



USAID
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Stakeholder Compact Illustratives

An Additional Help for ADS Chapter 253

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USAID Participant Training
Stakeholder Compact

The Stakeholder Compact (a.k.a. Stakeholders' Agreement, Training Agreement, or Objectives Memo) serves three purposes, namely it:

- a) clarifies the objectives of the training or other capacity development intervention, i.e., it identifies the knowledge and skills (KSA) that the participant is expected to gain from the training event;
- b) shows how the participant will use the newly acquired KSA in his / her workplace; and
- c) indicates the supervisor's concurrence that the work environment will allow the participant to apply the new KSA.

Stakeholders Compact	
Participant's Name & Organization / Employer: ----- -----	
Training / Capacity Development Program: ----- Program Date Begins: ----- Ends: -----	
SO (Project or Activity) ----- Objective(s) of the Training/ Capacity Development Event: ----- ----- -----	
Contractor and Training Implementer	
In order to recover the value of the training investment, in collaboration with the SO team I will monitor and document the impact of training, and how it contributed to the Strategic Objective / Project / Activity. Copies of my observations will be shared with the SO team or other designated USAID staff and the participant's employer.	
Participant	
I, _____, as the Participant, agree to return to work and apply the benefits of this training on the job. I will:	
<ul style="list-style-type: none"> a) brief my supervisor on the training b) share new skills, resource materials, etc with colleagues c) keep USAID informed of professional successes that may be linked to my training, and, d) help improve performance in my workplace in the following way(s): 	
<hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/>	
<i>(Also, if U.S. training see Conditions of Sponsorship for J-1 Visa Holders, or Conditions of Sponsorship for Third Country Training)</i>	
Employer	
I, _____, as the supervisor / employer of _____, a participant in a USAID-funded training program, will make provisions for his/her effective use of the training to improve workplace performance.	
Signature and Date:	
Participant: _____	Date: _____
Supervisor: _____	Date: _____
USAID Designee: _____	Date: _____

USAID Participant Training
Stakeholder Compact Short Form

The Stakeholder Compact (a.k.a. Stakeholders' Agreement, Training Agreement, or Objectives Memo) serves three purposes, namely it:

- a) clarifies the objectives of the training or other capacity development intervention, and identifies the KSA that the participant is expected to gain from the training event;
- b) states how the participant plans to use the newly acquired KSA in his / her workplace
- c) indicates the supervisor's intent to maintain a work environment that will allow the participant to apply the new KSA.

Stakeholder Compact	
Participant's Name: _____ Training /Capacity Development Program:- _____ Program Date Begins: _____ Ends: _____ SO (Project or Activity): _____	
Objective(s) of the training/ capacity development program (what the participant is expected to gain): _____ _____ _____	
This training/capacity development program is linked to, and will help support achievement of the above listed SO / Project /Activity goals. The participant and his/her employer agree that the training (and, <i>if applicable</i> , the follow-up) is expected to have the following outcome, or is expected to help him / her improve performance in the following way(s): _____ _____ _____	
All agree that the participant will return to work , apply the training, and provide feedback on the results	
Signature and Date: Participant: _____ Date: _____ Supervisor: _____ Date: _____ USAID Designee: _____ Date: _____	

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