

USAID Stakeholder's Agreement

The Stakeholders Agreement (a.k.a. Training Agreement) serves three purposes, namely it:

- a) clarifies the objectives of the training or other capacity development intervention, i.e., it identifies the knowledge and skills (KSA) that the participant is expected to gain from the training event;
- b) shows how the participant will use the newly acquired KSA in his / her workplace
- c) indicates the supervisor's concurrence that the work environment will allow the participant to apply the new KSA.

Stakeholders Compact

Participant's Name & Organization / Employer: -----

Training / Capacity Development Program: -----

Program Date Begins: -----**Ends:** -----

SO (Project or Activity) -----

Objective(s) of the Training/ Capacity Development Event:

Contractor and Training Implementer

In order to recover the value of the training investment, in collaboration with the SO team I will monitor and document the impact of training, and how it contributed to the Strategic Objective / Project / Activity. Copies of my observations will be shared with the SO team or other designated USAID staff and the participant's employer.

Participant

I, _____, as the Participant, agree to return to work and apply the benefits of this training on the job. I will:

- a) brief my supervisor on the training
- b) share new skills, resource materials, etc with colleagues
- c) keep USAID informed of professional successes that may be linked to my training, and,
- d) help improve performance in my workplace in the following way(s):

(Also, if U.S. training see Conditions of Sponsorship for J-1 Visa Holders, or Conditions of Sponsorship for Third Country Training)

Employer

I, _____, as the supervisor / employer of _____, a participant in a USAID-funded training program, will make provisions for his/her effective use of the training to improve workplace performance.

Signature and Date:

Participant: _____ Date: _____

Supervisor: _____ Date: _____

USAID Designee: _____ Date: _____

USAID Stakeholder's Agreement Short Form

The Stakeholders Agreement (a.k.a. Training Agreement) serves three purposes, namely it:

- a) clarifies the objectives of the training or other capacity development intervention, and identifies the KSA that the participant is expected to gain from the training event;
- b) states how the participant plans to use the newly acquired KSA in his / her workplace
- c) indicates the supervisor's intent to maintain a work environment that will allow the participant to apply the new KSA.

Stakeholders Agreement	
Participant's Name: _____	
Training /Capacity Development Program:- _____	
Program Date Begins: _____	Ends: _____
SO (Project or Activity): _____	
Objective(s) of the training/ capacity development program (what the participant is expected to gain): ----- _____ _____	
This training/capacity development program is linked to, and will help support achievement of the above listed SO / Project /Activity goals. The participant and his/her employer agree that the training (and, <i>if applicable</i> , the follow-up) is expected to have the following outcome, or is expected to help him / her improve performance in the following way(s): _____ _____ _____	
All agree that the participant will return to work , apply the training, and provide feedback on the results	
Signature and Date:	
Participant: _____	Date: _____
Supervisor: _____	Date: _____
USAID Designee: _____	Date: _____