**Call for Applications: Training Workshop on Evidence-Informed Policy-Making**

The [name of organization] invites applications from technical staff in [target government agencies] for a training workshop on evidence-informed policy-making (EIPM) on [workshop dates] in [name of place where training will be held]. The EIPM training workshop seeks to equip mid-level policymakers who have the responsibility of providing advice to top-level decision-makers and drafting policy and programme documents. A unique aspect of this EIPM training program it has a follow-up program that will comprise short refresher training workshops and on-the-job support to learners for actual application of knowledge and skills.

**Eligibility or Applicant Requirements**

The EIPM workshop is open to technical staff within government ministries and agencies, and parliament (including parliamentary researchers and committee clerks). Specific applicant requirements include:

* Mid-level policy-maker (i.e. technical staff within ministries, government agencies, sub-national government structures, and parliament) with direct responsibility for providing technical advice to top-level policy-makers and/or drafting policy or program documents
* At least a Bachelor’s degree
* Practical experience in policy development, or program management
* Good computer skills especially in using MS-Office Suite (Word, PowerPoint, Excel, Outlook, and Access), use of the Internet, and reasonably conversant with various Internet search engines
* A laptop to bring to the workshop
* A self-driven individual ready to learn and apply their acquired skills, as well as support others needing similar skills
* Not retiring soon

Application forms can be downloaded from [provide web-link to our platform or if customised, provide a web-link to your own website where the forms can be downloaded from]. Completed application forms must be submitted via email to [provide an email address]. Hard copy applications can be delivered at [provide a physical address[.

All applications must be received no later than [provide deadline]. Successful applicants will be notified by [provide date].