

ADVANCED INTERNATIONAL TRAINING PROGRAMME



ITP: 318:5A **Productive Employment and Decent Work for Sustainable Development** – In line with Agenda 2030

6–16 Dec, 2021, Digital (online) Sweden phase.
24 Jan–11 Feb, 2022, Digital (online) Sweden phase.
19–29 Sep, 2022, Digital (online) follow-up seminar
online or in one of the participating countries.



Closing date
for applications:
➤ **17 November,
2021**

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 to participate in the programme. This brochure contains information on the specific objectives of the programme, its content and structure, as well as how and when to apply.

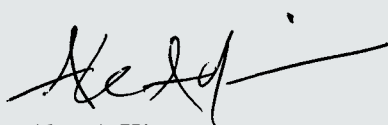
The programme is specifically designed for people who are qualified to participate in reform processes and who hold a position in their home organisation that allows them to conduct a change process. The programme offers support to strengthen, adapt and maintain capacity over time in order for the participant’s organisation to define and achieve short- and long-term goals. Participants will take part in the latest development in the labour market area as the programme is based on two themes related to labour market policies: labour market information and forecasting, and social dialogue. Such interaction is necessary in order to achieve an efficient and well-functioning labour market closely associated with the long-term perspective regarding economic growth and welfare in a country.

The aim of the International Training Programme is the long-term and sustainable contribution to a more inclusive and equal society by improving the functioning of the labour market. The objective is to increase knowledge and provide participants with opportunities to implement development projects and in so provide tools to reduce poverty. The programme activities are based on the assumption that the participant’s organisation wish to achieve development within the own organisation and in so willing to invest own resources to achieve these changes.

As part of its development cooperation, Arbetsförmedlingen is offering the International Training Programme “Productive Employment and Decent Work for Sustainable Development”. The programme is of strategic importance to social and economic development in the participant’s country. The platform for Arbetsförmedlingen’s international development cooperation is the Swedish Policy for Global Development. The Swedish government is also committed to the UN Sustainable Development Goals (SDGs), in which employment plays a prominent role. SDG 8, “Decent Work and Economic Growth” is particularly important for Arbetsförmedlingen and is the focus of this International Training Programme.

In order to contribute to reducing poverty, countries must find ways of providing decent and productive employment for those affected. A well-developed labour market policy connected to economic growth and social dialogue between actors on the labour market plays an important role in a well-functioning labour market. In this connection, the development of the functioning of the labour market will play a key role in giving policy makers and stakeholders the necessary means of leveraging policies and initiatives. Promoting institutional development and the capacity building of state institutions and other organisations connected to labour market development is instrumental to improving the functioning of the labour market, in mobilising the resources of the poor and to counteract discrimination in society.

Swedish labour market policy is known for being strongly rooted in economic policy, for its dynamic development, and is a role model for many countries, both in Europe and globally. Arbetsförmedlingen is the governmental agency responsible for implementing Swedish labour market policies and well acquainted with the challenges, solutions and best practices in the labour market. Arbetsförmedlingen has extensive experience from international development and capacity building projects.



Alan AtKisson
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Programme objectives

Productive employment interlinks economic development and poverty reduction in a country. Increased access to decent jobs in a formalised labour market is a key to improving living conditions and is a critical element in achieving sustainable development. Creating productive employment requires structural transformation. Labour market information and forecasting are essential prerequisites for the creation of effective labour market policies. Labour market analysis includes information about how to efficiently match the demand and supply of labour in a country. The programme will provide examples of how this is achieved. The labour market analysis will serve as platform when creating active labour market policies (ALMP). The aim of ALMPs is to provide unemployed people with new skills and competencies. This, in turn, will increase productive employment and address issues of mismatches in the labour market, thereby stimulating 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 knowledge in the field of labour market policies, social dialogue and decent work between countries and regions, as well as create a network between key persons.

Through the group of participants from labour market ministries, labour organisations, trade unions and employers' organisations, the programme will create a critical mass which will contribute to stimulating the capacity building of institutions in participating countries. This will be a catalyst for long-term reform processes.

Participants acquire knowledge about the latest development in the labour market area. The programme is based on two themes related to labour market policies: labour market information and forecasting and social dialogue as powerful tools for reforming the labour market. Such interaction is necessary in order to achieve an efficient and well-functioning labour market. The cross-cutting issues in the programme include gender equality, anti-corruption and climate.

BENEFITS

- › **Knowledge and enhanced capacity in the labour market and the role of labour market policies in inclusive economic growth and productive employment**
- › **Knowledge of the value of social dialogue as a tool for decent work and productive employment**
- › **The ability to initiate and manage sustainable reform processes in the labour market**
- › **Capacity and knowledge about planning and implementing a change project**

The programme will provide participants with in-depth knowledge of:

- the role of an active labour market policy in promoting social and economic development
- how analysis and forecasting contribute to a well-functioning labour market
- how social dialogue is a tool for developing the functioning of the labour market
- labour market management and tools
- the ability to identify and analyse challenges and issues in the labour market in the home country and how to propose effective measures
- the ability to initiate, organise and implement sustainable change projects based on development processes
- cross-cutting perspectives including gender equality, anti-corruption and climate issues
- improving employability through digital services.

Participants will become part of an established network for exchanging knowledge and receiving support.

Programme contents

The programme will provide participants with knowledge about the importance of implementing active labour market policies. It will also provide participants with the ability to initiate and manage sustainable reform processes, as well as enhance their 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 globally
- The role and importance of social dialogue – principles and practice of social dialogue in the Swedish labour market (the Swedish model)
- Labour market information and analysis, models for analysing and forecasting and standardised labour market information

- Cross-cutting issues on gender equality, anti-corruption and climate to also be included in the participants' change project
- Examples of effective ALMPs
- The participants will create a professional network in order to exchange knowledge, experiences and information. The programme will also encourage the participants to conduct a workshop on the lessons learnt in their respective organisations.

A key component of the programme will be the participants' own change project and the management methods necessary to supporting their successful implementation. The goal is for the participants to become agents of change and be capable of initiating new change projects in their organisations. The projects will be monitored during all phases of the programme.

Programme structure

The International Training Program is divided into the following eight phases:

Phase 1 – Inception phase

To start the programme invitations will be sent to the participating countries and organisations, outlining the details of the programme.

Phase 2 – Recruitment phase

Candidate interviews in the participating countries, including meetings with partner organisations and embassies.

Phase 3 – Digital preparatory phase

The phase will give the participants the opportunity to start working on their change projects. The focus is on helping the participants define their change projects. This phase includes project knowledge and individual mentor support. All support will be provided online through video conferences and tutorials via an e-learning platform. Each participant will be assigned a mentor throughout the programme.

Phase 4 – Digital Swedish phase

A two-week programme in Sweden, or in certain circumstances, online, will provide in-depth knowledge of labour market policies. The participants will receive tools for management and implementation of their change projects. This will include lectures, study visits, seminars and workshops. Tools are provided for bench-learning and peer reviews.

Phase 5 – Digital Intermediate phase

Meetings with participants and their supervisors online to follow up and provide them with support in the work process of their change projects. This phase could include meetings with partner organisations and other stakeholders. The participants will disseminate the information acquired from their training in Sweden, initiate work on their change projects and prepare individual reports for presentation during phase six.

Phase 6 – Completion phase

Follow-up seminar online or in one of the participating countries. A one-week seminar in one of the participating countries for project management, networking, lectures and study visits.

Phase 7 – Project phase

Completion of the change projects including project reports.

Phase 8 – Final phase

Follow-up meeting with all involved partners in Sweden in order to discuss lessons learnt.

TRAINING/PEDAGOGICS

The training programme will be highly interactive and will require the active participation of all parties. In order to achieve an optimal balance between theory and practice, seminars and lectures will be combined with workshops, study visits and group discussions. Participants are expected to take an active role in all activities, and they will be given opportunities to share best practices and create networks. Seminars, lectures, workshops, study visits and group discussions are mandatory, as well as a number of evening sessions during the Swedish phase. Each participant will have an assigned mentor who will support their work with the change project in the form of group coaching sessions.

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

MANAGEMENT AND STAFF

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

PROPOSAL FOR CHANGE PROJECT

Before applying to the programme, each applicant should identify a relevant labour market related issue or challenge. It is essential that the change project is defined, approved and actively supported by the participant's home organisation prior to the preparation phase of the programme. It is also important that the selected change project is in line with the existing reform processes or will initiate a new reform process in this thematic area. Participants are also encouraged to identify synergies with previous change projects within this programme. Such synergies can be used to strengthen the implementation process.

The participants' change projects will be in focus throughout the training programme. During the interview, participants must explain how their change project will contribute to the overall objective of the programme.

A Concept note for the individual project comprising 1–2 pages should be submitted together with the application form. Use the following questions as guidance for the text:

1. What is the context of the project?
2. What problems and needs are your project addressing?
3. What will happen in the project?
4. What will be the effect of the project? How will the resources, financial, human or otherwise be secured to carry out the project?
5. What partners and supporters are necessary to involve in order to make this project successful?
6. How will such important issues as gender equality, environment and poverty reduction be affected by your project?

TIMETABLE

WHERE*:

- The digital preparation phase will be held online
- The training course will be held online
- The one-week regional follow-up seminar will be held online or in one of the participating countries

WHEN*:

6–16 Dec, 2021, Digital (online) Sweden phase.
24 Jan–11 Feb, 2022, Digital (online) Sweden phase.
19–29 Sep, 2022, Digital (online) follow-up seminar online or in one of the participating countries.

* Arbetsförmedlingen reserves the right to make changes to the program due to factors/events beyond Arbetsförmedlingen's control.

Entry criteria

INVITED COUNTRIES

The following countries are invited: Bangladesh, Cambodia, Kenya, Mozambique, Rwanda and Uganda.

TARGET GROUPS

Ministries, government agencies, trade unions/federations, employers' organisations/federations, NGOs and enterprises are welcome to apply. It is important that the nominating organisation ensures that the candidate can actively participate in all activities, has the required time and the necessary material and financial resources. The programme requires the full commitment of all parties. The management of the nominating organisation must sign a letter of commitment confirming full commitment during all phases of the programme and the work related to the change project.

Potential candidates are managers or professionals on a strategic level who have a mandate to execute work of change in their own organisation and must be officially nominated by their own organisation (and in some cases by necessary authorities). Candidates should have the ability and resources to initiate and implement development projects in the field of labour market issues and be part of the reform process in the labour sector in their own countries. They must have a university degree or other post-secondary education and relevant work experience.

Seminars, lectures, workshops, study visits and group discussions within the programme are mandatory. Family members are not permitted to accompany participants on any journey or activity connected 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 in which English is not an official language should take a language test with an official body in the home country. Proficiency in English must be certified on the application form. This will also be verified during the interview with the selected candidates.

HEALTH REQUIREMENTS

Good health and full working capacity are a requirement due to the intensive programme and international travel. It is therefore recommended that candidates undergo a medical examination before completing the health declaration on the application form.

VISA REQUIREMENTS

Participants are responsible for obtaining and covering the costs of all visas necessary for their journey and stay during the training programme. The visa should be valid for the entire period in Sweden and passports should be valid for six months longer than the entry visa.

INSURANCE

All participants are covered by group insurance while in Sweden and organised activities tours during the completion phase. This insurance includes the cost of medical care in the event of acute illness or accident. Medical and dental check-ups are not included. This insurance does not cover travel delays, loss of baggage or theft of personal property.

COSTS

The Swedish International Development Cooperation Agency (Sida) will cover all costs including tuition fees, board and lodging (single room), flight ticket to/from Sweden (to/from the international airport in the home country) for the Sweden phase and flight ticket (to/from the international airport in the home country) for the follow-up seminar, certain activities and local transport during the Sweden phase.

Participants must pay for all visa fees, personal expenses and domestic travel to/from the international airport in their home country.

Per Diem/allowance are not included in the programme. The organiser or Sida will **not** fund the participant's change project.

APPLICATION PROCESS

The application should be submitted through Sida's ITP platform, found through the following [link](#). The course can also be found on Sida's webpage for ITP-programmes.

After registration in the ITP-platform, all information regarding the recruitment process will be sent by e-mail.

Should you have any problems with the application portal, please contact nihal.hariri@arbetsformedlingen.se

Applications submitted after the closing date will not be accepted.

Closing date for applications:

> **17 November. 2021**

SELECTION PROCESS

Preliminarily selected candidates will be notified via e-mail no later than 23 July 2021. Once selected, the candidate must confirm participation. A letter of Acceptance will be sent to your organisations. Both the selected candidate and her or his organisation must confirm the commitment to participate in all phases of the programme, and to support the work for the programme for change. 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.

ORGANISER



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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.