

North Block, New Delhi-1  
Dated the 22<sup>nd</sup> January 2010.

**TRAINING CIRCULAR**

Subject: Advanced International Training Programme on “Decentralization and Good Governance with a Gender Perspective”, to be held in five phases, out of which, Part two consists of four weeks training in Sweden in September 2010 and Part four consists of one Week regional seminar in Asia in one of the participating countries, six months after the training in Sweden.

The undersigned is directed to state that the Swedish International Development Cooperation Agency (Sida) has invited applications for the above programme. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The objective of the course is to contribute to the ongoing and new reform and change processes in the selected countries.

3. The Course is designed for professionals who work actively with issues related to decentralization and good governance with a gender perspective. These could include decision makers at intermediate to high levels in ministries, authorities, organizations and other players at central regional and local levels. Good knowledge of English is also a pre-requisite for the applicants.

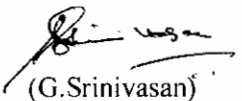
4. The programme consists of five phases, out of which, phase 2 consists of 4 weeks training in Sweden, during September 2010 and phase 4 consists of a regional seminar in Asia in one of the participating countries to be held about six months after the training in Sweden. All participants are required to identify a change project to work on as part of the programme.

5. The International Centre for Local Democracy (ICLD) will cover the cost of participation fee; accommodation costs including board and lodging; International travel to and from Sweden; International travel in connection with the second phase of the programme. The ICLD will not finance the participants' change projects. Costs incurred in travelling to the nearest international airport as well as visa costs, which are to be paid by the participants. All participants are covered by a group insurance policy while in Sweden and on organized tours during the programme. This insurance covers costs for medical care in the event of serious illness or accidents. Medical and dental checkups are not included.

6. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the Sida's Circular dated 14<sup>th</sup> January 2010. The Ministries may sponsor the names of only Government/ Public Sector Undertaking functionary.

7. The nomination details should be submitted in the prescribed proformas duly authenticated by the Department concerned alongwith the requisite enclosures.

8. The applications should reach this Department through proper channel **not later than 10<sup>th</sup> February 2010.**

  
(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretaries, all Ministries/ Departments, Government of India.
2. All State Governments/Union Territories.
3. Director (Technical), NIC with the request to post the circular along with the Commonwealth Secretariat's circular and the enclosed application Proformas on the Department's website

S.No.1(R)



**SVERIGES AMBASSAD**

14 January, 2010

4.4.5-35/62

**Embassy of Sweden  
New Delhi**

*Development Co-operation Section  
Georgia Morrison  
91-11-44197127  
georgia.morrison@foreign.ministry.se*

Mr. M. Nagaraju  
Deputy Secretary  
Department of Economic Affairs  
Ministry of Finance  
North Block  
New Delhi 110 011

**Sida's Advanced International Training Programme on "Decentralisation and Good Governance with a Gender Perspective," to be held in Sweden in September 2010 and a regional part in Asia in Spring 2011.**

Dear Mr. Nagaraju,

I have the honour to forward herewith an invitation to the Government of India to nominate candidates for Sida's Advanced International Training Programme on "Decentralisation and Good Governance with a Gender Perspective", to be held in Sweden in September 2010 and a regional part in Asia in 2011.

*For DOPIT  
13/2/2010*

The above training programme will be conducted in English. For further information on the training programme please go through the enclosed brochure. The closing date for application is February 15, 2010.

*CC (439) / P. L. C.  
20/1/10*

Should an Indian candidate from the Government sector be selected to participate in the programme, then he/she will have to make his/her own travel and visa arrangements.

Yours sincerely,

*A S n L*

Anna Springfors  
First Secretary (Environment)  
Development Co-operation Section

*Handwritten signature  
21/01/2010  
Mrs Sheila*

*52/P/Annex-789/2010  
20/1/2010*

CC : Mr. S.K. Nayyar, Section Officer, DEA, Ministry of Finance, North Block, New Delhi 110 011.



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Nyaya Marg  
Chanakyapuri  
New Delhi 110 021

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E-mail:  
ambassaden.new-delhi@foreign.ministry.se

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Web-site:  
www.swedenbindia.com



ADVANCED INTERNATIONAL TRAINING PROGRAMME 2010

# Decentralization and Good Governance with a Gender Perspective

Training in Sweden, September, 2010

Regional part in Asia, Spring 2011

## Invitation

The Swedish International Development Cooperation Agency (Sida) offers, as part of its bilateral development assistance, Advanced International Training Programmes of strategic importance to the social and economic development in the participants' countries. The International Training Programmes are specially designed for persons qualified to participate in reform processes of strategic importance on different levels and holds a position in home organisation with mandate to run processes of change. This methodology is based on the assumption that your country wish to carry out changes and are willing to invest own resources to achieve these changes. In the long-term perspective the programmes shall contribute to institutional strengthening and capacity development in the participants' countries.

Training is focused on support to individual or team plans for change. The plan shall be well established in the participant's organisation and is a basic part of the programme concept.

In this brochure you will find information on the specific objectives for this particular programme, its content and structure, and how and when to apply. You will also find an application form.

International Training Programmes (ITPs) are used as one of the tools in Swedish global development policy to alleviate poverty. In co-operation with Sida, the International Centre for Local Democracy (ICLD) offers ITPs as one of several methods to support institutional and capacity develop-

ment on the local level in low and middle income countries. The ITPs are designed to meet the needs for capacity and competence development in co-operational countries and to support Sweden's development goals. The objective is to contribute to increased insights, expanded international contact bases and the development of strategically important knowledge and competence within private sector, public administration and civil society organizations. The ITPs are intended to provide long-term support to development co-operation and to create opportunities to establish well-functioning and long-lasting networks and partnerships.

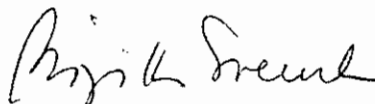
The ITPs are specially designed for professionals who work actively with issues related to decentralization and good governance and who hold a position in their home organization with a mandate to run processes of change.

If planned well, decentralization can move decision making closer to people and improve governance, including efficient service delivery. Local authorities will be able to respond quicker to local needs if they do not have to await approval from central governments. Gender equality is relevant because gender discrimination is one of the main causes of poverty, and a major obstacle to equitable and sustainable global human development.

This brochure includes information on the specific objectives for this particular programme, its content and structure, and how and when to apply. You will also find an application form. We hereby invite you to nominate candidates.



Anders Nordström  
Director General  
Sida



Birgitta Svensk  
Secretary General  
ICLD

## Programme Objectives

The objective of the International Training Programme (ITP) "Decentralization and Good Governance with a Gender Perspective" is to contribute to the ongoing and new reform and change processes in the selected countries.

After completing the programme, the participants are expected to have acquired the following:

- Improved knowledge about the importance and advantage of decentralization and good governance with a gender perspective to achieve socioeconomic development.
- Improved knowledge about how to implement decentralization and good governance reform processes with a gender perspective.
- Improved knowledge about experiences, methods and tools for organizational change in general, and for decentralization and good governance reform processes with a gender perspective in particular.
- Expanded national and interna-

tional networks for implementing decentralization and good governance with a gender perspective.

In addition to presenting and sharing Swedish experiences, it is equally important to facilitate mutual learning by the participants by letting them share experiences from their respective countries with each other.

## Change Projects

All participants are requested to identify a change project to work on as part of the programme. The lectures and study visits will be linked to each participant's work situation through the change projects. Each change project shall therefore be defined in a way that it provides a tangible task to work on throughout all phases of the programme. The change project shall be linked to development and decentralization and good governance change processes with a gender perspective in the participant's home country. The change projects must also be clearly linked to the programme's objectives.

The ITPs are specially designed for people on different levels who are qualified to participate in reform processes of strategic importance and who hold positions in their home organization with a mandate to pursue processes of change. The change projects will be adapted to each country's conditions and specific challenges. The change project will be closely linked to each participant's ordinary work tasks and will be sanctioned by a superior. Each change project will be sufficiently established to be sustainable and survive in its own capacity should the participant move on to other work tasks or to another workplace.

The participants will be offered extensive coaching and support to develop and implement the change projects during all phases of the programme. The change project may be implemented by an individual or by a team.

The ICLD will not finance the participants' change projects.

Decentralization and Good Governance with a Gender Perspective  
 September 2010 in Sweden  
 Regional Part in Asia, Spring 2011

Received application by administration:

Sign \_\_\_\_\_ Date \_\_\_\_\_

Comment, see attached note

APPLICATION FORM (Typewriting or block letters)

The \_\_\_\_\_ Country \_\_\_\_\_  
 (name of nominating organisation/institution/company)

nominates \_\_\_\_\_  
 (name of applicant)

**To the programme Decentralization and Good Governance with a Gender Perspective. September 2010 in Sweden. Regional Part in Asia, Spring 2011.**

Reasons for nomination \_\_\_\_\_  
 (obligatory)

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Signature of nominating organisation/institution/company \_\_\_\_\_


(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 **February 15, 2010**.  
 The Embassy/Consulate will forward it to the programme secretariat.

If no appropriate Swedish Embassy/Consulate in the country,  
 please submit application form directly to secretariat at the  
 latest on **February 15, 2010**.



**Programme Lead, policy and management:**  
 Swedish International Centre for Local Democracy  
 Adiam Tedros  
 P.O Box 1125  
 SE-621 22 Visby, Sweden

Documents sent by courier service should be addressed:  
 Adiam Tedros  
 Swedish International Centre for Local Democracy  
 Hamnplan 1  
 SE-621 57 Visby, Sweden

Applications received after this date will not be considered.

# 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)		
			Fax no.		
			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)					
Telephone:			E-mail:		

9. Education (start with last attended institution and work backwards). Please attach certified copy of highest degree			
Name of institution and place of study	Major fields of study	Years of study from – to	Degrees
10. List membership of professional societies or other activities in civil, public or international affairs			
11. List any relevant publication you have written (do not attach)			
12. 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	

## 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. (Continue on supplementary page if necessary but no more than one page).

Computer knowledge (rate from 0 to 5, where 0=no knowledge, 3=normal user, 5=expert)

Applications: Word \_\_\_ PowerPoint \_\_\_ Excel \_\_\_

I have access to internet  
at work \_\_\_ at home \_\_\_

## 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 _____	
<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: _____	
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.
Comment: _____ _____ _____

<b>Information to all applicants according to the Swedish Personal Data Act:</b> Upon confirmation that your application have 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. The data will not be used for other purposes. If you want a record of field personal information you must send a written request to Mr Tomas Törn, ITP, SE-105 25 Stockholm, Sweden or tomas.torn@sida.se
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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 fax or e-mail. **Please confirm your acceptance to attend by fax or e-mail.**



The following subject areas will be covered by the programme in order to provide a sufficiently broad basis to achieve the programme's set objective. Each subject area will be presented in a way that it is of direct relevance to the participants and the development context of the participating countries. The programme will take a wide approach covering cross-cutting issues related to gender, including modules on:

- Decentralization, good governance and democracy;
- Power structures and political processes;
- Decentralization and local governance;
- Gender and rights perspectives as cross-cutting issues;
- HIV/AIDS as a cross-cutting issue;
- Change processes.

## Programme Structure

The International Training Programme (ITP) "Decentralization and Good Governance with a Gender Perspective" consists of the following five phases;

- 1) Upon admission, the participants will receive instructions for the initial work needed prior to the second phase. This includes a discussion of the change projects and the assignment of a mentor. This first phase will result in an agreement of understanding between the ICLD and the participants to clarify the expected outcomes and how the results will be handled within the organization.
- 2) The second phase will take place in Sweden and consists of four weeks of training covering all the modules described in the contents section above. The training will be combined with study visits to Swedish municipalities.
- 3) The third phase is an intermediate phase, during which the participants will continue to work on their projects while receiving support from mentors assigned to them by the ICLD.
- 4) The fourth phase is a regional seminar that will last about one week and which will be held in one of the participating countries. The

seminar will be held about six months after the training in Sweden and its purpose is to evaluate the progress of the change projects. Additional training and study visits to relevant institutions in the visited country will also be included.

- 5) In the fifth and final phase, the mentors will provide coaching regarding the participants' change projects. The participants will finalize their projects with support from their mentors.

### Date and venue

The training in Sweden during the second phase of the programme will take place in September 2010. The first training week will be held on the island of Gotland off Sweden's south-east coast, while the remaining three weeks will be spent in Gothenburg on the west coast of Sweden. The exact time and place for the regional seminar will be announced later.

### Teaching

The participants, the programme management team and others participating in the programme (lecturers and representatives from government agencies and municipalities) are primarily co-operational partners. It is therefore vital that all participants actively take part in the programme by sharing their knowledge and experiences with the other participants.

### Management and staff

The programme is organized by the Swedish International Centre for Local Democracy in co-operation with leading scholars on local governance and experts from the Swedish public sector.

## Participation

Only applicants from the following countries are eligible: **Bangladesh, Cambodia, India, Indonesia, Laos and Vietnam.**

### Target Group:

The programme is directed towards professionals who work actively with issues related to decentralization and good governance with a gender perspective. These could include decision makers at intermediate to high levels in ministries, authorities, organizations and other players at central, re-

gional and local levels. In addition to that, the programme will be open to professional NGO staff, working in the field of decentralization and good governance. We allow more than one participant from the same organization and strive for a gender balance among the participants.

Only participants officially nominated by the appropriate authority within their home institution will be considered for admission to the programme. Twenty-five participants from the selected countries will receive training. Due to the character of the programme, family members are not allowed to accompany participants in the programme.

### Language requirements

Participants must have a good knowledge of English as they are expected to write and make public presentations in English. Applicants must take an English language test with an official body in their home country and must submit a diploma with their application, unless the applicant can provide other documentation to support their ability. The Swedish embassy/consulate does not perform language tests but may be able to recommend appropriate language institutes for conducting tests.

## Application Process

**Closing date for application is February 15, 2010.**

Applications submitted after the closing date will not be considered. Applications should be submitted on the special form attached with this document and include a recent photograph of the applicant and the required information and documents. The application form and the information brochure can also be found on – and downloaded from – the ICLD's website at [www.icld.se](http://www.icld.se) under the heading Training Programme.

The application, as well as the proposal for the change project, must be approved by a legitimate authority at the applicant's workplace. In the application, the authority is expected to explain the intentions and importance of the change project.

A 1–2 page description of the in-

dividual's project should be submitted with the application. The following headlines should be included in the description:

1. Background and explanation, including the role and responsibility of the applicant's organization;
2. General objective of the change project;
3. Problem analysis and/or situation analysis;
4. Specific objectives of the project, including the participant's intended contribution;
5. Work plan; specific tasks and estimated time allowance for the activities specified.

The application should be submitted to the nearest Swedish embassy/consulate. If there is no Swedish embassy/consulate in the applicant's country, the application should be submitted directly to the ICLD's headquarters in Visby, Sweden. The selected applicants will be notified by e-mail. It is therefore vital that all applicants have internet access and an e-mail account. Once accepted, the participant and his/her supervisor must confirm the applicants participation and will then receive an invitation letter containing additional information on the programme and the practical arrangements.

Considering the fact that the training programme consists of international travel and work away from home in a new environment, good health and full working capacity is required. It is therefore recommended that the applicant undergo a medical examina-

tion before filling out the Medical Statement in the Application form.

### Cost of Participation

The International Centre for Local Democracy (ICLD) will cover the following costs:

- The participation fee and the accommodation costs including board and lodging;
- International travel to and from Sweden;
- International travel in connection with the second phase of the programme.

The ICLD will not finance the participants' change projects. Costs incurred in travelling to the nearest international airport as well as visa costs are to be paid by the participants. Personal expenses are not included.

### Accommodation

All participants will be accommodated at the same hotel and have a single room during the course period. The ICLD will cover local travel costs necessary for participating in the programme. However, the participant will be responsible for covering any other travel costs. Participants may not be accompanied by family members, due to the special character of the programme.

### Visa

Participants are responsible for obtaining and paying all visa costs necessary for their journey and stay during the programme. The visa should be valid for the whole period of the programme and the passport should

### Contact information

Programme organiser:  
International Centre for Local Democracy

The address for all communication is:  
International Centre for Local Democracy  
P.O. Box 1125  
SE-621 22 Visby, Sweden  
Telephone: +46-498 29 91 56  
Fax: +46-498-29 91 60  
website: <http://www.icld.se>

Contact persons at ICLD are:  
Adiam Tedros, Programme Officer  
email: [adiam.tedros@icld.se](mailto:adiam.tedros@icld.se)  
Anki Dellnäs, Programme Manager  
email: [anki.dellnas@icld.se](mailto:anki.dellnas@icld.se)

be valid for at least three months longer than the entry visa. Inquires should be directed to the participant's closest Swedish embassy/consulate or another Schengen representative as soon as possible after acceptance onto the programme. Participants visiting other countries on their way to or from Sweden must ensure that the correct visas are obtained before leaving their home country, especially for countries not included in the Schengen agreement. The website <http://www.migrationsverket.se/english.jsp> offers more information about visas for Sweden.

### Insurance

All participants are covered by a group insurance policy while in Sweden and on organized tours during the programme. This insurance covers costs for medical care in the event of serious illness or accidents. Medical and dental checkups are not included.

## ADVANCED INTERNATIONAL TRAINING PROGRAMME 2010

### PRESENTATION OF THE INTERNATIONAL CENTER FOR LOCAL DEMOCRACY

The International Centre for Local Democracy (ICLD) is a non-profit organization which aims to promote local democracy in low and middle income countries through several means. The centre works to facilitate municipal partnerships and runs International Training Programmes. The ICLD also provides advice to Sida on excellence

regarding local democracy and self-government. The ICLD is located in Visby on the island of Gotland, and is an autonomous organization that works in close collaboration with the Swedish Association of Local Authorities and Regions (SALAR), which has a majority of the seats on the ICLD board.

Sida finances the ICLD's operations,

which cover three main areas; The Centre of Knowledge - Research and Capacity Development, Municipal Partnerships and International Training Programmes. The ICLD's overall target is to alleviate poverty, mainly through promoting democracy and democratic processes at local levels.

SWEDISH INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

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

