

SRP Authorized Training Providers

Criteria and procedure for authorizing training service providers

Version 3.0 (10 April 2020)

1. Need for a common framework

- 1.1. In view of the institutional mix of SRP stakeholders collaborating under the SRP umbrella, there is a clear need for consensus on principles of engagement with participating organizations, as well as their relationship with the SRP. A set of common guidelines or ground rules will allow us to underpin the SRP's support for stakeholder capacity building in collaboration with interested training service providers.
- 1.2. *SRP Authorized Training Providers* are institutions endorsed by the SRP Secretariat to develop and deliver SRP Authorized Training Courses on SRP's behalf, to build a cadre of persons qualified to conduct training, verification, or other activities in support of Registered SRP Projects, SRP Members, and other SRP stakeholders following the SRP Training System.
- 1.3. This document aims to provide a transparent set of criteria and procedure for endorsing training service providers as *SRP Authorized Training Providers*.
- 1.4. These criteria will contribute to strategic coherence and accomplishment of SRP's goals. Moreover, they are necessary components of good governance, and will help ensure consistent quality of development and service delivery of the SRP Training System to uphold and protect SRP's brand value.

2. Guiding principles

- 2.1. Interested training providers recognize the following guiding principles:
 - 2.1.1. **Recognition:** Understand the need for coherent and common interpretation of SRP tools and frameworks, while acknowledging the different priorities and landscapes concerning stakeholders
 - 2.1.2. **Collaboration:** Foster an inclusive and transparent multi-stakeholder cooperation to develop and deliver SRP Authorized Training Courses, and contribute to the SRP through revenue-sharing to maintain and strengthen the SRP Training System
 - 2.1.3. **Innovation:** Support innovation for global solutions that empower local implementation

3. Eligibility Criteria

- 3.1. To be eligible to become an *SRP Authorized Training Provider*, interested training providers must:
 - 3.1.1. Be a member of the SRP for at least one (1) year;
 - 3.1.2. Have existing training infrastructure within the organization to support training services;
 - 3.1.3. Have a track record of at least five (5) years in providing public or customized training activities;
 - 3.1.4. Adhere to the SRP Brand Manual for co-branding and logo usage (tbd); and
 - 3.1.5. Submit a proposal to become an *SRP Authorized Training Provider* to the Secretariat.

3.2. Proposals to become an *SRP Authorized Training Provider* should meet the following criteria (checklist approach):

- 3.2.1. Demonstrate compliance with eligibility criteria;
- 3.2.2. Indicate intent to offer existing SRP Authorized Training Course(s) and/or to propose new training course(s);
- 3.2.3. List training course(s) to be offered and/or proposed;
- 3.2.4. Identify priority audience(s) (e.g., specify geographic coverage, role or function of target trainees);
- 3.2.5. Determine the structure and systems for tailoring standard training modules and materials and/or designing supplemental training content;
- 3.2.6. Determine the structure and systems for delivery of training courses;
- 3.2.7. Recognize the multi-stakeholder approach in developing SRP training modules and materials, published in the public domain under a CreativeCommons license;
- 3.2.8. Indicate fees to be charged to participants for training course(s); and
- 3.2.9. Project the revenue to be contributed to SRP for strengthening of the SRP Training System (based on a revenue-sharing arrangement where 25% of course fee is shared with the SRP).

4. **Procedure for SRP endorsement**

<p>Step 1</p> <p>Eligible training service provider submits a proposal to the SRP Secretariat</p>	<p>Step 2</p> <p>Secretariat provides feedback in writing, within two (2) weeks, following the criteria and procedures set forth in this document</p>
<p>Step 3</p> <p>In case of refusal, the applicant will have the right to appeal, revise and re-submit the proposal within sixty (60) days</p>	<p>Step 4</p> <p>A Memorandum of Understanding is executed between the Secretariat and training service provider to confirm the agreed arrangements</p>

5. **Responsibilities**

5.1. The selected *SRP Authorized Training Providers* will be expected to design, organize and implement the SRP Authorized Training Courses. Specifically, the selected providers should:

- 5.1.1. Define training course(s) to be offered;
- 5.1.2. Adopt standard SRP training modules and materials on SRP instruments (developed by the SRP Training Task Force) as a basis for training course(s);
- 5.1.3. Tailor standard training modules and materials and/or design supplemental training content to meet needs of specific target audience(s) (if applicable);
- 5.1.4. Secure approval from SRP to develop new course(s) as SRP Authorized Training Course(s) (if applicable);
- 5.1.5. Select qualified persons for new course(s) development (if applicable);
- 5.1.6. Select qualified persons to serve as trainers for course(s);

- 5.1.7. Publicize training course(s), with priority service to Registered SRP Projects and SRP Members;
- 5.1.8. Manage the organization and delivery of the training courses with a high level of professionalism;
- 5.1.9. Administer exam for training course(s) using questions approved by SRP;
- 5.1.10. Submit list of participants completing course(s) and passing the exam to the SRP (in reporting format requested by SRP);
- 5.1.11. Follow SRP Brand Manual for co-branding and logo usage (tbd);
- 5.1.12. Gather post-training feedback from participants and share these with SRP;
- 5.1.13. Prepare training reports for SRP review and evaluation; and
- 5.1.14. Contribute to the SRP through applicable fees and/or according to the agreed revenue-sharing arrangement.
- 5.2. The SRP Secretariat will provide the following essential services to *SRP Authorized Training Providers* without additional cost (subject to budget availability):
 - 5.2.1. Registration of participants
 - 5.2.2. Provide standard SRP training materials on SRP instruments (developed by the SRP Training Task Force) to serve as core of training content;
 - 5.2.3. Conduct review and endorsement of concept notes and content for proposed SRP Authorized Training Courses;
 - 5.2.4. Participate in kick-off meeting/training;
 - 5.2.5. Issue official training certificates to successful participants;
 - 5.2.6. Recognize participants completing course(s) and passing the exam on the SRP website;
 - 5.2.7. Provide template for reporting on training activities;
 - 5.2.8. Conduct interim meetings to capture feedback and lessons learned;
 - 5.2.9. Notify partner regarding violation/non-compliance with agreements as per MOU and/or co-branding guidelines as per SRP Brand Manual; and
 - 5.2.10. Withdraw endorsement after three recorded violation/non-compliance of the designated training service provider.

6. Validity

- 6.1. This document has been reviewed and approved by the SRP Secretariat on 3 October 2019 and will be valid until a revised version is published; and
- 6.2. SRP endorsement of the *SRP Authorized Training Provider* will be valid for 3 years from the time a Memorandum of Understanding has been signed by both parties, following which SRP endorsement can be renewed subject to continued compliance with criteria and responsibilities.

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