

GTRN is our mechanism to build qualified field capacity that is sustainable, field driven and impacts Child Well Being.

- Right People, Right Place, Right Time
- Empowering NOs to make decisions (agility, innovative, accountability)
- Maximize our size as a global organization
 - Best use of resources
 - Growing Field Capacity
 - More strategic IPG to service NOs
- Increase WV Value by delivery of quality and clarity
 - Building DME in NOs
 - Assured Quality
- Leveraging Capacity to NOs
- Guide Strategic Priorities
- Ensure NO has access to resources

See How to Get an SME



Updated January 2015



See contacts, video training and Webex Clinics (on calendar)—all at:

wvcentral.org/gtrn

Use Request Help button for assistance on GTRN system:

gtrn.wvcentral.org

Or

Contact gtrn_admin@wvi.org or

wendy_creed@worldvision.ca

Wendy Creed

GTRN Manager

(wvcentral.org/gtrn) - Get an SME – click drop down for guidance on log in and home page:

- + Becoming an SME for IP (consultancy)
- + Becoming an SME for ER
- + Getting an SME for IP only
- + Will I qualify as an SME?
- + MY SME STATUS

1. Create GTRN account :

Register for a GTRN account

Tip:
Your username is your World Vision email address or contact email address for External SMEs.

2. Log in and Agree to Privacy disclaimer on first Log in only.
- 2.1 Click on Request SME for Integrated Programming



- Request SME for Integrated Programming
- Search for an Integrated Programming Request
- Request SME for Emergency Response
- Search for an Emergency Response Request

- 2.2. Complete TOR (request detail) then “save and continue”
- Notice the Guidance Notes for help on content and hover over question marks for further help.

Create A Request

While creating a request, you can save the request and come back to complete it at another time.

TIP
Requester to complete the fields on the TOR Details tab. For more assistance, click the button below:

Guidance Notes

Office for Engagement: Niger
Request #: To be assigned
Status: No Status

Title of Request: _____ Project Number: _____
Project Name: _____ Supervisor Email: _____

The Supervisor is the person in the receiving office with operational responsibility for overseeing the delivery of the engagement.

Successful completion of the HEAT Course is required for deployments in this office!

Time Requirements and SME Assignment Budget:

Total # of Working Days: _____ Days in Country: _____ Days At Home Office: _____
Starting as early as: _____ Ending as late as: _____

SME Assignment Budget: _____

Save and Continue **Exit (without saving)**

- 2.3 Add sector (and optionally subsector, specialties) of SME required.

Please select Technical Expertise Required for this Request in order to identify initial SME preferences.

Currently no expertise has been selected for this Request.

Expertise Required

Please select the expertise you require for this Request:

Sector	Sub Sector	Type	Specialty
Food Programming	Commodity Audits and Compliance		Remove

+ Add another expertise (this will narrow your search)

+ Show Type Definitions

My Preferred Candidates (Later you can “invite” an SME from this shortlist)

Users who are highlighted in blue are external consultants.

You have not selected any preferred candidates.

Engagement Conflict Legend
Assigned and confirmed by MOU | Invite Accepted | Invite Sent to SME | Possible preference

- Hide “Find an SME”

GTRN Suggested SME Matches
Users who are highlighted in blue are external consultants.

+ Expand to see a full list

Close to Create a Related Request

Expand to find SME

Please select the expertise you require for this Request:

Sector	Sub Sector	Type	Specialty
Food Programming	Commodity Audits and Compliance		Remove

+ Add another expertise (this will narrow your search)

+ Show Type Definitions

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Close to Create a Related Request

Review profiles, applications, etc. on suggested SMEs or Search for SME by email. “Add to preferred” list of SMEs.
NOTE: only 1 SME is selected per request. Use the clone feature seen on the screen to use this request to invite another SME.

- Get Help from Region in selecting SME before continuing**
- Proceed to Confirm and Invite SME of your choice**
- Save & Submit for confirmation later**

Choose to notify Regional Lead for help in selecting SME before sending invitation (3.1) OR proceed to invite your preferred SME (3.2).

- 3.1 Regional Help? - notification will be sent when Region has reviewed request and provided input. Proceed to step 3.2.

Look up your Request

- + Will I qualify as an SME?
- + Becoming an SME for IP (Non-emergency)
- + Becoming an SME for ER
- + Getting an SME for IP only
- + MY SME STATUS
- + MY REQUESTS
- + MY DEPLOYMENTS
- + NEWS

OR

Search for an IP Request
(Please enter GTRN Request ID number, Receiving office, Title, Supervisor, Project number, Project name or Objectives.)

- 3.2 Invite SME?—Notification is sent to SME to accept or decline invitation that you can customize. Creator notified when SME responds.

Preferred Candidates (3 Selections are Recommended)
Users who are highlighted in blue are external consultants.

Selection	Prof.	Invited	First	Last	Sector	Availability	Conflict	Rate	Functions
GTRN		<input type="checkbox"/>	Tom	Smith	DME, Design - Validated (Practitioner, Trainer / Facilitator, Strategist)	Current	No		Invite SME
Admin					Food Programming, Operations and Management - Validated	Availability conflicts	Not Set		Profile Remove

4. Once an SME Accepts – complete and upload to MoU (optional), update TOR details.

SME Details

Name: Ratu Saha Report To Office: Asia Pacific Region
Starting Date: 30 Jan 13 Ending Date: 31 Jan 13
Rate: 200 Actual Start Date: _____

View Profile

5. Complete budget details of engagement on “Budget” tab.

SME Cost
Users who are highlighted in blue are external consultants.

Line #	Item Name	Last Name	Sector	Rate	TOR Days	SME Cost
1	Regional Services, Other (Practitioner, Trainer / Facilitator, Strategist)		Education & Life Skills, Adolescent Life Skills (12 to 18 years old) [Practitioner, Trainer / Facilitator, Strategist]	\$300	3	\$900

Override SME Day Rate

Travel and Overhead

Add a travel or overhead expense:

Expense: _____ Unit Price: _____ Quantity: _____
Funding Source: _____ Project #: _____
Payment Method: _____ Name: _____ **Add Expense**

6. Complete the Review of the engagement when completed – this is done by the SME and the receiving office. You are reminded and item appears on your Pending activities.

GTRN exists to strategically support the national offices. The goal is to provide high quality support and services, and your feedback to ensure that expectations are met is important.

Your feedback on the support/service that you have recently engaged in through GTRN is highly regarded and will assist us in improving the support provided and the process through which it was provided.

Who can write this review?

This review can be written by the Request Supervisor, NO Lead or Request Creator.

Who can read this review?

Please note the following users will have access to this review: National Office Lead, Request Supervisor, Request Creator, the SME's Manager and the GTRN Administrators.

Note: Pay attention to your home Page Dashboard—“Pending Activities and email notifications to manage your requests. Use Request Help whenever you need assistance.