

ADVANCED INTERNATIONAL TRAINING PROGRAMME



ITP: 318:3B

Productive Employment and Decent Work for Sustainable Development – In line with Agenda 2030

23 September – 11, October, 2019, in Sweden
25 – 29 May, 2020, follow-up seminar
in one of the participating countries



Closing date
for applications:
➤ **29th March,
2019**

Welcome

Sida and Arbetsförmedlingen – the Swedish Public Employment Service hereby invite and welcome you to nominate candidates for this International Training Programme “*Productive Employment and Decent Work for Sustainable Development*”.

Trusting that this training programme will contribute to the development of the labour market 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.

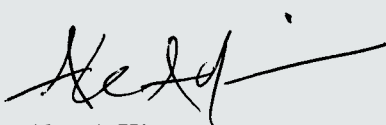
The programme is specially designed for persons qualified to participate in reform processes and holding a position in their home organisations with mandate to conduct a process of change. It offers support to strengthen, adapt and maintain capacity over time in order for the participant’s organisation to define and achieve goals both short and long term. Participants will take part of the latest development in the labour market area as the programme is based on two broad themes related to labour market policies, namely labour market information, forecasting and secondly the social dialogue. This interaction is necessary for an efficient and well-functioning labour market closely connected to the long-term perspective for the economic growth and the welfare in the country.

The aim and overall objective of the International Training Programme is a long-term and sustainable contribution to a more inclusive and equal society by improving the function of the labour market. The programme has the objective to increase the knowledge and provide the participants with opportunities to implement their development projects and give tools to contribute to poverty reduction. The methodology used is based on the assumption that the participants’ organisations wish to carry out changes and are willing to invest own resources to achieve these changes.

Arbetsförmedlingen offers, as part of its development cooperation, the International Training Programme “*Productive Employment and Decent Work for Sustainable Development*” which is of strategic importance to the social and economic development in the participants’ countries. The platform for Arbetsförmedlingen’s International development cooperation, is the Swedish Policy for Global Development. The government is also committed to the new UN development goals, The Sustainable Development Goals, in which employment has a prominent role. Goal number eight, “*Decent work and economic growth*” is particularly important for Arbetsförmedlingen and the focus of this International Training Programme.

In order to contribute to poverty reduction, countries need to find ways to provide decent and productive employment for those affected. A well-developed labour market and social dialogue between actors on the labour market has an important role to play in a well-functioning labour market. In this connection labour market policy has a key role to play by giving policy makers and stakeholders the means they need to leverage necessary policies and efforts. Promoting institutional development and capacity building is instrumental for improving the functioning of the labour market to mobilise the resources of the poor and counteract discrimination in society.

Swedish labour market policy is known for its dynamic development, and functions as a model for many countries in Europe and internationally. As the government agency responsible for implementing the Swedish labour market policy, Arbetsförmedlingen is well acquainted with challenges and best practice solutions in the labour market and has extensive experience from developing and managing capacity building projects internationally.



Alan AtKisson
DIRECTOR OF PARTNERSHIPS
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Mikael Sjöberg
DIRECTOR GENERAL
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Programme objectives

Productive employment is a link between economic development and poverty reduction. Increased access to decent jobs is the key to improving living conditions and a critical element in achieving sustainable development. Creating productive employment requires a structural transformation. A necessary platform for this is labour market information and forecasting of key knowledge to pursue an effective labour market policy. Labour market analysis includes topics regarding effective matching between the demand and supply of labour. The programme will provide examples on how this is executed. The analysis will serve as guidance in the creation of labour market policy programs. The programs strive to build new competencies among unemployed people and improving communications with employers. This in turn will increase productive employment and therefore stimulate economic growth.

The training programme aims to strengthen the capacity of decision makers and other stakeholders from Africa and Asia in the field of labour market policy. The participants will exchange experiences within the area of labour market policy between countries and regions as well as create network between key persons.

Through this critical mass of participants from labour market ministries, labour organisations, trade unions and people representing employers' organisations perspective, the programme will contribute to stimulate, capacity building of institutions that can drive reform processes in a longer perspective.

Participants will take part of the latest development in the labour market area as the programme is based on two broad themes related to labour market policies, namely labour market information, forecasting and secondly of social dialogue as a powerful instrument to reform labour market. This interaction is necessary for an efficient and well-functioning labour market. Complementing themes in the programme are gender equality, anti-corruption and environmental considerations.

Contents

The programme will provide the participants with knowledge about the importance of active labour market policies. It will also provide the participant with sufficient competence, capacity to initiate and manage sustainable reform processes as well as increase the knowledge of the importance of active labour market policies for economic growth.

A better functioning labour market will contribute to a more inclusive and equal society. The programme covers areas such as;

- Labour market policy development in Sweden and internationally.
- The role and importance of the social dialogue – principles and practice of social dialogue in the labour market in Sweden.
- Labour market information and analysis, models for analysis and forecasting and standardised labour market information.

BENEFITS

- › **Knowledge and enhanced capacity in labour market policy and its role in inclusive economic growth and productive employment**
- › **Knowledge of the value of social dialogue as an instrument for decent work and productive employment**
- › **To initiate and manage sustainable reform processes in the labour market**
- › **Capacity and knowledge to plan and implement project for change**

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

- the role of active labour market policy in promoting social and economic development,
- how analyses, projections and forecasting contributes to well-functioning labour market,
- how the social dialogue is an instrument of the adaptation of the labour force,
- knowledge of labour market management and tools
- cross-cutting perspectives, including gender equality, anti-corruption and environmental/climate issues,
- improving employability through digital services,
- the ability to identify and analyse challenges and problems in the labour market sector in the home country and to suggest corrective measures,
- the ability to initiate, organise and implement sustainable project for change based on development processes,
- an established network for exchanging experiences and support between participants.

- Cross-cutting themes such as gender equality, anti-corruption and environmental considerations. These perspectives should also be included in the project for change.
- Examples of efficient employment service in Sweden as well as in participating countries.

The participants will be asked to form a professional network for effective exchange of information. The programme will also encourage the participants to have a workshop on the lessons learnt within the participant's organisation.

An important component of the programme will be the participants' own development project for change and the management methods necessary to support their successful implementation. The projects will be monitored during all phases of the programme.

Programme structure

The setup of the International Training Programme is divided into five phases which are;

Phase 1, Recruitment (April–May, 2019) and preparatory phase;

After the selection process the candidates will be interviewed in their home country or by skype. The accepted participants will start with a baseline of their change project and have a meeting with the stakeholders. They should also do a brief analysis of the labour market situation in their home country in relation to the selected change project.

Phase 2, Swedish phase (23 September–11 October, 2019);

A three-week intensive programme in Stockholm will include knowledge of labour market policies, seminars, workshops and study visits. The participants will get pedagogical tools and a concept of how to implement their change projects and change management.

Phase 3, Intermediate phase (November–December, 2019);

The participants disseminate the acquired information from the training in Sweden, initiate work on their projects for change and prepare individual reports for presentation during phase 3. There will be coaching sessions by mentors throughout the programme. One of these sessions will take place during this phase in the participants' respective countries. This phase could include meetings with partner organisations.

Phase 4, Regional follow-up seminar for all participants (25–29 May, 2020);

There is a follow up seminar in Africa or Asia. A one week seminar in one of the participating countries for project management, networking, lectures and study visits.

Phase 5, Project result phase (October 2020);

Sending in the final report of the change project.

TRAINING/PEDAGOGIGS

The training will be highly interactive and requires strong participation from all parties involved. Seminars and lectures will be mixed 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 create networks. Some evening sessions are mandatory. Each participant will be assigned a mentor, who will support the work with the project for change in the form of group coaching sessions.

28–32 participants will be selected in order to ensure a close working relationship between participants, lecturers and mentors.

MANAGEMENT AND STAFF

Arbetsförmedlingen, has been mandated by Sida to organise and execute the programme. All international and Swedish lecturers, teachers and mentors have extensive experience within their respective expert areas.

PROPOSAL FOR CHANGE PROJECT

Before applying to the programme, each applicant should identify a relevant issue, or challenge related to labour market. It is essential that the project for change will be defined, approved and actively supported by the participant's home organisation prior to the preparation phase in the International Training Programme. It is also important that the selected project for change is in line with the existing reform processes or will initiate a new reform process in this thematic area. The participants' projects for change will be in focus throughout the whole training programme. During the interview the participant must explain how the project for change contributes to the overall objective.

A description of 1–2 pages of the individual project **should be submitted** together with the application form and include,

- 1) A description of background and the theme of the proposed project. Explanation of the problem and the effects.
- 2) Role of the participant's organisation in the labour market.
- 3) That the project is anchored in your organisation and that the participant has mandate and resources to implement the project.
- 4) Objectives of the project.
- 5) Country, name, organisation, e-mail and mobile phone number.

TIMETABLE

WHERE:

The training course in Sweden will be held in Stockholm. The regional follow-up seminar, one week, will be held in one of the participating countries.

WHEN:

The training in Sweden will take place
23 September – 11 October, 2019.
The regional follow up seminar will be held in
25–29 May, 2020.

Admission requirements

INVITED COUNTRIES

The following countries are invited; *Ethiopia, Kenya, Mozambique, Rwanda, Tanzania, Uganda, Bangladesh and Cambodia.*

TARGET GROUP

Managers or professionals on a strategic level, which has a mandate to work on change in their own organisation, from ministries, government agencies, trade unions/federations, employers' organisations/federations, NGOs and enterprises are welcome to apply.

The participant must be a part of the reform process in the labour sector in their home country. The participant should have the mandate and resources to initiate and implement development projects within this area.

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 accept their commitment to participate in all phases of the programme. A signed letter from the participant's management endorsing the participant's full commitment during all the phases and the work with the change project.

Family members are not allowed to accompany participants to the programme.

LANGUAGE REQUIREMENTS

The training programme will be organised 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 the home country. Proficiency in English shall be certified on the application form. This will also be checked during an interview of the suggested candidates.

HEALTH REQUIREMENTS

Good health and full working capacity is 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 and cover the costs for 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 six 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 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 meals), flight ticket from/to the international airport in home country to Sweden and follow-up seminar, 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 the home country.

Per Diem/allowance is not included in the programme. The organiser or Sida will **not** finance the participants change project.

APPLICATION PROCESS

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

Application in original with required signatures and attachments should be submitted to the nearest Swedish Embassy/Consulate. If there is no appropriate Swedish Embassy/Consulate in your home 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:
 › **March 29, 2019.**

SELECTION PROCESS

Preliminary selected candidates will be notified by e-mail not later than May 2019. The selected candidate and his or her home organisation/management must approve the commitment to participate in all phases of the programme and support the work on the project for change. A letter of acceptance will be sent to your organisation/management. Both women and men are encouraged to apply. We strive for a gender balance among participants.

As part of Sida's work with capacity and institutional development Sida offers international training programmes (ITP) for participants from low- and middle-income countries in priority areas. The methodology in the ITP:s takes account of the desire to develop and reform that the participants' organisations have expressed in their application to the programme.

The programmes cover areas of strategic importance to the social, environmental and economic development of the participating countries and are based on identified priorities and needs. In the long-term perspective, the programmes shall contribute to institutional strengthening and capacity development in the participating countries.

ORGANIZER



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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.