



**UNITAR Hiroshima Women's Leadership  
Training Programme for Afghanistan:  
*Governance and the Sustainable Development Goals***

# Call for Applications

Application Deadline:  
15 June 2018



[www.unitar.org/hiroshima/afghan-womens-leadership-programme](http://www.unitar.org/hiroshima/afghan-womens-leadership-programme)

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## ABOUT UNITAR

The United Nations Institute for Training and Research (UNITAR) was established in 1963 as an autonomous body within the United Nations, and is headquartered in Geneva, Switzerland. UNITAR is a principal training arm of the United Nations System and has the mandate to enhance the effectiveness of the UN through diplomatic training, and to increase the impact of national actions through public awareness-raising, education and training of public policy officials and local leaders. UNITAR designs and conducts worldwide some 500 different training activities per year for more than 40,000 participants, including diplomats and other government officials, non-governmental representatives, and local authorities

The UNITAR Hiroshima Office, mandated to promote post-conflict reconstruction and international peace, has long engaged in designing and conducting training for people from post-conflict countries, such as Afghanistan, Iraq, and South Sudan, and as such possesses a unique understanding of the needs of such participants as they work toward peace and development. The UNITAR Hiroshima Office has been delivering capacity building training programmes in Afghanistan since 2003, including the *UNITAR Afghanistan Fellowship Programme*, which has trained more than 500 Afghan professionals over the last 15 years.

In addition, by virtue of its location in the eternal city of Hiroshima, the UNITAR Hiroshima Office is able to expose participants to the post-conflict reconstruction story of the city, as well as to the policies and processes implemented which today see a citizenry devoted to peace education, and the memorialisation of tragedy for the benefit of future generations.

Find out what our participants have said about our programmes: [www.unitar.org/hiroshima/focus-fellows](http://www.unitar.org/hiroshima/focus-fellows)

# THE PROGRAMME

The *UNITAR Hiroshima Women's Leadership Training Programme for Afghanistan: Governance and the Sustainable Development Goals* (hereafter "the programme") is a new training programme designed to empower junior- to mid-level young professionals from the public, private and civil society sectors in Afghanistan. Supported by the people and Government of Japan, the programme comprises of two workshops, with the first orientation workshop to be held in Kabul in August 2018 and an international workshop scheduled to take place in September 2018 in Tokyo and Hiroshima, Japan (final dates TBC).

The programme aims to empower women leaders, with the understanding that "there is no peace without development, there is no development without peace, and there is no lasting peace or sustainable development without respect of human rights and the rule of law."<sup>1</sup> The programme will build participants' understanding of good governance and the Sustainable Development Goals (SDGs), with a particular focus on SDG 5 – Gender Equality. The programme will allow for focused engagement to take place exploring key elements of gender equality, governance, the SDGs, and leadership in the context of Afghanistan. The programme's interactive presentations and practical exercises will be augmented by study tours to examine lessons learned from Hiroshima's experiences. Through the programme, participants' will be equipped with the conceptual knowledge and practical know-how to design and deliver projects and policies focused on gender equality and empowerment to support Afghanistan as it seeks to rebuild and strengthen itself.



## Participants

The online application is open to Afghan women that meet the eligibility requirements. Junior to mid-level young professionals from Afghan government ministries and bodies, universities, the private sector, civil society organizations and the media who have a strong interest in women's empowerment as well as developing their leadership skills are invited to apply. Participants from the provinces are strongly encouraged to apply. The 20 participants will be chosen through a rigorous selection process, including an online application form and an interview.

## Learning Objectives<sup>2</sup>

By the end of the programme, participants will be able to:

- Recall the key components and objectives of the Sustainable Development Goals (SDGs)
- Identify current opportunities and challenges in regard to gender equality and governance in the Afghan context
- Outline what good governance is and why it is important
- Discuss key concepts around governance
- Explain stakeholder identification and engagement practices
- Identify how the SDGs can be mainstreamed into their workplaces and communities
- Discuss their own personality profiles with regard to leadership
- Outline key elements of women's leadership
- Discuss key elements of Hiroshima's post-war reconstruction

<sup>1</sup> Deputy Secretary General Jan Eliasson, <https://www.unog.ch/80256EDD006B9C2E/>

<sup>2</sup> Please note that learning objectives stated are subject to change.

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## Methodology

The programme will feature blended learning methodology incorporating the following elements:

- Interactive lectures
- Small group and individual practical exercises
- Role-plays
- Self-directed readings
- Study tours

## Workshops

- Workshop I – Kabul, Afghanistan – 3 days – August 2018 (TBC)
- Workshop II – Tokyo and Hiroshima, Japan – 1 week – September 2018 (TBC)

## Cost

There is no cost or charge to apply or participate in the programme.

Please note that participants will need to arrange their own accommodation for the workshop in Kabul, and if participants need to travel to Kabul from the provinces, they will need to make their own arrangements.

## Graduation

Participants will be awarded a UNITAR Certificate of Completion upon the satisfactory completion of the programme requirements, including:

- Participation in Workshops
- Completion of assignments
- Final presentations in Hiroshima, Japan

## Follow-up

After graduating from the training programme, there are a number of follow-up activities to ensure the long-term benefits of the skills and knowledge gained:

- 30 days: Participants hold workshops within their own organizations to share the knowledge and experience gained with co-workers.
- 60 days: Participants provide written evaluations to identify changes in skills, knowledge or attitudes, and changes to on-the-job behaviours.
- 90 days: UNITAR provides a Programme Completion Report to participating Ministries and organisations.

## Monitoring and Evaluation

The Workshop will be subject to a two-fold anonymous evaluation process undertaken at the conclusion of the programme. This incorporates both a self-assessment before/after questionnaire, outlining change in knowledge through the Workshop, as well as a feedback questionnaire, evaluating the pre-delivery content, the programme content, and objectives of the workshop itself.

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## ELIGIBILITY CRITERIA

This programme is open to women from Afghanistan and is targeted at junior to mid-level young professionals. We seek to have participants from a broad range of organizations, including government ministries and bodies, universities, the private sector, civil society organizations and the media. Participants from the provinces are strongly encouraged to apply.

### Educational Background

- At minimum, a Bachelor's degree or at least three (3) years of working experience.

### Language and Computer Skills

- Excellent working knowledge of spoken and written English.
- Proficient in the use of Microsoft Office.

### Supervisor's Commitment

- Participants must secure their supervisors' written support for involvement in the programme.
- Please use the provided "Letter of Supervisor Support" template, which requires approval and signatures from your immediate supervisor, as well as your Director / HR Director / Executive Director / Deputy Minister.

### Availability

- Participants are required to attend and actively participate in workshops, interact with each other and Resource Persons, and complete all readings and assignments.
- Attendance at all training sessions is mandatory.
- Participants must hold a valid passport (valid until at least March 2019) and be able to travel overseas unaccompanied.
- Participants must commit to the programme, including 10 days of on-site training plus travel time.

## HOW TO APPLY

1. Read this document carefully. Contact us if you have any questions.
2. Draft your responses to the application short-response questions. Responses should be between 100 to 200 words.
  - a. Why do you want to participate in this programme?
  - b. Please tell us how you will implement the learning from the programme in your workplace and/or community.
  - c. Please tell us how your organization is engaged with the SDGs. How can you and your organization contribute to the SDGs? Please give at least one specific example.
  - d. How does gender affect your work?
  - e. Your profile – introduce your work and study experience.
3. Prepare the required documents
  - a. Copy of your passport
    - i. Make sure to include both pages, showing your photo and signature.
    - ii. Make sure it is valid until at least March 2019
  - b. Colour passport-style photograph (head and shoulders)
  - c. Letter of Supervisor Support
    - i. This must be signed by your immediate supervisor as well as, depending on what kind of organization you work for, your Director / HR Director / Executive Director / Deputy Minister
4. Apply online at [www.unitar.org/hiroshima/afghan-womens-leadership-programme](http://www.unitar.org/hiroshima/afghan-womens-leadership-programme)

**Applications close Friday, 15 June 2018**

Please note:

- Only complete applications will be considered. Late, incomplete or inaccurate applications will not be considered.
- You may be asked to provide additional supporting documents at any stage of the selection process.
- Please ensure to send high resolution copies of your passport and photo.
- We recommend you draft your short-response answers in Microsoft Word, so that you don't accidentally lose them should the online application form time out.
- Only JPG, PNG and PDF file formats are accepted.
- Participants will be selected for interviews based on their online application. Interviews will be conducted online.
- The participants selected must take part in all training events and cannot be replaced or substituted at any time.
- UNITAR reserves the right to terminate a participant if they do not fulfil the requirements of the programme. There is no right-of-replacement for such terminated participants.

## CONTACT

Any queries regarding this programme may be directed to Mr. Nigel GAN at the UNITAR Hiroshima Office ([nigel.gan@unitar.org](mailto:nigel.gan@unitar.org)) and to our field officer in Kabul, Mr. Sabahuddin SOKOUT ([sabahuddin.sokout@unitar.org](mailto:sabahuddin.sokout@unitar.org)).

# I. Letter of Supervisor Support

(Please type or print) *To be completed by the nominee's supervisor*

The Ministry / Institution of \_\_\_\_\_

Nominates (name) \_\_\_\_\_

To participate in the *UNITAR Women's Leadership Training Programme for Afghanistan: Governance and the Sustainable Development Goals*, and certifies that:

- The absence of the nominee during her participation in the programme events (web-seminars and onsite training) would not have any adverse effect on her status, seniority, salary, pension, and similar rights. Moreover, the nominee is authorised to attend all UNITAR workshops and other training sessions;
- The nominee has adequate knowledge, appropriately tested, of the working language of the programme (English) and basic computer skills; and
- The nominee enjoys the status of the representative of her government/ institution and as such will behave in accordance with the law, rules, and regulations of UNITAR and Japan.

## **Nominee's Immediate Supervisor/Manager:**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Telephone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Place and Date: \_\_\_\_\_

## **Nominee's Director / HR Director / Executive Director / Deputy Minister:**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Telephone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Place and Date: \_\_\_\_\_