**PH1\_Client\_REMOTE\_Assignment\_Request\_EN**

**PART A) General information**

All information will be treated confidentially. Every field must be completed. If a question is not relevant, please provide an explanation.

**A1. Contact details**

|  |  |
| --- | --- |
| Industry |       |
| Name of enterprise/institution |       |
| Address |       |
| Country |       |
| Mobile phone |       |
| WhatsApp |       |
| E-mail |       |
| Skype address |       |
| Website |       |
| Year enterprise/institution was founded |       |

**A2. Legal Form**

[ ]  Enterprise/Ltd company [ ]  Governmental institution

[ ]  Association [ ]  Other:

[ ]  Foundation/NGO

Only for associations: How many members/companies are involved during the assignment?

[ ]  one [ ]  more than one (exact number):

If more than one institution is involved, please list them:

**A3. Profit organisation or non-profit organisation?**

[ ]  Profit organisation [ ]  Non-profit organisation

**A4. Number of employees**

[ ]  1 - 50 [ ]  101 - 300

[ ]  51 - 100 [ ]  300 +

|  |  |
| --- | --- |
| Exact number of employees |       |
| Number of full-time employees |       |
| Number of part time employees |       |
| % of female employees |       % |

**A5. Contact person**

Please dedicate a key person, to be responsible for the expert during the assignment.

|  |  |
| --- | --- |
| Name |       |
| Position/Function |       |
| Profession |       |
| Mobile phone |       |
| WhatsApp |       |
| E-Mail |       |
| Skype address |       |

**A6. Information about previous experts**

Have you had previous expert assignments in your enterprise/institution (from Swisscontact or other expert services such as PUM Netherlands or SES Germany)?

[ ]  yes [ ]  no

If yes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Organisation(SEC, PUM, SES)** | **Duration** | **Subjects addressed** | **Name of expert** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Which expert recommendations have been implemented since the last assignment?
Please describe in as much detail as possible and illustrate with photos.

**PART B) Detailed information about your business**

**B1. Your main activity and target groups**

|  |  |
| --- | --- |
| Main activity |       |
| Most important products/services |       |
| Most important customers/target groups |       |

**B2. Management**

|  |  |
| --- | --- |
| Which members of the management are involved in this SEC assignment? |       |
| Percentage of women in management team? |       |
| How many people are in the management team? |       |

**B3. Financial situation (in USD/EURO)**

|  |  |
| --- | --- |
| Annual net-profit of last year in $ or € |       |
| Annual turn-over of last year in $ or € |       |

**B4. Marketing**

|  |  |
| --- | --- |
| What advertisement do you do? (e.g. website / leaflets / word to mouth campaign / no marketing measures) |       |
| Please provide information material such as annual reports, brochures, product information or website address if available |       |

**B5. Future plans/perspectives**

|  |  |
| --- | --- |
| What specific plans do you have for the future? (e.g. intention of expansion / growth targets / certification / opening new customer segments or new target markets) |       |

**B6. Additional information (only for clients with more than 100 employees)**

|  |  |
| --- | --- |
| Please provide an organisation chart |       |
| Please describe your management system (e.g. single guidance / management team / board of directors/trustees etc.)  |       |

**B7. Consequences due to the Corona crisis**

|  |  |
| --- | --- |
| How many jobs did you lose due to the Corona crisis? |       |
| How many more jobs do you expect to lose within the next year? |       |
| How much did your **turn-over** decrease due to the Corona crisis in %? |       |
| How much do you expect your **turn-over** to further decrease within the next year in %? |       |
| How much did your **net-profit** decrease due to the Corona crisis in %? |       |
| How much do you expect your **net-profit** to further decrease within the next year in %? |       |
| Are you planning to diversify your products and services due to the Corona crisis? And if yes: How?  |       |

**PART C) Description of the SEC assignment**

**C1. Objective of SEC assignment**

Which of the objectives below are the three most important for the SEC assignment?

[ ]  increase of efficiency [ ]  provide a concept

[ ]  product quality improvement [ ]  provide a business plan

[ ]  project innovation [ ]  improvement of market position

[ ]  solve a technical problem [ ]  creating additional jobs

[ ]  further education [ ]  training of employees

[ ]  other:

**C2. Detailed description of problems**

**C3. Description of SEC expert tasks (as detailed as possible)**

**C4. Expected results**

**C5. Desired qualification of SEC expert**

|  |  |
| --- | --- |
| Professional experience |       |
| Technical skills of expert |       |
| Languages required |       |
| Others |       |

**C6. Duration and desired dates of assignment**

|  |  |
| --- | --- |
| Desired duration (minimum 6 weeks, maximum 12 weeks) |       |
| Requested starting date |       |

**C7. Available tools for remote assignments**

What tools do you have available to successfully receive a digital consultancy?

Fast, reliable internet connection? [ ]  yes [ ]  no

Microphone? [ ]  yes [ ]  no

Video camera? [ ]  yes [ ]  no

Skype? [ ]  yes [ ]  no

WhatsApp? [ ]  yes [ ]  no

|  |  |
| --- | --- |
| Please list all existing **machines and tools**, which may be important for the assignment.Type/brand of machines, amount and further description. If possible send pictures. |       |
| For hotels only: How many rooms/beds? | Rooms:       Beds:       |
| Restaurant(s): How many seats? |       |

**C8. Other Specific Needs**

Please add other specific needs expected and not mentioned so far:

This "Client REMOTE Assignment Request" is based on "Guidelines on REMOTE Assignments".

Place, Date

Signature of Client

[Version May 2020]