

The Employer's Statement consists of 3 parts.
Together they must be uploaded as 1 PDF document
and must not exceed 2 MB.



1. Declaration by the Employer:

I, **Mr. B. Boss** hereby give permission to

- *name of candidate:* **Ms. E. Empeyee**
- *date of birth:* **1 January 1997**
- *position:* **Programme Coordinator**
- *employed since month / year:* **jan 2010**

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to follow the short course:

- **Local Economic Development**
- **from 1st December 2015 to 14th December 2015**
- **at The Hague Academy for Local Governance**

I declare that

1. **the candidate's salary will continue to be paid during the period for which the fellowship is awarded;**
2. **at the end of the fellowship period the candidate will be offered a position at least equivalent to the one he/she is currently holding;**
3. **the candidate will not be assigned any tasks during the fellowship period to ensure that he/she will be available full time for the study programme;**
4. **I am available to answer questions concerning the fellowship application of this candidate;**
5. **I am willing to cooperate with NFP/MSP for evaluation purposes of the programme;**
6. **the information provided in this letter and attachment is true and correct.**

A plan to implement the newly-acquired knowledge by the candidate is approved by me and attached to this letter in the prescribed format.

Signature of the superior of the candidate:

Date: 12th April 2015



Telephone number: **012 234 456 567**

Email address: **name@company.email.com**



Answers to the following questions must clearly indicate:

- To what extent do the candidate and the employer have clear ideas about the need for the knowledge and participation and how this will be used in the period after the study?
- Explain how the candidate's position within the organisation (functions, tasks, responsibilities) will make it possible to apply and transfer the knowledge and skills as described in the plan of return?
- To what extent is the applicant in the position to establish a sustainable relationship between businesses in his country of origin and The Netherlands?

2. Plan to implement the newly-acquired knowledge by the candidate

Data about the employer of the candidate:

Name of the organisation: **The Big Company**

Mission statement (max 750 characters): *The mission of our organisation is Here you need to introduce your organisation so that it can become clear how the training will assist the organisation in improving its service and supporting its mission.*

Main activities: (max 3 activities in max 750 characters):

One of the main activities of our organization is..... Furthermore we assist in And so on and so on. It must be clear what the core activities of the organization is and how the organization will benefit from the information that the employer will gather during the training.

Data about the candidate who is nominated for a fellowship:

Name of the candidate: **Ms. Candidate**

Function: **Programme Manager Local Development**

Tasks:

- Give a short bulleted breakdown of the tasks the particular candidate is responsible for.
- It must be clear from the information that there is a strong relevance to the mission of the organization and the content of the training

Relevance of the study

What knowledge and skills are to be developed by the candidate and why

Relevance for the candidate: [50-1,000 characters]

It must be clear from the motivation why this training is of particular interest for this candidate. Indicate how this will enhance his/her function and increase the scope of his/her activities.

Relevance for the employing organisation: [50-1000 characters]

It must be clear from the motivation how the new skills gained by the employer will benefit the organisation as a whole. It must be indicated how these skills will increase the organisation's ability to follow its mission.

The candidate is expected to implement the newly-acquired knowledge and skills **no later than 6 months after successful completion of the study**. Please include a plan of activities below, including their objectives and along a timeline. Please be as specific as possible. You are advised to use the SMART method.

Plan of activities

Objective	Activity	Period of implementation
Develop micro business hub in 2 rural provinces [name] involving at least 50% women	<ul style="list-style-type: none"> Earmark hub location with Local Governments Candidate list from LG and NGO's 	End January 2016
	<ul style="list-style-type: none"> Discuss financial management options with Donor organisation in region Arrange micro credit 	14 February 2016 End February 2014
	<ul style="list-style-type: none"> Select suitable candidates (action plan to be developed) 	End February 2014
Capacity building programme: training and monitoring basic business skills	<ul style="list-style-type: none"> Design training programme in cooperation with LG and supporting organisation Design 10-point 'Micro Business Health Check' in cooperation with local partners 	1 st March – 15 th March 1st – 15th March 2016
	<ul style="list-style-type: none"> Arrange training location Arrange child care facilities to support Gender balance 	Deadline 1st March
	<ul style="list-style-type: none"> Training programme based on 10-point 'Micro Business Health Check' 	15th – 30th March 2016
	<ul style="list-style-type: none"> Implementation 	1st – 30th April 2016
Check & Act – Monitor businesses according to 10 point plan	<ul style="list-style-type: none"> Train 'auditors' and checklist Implement monthly checks Plan do check act scheme 	1st may – 30th June 2016
Evaluation and Phase 2	<ul style="list-style-type: none"> Evaluation of phase 1 with local partners and donor organisation Plan of implementation Phase 2 	End July 2016

