**SAMPLE PROFILE SHEET FOR LEARNING ACTIVITIES**

1. **SHORT DESCRIPTION OF THE LEARNING INITIATIVE, THE LEARNING OBJECTIVES AND DELIVERY MODE:**

**Overall goal of the learning initiative:**

**Learning objectives:**

**Delivery mode:**

1. **PROFILE OF CANDIDATES**

**Background**: Explain the background that candidates should have (e.g. technical, managerial)

**Gender and age**: Explain which age range is targeted by the initiative, and whether there will be a quota/percentage set for female candidates

**Job function/role**: Explain which functions and roles are targeted by the initiative

**Prerequisite qualifications and skills:** Explain the required education levels of candidates and prerequisite skills (e.g. communication, project management) that must be mastered at the basic/good level

**Minimum working experience**: Indicate the minimum amount of work experience required in the subject matter area

 **Language**: Indicate the language and proficiency levels that candidates must possess

1. **EXPECTATIONS AT THE INDIVIDUAL AND ORGANIZATIONAL LEVELS**

This section indicates expectations of individuals who will attend the learning initiative and of organizations that propose or appoint the participants.

**Expectations at the individual level**: Explain what is expected from the people participating in the initiative. *Example: Selected individuals will commit to organizing at least two events to disseminate the new knowledge or skills within the local community. Such events could be training sessions, individual coaching sessions, information sessions, etc*.

**Expectations of the sending organization**: Explain what is expected from the sending organization in terms of support and follow up. At a minimum, organization management should support the objectives of the learning initiative and any follow-up activities. This commitment should be demonstrated by alignment between the initiative and the organization’s strategic plan and budget*. Example: The organization will commit to providing full institutional support to the individual for organizing the events described above; it will also commit to provide the budget for scaling up the initiative the following year.*

1. **DESCRIPTION OF SELECTION PROCESS**

This section describes the selection process, including the criteria by which candidates will be selected.

**Description of the process:** Describe the selection process*. Example: The selection process will include pre-screening of candidates by using an application form and a telephone interview with a team composed of:*

*- FAO HQ staff*

*- FAO regional office*

*- National partner*

**Description of the selection criteria:** Describe the selection criteria to be used*. Example:**The following criteria will be used to select the candidates:*

- *Practitioners of FAO-supported projects or from FAO operational partners*

*- Current job profile*

*- Prior experience of using given tools/methodologies in the technical area*

*- Availability and readiness to use the new knowledge and skills to promote local projects*

1. **ROLES AND RESPONSIBILITIES**

This section indicates roles and responsibilities of FAO and national/local counterparts in the selection process. To support national ownership of the learning process and results, it is advisable to involve stakeholders as much as possible, such as by informing them of the status of the selection process and providing feedback about any difficulties with the candidates they proposed. Counterparts are more likely to cooperate by appointing different individuals if they are involved from an early stage of the process and not only when there is a need to communicate negative feedback about their candidates.

**Roles and responsibilities**: Describe the roles and responsibilities of FAO and sending organizations. *Example: FAO will appoint the selection team in collaboration with national partners. National partners will be kept informed at each step of the selection process through email or telephone. When required, ad hoc telephone sessions can be held.*