**Participant application form**

**Sphere ToT, Kathmandu**

**February 9-13**

**Conditions of participation**

**Fees and expenses**: There is no workshop participant fee. However, the course is non-residential, and participants must make their own arrangements for travel, accommodation, evening meals etc. (lunch, snacks, water and training materials will be provided at the training venue.

**Participant profile**: ToT participants will be selected based on the same criteria for being listed in the Sphere Trainer Database which are as follows:

1. Good understanding of the humanitarian standard, including Sphere standard.
2. Experience in participating/conducting humanitarian workshops
3. Experience in implementing the humanitarian standard in the field; and
4. Knowledge of adult learning methods and proven training and facilitation skills.
5. Be willing to provide Sphere training event organizers with references that include peer trainers, participants and organizers of past trainings they have conducted.

**Attendance and participation**: ToT participants will arrive at the training venue (in Kathmandu– precise address to be confirmed) no later than 09:00 on training days. ToT participants agree to participate in all sessions, which will use a variety of methods, including participant-led facilitation.

Tick this box to confirm:

⬜ That you have read and accept all the conditions of participation presented above;

⬜ That you give DPNet-Nepal permission to contact your line manager (or other contact for independent consultants) to discuss your application;

⬜ That you agree to be contacted by phone or e-mail to discuss your application;

⬜ That you agree to be evaluated during the ToT (if your application is successful)   
⬜ That you give your consent for DPNet-Nepal to use the information gathered during the ToT for the purposes of evaluation. This data will not be shared with other parties without your permission.

**Letter of endorsement**

Before you continue to the application form below, please send a letter of endorsement from your line-manager or organisation head confirming their support for your participation in this ToT.

⬜Tick this box to confirm you have sent a letter of endorsement to dpnet@dpnet.org.np. Your application will not be considered complete until this letter has been received.

**Application Form**

To increase the likelihood that your application in successful, please complete all applicable fields in the following form (on this page).

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| **Personal and contact information** |  |
| \*Full name (as you would like it to appear on a certificate) |  |
| What gender do you identify with? | Select: Man, Woman, Other |
| \*E-mail address |  |
| \*Phone number (landline or cell including international dialling code) |  |
|  |  |
| **Your current employer**  *If you are not currently employed, please enter “consultant”, "not employed", etc. in the first box and provide your usual home or work address.* | |
| \*Name of organisation/employer |  |
| Type of organisation | Select: International NGO, National NGO, Local NGO/CSO/CBO, UN, national or Local Government, Local Government, other (specify) |
| \*Address (must include city and country) |  |
| Job role |  |

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| **Participant profile**  Describe briefly how you meet each of the following criteria. | |
| Good understanding of the humanitarian standard, including Sphere standard. |  |
| Experience in participating/conducting humanitarian workshops |  |
| Experience in implementing the humanitarian standard in the field |  |
| Knowledge of adult learning methods and proven training and facilitation skills |  |
| Be willing to provide Sphere training event organizers with references that include peer trainers, participants and organizers of past trainings they have conducted. |  |
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| **Dietary and other requirements**  We are dedicated to making this ToT accessible to everyone and recognises that some limitations and cultural or religious practices require forward planning to remove barriers to participation. Please use these spaces to tell us how we can make this ToT accessible and comfortable for you. | |
| Dietary requirements |  |
| Other requirements |  |
|  |  |
| **Further information**  We expect this ToT to be oversubscribed. Please volunteer any further information which you feel may support your application. | |
| Further information |  |