



Lumbini Province
Province Training Academy (PTA)
Nepalgunj- Banke



APPLICATION FORM FOR THE ROSTER OF EXPERTS/RESOURCE PERSON

Background

Province Training Academy (PTA) Lumbini Province has been established under Province Training Academy Act, 2077 B.S. as an autonomous knowledge center that aims at enhancing the competency of elected, nominated and appointed officials and the personnel working primarily in Provincial and the Local Governments; and supporting Provincial and Local governments in implementing developmental and governance reform programs by creating new knowledge and contributing to existing knowledge-base through research, studies and practical experiences. The Academy aims to be a **Center of Excellence** for competent Provincial Government and well versed Local Levels; and conducts quality training, on-site coaching, mentoring and action research.

The Academy mobilizes competent professionals to achieve its objectives; and invites application for the roster from qualified experts (individuals). The individuals who meet the qualifications and experiences and are interested to work with Academy are requested to fill up the form below and submit to Academy through the email: ptalumbini@gmail.com. Incomplete forms will not be accepted.

(1) Personal Information:

Family name:	First name(s):	Middle Name:
Nationality:	Date of birth (year):	Sex <input type="checkbox"/>
Present Status: Freelancer <input type="checkbox"/>	Employed <input type="checkbox"/>	
If employed, employed by:		
Department:		
Position/title:		
<u>Contact information</u>		
<u>Office</u>	<u>Residence</u>	
Street/Ward:	Street/Ward:	
City :	City :	
Country:	Country:	

Tel:	Tel:
Fax:	Mob:
E-mail:	E-mail:
PAN no:	

(2) Academic Qualification

Degree	Subject	University/School	Year of Completion	Specialization

(3) Field of Expertise

Select the areas of expertise that best fit to your experience and expertise **(select maximum 10 areas)**.

.No.	Areas of Expertise	Please tick <input checked="" type="checkbox"/>
1	Governance, Local Governance and Federalism	
2	Fiduciary Risk Reduction Action Plan (FRRAP) in LGs	
3	Project Cycle Management (PCM)	
4	Local level planning and monitoring	
5	Mid-term Expenditure Framework (MTEF)	
6	Localization of Sustainable Development Goals (SDGs)	
7	Public Financial Management (PFM) and Public Procurement	
8	In-Service training to Province and LG's staff	
9	Service Entry Training to Province and LG's staff	
10	Gender Equality and Social Inclusion (GESI)	
11	Work place Harassment training and code of conduct preparation	
12	Disaster Risk Management (DRM)	
13	Environment Friendly Local Governance (EFLG)	
14	Local Government Institutional Capacity Assessment (LISA)	
15	Information Communication Technology	
16	Capacity Development of Judicial committees of LGs	
17	Mediation training (ToT) to Local level mediators	

18	Public Services Delivery of LGs	
19	Social Accountability (SA) /SA Tools i.e Public Audit, Public hearing	
20	Leadership development/Team building /Interpersonal Communication Skills	
21	Appreciative Inquiry	
22	Proposal and Report Writing	
23	Others (Please Specify)	

(4) Experience

Please state briefly your experience in relation to the section (3) above.

S. No.	Organization	Position	Start Date	End Date	Major Roles

(5) Skills

Please complete the appropriate sections below in accordance with your mastery of skill and proficiency.

a. Training Design and Curriculum Development

Professional	Moderate	Basic	None

b. Training/Workshop Facilitation

Professional	Moderate	Basic	None

c. Post-Training Support, On-Site Coaching, Follow-Up

Professional	Moderate	Basic	None

d. Research and Analysis

Professional	Moderate	Basic	None

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e. Planning and Strategy Formulation

Professional	Moderate	Basic	None

f. Providing Consultancy Services

Professional	Moderate	Basic	None

(6) **Delivered Relevant Training/Workshop/Assignments (Assignment Name, Number of Events, Organization, Level of Participants)**

S.N.	Training/Assignment Name	Number of Event/LGS	Level of Participants	Organization
1				
2				
3				
4				
5				
6				
7				
8				

(7) **List of Relevant Publications (Title, Year of Publication, Publisher)**

S.N.	Title	Year of Publication	Publisher

(8) **Participation in Training Courses (Major and Strategic Only/relevant ToT)**

(9) Language Proficiency

Tick (v) each language that you know and put appropriate numbers for Read, Write, Speak and Understand according to your proficiency: **1 - Fluently; 2 - Well; 3 - With difficulty; 4 - Not at all**

Language	Read	Write	Speak	Understand
<input type="checkbox"/> Nepali				
<input type="checkbox"/> English				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

10. Other Relevant Information (if any)

11. Declaration

I AGREE to the consent to collection, usage and disclosure of personal information for the purpose mentioned above.

Signature

Date

Please submit at: ptalumbini@gmail.com

Contact No.: 081- 527975/9858034975