

Dear Sir or Madam,

Thank you for your interest in collaborating with ASES.

This form is designed to help us understand your organization’s operational needs, technical challenges, and expected outcomes in order to identify the most suitable expert for your assignment.

The information provided will support our internal assessment, expert matching process, and assignment planning.

The more precise and detailed your request is, the more effectively ASES will be able to propose an expert whose profile aligns with your institutional objectives.

With kind regards,
The ASES Team

FOR THE EXCLUSIVE USE OF ASES — DO NOT WRITE IN THIS BOX

Reception by the Headquarters Office	
Date	Signature
Decision / Notes:	

1. INFORMATION ON YOUR COMPANY / INSTITUTION

Organization Name

Name	
Address	
Authorized Representative / Director	
Telephone	
Mobile	
E-mail	
Website	

Contact Person for Correspondence with ASES

Name	
Function / Position	
Telephone	
Mobile	
E-mail	

Legal Form & Structure / Ownership Structure

- Public Institution / Public Enterprise
 Private Institution
 NGO / Nonprofit Organization

Percentage of Private Capital (%)	
Subsidiary of	
Year of Establishment	

Staff & Size

Total Number of Staff	
Trained	
Skilled	
Unskilled	

Size of firm at national level

- Small
 Medium
 Large

Have you already collaborated with other expert organizations?

- Yes
 No

If yes, with which organization, in which area, and what kind of tasks?

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Is your company / institution financially supported by other institutions?

- Yes
 No

If yes — by which institution(s)?

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Average Sales Volume (Last 3 Business Years — if applicable)

- Below 50,000 US\$
 50,000 – 1M US\$
 More than 1M US\$

Results of Last 3 Business Years (if applicable)

- Net Profit — High
 Net Profit — Medium
 Net Profit — Low
 Net Loss

Main Sector of Activities

- Education
 Healthcare
 Agriculture
 Manufacturing
 Energy
 Technology
 NGO / Nonprofit
 Government
 Engineering
 Finance
 Media & Communication
 Environment
 Tourism & Hospitality
 Transport & Logistics
 Vocational Education & Training
 Research

Other

Operational Scope

- Local
 National
 Regional
 International

Who are your customers / main target group?

Technical Equipment Available

Please add photos of premises, machines, and equipment relevant to the assignment.

Type of Machine / Equipment	Model / Producer	Year of Manufacture

2. INFORMATION ON THE REQUESTED EXPERT ASSIGNMENT

Please answer the following questions as thoroughly as possible. The more detail you provide, the more effectively ASES can match the right expert to your needs.

What operational or institutional areas would you like to improve?

What do you want to achieve for your organization?

What capabilities would you like your staff to strengthen following the assignment?

Have you already taken actions in this context? If so, please specify.

Have you achieved concrete results? If so, please describe.

What would be the scope of the ASES Expert's assignment?

In which area(s) should the ASES Expert be particularly skilled?

What would be the expected deliverables?

In which languages (besides your national language) can you and your staff communicate with the ASES Expert?

If you contract an interpreter, what language and technical skills does this person have?

Other

Expected Deliverables (select all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Training Sessions | <input type="checkbox"/> Strategic Plan | <input type="checkbox"/> Technical Assessment |
| <input type="checkbox"/> Audit Report | <input type="checkbox"/> SOP Development | <input type="checkbox"/> Mentorship |
| <input type="checkbox"/> Process Improvement | <input type="checkbox"/> Research Report | <input type="checkbox"/> Capacity Building |
| <input type="checkbox"/> Monitoring Framework | | |

Assignment Priority

- Urgent
 High Priority
 Medium Priority

Preferred Assignment Modality

- On-Site
 Remote
 Hybrid

Staff Collaborating with the ASES Expert

Total	
Trained	
Semi-skilled	
Unskilled	

Is there anything else you would like to tell us?

3. EXPECTED IMPACT OF THE ASES ASSIGNMENT

Please indicate the expected impact on your organization (select all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Training and instruction of technical and executive staff | <input type="checkbox"/> Increase in productivity and performance |
| <input type="checkbox"/> Safeguarding / creation of jobs | <input type="checkbox"/> Planning / safeguarding of investments already made |
| <input type="checkbox"/> Increase in sales | <input type="checkbox"/> Improvement of competitiveness |
| <input type="checkbox"/> Contribution to social standards and labor protection | <input type="checkbox"/> Contribution to environmental protection and resource conservation |

Other impacts (please specify)

How will your organization evaluate the success of this assignment?

4. INFORMATION ON THE CONDITIONS AT THE ASSIGNMENT LOCATION

Where shall the assignment take place? (town, province/state, region)

Where will the ASES Expert's accommodation be? What kind of accommodation?

How will transport between accommodation and assignment location be organized?

What technical equipment will be available for the ASES Expert? (e.g. computer, Internet / Wi-Fi, phone, printer, projector)

When is the assignment expected to take place?

What is the estimated duration required by the organization?

How long shall the ASES Expert stay at your location?

5. RISK & CONFIDENTIALITY ASSESSMENT

- | | | |
|--|--|--|
| <input type="checkbox"/> Confidential Information Involved | <input type="checkbox"/> NDA Required | <input type="checkbox"/> Security-Sensitive Environment |
| <input type="checkbox"/> Political Sensitivity | <input type="checkbox"/> Hazardous Environment | <input type="checkbox"/> Vulnerable Communities Involved |
| <input type="checkbox"/> No Specific Risks | | |

Other (please specify)

Documents to Attach

- Company Registration and Legal Documents
- Ownership and Structure Documentation
- Financial Statements
- Technical and Equipment Documentation
- Organigram of your Company / Institution

6. GENERAL CONDITIONS FOR ASES ASSIGNMENTS

ASES technical expert assignments aim at sustainable institutional capacity strengthening through the deployment of qualified experts tailored to the operational and strategic needs of the client organization. Following the precise definition of the assignment's scope, objectives, and expected outcomes, and upon mutual agreement on the ASES Expert to be assigned, an assignment agreement shall be concluded between ASES and the Client, including a detailed description of the assignment tasks and responsibilities.

The initial ASES assignment should not be shorter than three weeks and not longer than six months. Follow-up assignments may be shortened to two weeks under specific conditions.

No direct contractual agreement shall be established between the Client and the ASES Expert.

ASES shall not be held liable for the professional activities, recommendations, or implementation actions carried out by the ASES Expert during the assignment.

I have read and understood the ASES Terms & Conditions and Data Protection Statement and agree to their application within the framework of this request.

How Did You Learn About ASES?

- | | | |
|---|---|---|
| <input type="checkbox"/> Social media | <input type="checkbox"/> Website | <input type="checkbox"/> Email |
| <input type="checkbox"/> Partner Organization | <input type="checkbox"/> Conference / Event | <input type="checkbox"/> Direct Contact |
| <input type="checkbox"/> Referral | <input type="checkbox"/> LinkedIn | |

Other (please specify)

By signing this form, the client acknowledges and confirms that all information provided is accurate and complete to the best of their knowledge.

Location / Date	Name in Block Letters	Title	Signature & Stamp