

# Fleming Policy Fellowship Scheme Application Guidance Note

## Introduction

This Guidance Note has been developed to help you complete the Fleming Policy Fellowship Application Form. The Guidance Note should be read in conjunction with:

- The Terms of Reference (TOR) for the particular country-based Fleming Policy Fellowship you are applying for;
- The Fleming Policy Fellowship Scheme Application Form.

You should use the Application Form and supporting documents to demonstrate that you are eligible and suitable for the Fleming Policy Fellowship you are applying for. You should also describe how you would use the Fellowship opportunity to address the purpose and objectives set out in the Policy Fellowship TOR for your country.

## Eligibility criteria

The general eligibility criteria for all Policy Fellowships are listed below.

To be a Fleming Policy Fellow you must:

- Be a citizen or resident of the country in which the Fellowship is offered
- Hold a recognised qualification, such as a Bachelor's or Master's degree, in a relevant discipline, as well as appropriate professional experience
- Be endorsed by and accountable to a registered national institution (hereafter referred to as the 'Beneficiary Institution') through permanent employment
- Be available and committed to participating fully in the Fellowship programme on a part-time basis for the entire duration (expected to be up to 24 months), based on agreement with the Beneficiary Institution
- Be able to demonstrate evidence of leadership or leadership potential in a relevant sector or discipline.

You should also check the Policy Fellowship TOR for your country to see if there are any additional eligibility criteria that are specific to your institution.

If you have any questions regarding eligibility, please get in touch with the relevant Fleming Fund's Regional Fellowship Scheme Officer whose contact details can be found at the end to the Policy Fellowship TOR.

PLEASE NOTE:

- While fluency in English language is not a requirement for all Policy Fellowships, you must demonstrate a basic level of proficiency in written and spoken English to participate fully in the regional Fellowship activities.
- We strongly encourage applications from eligible female candidates. We will aim to respond flexibly to any obstacles inherent to the design of the fellowships that might restrict or limit these applications.

## Selection criteria

In addition to the eligibility criteria described above, the Selection Panel will be looking for evidence of skills, competencies and attributes that support the selection criteria for the specific Policy Fellowship. You must consult the specific TOR for this Policy Fellowship for a list of these selection criteria.

For your guidance, we have listed examples of common selection criteria for Policy Fellowships below. In general, Policy Fellows should be able to demonstrate that they:

- Are a respected leader who is able to inspire others with a charismatic and inclusive approach
- Have technical knowledge and experience that is relevant to the specific objectives of the fellowship
- Have a track record of strategy delivery and evidence-based influencing in their sector
- Have broad networks that cross organisational boundaries, and an ability to use these to advance common goals
- Are an effective convenor who brings together diverse stakeholders and steers them towards consensus
- Have strong communication and influencing skills – including an ability to understand the motivations of others and make well-reasoned decisions in the face of competing priorities
- Have good understanding of the country's governance landscape, power relations and the wider political economy, including processes of policy reform
- Have a track record of engaging in new technical fields, sectors and stakeholder landscapes.

## Application Checklist

The Application Checklist specifies the documents you must attach to the completed application form when you submit it. Please review the checklist carefully and ensure you submit all necessary supporting documents with your application. Incomplete applications will not be assessed by the Selection Panel.

## Section A: Fellowship name, terms of reference and applicant details

Your application must be for a specific fellowship as described in an advertised Fleming Policy Fellowship TOR. The name of the Policy Fellowship you are applying for, the Fellowship TOR reference number and the country must be clearly stated at the top of Section A. This information can be found on the cover page of the Policy Fellowship TOR.

When completing the Applicant Details section, please note that the family name and other names provided should be the same as those shown on the verified copy of the passport, identify card or birth certificate you are submitting.

Please provide contact details that will allow us to get in touch with you to follow up on the application and let you know when a decision has been reached.

## Section B: Beneficiary Institution details

For Policy Fellowships, the Beneficiary Institution is the national institution or organisation that employs the Policy Fellow. Full details of this Beneficiary Institution must be provided when completing this section.

## Section C: Applicant employment details

You must confirm that you are endorsed by, and accountable through employment, contract, or similar arrangement to the Beneficiary Institution.

You must also provide details of your current position/arrangement, including your title and responsibilities at that Institution in **no more than 300 words**. When describing your responsibilities, you should focus on those that are most relevant to the Policy Fellowship, including any leadership or policy development responsibilities you might have.

## Section D: Personal Statement

You must provide a Personal Statement of **up to 1,200 words** and attach it as a supporting document to your application. The Personal Statement should address the following questions:

- a. How do your skills, competencies and experience meet the selection criteria for this Policy Fellowship?
- b. What do you hope to gain from the Policy Fellowship?
- c. What specific professional development opportunities are you seeking from the Policy Fellowship?
- d. How will you use the Fellowship to address the specific purpose and objectives described in the Policy Fellowship TOR?

In answering these questions you should aim to describe how your position, personal qualities and experience make you an excellent candidate for this Fellowship as described in the Policy Fellowship TOR.

Please note, Personal Statements are a major factor in the selection of successful applicants. Be concise and give specific examples to support your case.

## Section E: Education, training and employment history

For this application, we expect your education, training and employment history to be fully covered in your Curriculum Vitae. Your Curriculum Vitae should be attached as a supporting document to the application. It should be no more than 5 pages and give details of:

- Your educational background and qualifications
- Any relevant professional training you have taken (including other Fellowships)
- Your employment history and professional achievements
- Your language proficiency
- Relevant publications

Your Curriculum Vitae must be accompanied by **verified copies** of all academic degree, diploma and certificate qualifications relevant to your application. Please note, these copies must be submitted in English.

## Section F: Computer proficiency

In this section, you will need to describe your proficiency in using standard software packages and indicate whether your skill level is: low, basic, intermediate, or excellent. You will also need to tell us about your access to a computer and the internet.

You should be honest in your self-assessment as misleading information may negatively impact your performance during the Fellowship. Expert proficiency is not generally expected.

Ready access to a laptop or desktop computer and broadband internet connection is important because Fellowship outcomes may depend on use of specific software applications and/or hardware. This will be discussed when the Fellow's Workplan is developed and, if necessary, may be included in the budget held by the Host Institution.

## Section G: Reference information

We will only seek references for shortlisted applicants invited for interview.

In Section G you should provide details for two referees to be contacted if you are shortlisted. Referees should include a senior representative of your current employer. For your second referee, a senior representative of a government ministry, university, or registered national or international non-governmental organisation (or equivalent) is preferred.

You may wish to inform your referees that the final selection of Policy Fellows will be dependent on the timely submission of a completed Reference Template in English when requested.

## Section H: Beneficiary Institution acknowledgement

A mandated representative of the Beneficiary Institution (your employer) must sign the Application Form in Section H. You should therefore discuss the Fellowship TOR with the person you report to, to gain their support and ensure that they understand:

- The purpose, objectives and likely benefits of the Fellowship, and the commitments required of both you and them;
- How the requirements of the Fellowship, including demands on your time, can be managed in relation to your normal work responsibilities.

For this application, the mandated representative of Beneficiary Institution must acknowledge that they understand the **terms of the Policy Fellowship**. These are summarised in the application form and are given in more detail below:

- The Fellowship start date and duration will be as indicated in the Policy Fellowship TOR, unless notified otherwise.
- Policy Fellowships are part-time, with an overall time allocation of up to 0.2 Full Time Equivalent (FTE) over the duration of the fellowship.
- Participants will usually be based at their own institution for the majority of the Fellowship. However, short-term placements at other institutions abroad may be involved. Typically, these placements will be from three (3) to six (6) weeks.
- If awarded a Fellowship, the applicant will be matched with a mentor from the Host Institution that has been separately selected by the Fleming Fund Management Agent.
- The applicant and the Host Institution will work together to develop the Fellow's Workplan which will detail the specific activities to be supported. The Fellow will discuss the draft Workplan with the Beneficiary Institution prior to final review and approval by the Fleming Fund Management Agent.
- Although Fellowship activities are generally planned to fit alongside a person's normal work responsibilities, it is likely that reasonable changes to their daily routine, responsibilities, and duties will be required.
- Some Workplan activities may require the Fellow to collaborate with other Fleming Fellows and institutions. Information about these activities will be shared with the Beneficiary Institution, and will also need to be accommodated within the Fellow's work responsibilities.
- An agreement will be signed between the Management Agent and the Host Institution to enable funds to be expensed for the Fellow's Workplan activities.
- Confirmation of the award of the Fellowship will be sent by the Management Agent to all parties (including the Beneficiary Institution), together with final notification of the date when activities should start.

- Beneficiary Institutions will be jointly responsible with the Host Institution for supporting Fleming Policy Fellows to ensure their full participation and successful completion of the Fellowship Workplan.
- Fellows will be responsible for their own living costs and arrangements for the duration of the Fellowship, *except* when on placement to the Host Institution or based away from their home for Fellowship activities. It is expected that the Beneficiary Institution will continue to pay the Fellow's normal salary and work-related expenses.
- The Host Institution will pay all other expenses associated with implementation of the activities in the Policy Fellowship Workplan, except for the Fellow's salary and usual work-related expenses / compensation.

## Section I: Applicant declaration

You must sign and date the Applicant Declaration section of the Application Form (Section I). Application Forms that are not signed and dated will not be reviewed.

You will only be confirmed as a Fleming Fellow when:

- You have successfully completed the selection process
- You have participated in an orientation session hosted by the Fleming Fund Management Agent and Host Institution
- You have developed a final version of your Fellowship Workplan with the Host Institution that has been shared with the Beneficiary Institution, and has received formal approval from the Fleming Fund Management Agent.

Please contact the Fleming Fund Management Agent Regional Officer named in the TOR if you have any questions or need advice in relation to the declarations made.