্রদানের জন্য বিনীত অনুরোধ করা হ'ল।

সংযুক্তি: ব্রশিউর ও নমুনা আবেদন ফরম।

মহাপরিচালক (সকল)  
দুর্নীতি দমন কমিশন  
প্রধান কার্যালয়, ঢাকা।

  
২৫/০২/২০২০  
বায়োজিদুর রহমান খান  
সহকারী পরিচালক (প্রশিক্ষণ)  
দুর্নীতি দমন কমিশন  
প্রধান কার্যালয়, ঢাকা।

স্মারকনং-০০.০১.০০০.১০৬.০১৫.১৯.

তারিখ: /০২/২০২০ খ্রিঃ

অনুলিপি সদয় অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হলো :

১. চেয়ারম্যানের একান্ত সচিব (মাননীয় চেয়ারম্যান মহোদয়ের সানগ্রহ অবগতির জন্য), দুর্নীতি দমন কমিশন, প্রধান কার্যালয়, ঢাকা।
২. সচিবের একান্ত সচিব (সচিব মহোদয়ের সদয় অবগতির জন্য), দুর্নীতি দমন কমিশন, প্রধান কার্যালয়, ঢাকা।
৩. অফিস কপি।

বায়োজিদুর রহমান খান  
সহকারী পরিচালক (প্রশিক্ষণ)

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

আইমানুগ ব্যবস্থা সিন
অনুসন্ধান করা যেতে পারে
বিদ্যুৎ কেন্দ্র/দ্রুত ব্যবস্থা সিন
চেয়ারম্যান
কমিশনার (অনুসন্ধান) / (তদন্ত)
সচিব/মহাপরিচালক (প্রশাসন)
মহাপরিচালক (তদন্ত-১) / (তদন্ত-২)
সচিব (বিঃসত্ত্বা) / (বিঃসত্ত্বা) / (প্রশিক্ষণ ও তথ্য প্রযুক্তি)
মহাপরিচালক (মালিভারি) / (প্রতিরোধ)
পরিচালক (পরিবেশন ও বিপুল) / (স্বল্পে)
একান্ত সচিব / পরিচালক / বাসাই-বাহাই কর্মী
ক্রমিক নং ১৩ জানুয়ারি ২০২০
তারিখ: ২৭/০১/২০২০

স্মারক নম্বর: ০৯.০০.০০০০.১৮৮.২৫.০০৪.১৯-১০

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 হলো:

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 বোর্ডের মনোনীত কর্মকর্তার কাজের সম্পূর্ণতা থাকতে হবে।

সংযুক্তি: ব্রশিউর ও আবেদন ফরম।

আবেদন করা/নথিতে উপস্থাপন করুন
সচিব
মহাপরিচালক (প্রশাসন)
মহাপরিচালক (অনু-ও তদন্ত-১/অনু-ও তদন্ত-২)
মহাপরিচালক (বিঃসত্ত্বা/বিঃসত্ত্বা)
মহাপরিচালক (মালিভারি/প্রতিরোধ) তথ্য প্রযুক্তি
সচিবের একান্ত সচিব
সচিব-বাহাই কর্মী
ক্রমিক নং- ১২০
তারিখ: ২৭/০১/২০২০

১৩-১-২০২০  
 জহিরুল ইসলাম  
 সিনিয়র সহকারী প্রধান  
 ফোন: ৯১৩৩৪৯৯  
 ইমেইল: erdfandf2@gmail.com

মহাপরিচালক (প্রশিক্ষণ ও তথ্য প্রযুক্তি)
পরিচালক (প্রশিক্ষণ)
সিস্টেম এনালিস্ট
উপপরিচালক (প্রশিক্ষণ)
প্রোগ্রামার
ব্যক্তিগত সহকারী
প্রাপ্তি নং- ২৮৩
তারিখ- ২৭/০১/২০২০

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 অধিদফতর

- 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



Ruhul Amin &lt;ruhulaminbd1966@gmail.com&gt;

**Fw: International Training Programme (ITP) on Social Protection for Sustainable Development (ITP 322-2)**

1 message

johirul islam <jjrana2001@yahoo.com>  
Reply-To: johirul islam <jjrana2001@yahoo.com>  
To: "ruhulaminbd1966@gmail.com" <ruhulaminbd1966@gmail.com>

Mon, Jan 6, 2020 at 11:24 AM

Johirul Islam  
Senior Assistant Chief  
Asia-4 section  
Economic Relations Division  
Ministry of Finance  
Government of Bangladesh  
Ph: +88 02 9145470  
Cell: +88 01712363132

----- Forwarded Message -----

From: shahriar siddiky <sksiddiky2004@yahoo.com>  
To: johirul islam <jjrana2001@yahoo.com>  
Sent: Sunday, January 5, 2020, 3:51:08 PM GMT+6  
Subject: Fw: International Training Programme (ITP) on Social Protection for Sustainable Development (ITP 322-2)

For n/a please.

Md. Shahriar Kader Siddiky  
Joint Secretary  
Wing Chief  
Asia, JEC and F&F  
Economic Relations Division  
Ministry of Finance  
Sher-e-Bangla Nagar, Dhaka  
Tel: +880 2 9180751 (Off.)  
+880 2 8190107 (Res.)  
Mob: + 880 1 711331858

----- Forwarded Message -----

From: Shawkat Mamun <shawkat.mamun@gov.se>  
Sent: Sunday, January 5, 2020, 03:18:14 PM GMT+6  
Subject: International Training Programme (ITP) on Social Protection for Sustainable Development (ITP 322-2)

Dear Concern,

Embassy of Sweden hereby invites relevant stakeholders to apply for the International Training Program (ITP) in **322-2 Social Protection for Sustainable Development**, please find enclosed invitations to the above-mentioned programme. The Swedish International Development Cooperation Agency (Sida) provides scholarship for participants from Bangladesh, covering course fee, accommodation, air ticket and meals. This training programme is open for all relevant potential candidates and according to the above-mentioned subject programme organizer in Sweden will select the final participants, according to the character of the course.

1/6/2020

Gmail - Fw: International Training Programme (ITP) on Social Protection for Sustainable Development (ITP 322-2)

ITP targets stakeholders involved in important reform processes at local or national level. The participants should hold a position in their home organizations with a mandate to manage significant change processes. The ITP offers support to strengthen, adapt and maintain capacity over time to enable the organization to define and achieve short- and long-term goals within the area of the ITP course. The participant(s) will gain exposure to the latest development in the respective area(s) of work, be mentored by skilled experts, develop a network with colleagues from other countries and acquire knowledge in new working methods. The ITP method is based on the assumption that your organization wishes to implement changes that will develop and strengthen your capacity for specific issues related to this programme, and that the organization is ready and willing to invest the organizational resources necessary to achieve these changes.

Sida offers ITP to organizations of strategic importance to the economic, social and environmental development of partner countries. On Sida's behalf, this ITP 322-2, "**Social Protection for Sustainable Development**", is implemented by **Swedish Public Employment Service** and **Economic Policy Research Institute (EPRI)**.

Sida is interested in encouraging women to participate in the programmes. Nominations of female candidates are particularly welcome. However, this invitation does not guarantee acceptance of application. A soft copy of the application along with supporting documents should be submitted to **The Swedish Public Employment Service Office** by e-mail: [julia.kusoffsky@arbetsformedlingen.se](mailto:julia.kusoffsky@arbetsformedlingen.se) copy to [ITP@epri.org.za](mailto:ITP@epri.org.za) no later than **28th of February, 2020**. If a scanned copy is not possible, the original application, with one set copy shall be submitted to the Sweden Embassy Dhaka no later than **28th of February, 2020**.

Your sincerely,

**Md. Shawkat Ali Mamun (Mr.)**

ITP Coordinator

Administrative & Financial Officer

**Embassy of Sweden**

Plot 12, Bay's Edgewater, 8th floor,

North Avenue, Gulshan 2, Dhaka 1212

Bangladesh

Tel. +880255668500

Email: [shawkat.mamun@gov.se](mailto:shawkat.mamun@gov.se)

[www.swedenabroad.se/en/embassies/bangladesh-dhaka/](http://www.swedenabroad.se/en/embassies/bangladesh-dhaka/)



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**2 attachments**



**322-2\_Social\_Protection\_2020\_Application\_editable.pdf**

95K



**322-2\_Social\_Protection\_2020\_webb.pdf**

1478K

108

# ADVANCED INTERNATIONAL TRAINING PROGRAMME

ITP 322/2

## Social Protection for Sustainable Development

10-16<sup>th</sup> of June 2020 in East/Southern Africa Region

14<sup>th</sup>-25<sup>th</sup> of September 2020 in Sweden

May/June 2021 in East/Southern Africa Region

Closing date  
for applications  
→ 28<sup>th</sup> 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.

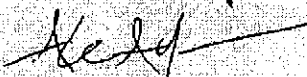
The aim and overall objective of the International Training Programme (ITP) is a long-term and sustainable contribution to a more inclusive and equal society by improving the function of the social protection systems that tackle poverty, vulnerability, inequality (both gender and economic) and exclusion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

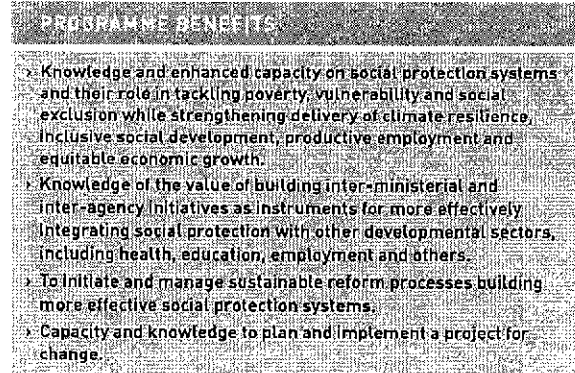
The International Training Programme will aim to expand and improve the effectiveness of national social protection systems, tackling exclusion, promoting gender equality and strengthening developmental impact. The programme builds the capacity of teams integrating multiple government ministries, public 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

[www.sida.se/itp](http://www.sida.se/itp)



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.

- and support the SDGs ("Social Protection Plus"), with a particular focus on delivery of climate resilience,
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.



# Programme structure

## 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 organisers nor Sida will finance the participant's change programme.

### APPLICATION PROCESS

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.

28<sup>th</sup> of February 2020

### 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.

## SIDA AND ITP

The Swedish International Development Cooperation Agency (Sida) views as part of its bilateral development and international development activities a range of strategic importance to the Swedish environmental and economic development of the participating countries. The purpose of the Swedish International Development Cooperation Agency is to provide resources and develop knowledge, skills and expertise to organisations with a long tradition in providing a range of services, democracy practitioners, in particular in the field of international cooperation, are based on identification of needs and demands and a strong commitment to the work.

## ORGANISERS



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](http://www.arbetsformedlingen.se)

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

**Economic  
Policy  
Research  
Institute**

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

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

## 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](http://www.sida.se) [sida@sida.se](mailto:sida@sida.se)

**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.

**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.





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

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FOR OFFICIAL USE OF THE SWEDISH EMBASSY  
 Received application by administration  
 Sign \_\_\_\_\_ Date \_\_\_\_\_  
 Comment, see attached note  
 Official nomination not necessary in this country

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 **28<sup>th</sup> 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 **28<sup>th</sup> of February 2020**. Please, e-mail a copy of your application to ITP@epri.org.za by **28<sup>th</sup> 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)

## PERSONAL HISTORY

1. First name (underline name by which formally addressed)	Second name	Family name (surname)		
2. Office address		3. Telephone (to office). (country code/area code) Mobile phone: E-mail (obligatory):		
4. Home address		5. Telephone (home) (country code/area code) Mobile phone: E-mail (home):		
6. Nationality		Date of birth	Day	Month Year
7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female				
8. Name and address of person to be notified in case of emergency (incl. country code/area code)				
Name _____		E-mail _____		
Address _____		Telephone _____		

9. Education (start with last attended institution and work backwards)			
Name of institution and place of study	Major fields of study	Years of study from - to	Degrees
10. Previous residence in foreign country in relation to applicant's professional or study interest			
Have you participated in any training programme in Sweden before?			
<input type="checkbox"/> yes <input type="checkbox"/> no Name of programme, year _____			

## EMPLOYMENT RECORD

In order that your application may be complete, please give details of your duties and responsibilities for each of the posts you have occupied.

### A. Present 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 _____	
Type of organisation: <input type="checkbox"/> Government <input type="checkbox"/> NGO <input type="checkbox"/> Academic <input type="checkbox"/> Private	

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### CERTIFICATE OF THE ENGLISH LANGUAGE

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

Name of candidate _____	
<b>ABILITY TO UNDERSTAND</b> <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	<b>ABILITY TO SPEAK</b> <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
<b>ABILITY TO WRITE</b> <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	<b>READING ABILITY AND COMPREHENSION</b> <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: _____ <div style="text-align: center;">Title: _____</div> 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](http://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.

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)