Final report Shiraka STP Training

Training Name:
Project Code:
Training Year:
Contractor:
Date of submission:

**remove footnotes and definitions on last page upon submission of the report*

1. Applicants & Participants

1. Training Promotion (with attention to gender & inclusivity)
2. Quality[1] of the Applications

Country	M	F
Total		

Indicate # of applications

3. Selected Candidates & Participants

Country	M		F
Total			

Indicate # of selected candidates

   a. Note how the selected participants were informed[2] on the training opportunity

4. Participation, incl. reasoning for not participating[3] (if applicable)

Name	Country	Organization	Public/Private/Other	Part 1	Part 2
				Yes	*No*

   a. General impressions[4] and level of expertise of the participants
   b. Impressions on formation of networks[5]

[1] To what extent did the applications of the selected participants impress you? Name any elements that may have stood out, e.g. unusual number of applications from a specific country/institute, exceptional number of high quality applications which made the selection difficult, unusually high or low number of female applications, the relevance of applicants in relation to the training.

[2] Applicants must indicate on the application form on how they were informed about the course. Ensure that the database is updated and participants who partook in part 1 & 2 have been indicated.

[3] If participants have not taken part of the trainings, elaborate on the reasoning behind.

[4] Elaborate on the group cohesion and participants who stood out.

[5] To what extent has the training contributed to a better network of the participants with the Netherlands, with the region as well as with each other?

2. Training

1) Learning Objectives[6] and SDG Contribution[7]
2) Training Aspect
    a. Applied lessons learnt from previous year(s), if applicable
    b. Program modules (split into Part 1 & 2), incl. relevant dates
    In 1-2 paragraphs split by day for Part 1 & 2 each, describe the modules as well as well as relevant discussions[8] and participant feedback
3) Gender and inclusion considerations[9]
4) Alumni involvement

3. BHAP, Spin-offs & G2G potential leads*

1) BHAP[10] Process and Coaching Feedback[11]
2) Complete the table below per participant or group

Name	Country	Organization	Professional Change	Spin offs	Contribution to Shiraka[12]	Key Takeaways[13]

3) Spin-offs
4) Concrete leads for G2G's[14]

4. Evaluation

1) Evaluation process and Monitoring Moments
   Data: Feedback of participants[15]

Module	Avg. Score	Quotes

Indicate evaluation score per module

2) Lessons Learned[16]
3) Contribution of the training to Shiraka's goal:
   Improved public service delivery (indiscriminate, predictable, inclusive, accessible and accountable)?

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[6] Describe to what extent the learning objectives have been met.
[7] All trainings contribute to SDG 16 & 17. Briefly describe how the training has contributed to these SDG's and name any other SDG's you may find relevant.
[8] Describe how the participants reacted to the various training modules, i.e. what sparked discussions.
[9] Describe how gender and inclusionary efforts were incorporated into the program as well as the gender balance. If gender balance was not achieved, describe why. How did the participants react to these efforts?
[10] Note how many and which participants handed in their BHAP/final report.
[11] Two to three sentences per BHAP should suffice.
[12] How does the BHAP contribute to Shiraka's overarching goal: improved social contract between government and society in the MENA region?
[13] Indicate participant's level of motivation and likelihood for follow up as well as your impression of the participant and the BHAP.
[14] Indicate potential Dutch partners. To the extent possible, specify a description of the lead, a clear problem statement, objectives, necessary intervention, envisioned result(s) and timeline. For more information see the factsheet on G2G leads.
[15] Including positive and critical feedback
[16] Address how the lessons learned will be incorporated into the next training cycle (if applicable)

4) Based on survey results immediately after the training, ensure to complete the Shiraka MEL results document.
5) Cooperation with RVO and the Embassy(/ies).

5. Other Considerations[17]

1) Noteworthy events
2) Trends and Developments[18]

6. Communication

Public communication about the training or its participants, such as for example:

- Published article(s) shared with RVO
- Links to relevant publications by implementing partner, participants etc.

7. Conclusions & Recommendations[19]

8. Annexes (in English)

Annex 1: The Programme
Annex 2: Evaluation results of participants
Annex 3: Pre-course questionnaire (if applicable)
Annex 4: Back Home Action Plans
Annex 5: News article[20] max. 200 words in English
Annex 6: Completed MEL results document
Annex 7: Free of rights photo's, incl. names of depicted individuals

***Definitions:**

- Direct spin-off: Direct and concrete results succeeding from the participants' BHAPs, and therefore the training, such as:
  - policies developed by participants
  - policies/procedures changed by participants
  - new project's initiated by participants
  - existing projects changed by participants
  - knowledge-sharing sessions organized
- Indirect spin-off: Relevant results that are not directly attributable to the training. During the training, the implementing partner may be informed by the participants on how their gained knowledge and skills have been used in their professional sphere.
- G2G leads: Ideas of participants that could be followed up by RVO by means of a G2G cooperation. The potential could originate from discussions during the training or the spin-off's. See the factsheet for G2G leads for more information.

[17] with respect to previous cycles, if applicable
[18] Describe trends and developments of the training topic per country of the participants
[19] Including lessons learnt for the Netherlands in light of reciprocal learning
[20] See communication guidelines