**MOBILISING SUPPORT TRAINING PROGRAMME**

**Closing Date of Application 07 March 2019**

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**Instructions**

Please read carefully through the enclosed information brief on **MOBILISING SUPPORT TRAINING PROGRAMME before** filling out this form. Be brief and straight to the point without losing important information or ideas. Answer all questions as best as you can.

This **application form** is to be filled out and submitted to Advocacy and Policy Institute (API) through the following email address vanpannit@apiinstitute.org before the deadline on **07 March 2019.** In case you require any clarification or assistance, do not hesitate to get in touch with Mr. **MAN Vanpannit** on mobile phone **number 017 55 01 55.**

**Eligibility Criteria**

CSOs and NGOs that are interested in applying must meet the following criteria

* Must be a CSO or NGO partner of Wilde Ganzen Foundation
* Must be willing to complete the 4-steps training and coaching series capacity development process
* Must be willing to pay a commitment fee of Euro 1679.5 equivalent 1936.5 USD.
* Must commit to developing action plan after specific phases of the programme and must be willing to operationalize the action plan

Must commit to designate representatives for the programme who will fully participate in each phase.

**Training Dates:**

Notification will be shared with those accepted/selected to participate by e-mail by vanpannit@apiinstitute.org no later than07 March 2019. On the same date, successful organizations are invited to the training as per the schedule below:

|  |  |
| --- | --- |
| **Training Topics**  | **Date of trainings** |
| Leaders meeting (Introduction) | 27-28March 2019 (2 days) |
| Mobilizing Support Content Training  | 06-10 May 2019 (5 days) |
| Skills Training  | 08-10 July 2019 (3 days)  |
| Evaluation and Learning | 04-05 September 2019 (2 days) |

**Training Venue:**

Training location will be at Phnom Penh Municipality - training venue to be confirmed later.

**Language:** Khmer / English

**Other relevant information**

* Each organization will cater for the total costs of the training expenses of a participant i.e. equivalent to Euro 1679,50 Euro, 1936,50 USD. Wilde Ganzen partners get a discount.
* Further payment instructions will be provided to all successful applicants through vanpannit@apiinstitute.org.
* There will be coaching and mentoring sessions in-between the face-to-face training sessions, herein after referred to as practical engagement sessions.
* Transport/Fare will be reimbursed up to API policy.

**PART A: APPLICANT INFORMATION**

1. **CONTACT INFORMATION OF THE APPLYING ORGANIZATION**
	1. **Name of Organization:**
	2. **Name Organization Lead and designation (Indicate ‘X’ in the below appropriate):**

|  |  |
| --- | --- |
| Team Leader /Executive Director/Manager |  |

|  |  |
| --- | --- |
| Name of first Applicant |  |
| Gender of the applicant (Male/Female) |  |
| Current position of Applicant |  |
| Phone |  |
| E-mail |  |

|  |  |
| --- | --- |
| Name of second Applicant |  |
| Gender of the applicant (Male/Female) |  |
| Current position of Applicant |  |
| Phone |  |
| E-mail |  |

1. **Organization Profile: (Indicate the below appropriate)**

|  |  |  |
| --- | --- | --- |
| **Kindly Mark ‘X” in appropriate:** |  | **Registration Details** |
| Social Service Act |  | Registration Date |  |
| Companies Act |  | Type of registrationKindly mark ‘X’ where appropriate |  |  |  |  |
| Parliament Act |  |  |  |  |  |

1. **COMMITMENT TO PARTICIPATE**

|  |  |  |
| --- | --- | --- |
| **3.1** | Is your organization (include leadership) willing to participate in a training and coaching trajectory as outlined in the enclosed information? **This includes commitment to pay 10% of the total cost:** Euro 167.95 equivalent 193.65 USD**.** |  |
| **3.2** | If yes above, elaborate on the main reason/motivation to participate. |  |
| **3.3** | **For the Mobilizing Support** The training expects that you will commit to work with your organization for at least 3 months after the training, to support your organization in embedding claim-making skills in its strategy/system and or programmes. If so, kindly share a signature to this statement. |  |

**4. Participation in the leaders training to be held on 27 - 28 March 2019**

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| Please note that these are senior managers able to make decisions on behalf of the organization. (Executive Directors, Board members, Programme Managers/Director). Provide name, designation, email and a telephone number for each. Every organization nominates two leaders only. |

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| **PART B: TRAINING NEEDS ASSESSMENT:**This section focusses on helping the trainers understand your entry skill level to the training and to ensure that the training. Therefore, if your organization has prior experience in claim making/taking civic action kindly state so within the necessary sections. |

**5. Organizational Goal:**

|  |  |  |
| --- | --- | --- |
| **5.1** | Objective/Goal that you want to realize after participating in the propose training? |  |
| **5.2** | What key skills would you like to have gained for the organization after training? |  |

|  |
| --- |
| **6. Brief description of the organization’s experiences in claim making** |

|  |  |  |
| --- | --- | --- |
| **6.1** | Briefly state the vision mission and description of your organization objectives: |  |
| **6.2** | What are your key intervention areas? (i.e. Water health, sanitation etc.) elaborate concisely in bullets points. |  |
| **6.3** | Have you ever implemented a project that sought to mobilize support/undertake claim making/civic action |  |
| **6.4** | In relation to 3.3, what were two of your main achievements if any? |  |
| **6.5** | In relation to 3.3 what challenges did you face while engaging in the civic action |  |

**7. Organization’s Experience in engaging various stakeholders:**

|  |  |  |
| --- | --- | --- |
| **7.1** | How do you involve beneficiaries including community members in your project? |  |
| **7.2** | How do you involve state actors and structures (i.e. Central and devolve structures) in your projects?) Elaborate concisely in bullets points. |  |
| **7.3** | Are you a member of any network involved in claim making/advocacy/civic action? Kindly share the name of the network and level of engagement. (National/country/province/district) |  |