**Gender Helpdesk**

**Assignment Request Template**

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| **1. Name of requestor(s):**  |  |
| **2. Email address:** |  |
| **3. Phone number:** |  |
| **4. Sida Head Office Department and Unit or Embassy of Sweden:**  |  |
| **5. Name of relevant Country/Regional/Global Strategy (if applicable)** |  |
| **6. Date of order /date of start of assignment:**If these differ add the start date. |  |
| **7. Deadline:***TIP: Avoid setting a short deadline if not strictly necessary as this can limit your access to the most appropriate consultants*. |  |
| **8. Estimated number of consulting days required (maximum 10 working days or 80 hours):***TIP: If unsure, leave this blank and make an agreement on this with the consultant. If an assignment requires less time than originally planned, only the actual time spent on the assignment will be invoiced.* |    |
| **9. Who is the end user of the helpdesk report/support?** | * Sida/Embassy staff
* Partner
* Other ……………………………
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| **10. Indicate any specific technical, thematic or geographical knowledge requirements for the consultant/s***TIP: If there is clearly a specific competence or experience requirement please state this. Avoid being too specific though if not necessary, as again this can unnecessarily restrict your access to the consultants.* |  |
| **11. Is a field visit necessary?** *TIP: Face-to-face meetings can be important, especially for training. However, take into account that travel time can use up the limited consulting days available, and phone/skype interviews can be equally effective.* | * Yes
* No
 |
| **12. Assignment description (can be in bullet format)** *(TIP: Provide a short description of the task; you do not need to go into detail about the background etc if other documents to be attached could provide this information.* *Please also consider Sida’s role in the assignment, e.g. providing contacts/material, time needed for you input and/or participation)* *The consultants will always follow up with a phone call to clarify the assignment.* |
| **13. Expected Output(s):** *(Specify the nature of the output e.g. report/ presentation/ training and, if possible, what an ideal output of this assignment would look like (i.e. what question would it answer?))*  |
| **14. Details of attachments** (*TIP: To save time, collect as many of the relevant documents as you can before sending this request).* |

Please send this assignment request, or any queries you have about the helpdesk process to anja.nordlund@ncgsw.se, with cc: to ulf.farnsveden@ncgsw.se, Gender-Help-Desk@ncgsw.se, Genderhelpdesk@sida.se

More information about the areas of support and services provided by the helpdesk can be found at https://ncgsw.se/genderhelpdesk/