

## NETHERLANDS FELLOWSHIP PROGRAMMES

### Tailor-made training (NFP-TM) Training outline

<b>Name of the organization making the request:</b>	
<b>Title of the tailor- made training course</b>	
<b>Country:</b>	
<b>Outline is part of Multi Year Agreement?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

*(This box should be completed by the proposing organization)*

<b>Date of receipt by Nuffic:</b>	
<b>Nuffic file number (IPA):</b>	

*(This box will be completed by Nuffic)*

## INSTRUCTIONS FOR THE REQUESTING ORGANIZATION

This outline has to be completed by any organization that would like to participate in the for Tailor-Made Training Programme. Please answer the questions clearly and completely in English and typewritten. This outline, if fully completed, forms the basis for the Letters of Intent, to be submitted by interested potential Dutch providers. It is therefore essential that none of the required information is missing. When attaching additional pages make sure to indicate the number of the question you are answering.

The outline should always include the following parts:

- I. Profile of the applicant organization
- II. Description of the training context
- III. Description of the training needs
- IV. Other issues related to the training course itself
- V. A statement by the Government (*if applicable*)
- VI. A statement of the Netherlands embassy or consulate

The training outline should include the following annexes, if available:

- 1) Relevant background information on your organization. For example: the latest annual report, HRD plan, etc.
- 2) An organizational chart showing the hierarchical and operational structure of the organization, as well as the relationships between the various divisions or units.

During the phase of outline formulation, assistance and advise of a local expert, appointed by Nuffic and/or of the embassy or consulate, can be called in.

A tailor-made training course is designed to meet specific mid-career staff development needs identified by the requesting organization. It does not lead to a regular degree or diploma. It is of brief duration. The training can be spread over a period of one year, but may not be shorter than two weeks or longer than four months. A tailor-made training course that takes up to three weeks will only be approved if it is conducted entirely in the region of the requesting organizations.

In general, the average budget for a group training ranges from € 30,000 to € 225,000. As guiding principle: the maximum number of participants is about twenty per course event. The training can take place in the Netherlands, in the country or region concerned or in both. In the selection process, preference is given to:

- proposals for training that will jointly be implemented by a Dutch institution or organization and by an institution or organization in the country or region concerned;
- proposals for training that will be conducted partially or entirely in the country or region concerned;
- proposals for training where at least half of nominated candidates are female;
- proposals for training that originate in Sub-Saharan Africa

More information about the NFP tailor-made training programme, the criteria a requesting organization must meet and about the tendering procedure can be found on Nuffic's website: [www.nuffic.nl/nfp](http://www.nuffic.nl/nfp), and in the NFP brochure.

**Please deliver or send the outline to the Netherlands embassy or consulate in your country. Applications for NFP-TM fellowships should not be sent directly to Nuffic nor to a Dutch organization that offers training. The application will not be processed unless the embassy or consulate has completed this section and placed its official stamp and signature on the form.**

## I. The Applicant organization

\* If more than one organization is involved in making this request for a tailor-made training the next two sets of data ('basic data' and 'description of the organization') should be provided for each organization separately.

### I.1 Basic data

<b>Name of your organization</b>	
<b>Acronym or abbreviation (if applicable)</b>	
<b>Company or business registration number (if applicable)</b>	

#### *Visiting address details:*

<b>Street address</b>	
<b>Postal code</b>	
<b>City</b>	
<b>District</b>	
<b>Region</b>	
<b>Country</b>	

#### *Postal address details (if different):*

<b>Street address</b>	
<b>City</b>	
<b>Postal code</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Website</b>	

***Details of director:***

<b>Family name</b>	
<b>Given name</b>	
<b>Gender</b>	-----
<b>E-mail address</b>	
<b>Telephone</b>	

***Details of contact person for this training request (if different from director)***

<b>Family name</b>	
<b>Given name</b>	
<b>Gender</b>	-----
<b>Position</b>	
<b>E-mail address</b>	
<b>Telephone</b>	

## I.2 Description of the organization

<b>Type of organization (please tick the appropriate answer).</b>	<input type="checkbox"/> government or public sector <input type="checkbox"/> education or research institution (university, education or training centre, etc.) <input type="checkbox"/> non-governmental organization (NGO) <input type="checkbox"/> commercial
<b>Total number of employees</b>	
<b>When was your organization founded?</b>	
<b>What is the mission of your organization?</b>	
<b>What are the main activities of your organization? Please, describe these activities comprehensively. (max. 250 words)</b>	

### I.3 The context of the proposed training

<p>Explain/describe the relation(s) between your institute and other organisations (NGO's, Sector Agencies, Branch organisations, Companies etc.) in the sector which is/are of importance in the context of the proposed Tailor Made Training.</p> <p>(Max. 250 words)</p>	
<p>Explain/describe the relation(s) between your organisation and the government (national, provincial, local) which is/are of importance in the context for the proposed Tailor Made Training.</p> <p>(Max. 250 words)</p>	
<p>Indicate the main sources of income of your organisation (national/foreign)</p>	

**Instruction for outline writing:**

Please, use the exact chapter (e.g. III. *The requested Training Course* ) and paragraph (e.g. II.2. *Explain the root cause of these obstacles*) descriptions as headings for your outline text.

**II. Training needs (Maximum: 3 pages)**

II.1. Provide a short description of current obstacles you face in achieving the mission of your organisation.

.....

II.2. Explain the root cause of these obstacles.

.....

II.3. Indicate the required interventions/actions for improving the functioning of your organisation.

.....

II.4. Which of these required interventions/actions should be (facilitated by) training interventions? Please, explain.

.....

II.5. Indicate whether the training course should focus on (theoretical) knowledge, (practical) skills or change of attitude (or combinations of these).

.....

**III. The requested training course (Maximum: 3 pages)**

**III.1 Anticipated effects of the training course**

III.1.1.: Describe and explain the required results of the training course.

.....

III.1.2.: Indicate how the training should contribute to the to improved functioning of your organisation.

.....

III.1.3. (If applicable) Describe and explain the required outputs of the training course for the sector in which your organisation operates.

.....

**III.2 Sustainability of the training course**

III.2.1: What contributions – in terms of personnel, funding and infrastructure – will your organization provide for the training?

.....

III.2.2: How will new knowledge, skills and/or change of attitude gained by the participants be applied and spread through your organization?

.....

III.2.3: Are there any external or internal factors that might influence the effective implementation of the training outcomes, either positively or negatively?

Please, be as specific as possible.

.....

III.2.4: Do you guarantee that the salaries of the participants will continue to be paid during the training period? (Please tick the appropriate box)

YES                       NO

III.2.5: Do you guarantee that – if applicable - participants will be offered appropriate jobs in your organization on completion of the training? (Please tick the appropriate box)

YES                       NO



*Nuffic is the Netherlands Organization for International Cooperation in Higher Education. Our motto is Linking Knowledge Worldwide. And everything we've done since our foundation in 1952 has been driven by this mission. Nuffic works in line with Dutch government policy to serve students and higher education institutions in three key areas: Capacity Building & Scholarships, Communication, and Knowledge & Innovation.*

*The information requested in this form will be used for administering the fellowship and for alumni communication purposes.*

**Deadline**

*There is no deadline line for submitting an outline for Tailor-made training. Implementation takes place in consultation with Nuffic, which is responsible for the financial planning and budgeting of the NFP.*

**Information**

*For general information about the Netherlands Fellowship Programmes, please contact:*

*Nuffic Training and Fellowships Desk  
P. O. Box 29777  
2502 LT The Hague  
The Netherlands*

*Telephone: +31 70 4260260*

*Fax: +31 70 4260399*

*website: [www.nuffic.nl/nfp](http://www.nuffic.nl/nfp)*

**V. STATEMENT BY THE GOVERNMENT** *(if applicable)*

The government of..... hereby supports the above application and certifies that the training to be undertaken will benefit and foster the development of the country and that all the information provided is complete and correct.

Date:.....

Place:.....

Position of the competent government official:.....

Signature and official stamp:

To be completed by the Netherlands embassy or consulate

**VI. STATEMENT OF THE NETHERLANDS EMBASSY OR CONSULATE**

<b>Date the application was received:</b>	
<b>Contact person:</b>	
<b>E-mail address:</b>	
<b>Telephone:</b>	

Please tick the boxes that you have found apply to this fellowship application.

- The requesting organization(s) is not a large industrial, commercial and/or multinational firm
- The field in which the organization operates is relevant to the sustainable development of the country.
- The subject of the proposed Tailor-made training is relevant to the needs identified by the requesting organization.
- The employer has guaranteed to continue to pay the candidate's salaries and hold a job for them during their absence.

If applicable:

- The request is being made in the context of a multi-year agreement.

**Recommendation of the embassy or consulate:**

The Netherlands embassy or consulate in .....(country)

- supports this application for an NFP Tailor-made training program
- does not support this application for an NFP Tailor-made training program

Please explain your answer:

.....

Date:.....

Signature and official stamp:

**Note for the embassy or consulate: The application will not be processed unless the embassy or consulate has completed this section and placed its official stamp and signature on the form.**