

Authorized SRP Training Programme v 1.0

Criteria and procedure to endorse third-party training service providers authorized to issue certificates of training completion

1. Need for a common framework

- 1.1. In view of the emerging demand for SRP training under the SRP umbrella, there is a clear need for common guidelines or 'ground rules' to help build the capacity to deliver high quality, appropriate and accurate training across key target groups.
- 1.2. GIZ has been authorized by SRP to develop and lead the authorized SRP Training Programme to deliver SRP training directly, and in collaboration with other interested SRP members.
- 1.3. Recognizing the interest of SRP members to deliver in-house training to their respective target groups, members may register as authorized SRP training providers, in order to deliver authorized SRP training modules and provide trainees with SRP Certificates of Training Completion.
- 1.4. The SRP Secretariat therefore proposes criteria, terms and procedures by which SRP training programme proposals and interested training service providers can be evaluated for possible SRP endorsement and authorization. A list of all authorized members will be publicly posted on the SRP website.
- 1.5. This document outlines the process for member application to serve as an authorized SRP Training Provider, and sets transparent criteria and procedures for endorsement. These are designed to ensure good governance and ensure consistent quality, exclusivity and integrity in service delivery by authorized SRP training providers. This will help uphold and protect SRP's brand value.

2. Guiding principles

- 2.1. Interested training service 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 specific priorities of relevant stakeholders
 - 2.1.2. **Collaboration:** Foster inclusive and transparent multi-stakeholder cooperation during development and delivery of the authorized SRP Training Programme
 - 2.1.3. **Innovation:** Support innovation for global products and solutions that empower local approaches to implementation.

3. Proposed criteria

- 3.1. Proposals by third parties to deliver the authorized SRP Training Programme should meet the following criteria:
 - 3.1.1. The training should uphold the vision, mission and strategies of the SRP, and use SRP tools, frameworks and/or instruments as a basis for content development and delivery;
 - 3.1.2. The proposal clearly describes the structure and systems for designing content and delivery of training, together with expected course / participant numbers and scale-up trajectory;

- 3.1.3. The proposal articulates IP management policy in relation to SRP;
 - 3.1.4. The proposal adopts an inclusive approach by identifying how other SRP members and stakeholders may participate as certified trainers;
 - 3.1.5. The proposal presents a projected budget that includes potential costs, fees to be charged to participants and projected income from the activity.
- 3.2. To be eligible to design and deliver an authorized SRP Training Programme, interested training service providers must:
- 3.2.1. Be a member of the SRP for at least three (3) years;
 - 3.2.2. Provide evidence of a credible organizational training infrastructure to support training services;
 - 3.2.3. Have a track record of at least five (5) years in providing public or relevant training activities;
 - 3.2.4. Commit to agreed co-branding policies (under development);
 - 3.2.5. Submit a training programme proposal to the SRP Secretariat; and
 - 3.2.6. Propose a revenue-sharing arrangement with the SRP.

4. Procedure for SRP endorsement

Step 1	Step 2	Step 3	Step 4
Submission of Concept Note by the interested training service provider to the Secretariat	Secretariat feedback to be issued within two (2) weeks, following the criteria and procedures set forth in this document	In case of refusal, the applicant will have the right to appeal, revise and re-submit the proposal within sixty (60) days. In this case, the Advisory Committee's decision shall be final.	A Memorandum of Understanding will be executed to confirm the agreed collaboration

5. Responsibilities

- 5.1. The selected training service provider(s) will be expected to design, organize and implement the SRP training programme independently. Specifically, the selected organization should:
 - 5.1.1. Develop template training courses and materials;
 - 5.1.2. Select and accredit authorized trainers;
 - 5.1.3. Follow SRP trademark use guidelines (to be finalized);
 - 5.1.4. Implement training course that will utilize the approved training course and materials
 - 5.1.5. Gather pre- and post- training feedback from participants and share these with SRP;

- 5.1.6. Prepare training reports for SRP review and evaluation;
- 5.1.7. Submit lists and contact information of all participants to the SRP; and
- 5.1.8. Contribute to the SRP through applicable fees and/or according to the agreed revenue-sharing arrangement.
- 5.2. The SRP Secretariat offers the following services to accredited organizations without additional cost (subject to budget availability):
 - 5.2.1. Endorse the organization's proposed SRP training curriculum and materials, including written test content and course updates;
 - 5.2.2. Participate in kick-off meetings/trainings by invitation;
 - 5.2.3. Provide/approve a template for authorized training certificates, to be reproduced by the training service provider for issuance to participants after successful completion and co-signed by representatives of the SRP and the provider;
 - 5.2.4. Conduct interim and closing meetings to capture feedback and lessons learned;
 - 5.2.5. Notify the provider with supporting evidence regarding any violation/non-compliance with these terms, the SRP Training Co-branding Policies and/or SRP Trademark Use Guidelines; and
 - 5.2.6. Withdraw endorsement after three recorded incidents of violation/non-compliance of the designated training service provider.

6. Validity

- 6.1. This document has been reviewed and approved by the SRP Secretariat. A periodic review will be conducted in consultation with training service providers and other key participants;
- 6.2. SRP endorsement of the Authorized SRP Training Programme and Training Service Provider will be valid for 1 year from the time a Memorandum of Understanding has been signed by both parties and shall be renewable by mutual agreement.

Annex 1: List of relevant documents

Implementation will be supported by the following relevant documents:

- 1. MOU template between SRP and authorized training service provider;
- 2. SRP Training Co-branding Policies;
- 3. SRP Trademark Use Guidelines.

Date: December 2018