

GUIDELINES FOR PACIFIC ISLANDS FORUM SECRETARIAT INDUSTRIAL TRAINING DEVELOPMENT PROJECT (IDTP)

1. Background

The Industrial Development Training Project (IDTP) was established to support small and medium industrial enterprises (SMEs) in Forum Island Countries (FICs) through short-term advisory services and training attachments preferably within the Pacific to address the capacity building needs of the region's SMEs.

2. Objective

To facilitate the development of the private sector through technical advisory services and/or practical hands-on training attachments, thus contributing to improved skills, operations and technologies, product development, leading to enhanced competitiveness. These would be consistent with the key goals of the Pacific Plan relating to Economic Growth, Sustainable Development, Good Governance and Security.

3. Type of Assistance

IDTP offers maximum grants of FJ\$5,000 per company each year to cover economy class return airfares, contractual obligations, training fees and adequate living allowances, to facilitate the following engagements:

- a) Engagement of experts to provide advisory services and training assistance to SMEs; and,
- b) Short-term hands-on training attachments for key personnel with more established SMEs or relevant institutions.

4. Duration

The duration of training attachments and advisory services under IDTP would be up to two (2) weeks.

5. How Requests are Channeled?

5.1 All applications for IDTP are required to be appraised and endorsed by a competent business development official or similar entity (e.g. Line Ministry, Trade & Investment Board, National Private Sector Organisation, Chamber of Commerce etc), and then channeled through the Forum Secretariat's official contact which in most cases is the Ministries of Foreign or External Affairs and in some, the Prime Ministers Office.

5.2 To avoid unnecessary delays, requests have to be submitted in the approved format as described in paragraph 6. To allow enough time to analyse requests they must be received at least 15 working days before the proposed commencement date of the proposed attachment/assistance and six working weeks for a proposed consultancy;

5.3 Additional information may be requested by the Secretariat from the implementing agency and must be received within 5 working days of the date of the Secretariat's letter. Failing this, requests will be forfeited unless the Secretariat is advised of any delays anticipated in writing at least three (3) working days before the specified due date;

5.4 To fast track the process, the Secretariat will make available copies of relevant correspondences related to a specific request to implementing agencies if known or different from the Secretariat's Official Contact in country.

5.5 Upon approval, airfares and training fees will be paid directly to suppliers whilst consultancy fees will be settled in accordance with the TOR. Per diems will be paid out on a reimbursement basis following the Secretariat's receipt of the training report.

6. Funding request

The requests should give the following details:

- **Title:** Title of the project
- **Objective:** Objective(s) of the project and how it fits in with the relevant government department/ministry programme or development plan (where available) and the key initiatives of the Pacific Plan particularly under:
 1. Economic Growth;
 2. Sustainable Development;
 3. Good Governance; and
 4. Security.
- **Background:** Description of the sector, the constraints within the sector and the problem(s) or issue(s) the project will address.
- **Project Description:** Description of the project, background of the Consultant in the case of advisory services and of the host institution or company where training attachments are involved. Consultants' TORs and confirmatory letters from host institutions are also required.
- **Implementing Agency:** Organisation/Business that will be responsible for project implementation. The name, title, phone and fax numbers and email address of the person responsible should be given.
- **Counterpart Agency:** Company/Institution/Consultant that will be hosting the training attachment or providing advisory services. The name, title and phone and fax numbers and email address of the person responsible should be given. Copies of the approvals and/or Terms of Reference for the services to be provided should be attached.
- **Expected Benefits:** Describe the benefits that are expected from the activity, and how the organisation/business intends to implement lessons learnt for the improvement of SMEs as well as to ensure their sustainability.

7. Reporting

The applicant is required to submit a report on the project, together with copies of air tickets, hotel receipts and related invoices, to the Secretariat within two weeks of its completion. The report should focus on lessons learnt and how the project will benefit the

organisation/business, problems faced during the training and suggestions for improvement and, other pertinent issues.

8. Information

For *further information* please:

- a) contact the PIFS Official Contact in your country which is usually the Secretary for Foreign Affairs or External Affairs or the Prime Ministers Office; or
- b) write directly to *The Development Cooperation Adviser, Enabling Mechanism, Pacific Islands Forum Secretariat*, Private Mail Bag, Suva, Fiji, or Fax (679) 3305880, or Phone (679) 3312600 or E-mail: info@forumsec.org.fj.