PacificTA

Local Government New Zealand Technical Assistance Facility

Application for short term technical assistance

# Summary

Briefly outline what kind of technical assistance you require and what they will be doing while they are with you.

Note that generally technical assistance is available on a short term basis e.g. for 1 week with a maximum period of 2 weeks. However, follow up visits can be arranged where necessary.

# Applicant details

# Name of organisation:

# Address information

# PO Box:

Street:

Town:

Country:

# Name of contact person:

# Role in the organisation:

**Phone number of contact person**

Business phone:

Cell phone:

Applications must be signed off by a senior representative of the organisation e.g. chief executive or head of department.

# Date:

# Signature of senior representative:

# Role in organisation:

Also provide the name, role and contact details of the person within your organisation whom the technical assistance will work with if this is different from the contact details above.

# Name of local counterpart:

# Role:

# Business phone:

# Cell phone:

# Existing relationships with local authorities in New Zealand

Briefly outline who and what support or agreements, if any, your organisation has in place with local authorities in New Zealand.

**What technical assistance is required and why?**

## Activity or project purpose and expected results

What is the problem? Provide a description of the activity or project for which assistance is required. Explain as fully as possible what your organisation is doing and why. Refer to relevant reports and include links if they are available on the web.

Outline what the technical assistance will do and the skills required for this task.

Include short term goals for this activity or project.

## Timeframe

When will the work start and finish? Allow up to 8 weeks for this application to be considered by the PacificTA Steering Committee and arrangements to be finalised.

## Alignment with national development plans and priorities

Explain how this activity will align with the national development plans and priorities including local government priorities if relevant.

Explain how this activity will align with other programmes and donor work of a similar or complementary nature (this can be a bulleted list).

Include links to reports on web sites if applicable.

## Consultation and discussion

Briefly outline the key discussions which have taken place in relation to the proposed activity including who was consulted (e.g. other Government departments, donors, NGO etc).

## Health and Safety

The New Zealand Health and Safety at Work Act (2015) helps to protect workers against harm to their health, safety and welfare by eliminating or minimising risks arising from work. To assist us in ensuring the health and safety of those providing technical assistance please provide information on what you do to manage workplace risks including access to first aid and evacuation procedures.

Describe any incidents you have had in your workplace in the last year.

For further enquiries please contact Local Government New Zealand at [frances.sullivan@lgnz.co.nz](mailto:frances.sullivan@lgnz.co.nz).

Please send all completed applications to [frances.sullivan@lgnz.co.nz](mailto:frances.sullivan@lgnz.co.nz).

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