

...towards a safe and just world



New Zealand's International
Aid & Development Agency

LATIN AMERICA DEVELOPMENT PROGRAMME 2004 - 2009

SHORT-TERM TRAINING AWARDS (STTA)

Guidelines

1. INTRODUCTION

This booklet provides information on Short - Term Training Awards (STTAs) under the Latin America Development Programme (LADP) 2004 - 2009.

STTAs assist in building capacity of development focussed institutions working on projects, programmes and processes that are consistent with the LADP through the transfer of knowledge and skills where New Zealand has expertise, experience and capacity to assist. They provide an opportunity for individuals working in certain countries in Latin America to undertake short duration (up to a maximum of one year) training in New Zealand.

2. BACKGROUND

The vision of NZAID is to achieve a safe and just world free of poverty. NZAID has the elimination of poverty as its central focus. This includes:

- *extreme poverty* - an inability to meet basic needs, frequently intergenerational
- *poverty of opportunity* - where opportunities to participate in economic, social, civil and political life are seriously limited
- *vulnerability to poverty* - where individuals, communities and countries are particularly vulnerable to circumstances likely to damage their livelihoods, ability to meet basic needs and ability to participate actively in economic, social, civil and political life.

3. SUMMARY OF STRATEGY GUIDING THE LATIN AMERICA DEVELOPMENT PROGRAMME 2004 - 2009

In November 2004, the New Zealand Government approved a strategy to guide NZAID's the LADP, 2004 - 2009. This strategy is on the NZAID website (www.nzaid.govt.nz).

The *goal* of the LADP is

“to contribute towards the elimination of poverty in Latin America, in particular in rural areas and amongst indigenous people¹.”

The *development objective* of the LADP is to build the capacity of communities or development focussed institutions to foster sustainable rural livelihoods or good

¹ The LADP will contribute in particular to Millennium Development Goal 1: Eradicate extreme poverty and hunger. Millennium development goal 1 has two targets: 1) Halve, between 1990 and 2015, the proportion of people whose income is less than one dollar a day, and 2) Halve, between 1990 and 2015, the proportion of people who suffer from hunger.

governance. In *Central America and the Andean Bolivia, Ecuador and Peru*, the focus is on engagements that foster *sustainable rural livelihoods*, whereas in *Argentina, Brazil and Chile* the focus is on engagements that foster *good governance*. Regional engagements may focus on both thematic areas.

The LADP aims to achieve the following development *outcomes* as evidenced by the following broad *indicators*:

Outcomes	Indicators
Communities in Central America and the Andes have greater capacity / are empowered to foster sustainable rural livelihoods	<ul style="list-style-type: none"> • enhances the knowledge and skill base of communities • builds on and enhances the asset base of communities • leads to tangible improvements in food security and/or livelihood opportunities for communities • leads to positive impacts for communities and mitigates against any negative unintended impacts
Development focussed institutions have greater capacity to foster sustainable rural livelihoods	<ul style="list-style-type: none"> • enhances the knowledge and skill base of institutions • assists institutions to develop or improve programmes or processes that assist vulnerable communities to achieve food security and/or better livelihood opportunities
Development focussed institutions have greater capacity to foster good governance	<ul style="list-style-type: none"> • enhances the knowledge and skill base of institutions • leads to improved opportunities for vulnerable groups to participate in decision or governance processes that affect them

Gender equity, human rights and environmental sustainability are *cross cutting themes* under the LADP. In implementing the programme NZAID will be sensitive to the potential for conflict in countries in which we fund activities, and encourage partners to identify any issues or impacts relevant to HIV/AIDS.

NZAID will endeavour to align the LADP with government-owned poverty reduction strategies, national development strategies, national development plans, sectoral strategies, and/or regional/provincial/local strategies, and/or with the coordinated efforts of the international community.

4. GUIDELINES

a. Objective of STTAs in Latin America

To assist in building capacity of development focussed institutions in Latin America working on projects, programmes and processes that are consistent with the LADP through the transfer of knowledge and skills where New Zealand has expertise, experience and capacity to assist.

b. Criteria

General

STTAs will:

- a. enhance the knowledge and skill base of those working on development projects, programmes or processes that:
 - i. focus on / are likely to contribute to poverty elimination
 - ii. will foster sustainable rural livelihoods in El Salvador, Guatemala or Peru
 - iii. will foster good governance in Argentina, Brazil and Chile
 - iv. align with:
 - government-owned poverty reduction strategies, national development strategies, national development plans, sectoral strategies; and / or
 - regional/provincial/local strategies or plans; and/or
 - the coordinated efforts of the international community in contributing to poverty elimination
- b. demonstrate a commitment to the promotion / protection of gender equity, human rights and environmental sustainability
- c. complement New Zealand's wider relations in Latin America.

NZAID has limited funding available for STTAs each year and will prioritise applications that:

- a. focus on / will contribute to alleviating poverty in rural areas and amongst indigenous peoples in particular
- b. are likely to lead to good impact in line with the LADP
- c. demonstrate that benefits of training will be made available more widely within the applicants' organisation, country and/or Latin America.

STTAs should:

- a. help meet the short-term human resource training needs of eligible countries
- b. strive to maximise the long-term development impact on eligible countries
- c. place national development needs ahead of the personal development of individual applicants and awardees
- d. have regard to principles of transparency, access and equity, including those that relate to ethnicity and gender
- e. have regard to a fair spread of STTAs across eligible countries.

Eligible Countries²

Argentina, Brazil, Chile - STTAs will contribute to fostering good governance in these countries

El Salvador, Guatemala, Peru - STTAs will contribute to fostering sustainable rural livelihoods in these countries

Eligible Applicants

The STTA programme is open to applicants working in:

- central government ministries, departments, and agencies
- local government departments and agencies
- independent government entities
- non-governmental organisations (NGOs)
- educational and research and development institutions
- multilateral agencies

Applicants must be able to demonstrate that they are key participants in the projects, programmes or processes they are engaged in, and that the STTA is intended to contribute to.

To be eligible for an award, applicants must meet the following criteria:

- have citizenship of the participating country from which their award is funded (i.e. permanent residents of a participating country are not eligible to apply for STTAs)
- be residing in the participating country for which they have citizenship
- not hold another scholarship that would give overlapping benefits

² Eligibility from other core LADP countries may be considered where a STTA is directly linked to, and would enhance, the impact of another engagement under the LADP.

- not have citizenship or permanent residence status for New Zealand or Australia
- not hold, or have held, a New Zealand Government or Australian Government scholarship in the preceding 12 months at the time of application (unless prior approval is granted by NZAID)
- not have been terminated from, or unsatisfactorily completed, an NZAID or AusAID scholarship previously
- satisfy the admission requirements of the training provider
- be able to take up the award in the year for which it is offered
- be currently employed in the proposed field of study, and receive endorsement of the employer for the proposed field of study; and
- satisfy New Zealand Government requirements for international entry to New Zealand (health and character checks, etc).

Successful applicants will need to demonstrate an appropriate level of written and oral English language ability. This may vary according to the type of award and will be advised if and when interested parties are invited to submit an application (refer to Section 5 on Application Process).

Training Programme Eligibility

Depending on training needs and availability, awards may be available for:

- non-formal courses
- focussed seminars, conferences and workshops
- study tours
- diploma programmes at institutions other than those contracted to manage NZDS
- a combination of the above.

Work attachments may be considered but only where an application is particularly strong in relation to all criteria and there is capacity in New Zealand to provide them.

Assistance under the STTA programme is not intended for:

- undergraduate degree study (e.g. Bachelors)
- postgraduate degree study (e.g. Diploma, Masters or PHD)
- any other qualifications which can be undertaken under the New Zealand Development Scholarships (NZDS) scheme
- personal research
- commercial research and development or marketing.

Period of Training

This can vary from a few days, a few weeks or up to one year.

c. Costs

NZAID will allocate a limited amount of funds each year for STTAs under the LADP.

STTA's will be delivered in the most cost effective way possible. In general, the maximum cost of an STTA is NZ\$60,000.

Costs that *will be met* by the STTA programme include:

- tuition and other necessary costs associated with the training
- international flights, generally on the most direct and economical route
- essential domestic travel within New Zealand
- modest living allowances for time spent by visitors in New Zealand, including for accommodation, meals and incidentals
- immigration visas and travel insurance.

Costs *not covered* by the STTA programme include:

- English-language training
- provision for dependants
- travel costs associated with getting to or from an international airport in Latin America
- passport costs.

d. Location of training

Training will be based in New Zealand. The location of training will be where the best possible training is available that meets the training needs of the awardee. It may be at one location for the duration of the training programme or at several locations throughout the country.

e. Requirement to return home

Applicants will be required to return to their home country on completion of their award in order to apply the new skills and knowledge gained to assist in development in their home country.

5. APPLICATION PROCESS

Those interested in applying for a STTA should discuss their proposed application with the relevant New Zealand Embassy in Latin America in the first instance (see Section 8 below for Embassy contact details).

Application forms are available from New Zealand Embassies and must be completed in English.

Completed application forms should be sent to the relevant New Zealand Embassy at least sixteen weeks prior to the proposed commencement of the training to allow NZAID time to assess applications in light of STTA criteria, and arrange training programmes for successful applicants.

Final decisions on the granting of awards will be made by NZAID and notified to the applicant as soon as possible after NZAID receipt of a completed application.

6. WIDER STTA FRAMEWORK

In administering STTAs under the LADP, NZAID and Embassies in Latin America will be guided by the detailed terms and conditions in NZAID's operating guidelines for Short Term Training Awards, April 2005, as relevant and unless varied in these guidelines.

7. REPORTING

Trainees are required to submit a short analytical report to NZAID within one month of completion of an STTA using the reporting guide is attached as Appendix 1. An electronic copy will be provided to successful applicants.

NZAID or the relevant New Zealand Embassy in Latin America may contact trainees following completion of training to discuss progress with the development project, programme or process that New Zealand based training was intended to support.

8. NEW ZEALAND EMBASSIES IN LATIN AMERICA

Argentina

The NZAID Programme Manager
New Zealand Embassy
Carlos Pelligrini 1427
Piso 5
1011 BUENOS AIRES
TEL: (0054 11) 4328 0747
FAX: (0054 11) 4328 0757
EMAIL:
kiwiargentina@datamarkets.com.ar

Brazil

The NZAID Programme Manager
New Zealand Embassy
SHIS QI 09, Conjunto 16, Casa 01
Lago Sul
BRASILIA DF 71625-160
TEL: (005561) 3248 9900
FAX: (005561) 3248 9916
EMAIL: zelandia@nwi.com.br

Chile (for applicants from Chile and Peru)

The NZAID Programme Manager
New Zealand Embassy
El Golf 99, Oficina 703
(Casilia 112)
Las Condes
SANTIAGO
Tel: (0056 2) 290 9800
Fax: (0056 2) 458 0940
EMAIL: becas@nzembassy.cl

Mexico (for applicants from Guatemala and El Salvador)

The NZAID Programme Manager
New Zealand Embassy, Mexico City
Jaime Balmes #8, Level 4
Colonia Los Morales
Polanco
MEXICO D.F. 11510
TEL: (0052 55) 5283 9460
FAX: (0052 55) 5283 9480
EMAIL: kiwimexico@compuserve.co.mx

LATIN AMERICA DEVELOPMENT PROGRAMME 2004 - 2009

SHORT TERM TRAINING AWARD (STTA) PROGRAMME

REPORT FORM

Please complete this form within one month of completion of your STTA.

The information you provide is used by NZAID to monitor and evaluate Official Development Assistance (ODA) so that we can check that STTAs are meeting identified objectives, learn lessons and, where necessary, make improvements to future programmes.

Please send your signed report to:

The Development Programme Manager (Latin America)
New Zealand Agency for International Development (NZAID)
PO Box 18 901
Wellington
NEW ZEALAND

While we only require the one written report from you, NZAID or New Zealand Embassy staff may contact you from time to time after completion of your STTA to ask about progress with the development project, programme or process that training assistance was intended to contribute to.

We appreciate your assistance.

PLEASE PROVIDE THE FOLLOWING INFORMATION

1 Your name, title, and the name of the organisation you work for in Latin America (plus names and titles of any other colleagues who participated in the STTA with you).

2 Phone Number:

Fax Number:

Email Address:

3 Please briefly describe the key activities under your STTA programme.

4 Where was your programme based?

5 Name of the organisation or organisations that:

a) Delivered your STTA programme

b) You met or engaged with in New Zealand (and on what subject areas).

6 Start and finish dates of your STTA programme.

7 Please briefly describe the development project, programme or process your organisation is involved in, and that your STTA was intended to contribute to.

What is the current status of that development project, programme or process?

8 Did you achieve the learning objectives and expected outcomes you outlined in question 47 of your STTA application form through your STTA?

Please provide examples of:

a) new knowledge and skills that you acquired through your STTA programme

b) any particular ways in which new knowledge and skills you have gained through your STTA programme will inform and enhance the development project, programme or process that your organisation is working on?

c) any other benefits or outcomes from your STTA programme that you had not anticipated in your application form.

9 How will the benefits you received from your STTA (including new knowledge and skills) be made available more widely in:

a) your organisation?

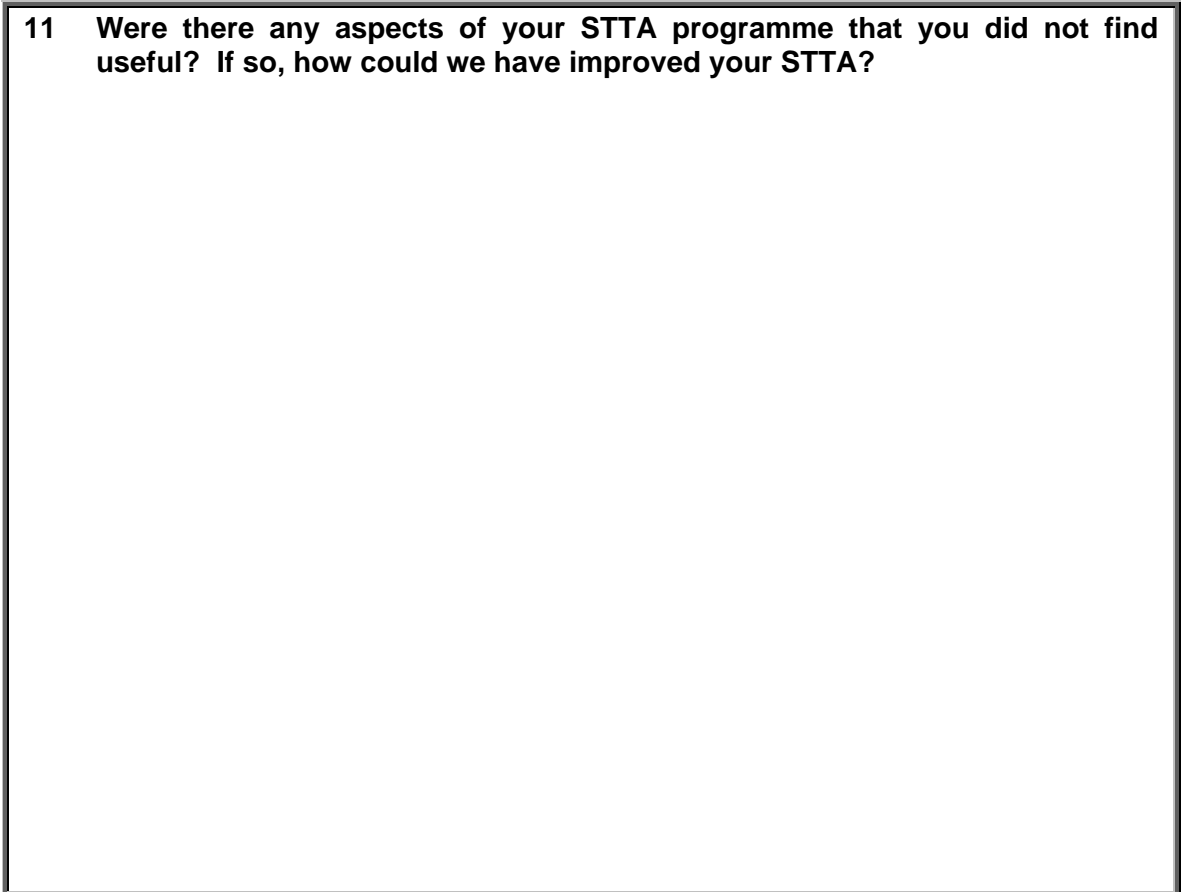
if relevant...

b) elsewhere in the country in which you are working, in or in Latin America?

10 What aspects of your STTA programme did you find particularly useful?



11 Were there any aspects of your STTA programme that you did not find useful? If so, how could we have improved your STTA?



12 Please provide any comments you would like to make on the quality of your engagements with the following agencies prior to, during and since your STTA programme:

a) the New Zealand Embassy

b) NZAID

c) the New Zealand based agency that NZAID engaged to co-ordinate your STTA.

13 Are there any other comments you would like to make to us about:

a) your STTA

b) NZAID's STTA Programme for Latin America?

Name:

Position:

Signature:

Date:
