

# GENERAL APPLICATION FOR OPTIONAL IN-SERVICE TRAININGS

## Before You Begin...

- This application must be completed and submitted to attend ANY of Peace Corps Tanzania's optional in-service trainings (see chart below for initiatives and training specifics). Some trainings require application addendums (see page 3).
- This application is due **SEVEN WEEKS** before the start date of the training (see the latest Weekly Update for date details). Applications may be submitted by email to the staff contact (see table below) or hardcopies may be mailed to the office, P.O. Box 9123, Dar es Salaam. If submitting electronically, you may edit this document or create a new document that answers all questions in this application.
- Once submitted, the training's staff contact person will inform the applicant that their application has been received.
- Applicants are notified within **TWO WEEKS** after the application deadline whether they've been selected to attend the training.
- For a training to take place a **MINIMUM OF 10 VOLUNTEERS** (and their corresponding 10 counterparts) must be in attendance. Trainings with less than 10 applicants/attendees will be **CANCELLED**.

## Volunteer Information

Name of Volunteer: \_\_\_\_\_ Site: \_\_\_\_\_

Sector:            Agriculture        Education        Health            COS Date: \_\_\_\_\_

## Counterpart Information

Name of Counterpart: \_\_\_\_\_ Counterpart's Phone Contacts: \_\_\_\_\_

*(ZINDUKA trainings only:*  
Name of 2<sup>nd</sup> Counterpart: \_\_\_\_\_ 2<sup>nd</sup> Counterpart's Phone Contacts: \_\_\_\_\_ )

## Dietary Restrictions

Please describe any dietary restrictions you or your counterpart may have (i.e. vegetarian, glucose intolerant, etc.)

## Training Designation

Please note the name of the training you are applying for and other training details below. Note that the most updated list of upcoming trainings (and their location, dates, etc.) are available in the Weekly Update. (Or, talk your APCD or relevant staff).

Training Name	Location	Application Deadline	Training Dates	Staff Contact

## Counterpart Selection

All ISTs require volunteers to select ONE (1) counterpart to attend the training with them (the exception being ZINDUKA trainings which require TWO (2) counterparts per volunteer in attendance). Selecting the correct counterpart for a specific training is vital to your success as a team throughout *and following* an in-service training.

Optional ISTs offered through Peace Corps Tanzania serve to inspire and equip volunteer-counterpart teams, providing them with the energy and the know-how to make important changes in their home communities. Therefore, the knowledge transfer that concludes on the final day of the program isn't the end – it's the BEGINNING. Volunteers must carry out the counterpart selection process with the understanding that the working relationship solidified throughout the duration of the IST is the one upon which future projects will be built.

When evaluating potential counterparts it is important to consider:

- what your counterpart will gain from attending this training.
- how this training will complement what your counterpart already knows and demonstrates as a skillset.
- how this training will help you and your counterpart WORK TOGETHER to address community needs using locally available resources.
- how this training will help strengthen an effective working partnership between you and your counterpart.
- how your counterpart will disseminate the training's lessons and sustain subsequent projects long after the IST has concluded and you have left the community.

## Counterpart/Volunteer-Team Qualities

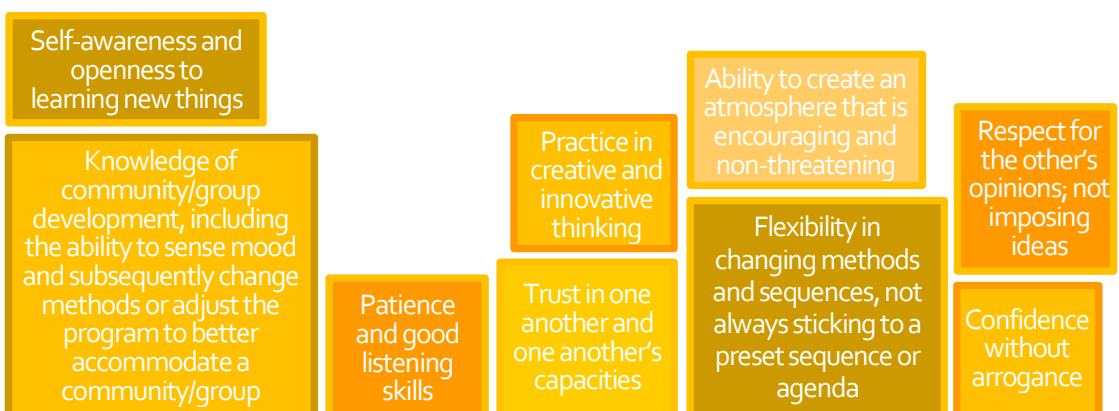
Use the following checklist to help select the best counterpart for your training:

- My counterpart and I can work together as PARTNERS
- My counterpart and I intend to cooperate in developing/implementing subsequent programs
- My counterpart will contribute to the sustainability of our projects/activities
- My counterpart will serve as a cultural informant and guide
- My counterpart knows and understands local needs
- My counterpart will ensure that local needs are recognized and met
- My counterpart will act as a resource for both people and things in our community
- My counterpart is already involved in change-making
- My counterpart is open to learning and welcomes new ideas
- My counterpart understands my role as a Peace Corps Volunteer
- My counterpart sees the value in partnered learning, co-facilitation, and co-implementation
- My counterpart is able to provide feedback on safety and security issues
- My counterpart already has – and is willing to exchange – technical skills and experience with regards to this training's subject matter
- My counterpart is eager share his/her knowledge, skills, and attitudes with our community
- My counterpart is prepared to continue to build local capacity after I have left our community

Adapted from Peace Corps' *Working with Supervisors and Counterparts: Section 1, page 7*

Volunteer-counterpart partnerships are not static – there is always room for BOTH PARTIES to learn and to improve. Truly effective working relationships are difficult to establish and maintain even when linguistic and cultural differences ARE NOT an issue. No volunteer-counterpart team is perfect – both parties must show patience and understanding; both parties must be committed to mutual growth.

From the initial counterpart selection process to the in-service training experience and finally into a working relationship, it is important for both the volunteer and his/her counterpart to work towards consistently demonstrating the following qualities:



Adapted from Peace Corps' *Roles of the Volunteer in Development: Capacity Building Toolkit 4, page 5*

English ↔ Kiswahili

**REMEMBER:**  
Language should never be a deal breaker. Effective communication is not limited to vocabulary – volunteer-counterpart teams are ideal in that they provide both parties with an opportunity to mutually acquire one another's language.

## Language Specifications

1. Indicate your counterpart's level of SPOKEN LANGUAGE:

- |            |                               |                                   |                                  |                               |
|------------|-------------------------------|-----------------------------------|----------------------------------|-------------------------------|
| - English: | <input type="checkbox"/> high | <input type="checkbox"/> moderate | <input type="checkbox"/> limited | <input type="checkbox"/> none |
| - Swahili: | <input type="checkbox"/> high | <input type="checkbox"/> moderate | <input type="checkbox"/> limited | <input type="checkbox"/> none |

2. Indicate your counterpart's level of LITERACY:

- |            |                               |                                   |                                  |                               |
|------------|-------------------------------|-----------------------------------|----------------------------------|-------------------------------|
| - English: | <input type="checkbox"/> high | <input type="checkbox"/> moderate | <input type="checkbox"/> limited | <input type="checkbox"/> none |
| - Swahili: | <input type="checkbox"/> high | <input type="checkbox"/> moderate | <input type="checkbox"/> limited | <input type="checkbox"/> none |

## Application Questions

Please answer the following questions as they pertain to the IN-SERVICE TRAINING FOR WHICH YOU ARE APPLYING. These questions are to be answered for ALL trainings.

1. Why are you interested in this training? How will it support the projects/activities you plan to start (or have already begun)?
2. Indicate the initiative this training addresses (tick one):  HIV/AIDS  malaria  gender equality  food security  other
  - a. How will attending this training better prepare both you and your counterpart to approach this initiative?
  - b. What projects/activities are you and your counterpart already working on at site with regards to this initiative?
3. What skills do you and your counterpart bring to this training? What experience do you and your counterpart have in relation to this initiative?
4. How do you and your counterpart intend to bring back the knowledge and tools gained from this training to your community/schools/dispensaries?
5. Following this training, what project/activity to you and your counterpart hope to implement? Provide a brief description and explain how the project/activity is related to PC Tanzania's program framework. *(Remember to address how your community and counterpart have demonstrated their interest and motivation for the project, as well as an inventory of local resources presently available to support your project/activity.)*

## Counterpart Letter

Along with this application, please submit a short letter (1 page or less) written by your counterpart showing their commitment to attend the training and work with you on the relevant initiatives after the training. The letter may be mailed or submitted as a picture via email. This letter may be written in Swahili or English.

## Application Addendums

Certain trainings have subject-specific questions not covered in the general Application Questions section above. If your training application requires additional information, addendum questions will be forwarded to you along with this General Application for Optional ISTs. If you have any further inquiries or are unsure as to whether your training's application includes an addendum, reach out to the staff contact person coordinating your training (see chart on page 1).