Applying to become a PCE facilitator:
information document

29 August 2014

Instructions for application

Applicants should submit all required information to the IPPC Secretariat through the online form no later than 31 October 2014.

The online application includes:

- Application form
- Curriculum Vitae (CV)
- Personality assessment

Please have your updated CV prepared for uploading before completing the online application form. The online form must be completed all at once. It is advisable to review the online form and ensure that you have the information and time available for its full completion before you begin.

The application form and CV need to address specifically how the candidate meet the following criteria:

Criteria for consideration of candidates:

- Extent of experience (including years, level and depth) in IPPC work including previous / current involvement in Phytosanitary Capacity Evaluation (PCE) and IPPC / ISPM implementation at country / regional / international levels
- Demonstrated evidence of being conversant with IPPC work programme, particularly contribution to IPPC work in the capacity development area and strong working knowledge of national and global phytosanitary systems
- Interest in training and currently be a trainer / doing work related to training in phytosanitary and related fields, including demonstrated skills in process facilitation and adult education.
- Demonstrated strong phytosanitary knowledge as a principal requirement for ensuring the success of future PCE application by countries.
- Candidates must demonstrate working-level proficiency in at least one of the following languages : Arabic, English, French, Russian and Spanish.

Selection process

Submissions will be reviewed by the IPPC Secretariat and Capacity Development Committee (CDC). The selection of candidates will be based on the experience and
technical expertise demonstrated in the Application form and the CV (including personality assessment). There may be additional phases in the selection process.

The selection will seek regional balance to ensure that competence for the implementation of the PCE is developed in various regions and future availability of facilitators with a range language skills and regional contextual knowledge.

The selected candidates will need to sign a statement of commitment to serve as a trainer for subsequent PCE application training programmes, participate in PCE applications and to carry out training activities at local/national/international level. It will also be necessary to commit to a confidentiality agreement to protect the information contained in the PCE tool as well as country information gathered during the application of the PCE.

Additional screening phases may include:

- The submission of short video file in which the candidates deliver training as a facilitator
- Competency interview with the IPPC Secretariat and/or the CDC

**Future activities for selected candidates**

(1) Training workshops

An initial group of candidates will be trained and assessed during workshops. Several workshops are planned, each to take place in a different FAO region.

The workshop participants will be assessed throughout the training workshop in role-play and hands-on exercises. All trainings will integrate evaluation exercises based on criteria to be developed by the IPPC Secretariat and the CDC. Only the participants that exceed the evaluation criteria will be considered to have been “trained”.

(2) Validation of the trained facilitators

A trained facilitator (that successfully passed the evaluation from the training workshop) will be coached by the IPPC Secretariat during the validation phase.

This phase will include practical use of the PCE that will be used to coach and validate the trained facilitators. Only the trained participants that successfully complete this phase will be considered to have been “validated”. The “validated” PCE facilitators will be included in the Roster of PCE facilitators developed on the Phytosanitary Resources page (http://www.phytosanitary.info/).

NPPOs and technical assistance providers will have access to a growing pool of validated PCE facilitators.
Funding for the selected candidates

Financial support for travel costs may be available for some of the selected candidates. Further information will be provided in future stages of the selection process.

Link

Online application form:

- English:
  https://pcefacilitator.wufoo.com/forms/pce-facilitator-online-application/
- French:
  (the form will be shortly available)
- Spanish:
  (the form will be shortly available)

Please have upload CV ready for uploading before beginning to complete the online form. Please allow 1 hour to complete the form. It cannot be saved partway through completion.

The online form will be available in and can be completed in English, French and Spanish.

Arabic, Chinese and Russian version of the form will be shortly available as a PDF for reference in the above links, but the form itself should be completed in English, French or Spanish.