**Responsible Inclusive Finance Facility**
**Application Form**
**Training of Technical Assistance Providers on Specific Areas of SEPM**

## Overview of the Training

- 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.
- Training Curriculum: This training for TA providers is designed to explore in depth one specific area of SEPM, with the goal of building expertise that they can apply to their work helping financial institutions to improve their SEPM practices. The course is not introductory but intended to build on participants' previous experience with SEPM. The training curriculum will integrate lecture, interactive group exercises, and discussion.
- Duration: 1-2 days
- Eligibility: All TA providers who have some knowledge of SEPM and experience working in the inclusive finance sector are welcome to apply.
- Language of instruction: This training may be offered in English or French. This application form will ask you for your preferred language.
- Cost: Registration for this training is free. Additionally, the training will provide lunch at no cost each day to participants. However, all applicants are responsible for their own transportation to and from the training site, and for their own lodging. Participants will not receive a per diem allowance or be remunerated for their time.
- Required materials: All participants must bring a laptop to this training.
- Date of the training: The RIFF is not able to schedule the trainings in advance of reviewing the applications. The form below asks for your preferred timing for the training, and the RIFF will do its best to accommodate your request.
- Location of the training: To be determined. The RIFF decides where to hold trainings in response to applicant demand.
- 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:
    - Language in which you would like to have this training (options are English and French. You may list more than one):
    - Country of residence:
    - Organization you work for:
    - Job title:

- What other SEPM or Client Protection trainings have you attended?

2. If you are applying for this training on behalf of a group, please list the names, organizations, and email addresses of all the people in the group who would like to attend the training. Otherwise, write "not applicable."
   - List the names, organizations, and email addresses of everyone in your group:

3. What particular area of social performance management would you like to be trained in?

4. Please describe the demand and/or need in your local market for increased capacity of TA providers in this area of SEPM?

5. Why are you, (or your group), interested in this training? Please include details on what specifically you would like to learn during this training.

6. How do you (and other members of your group) plan to apply the knowledge of SEPM that you will acquire during this training to your future work?

7. When would you like to attend this training? Please indicate your preferred start date:

8. Are there any weeks or months in the upcoming twelve months when you would **not** be available to participate this training? Please explain:

Please write your initials at the end of each of the following statements, to confirm you understand them.

- I understand that there is no registration cost to the training. [Your initials]:
- I understand that the RIFF will not make payments to me of any kind. I am responsible for my own lodging and my own transportation to and from the training venue. [Your initials]:
- I confirm that I will be able to bring a laptop to the training for my own personal use during all three days of the training. [Your initials]:

9. Please provide a letter from your employer, signed and written on your organization's letterhead, that confirms that your employer understands that this will be a three-day training and is willing to allow you to attend it. Please scan the letter and email it to the RIFF (riff@sptfnetwork.org) along with your completed application forms. Please also write below the name, organization, and title of the person who signed your letter. If this poses a problem to you, please explain below why you are unable to provide this letter. If you are an independent consultant, please write "n/a" below, as this is not applicable to you.
    - Name of the person signing your letter:
    - Organization:
    - Title:

10. Instructions for submitting the application:
    - Once you have completed the application, **please email the following <u>three</u> documents to riff@sptfnetwork.org and put "Application to RIFF for training on SEPM" as your subject line**:
        - your application form, filled out
        - your CV (or CV of person applying on behalf of the group for which you are applying)
        - letter from your employer confirming that you are allowed to participate in this training (not required for independent consultants; for an application on behalf of a group, submit one letter for each member in the group)

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RIFF will reply to you upon receipt of your application, to confirm receipt. 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.