**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]