Responsible Inclusive Finance Facility Application Form
Specialized Training for a Financial Institution in a Specific Area of SEPM

Overview of the Responsible Microfinance Facility

- What is the Responsible Inclusive Finance Facility?: The Responsible Inclusive Finance Facility (RIFF) is a project managed by Cerise+SPTF and funded by the Swiss Agency for Cooperation and Development (SDC), and the Government of Luxembourg via a fund administered by the European Investment Bank (EIB). The purpose of the RIFF is to strengthen the Social and Environmental Performance Management (SEPM) practices, including client protection practices, of financial institutions in sub-Saharan Africa.

Overview of a Specialized Training for a Financial Institution in a Specific Area of SEPM

- Description: This is a training that will be offered at your institution or in a nearby training facility, according to your preference. Your institution will select which of its employees and/or members of your board of directors to invite. Please note that RIFF recommends a maximum of 25 people in the room, to allow for in-depth interaction and discussion among all training participants. The subject of the training may be anything related to SEPM, and will be selected by your institution according to your priorities. To review the comprehensive list of management practices that constitute "social performance management," please download the Universal Standards for SEPM here.
- Trainer: You may ask Cerise+SPTF to select the trainer or your institution may propose a trainer. Note that you may search the SEPM Professionals Network, maintained by Cerise+SPTF, to find a technical assistance provider.
- Eligibility: All financial institutions are welcome to apply.
- Duration of training: This can be a one, two, or three day training, depending which area(s) of SEPM you would like to address.
- Cost. The exact cost of the training varies depending on the trainer's fee, the cost of the venue, the number of participants, and the number of days. Whatever the budget, the RIFF will co-finance 50% of this cost, up to a maximum of US$18,000. Your institution will be responsible for the other 50% of the cost.
- Language: You may select whatever language you wish for the training. However, the report you submit to the RIFF on your event must be in English or French.
- Date of the training: To be determined. The RIFF will do its best to schedule a training at a time that fits your schedule.
- Deadline to submit application: None. RIFF accepts applications on a rolling basis.

Questions for the Applicant

1. Please provide the following information about you:
    - First name:
    - Last name:
    - Email address:
    - Country of residence:

- What is your preferred language to work in (please answer English, French, or both)?
- Job title:

2. Please provide the following information about the institution you work for:
   - Name of your institution:
   - Country(ies) where your institution works:
   - Products your institution offers:

3. The RIFF-SSA may make grants only to licensed financial service providers that can provide audited financial statements. To that end, please answer the following questions:
   - 3A: In what year was your institution licensed, and what is your tax id or license number?
   - 3B: Please submit a copy of your most recent audited annual financial statement.

4. Please provide the following information for your organization:
   - Year founded:
   - Total assets:
   - Total portfolio size:
   - Number of active borrowers:
   - Number of depositors:
   - Average loan size:
   - Percent of women borrowers (or number):
   - Percent of young borrowers (or number):
   - Percent of rural borrowers (or number):

5. Experience with SEPM. To the best of your knowledge, please describe what SEPM training or experience with implementation of SEPM that your institution has had in the last three years.

6. Topic of the training. On what specific area(s) of SEPM would your institution like to be trained?

7. Reason for your interest. Explain why your institution would like to have this specialized training. How does it relate to your institution's priorities? What weaknesses does it address? How will it benefit your clients?:

8. Budget. Along with this completed application form, please submit an itemized estimated budget for the specialized SEPM training you wish to have.

9. Declaration of ability to co-finance. Please confirm that you understand that your institution is responsible for paying 50% of the total project cost, and that you have funds available to do this.
   - [ ] I confirm my institution can pay 50% of the total project cost.
   - [ ] At this time, we do not have the funding to pay for 50% of the total project cost.

10. Start date. When would you like to receive this specialized training? Please indicate your preferred start date. If there is any week or month when you would not be available to participate in this training, please let us know:

11. TA provider. Whom do you propose to hire to lead the training? Options include:
    1) Search the SEPM Professionals Network to find a technical assistance provider. Note that Cerise+SPTF does not comment on the relative strengths and weaknesses of one provider versus another. It is the responsibility of your institution to interview candidates and select the person(s) best suited to your institution's needs.
    2) Choose someone else. Please submit this person's CV for RIFF review and approval.
    3) Ask Cerise+SPTF to identify a trainer for you.
    - Name and email of the TA provider:
    - TA provider's daily rate:

12. Sharing experience. Learning from peers is a valuable tool to help the microfinance sector advance practice throughout the world. For this reason, the RIFF requires all financial service providers who receive co-financing from the RIFF to provide feedback on their experience implementing RIFF-funded activities. The feedback mechanism will include both participating in an exit interview and filling out a short evaluation form. Please initial the statement below, to confirm you understand this rule and agree to it.
    - I agree to provide feedback to the RIFF on my institution's experiences implementing RIFF-funded activities. [Your initials]:

13. Instructions for submitting the application:
    - Once you have completed the application, **please email the following documents to riff@sptfnetwork.org and put "Application to RIFF for specialized training on an area of SEPM" as your subject line**:
        - your application form, filled out
        - your institution's audited financial statements for the previous year
        - an estimated budget for your specialized training
        - CV of the TA provider you propose to hire
        - letter or email from the TA provider you propose to hire, stating his/her rate, dates of availability, and interest in doing the project

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Please note that RIFF will reply to you upon receipt of your application, to confirm that we have received it. The RIFF steering committee meets quarterly to review applications. Therefore, you will receive notice of whether your application was approved no later than three months after the date when you submitted it. Thank you for your interest.