

Senior Experten Service (SES)

Stiftung der Deutschen Wirtschaft für internationale Zusammenarbeit GmbH •

Non-profit Corporation

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## Your Request for Assignment

Dear Sir or Madam,

We are glad that you have contacted us and that you are seeking the assistance of an SES Expert.

On the following pages we ask you for some details which will help us to process your request.

These details form the basis for our selection. The more precisely you describe your needs, expectations, questions and targets, the more satisfied you will be with the Expert we suggest for you.

We need information on:

1. your company/your institution
2. the tasks the SES Expert shall carry out
3. the conditions at the assignment location

Please send us the following form by e-mail, fax or post. We are looking forward to a successful cooperation and we will contact you as soon as possible.

Yours sincerely,

Senior Experten Service (SES)

# Request for Assignment

1. Information on your company/your institution	
Name :  Address:  Person responsible/Director:	Telephone:  Mobile:  E-mail:  Website:
Contact person for correspondence with SES  Name:  Function/position within your company/your institution:	Telephone:  Mobile:  E-mail:
Legal form:  Ownership structure: <input checked="" type="checkbox"/> public institution/public enterprise <input type="checkbox"/> private institution/private enterprise: percentage of private capital in % : <input type="checkbox"/> participation of foreign capital <input type="checkbox"/> subsidiary of:	
Year of establishment:  Total number of staff:  of which are trained:                      of which are semi-skilled:                      of which are unskilled:	
Have you already collaborated with other international expert organisations?  If so, with which organisation, in which area, and what kind of tasks?	
Is your company/your institution financially supported by other institutions?	<input checked="" type="checkbox"/> no  <input type="checkbox"/> yes, by:
Size of firm at national level:	<input type="checkbox"/> small <input type="checkbox"/> medium <input type="checkbox"/> large
Average sales volume of the last three business years: (if applicable)	<input type="checkbox"/> below 50,000 US-\$ <input type="checkbox"/> 50,000 – 1 M US-\$ <input type="checkbox"/> more than 1 M US-\$

# Request for Assignment

Results of the last three business years (if applicable)	<input type="checkbox"/> Net profit <input type="checkbox"/> high <input type="checkbox"/> medium <input type="checkbox"/> low <input type="checkbox"/> Net loss <input type="checkbox"/> Balanced accounts trend:    ↗ <input type="checkbox"/> ↘ <input type="checkbox"/> → <input type="checkbox"/>	
Cost structure	Average annual personnel costs:  Average annual material costs:	
Sales markets (if applicable)	<input type="checkbox"/> Mainly domestic market Market share in %:  <input type="checkbox"/> Mainly foreign market Export share in %:	
Type and country of origin of raw materials/primary products (if applicable)		
Which are your main products/services/tasks?  Who are your customers/your main target group?		
Which technical equipment do you own?  Please add photos of the premises, machines and equipment which are relevant for the assignment.		
Type of machines/equipment	Model/producer	Year of manufacture

## 2. Information on the SES Expert's tasks

Please answer the following questions as detailed as possible, if necessary on a supplementary sheet. The questions are particularly important in order to determine the most suitable SES Expert.

1. According to your opinion what shall be improved?  
What would you like to change?  
What do you want to achieve for your company/your institution?  
What should your staff be able to do better after the assignment?
  
2. Have you already taken actions in this context? If so, please specify:  
Have you achieved concrete results by doing this? If so, please specify:
  
3. What could the SES Expert do for you?  
In what area(s) should the SES Expert be particularly skilled?
  
4. In which languages, except your national language, can you and your staff communicate with the SES Expert?  
If you contract an interpreter, which language and technical skills does this person have?
  
5. How many of your employees will collaborate with the SES Expert?  
  
in total:    of which are trained:    of which are semi-skilled:    of which are unskilled:
  
6. Please provide us with an organigram of your company/your institution.
  
7. Is there anything else you would like to tell us in addition?

## Expected impact of the SES assignment on the company/institution

- Training and instruction of technical and executive staff
- Increase in productivity and performance
- Safeguarding/creation of jobs
- Planning/safeguarding of investments already made
- Increase in sales
- Improvement of competitiveness
- Contribution to social standards and labour protection
- Contribution to environmental protection and resource conservation
- Other impacts, please specify:

## 3. Information on the conditions at the assignment location

1. Where does the assignment of the SES Expert take place? (town, province/state, region)

2. Where will be the SES Expert's accommodation? What kind of accommodation will it be?

3. How will the transport between the accommodation and the assignment location be organised?

4. What kind of technical equipment will be available for the SES Expert?

computer workstation    Internet/Wi-Fi    tel/fax    printer/copier    flip chart/projector

5. When shall the assignment take place?

6. How long shall the SES Expert stay at your location?

Please bear in mind, that the first SES assignment should not be shorter than three weeks and not longer than six months. Follow-up assignments could be shortened to two weeks under

specific conditions.

## General conditions for SES assignments

1. SES assignments aim at training technical staff. They are fundamentally carried out on a voluntary basis and according to the principle “help towards self-help” - as a general rule - through suggestions for the solution of acute problems.
2. Requests for assistance through an SES Expert are to be directed to SES together with a project description indicating the assignment target. In doing so, SES expects that similar requests are not directed to other organisations at the same time.
3. The duration of an SES assignment should not be shorter than three weeks and not longer than six months. Follow-up assignments are possible.
4. Also, voluntary assignments like those of SES incur costs. Costs incur for the organisation of the assignment, the preparation of the Expert and the international travel (Economy Class). In addition, costs arise for the accommodation at the assignment location, food, local transport and a daily allowance in local currency for the Expert.
5. The Client bears these costs in total or partially. If the Client is not able to bear the costs, SES examines the possibility of assuming the costs partially. Funds from the Federal Republic of Germany are available for the Client to cover costs. These funds can not be used to cover local costs. It is generally up to the Client to bear these costs.
6. After precise definition of the tasks and targets of the assignment as well as the mutual agreement on the SES Expert to be assigned, an assignment agreement, which includes the project description will be concluded between SES and the Client.
7. Consequently, SES concludes an assignment authorisation, which also includes the project description, with the respective SES Expert.
8. An assignment agreement between the Client and the SES Expert is excluded.
9. SES does not assume any liability for the SES Expert’s activities.

How did you find out about SES?

SES Representative, name:

media

other, please specify:

This request is subject to the general SES assignment conditions, which are hereby accepted by the applicant.

Location/date:

Name in block letters

Signature/stamp