



APPLICATION GUIDE

For Singapore Cooperation Programme Courses

5-Step Application Process

1

Search for a course.

2

Check eligibility and course details.

3

Fill in application.

4

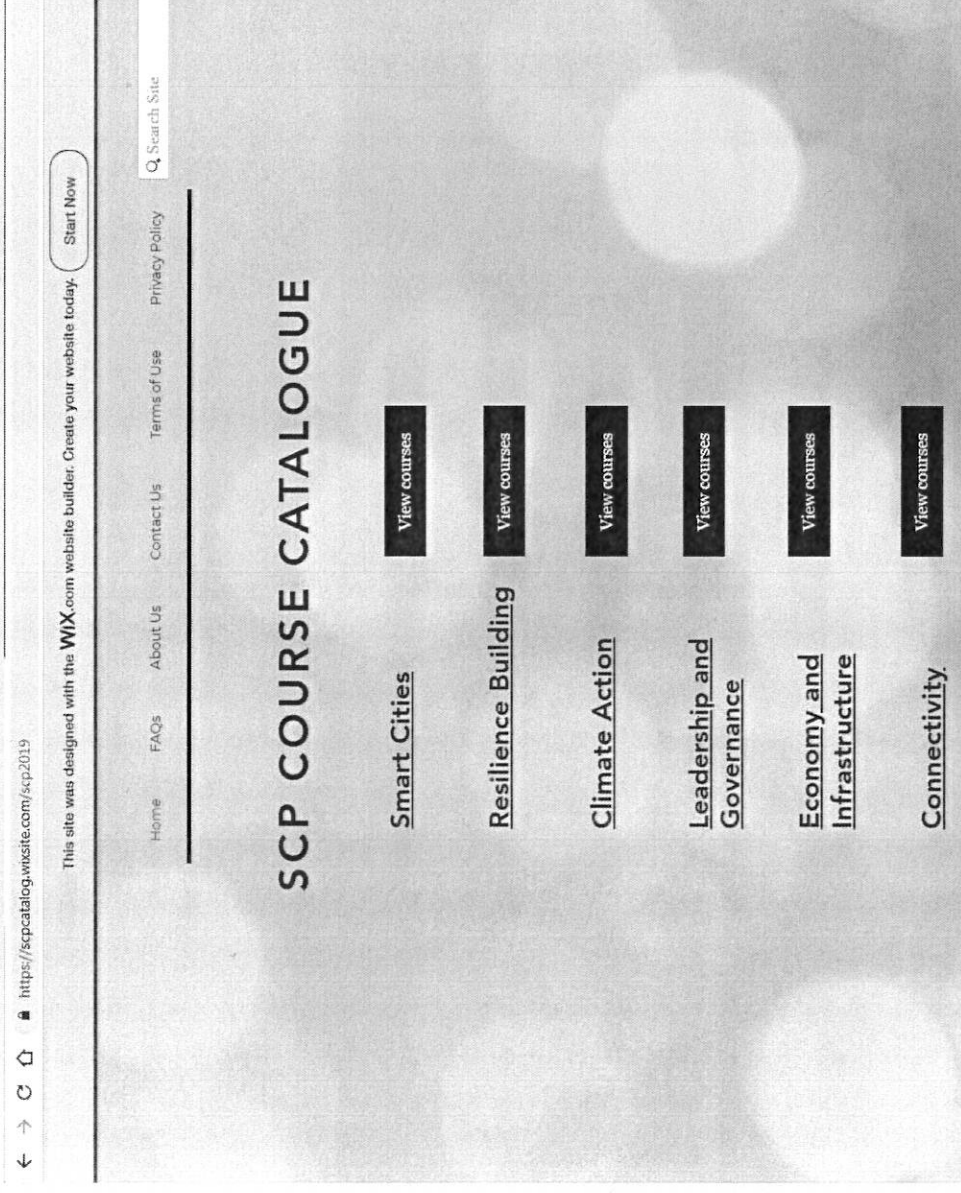
Submit application.

5

Seek NFP endorsement.

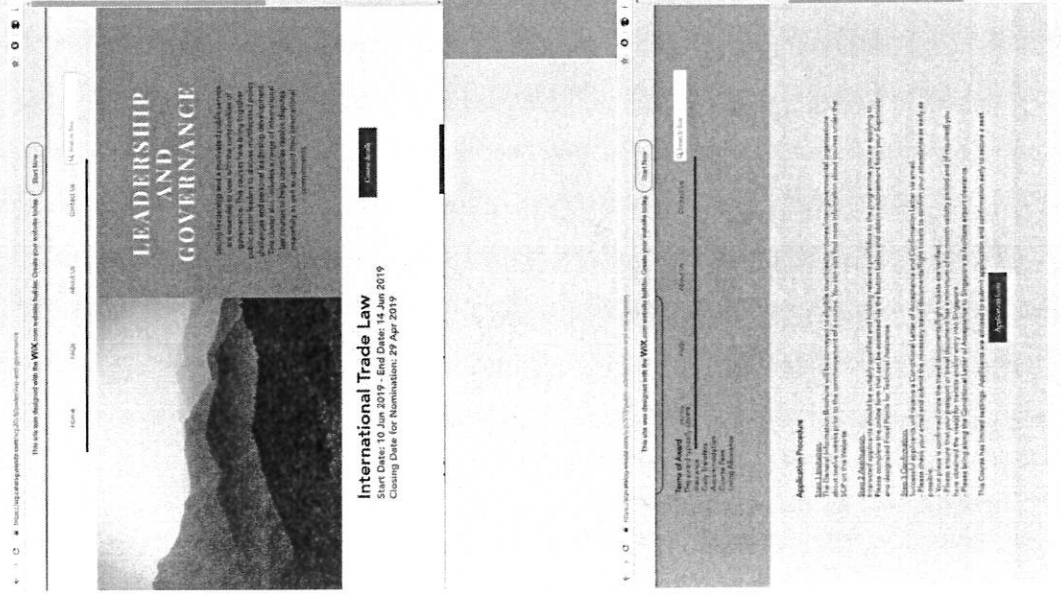
1. Search for a course

- Browse our course catalogue at our website (<http://scpcatalog.wixsite.com/scp2019>).
- Click on any of the categories for the list of courses under that category.
- Select a course in the listing for more details (e.g. course synopsis, course dates, etc.).



2. Check eligibility and course details

- At the course details page, check the eligibility criteria and application details to ensure that you meet the requirements.
- Click on "Application Form" at the bottom the page to apply for the course.



3. *Fill in Application*

- Follow the instructions on the page when filling in the Application Form.
- When doing so, ensure that you have the following documents/information on hand:

1. Softcopy of **passport photo** (in jpeg, jpg, png)
2. **Curriculum vitae** (or employment and educational records)
3. **Supervisor's email address**

The screenshot shows a web browser window with the URL <https://form.gov.sg/#/74d697826951d00178aa5d8>. The page header includes the Ministry of Justice Armas logo and the text "Ministry of Justice Armas". The main heading is "Public Sector Administration and Management - 24 to 28 June 2019". Below this, it says "0 10 mins estimated time to complete" and has a "START" button. A link for "Read instructions" is also visible. The "Instructions" section states: "Please prepare the following documents before starting the application: 1) Passport Photo. Please ensure that all information are filled out before submitting the application. Incomplete applications will not be considered." A "PRIVACY POLICY" link is at the bottom.

3. Fill in Application

- Please complete all fields **except** the last field which is meant for your National Focal Point.
- Once you have completed the application, click on the "Submit" button.
- You would be prompted to complete/correct any field that has missing/incorrect information.

https://form.gov.sg/#/5cd69fb0055100178a548

☆ ○ ●

Read Instructions

Instructions

Please prepare the following documents before starting the application:
1) Passport Photo

Please ensure that all information are filled out before submitting the application.
Incomplete applications will not be considered.

Applicant's Details

1. Full Name (as per passport)

Please fill in required field


2. Salutation

3. Please upload a recent passport-sized photo of yourself

4. *Submit Application*

- Once ready, click on the "Submit Application" button.
- You will land on the "Thank You" page (see example on the left) upon successful application.

Preview mode ☆ 🔍 🔗 Edit form

 MINISTRY OF FOREIGN AFFAIRS
SINGAPORE


Thank you for your interest in our SCP courses.

We will process the application, and update you in due course

Like us on our Facebook page [Submit another application](https://www.facebook.com/SCPFriends/ today!</p><p><a href=)

How would you rate your overall experience today?

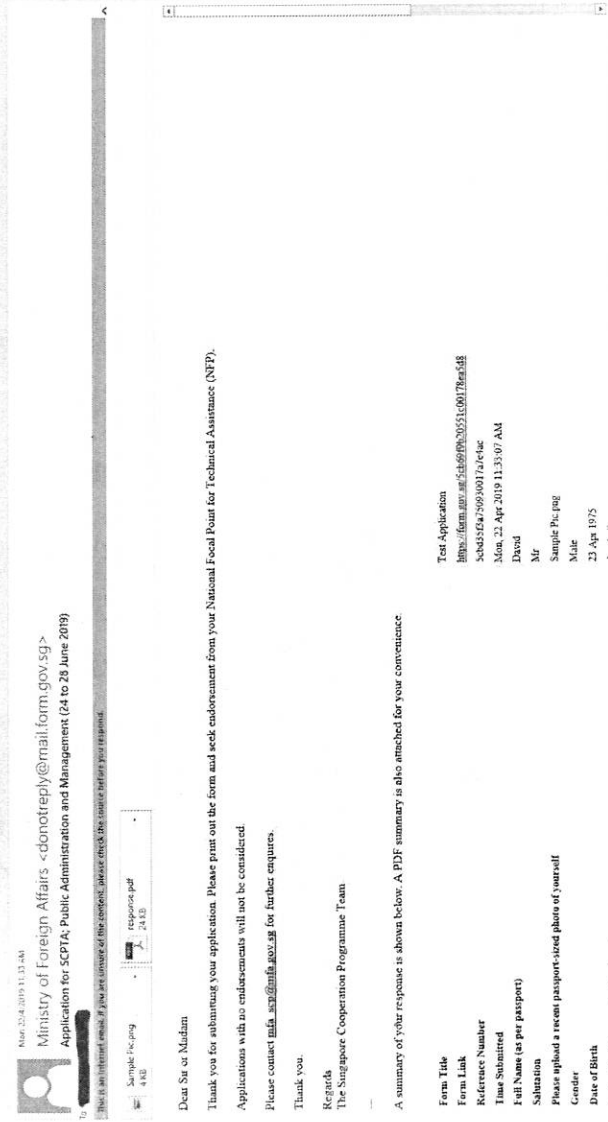
Help us improve by sharing with us how we did



Any other feedback?

5. Seek NFP endorsement

- An acknowledgement email, which includes a copy of the completed application form, will be sent to you.
- Print this form and submit it to your National Focal Point for endorsement.
- Lastly, wait to hear from us on the results of your application.



The Ministry of Foreign Affairs of the Republic of Singapore avails itself of this opportunity to renew to all National Focal Points for Technical Assistance the assurances of its highest consideration.



SINGAPORE

10 June 2019

All National Focal Points for Technical Assistance



MFA/TCD/00026/2019

The Ministry of Foreign Affairs of the Republic of Singapore presents its compliments to all National Focal Points for Technical Assistance and has the honour to invite applications for the course on “Leaving No One Behind: Sustainable WASH Services in a Rapidly Changing Context”, to be conducted from 19 to 23 August 2019, under the Singapore-UNICEF Joint Training Programme.

The Ministry of Foreign Affairs of the Republic of Singapore has the further honour to inform that under this programme, the Government of the Republic of Singapore is pleased to consider one (1) suitable applicant nominated by each National Focal Point. The application must be completed in full and endorsed by the respective National Focal Point before submitting to the Government of the Republic of Singapore by Monday, 8 July 2019.

Successful applicants will be notified accordingly via Letters of Acceptance. The Ministry will not accept into the course any applicant who arrives in Singapore without an official Letter of Acceptance. The Government of the Republic of Singapore will bear local hospitality (accommodation), training fees, training allowance and group personal accident/hospitalisation insurance. The round-trip airfare for participants will have to be borne by the sending governments. Details on the application procedures are available in the attached brochure.

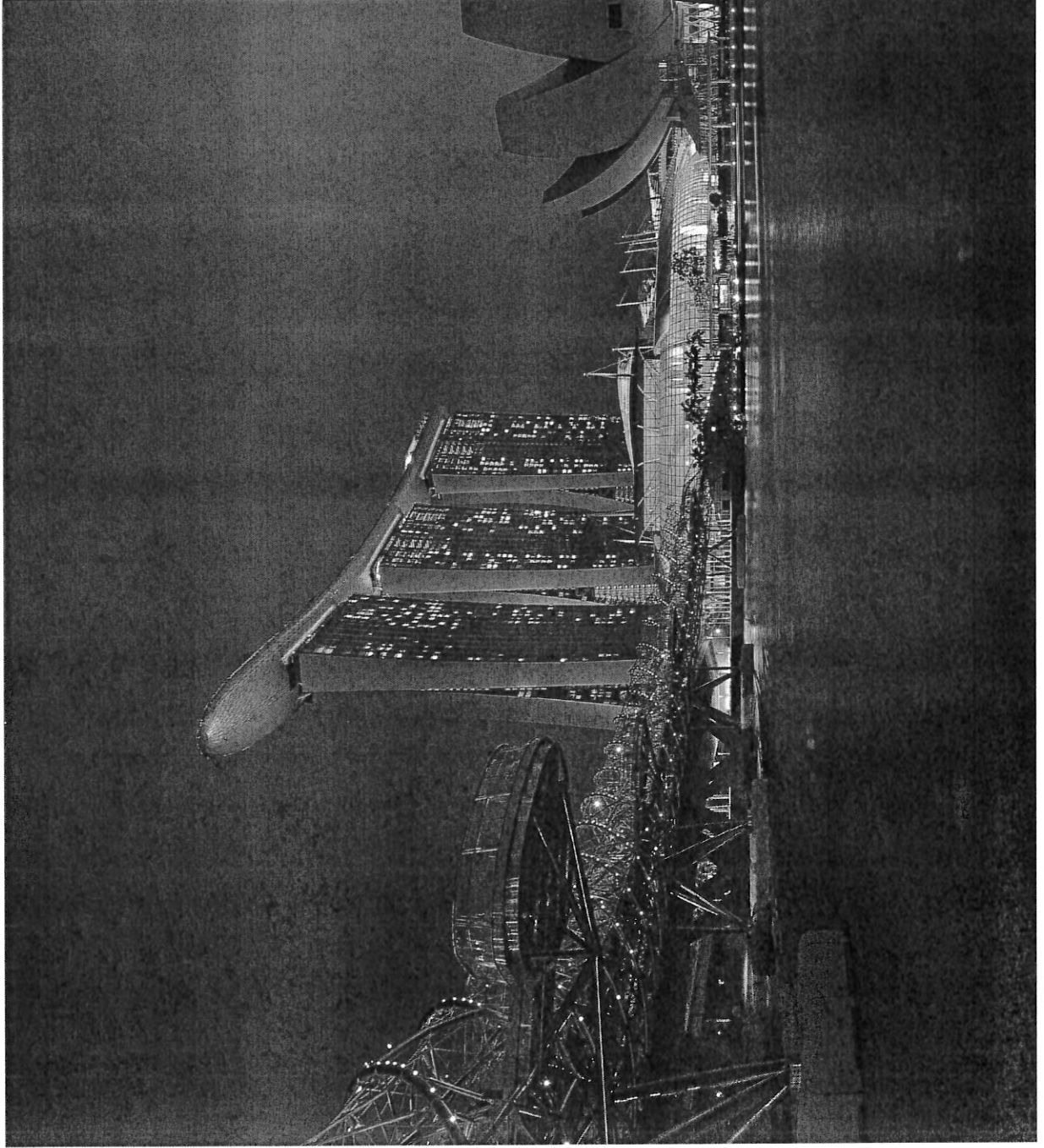
SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate
Ministry of Foreign Affairs
Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)



3. Submit endorsement

- There are two ways NFPs can provide endorsement:
 - NFPs are to affix the organisation stamp/seal at the “NFP Endorsement” portion of the application form (see example on the left). NFPs are then required to either send us the completed forms via email (mfa_scp@mfa.gov.sg) or mail the forms to any of Singapore’s Overseas Missions.
 - Alternatively, NFPs can inform us of your endorsement through official channels (e.g. Diplomatic Note).

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)



2. Review application

- NFPs will have full access to all the information regarding an applicant.
- NFPs can review the application forms before deciding whether to endorse an applicant or not.

1. Receive application

- We have instructed all interested applicants to submit their completed forms to the National Focal Point (NFP) for endorsement.
- You should therefore expect interested applicants to approach you to endorse their application.
- An example of a completed application form is on the left.

Public Sector Administration and Management - 24 to 28 June 2019 http://www.spsa.gov.sg/2019/24to28June19	
Reference Number	5cc04cc5v7398600179e951e
Time Submitted	Wed, 24 Apr 2019 07:47:17 PM
Please upload a recent passport-sized photo of yourself	Acknowledgement.PNG
Solicitation	
Full Name (as per passport)	David
Gender	Male
Date of Birth	23 Apr 1975
Passport Issuing Country	Azerbaijan
Representing	Azerbaijan
Passport Number	A123456BC
Passport Expiry Date	31 May 2021
Contact Details (Mobile Number, Office Number)	XXX, XXX
Email Address	
Current Employment Details (Organisation, Department, Designation)	
Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	I fully understand that if I fail to comply with the Terms and Conditions of the award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.
[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (Please affix seal here or attach a Diplomatic Note)	

3-Step NFP Endorsement Process

1

Receive
application.

2

Review application.

3

Submit
endorsement.



NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

National Focal Points for Technical Assistance in the event that their nominee(s) is not selected.

All nominees are to submit their applications online at <https://scpcatalog.wixsite.com/scp2019/sustainable-wash-services> by **Monday, 8 July 2019**. All application forms must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

- All application forms should be completed in full and submitted online. They must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance;
- Draft application forms or forms which are not endorsed will not be considered;
- Applicants should refrain from making telephone and email inquiries on the status of their applications;
- The system is hosted by a third party service provider. Please avoid providing input with sensitive or confidential information that should not be disclosed or made available online;
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country; and
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.visitsingapore.com



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Methodology

The course will be conducted in English through classroom lectures, facilitated discussions and site visits. There would also be networking opportunities during the course.

Course Duration

The course will be held in Singapore from **19 to 23 August 2019** (over 4.5 days).

Application Information

Applicants should be:

- Nominated by their Government;
- Mid- to senior-level government officials working in the water supply, water management, sanitation and hygiene, public health departments, including officials representing urban and rural WASH and urban mayors
- Proficient in both spoken and written English as the course is conducted fully in English without translation; and
- In good health and medically fit to attend the course.

Terms of Award

The programme is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of SGD120 from first day to the fourth day, and SGD60 on the last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course];
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and

- Accommodation for the entire duration of the course.

Note:

- (a) The nominating Government will be responsible for its participants' round-trip airfares;
- (b) Participants are to bear their personal miscellaneous expenses that may be incurred prior to receiving the allowance; and
- (c) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions;
- (b) Not bring any member of their family and/or aide for the duration of the course;
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course;
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;
- (e) Discontinue the course, in the event that they (i) fall seriously ill and are considered unable to continue the training, or (ii) commit an improper act; and
- (f) Return to their respective home countries upon completion of the course.

Application Procedures

(Closing date for nomination: **8 July 2019**)

The Government of Singapore and UNICEF are pleased to invite the respective National Focal Points for Technical Assistance to nominate up to **one (1)** suitable candidate for consideration.

Selection of candidates for the limited number of training awards will be based on merit. The Government of Singapore and the UNICEF seek the understanding of the respective

framework of this new development agenda to support governments in achieving these goals. Several countries in East Asia and Pacific region have achieved middle income status and are undergoing rapid economic changes. Since 1990, the proportion of people in the region with proper sanitation facilities has risen from 49 per cent to 76 per cent most recently— but this still means that around 519 million people do not have access to such facilities. Access to safe/improved water supply has also increased greatly but some 130 million people still lack access to safe water (JMP 2017). Despite steady progress, pneumonia and diarrhoea remain the biggest killers of children under five-years-old in this region. Sanitation and hygiene remain among the main contributing factors to high child mortality and under-nutrition (stunting and anemia) rates.

Similarly, disparities in access to safe water and sanitation reveal persisting inequities, with rural areas, urban slums and poorest part of the population lagging far behind. Around 75 million people or 3% of the population in the region - mostly the poor - are estimated to practice open defecation (JMP 2017). Our approach is to strengthen national systems and capacity through a mix of community based-activities and collecting evidence to advocate for equitable national and sub-national investments in children. With our partners, and in support of the Sustainable Development WASH Goals and Targets, UNICEF works, amongst other areas, to i) help governments design and implement appropriate gender sensitive policies, national standards and guidelines, build institutional capacity and develop interventions and ii) provide training and resources for communities to improve water quality, secure water supplies and safer sanitation facilities. For more information on UNICEF, please visit <https://www.unicef.org/what-we-do>.

PUB, Singapore's National Water Agency

PUB is the national water agency, and manages Singapore's water supply, water catchment and used water in an integrated way. PUB has ensured a diversified and sustainable supply of water for Singapore with the Four National Taps – local catchment water, imported water, high-grade reclaimed water known as NEWater, and desalinated water. Its approach to water management can be distilled into three key

strategies: collect every drop of water, reuse water endlessly, and desalinate more seawater.

Singapore Water Academy

To enhance capability development, PUB has set up the Singapore Water Academy, a practitioner-focused institution in urban water management.

Besides providing training for PUB staff, the Academy also trains the industry to strengthen current competencies and develop future capabilities. It also welcomes international participants to its programmes, which address engineering and operations, and business leadership & governance.

Course Objective

Conducted in collaboration with UNICEF, this course shares skills and knowledge on water management, urban sanitation, drinking water quality monitoring, innovative financing and knowledge management.

Course Outline

The course would cover topics such as:

- UNICEF's Global Water, Sanitation and Hygiene (WASH) strategy and tools with a focus on equity in WASH;
- Global and regional status and implications for WASH in the context of SDGs;
- WASH Enabling Environment and WASH Bottleneck Analysis for sustained WASH services;
- Integrated management of water resources, water quality and used water in Singapore;
- Environmental Protection and Management in Singapore;
- Water Pollution Control and Strategies;
- Innovative financing for WASH services; and
- Best practices in knowledge management, communication and advocacy for WASH.

LEAVING NO ONE BEHIND: SUSTAINABLE WASH SERVICES IN A RAPIDLY CHANGING CONTEXT

19 TO 23 AUGUST 2019

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

**UNITED NATIONS CHILDREN'S FUND
EAST ASIA AND PACIFIC REGIONAL OFFICE**

under the

SINGAPORE – UNICEF JOINT TRAINING PROGRAMME

to be conducted by the

**PUB, SINGAPORE'S NATIONAL WATER AGENCY –
SINGAPORE WATER ACADEMY**

and the

UNICEF

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 126,000 officials from more than 170 countries and territories have participated in our

courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

UNICEF

UNICEF works in over 190 countries and territories to save children's lives, to defend their rights, and to help them fulfil their potential, from early childhood through adolescence. UNICEF has spent 70 years working to improve the lives of children and their families. Safe water, improved sanitation and good hygiene (WASH) is a foundation for development towards health, equity, gender equality and education and is at the center of the 2030 agenda for Sustainable Development. Goal 6 of the Sustainable Development Goals (SDGs), aims to "ensure availability and sustainable management of water and sanitation for all". UNICEF works within the

SINGAPORE COOPERATION PROGRAMME

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