

Obligations for NFP and MSP fellowship holders

Corresponding to NFP and MSP Grant Conditions version 5 April 2016

Netherlands Fellowship Programmes (NFP)

The Netherlands Fellowship Programmes (NFP) is a scheme initiated and fully funded by the Dutch Ministry of Foreign Affairs under the budget for Development Cooperation.

The overall aim of the NFP is to help alleviate qualitative and quantitative shortages of skilled manpower within a wide range of governmental, private and non-governmental organizations. This is achieved by offering fellowships to mid-career professionals to improve the capacity of their employing organizations. The need for training has to be evident within the context of an organization.

Middle East and North Africa Scholarship programme (MSP)

The Middle East and North Africa Scholarship Programme (MSP) offers scholarships to professionals from ten participating countries and is funded by the Dutch Ministry of Foreign Affairs.

The overall aim of the MSP is to contribute to the democratic transition in the participating countries. It also aims at building capacity within organisations by enabling employees to take part in diploma or other courses. While scholarships are awarded to individuals, the need for training must be demonstrated in the context of the organisation for which the applicant works. The training must help the organisation develop its capacity.

NFP and MSP fellowships

An NFP/MSP fellowship is intended to supplement the salary that the fellowship holder should continue to receive during the study period. The allowance is a contribution towards the costs of living, the costs of tuition fees, visa, travel, insurance and thesis research. If applicable, the fellowship holder is expected to cover the difference between the actual costs and the amount of the personal NFP and MSP allowances.

The fellowships are awarded in a very competitive selection to highly motivated professionals who are in a position to introduce the newly-acquired skills and knowledge into their employing organization.

Obligations for NFP and MSP fellowship holders

NFP and MSP fellowship holders should be informed by the Grant Recipient about the articles in the NFP and MSP Grant Conditions to which they must comply. The information below is the minimum information fellowship holders should be informed about.

1. The Dutch institution as well as the fellowship holder and alumni is required to cooperate in surveys or evaluations conducted by Nuffic or the Netherlands Ministry of Foreign Affairs and to provide the requested information. [article 3 of the Grant Conditions]
2. The fellowship holders personal data will be used by the NFP and MSP programmes, the Ministry of Foreign Affairs, the Netherlands embassies and Dutch institutions for administrative, assessment, selection and alumni purposes (Holland Alumni Network - www.hollandalumni.nl/nfp) in accordance with the Dutch Personal data Protection Act (*Wet Bescherming Persoonsgegevens*). [article 4 of the Grant Conditions]

3. EP-Nuffic and the Dutch Ministry of Foreign Affairs do not accept any responsibility, financially or otherwise, for expenditures (or liabilities emerging from these expenditures) or liabilities arising from activities funded by the grant. [article 9 of the Grant Conditions]

4. The Dutch institution can submit a request for an NFP grant to subsidize individual NFP fellowships for candidates, who comply with the following eligibility criteria:
 - a) The candidate must be a professional and a national of, and working and living in one of the countries on the [NFP country list](#) valid at the time of application;
 - b) The candidate must not be employed by an organisation which can be expected to have their own funds for staff development, e.g.:
 - a multinational corporation (e.g. Shell, Unilever, Microsoft)
 - a large national and/or a large commercial organisation;
 - a bilateral donor organisation (e.g. USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid);
 - a multilateral donor organisation (e.g. a UN organisation, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB);
 - an international NGO (e.g. Oxfam, Plan, Care).
 - c) The candidate must have a current employer's statement which complies with the format EP-Nuffic has provided. All information must be provided and all commitments, which are included in the format, must be endorsed in the statement;
 - d) The candidate must have a government statement that meets the requirements of the country in which the employer is established (if applicable);
 - e) The candidate must have an official passport valid at least three months after the submission date of the registration form by the candidate.

5. In addition to the criteria mentioned above the following criteria apply for MSP:
 - a) The candidate must be a professional and a national of, and working and living in one of the countries on the [MSP country list](#) valid at the time of application;
 - b) The age of the MSP candidate must not exceed 45 years at the time the grant request is submitted. [article 13 of the Grant Conditions]

6. The candidate must not receive more than one NFP fellowship for courses/programmes that take place at the same time. [article 35 of the Grant Conditions]

7. The Dutch institution is explicitly responsible for:
 - a) organising and conducting the course(s) or programme(s) and the PhD research to which fellowships are awarded;
 - b) guaranteeing that the fellowship holders receive the course(s) or programme(s) or can perform PhD research as agreed without any further charges;
 - c) applying for visas and residence permits for fellowship holders, if applicable;
 - d) arranging fellowship holders' flights;
 - e) arranging health insurance for the fellowship holders;
 - f) arranging housing for the fellowship holders;
 - g) disbursing the fellowships to fellowship holders as outlined in Annex 1;

8. The fellowship holder must comply with the immigration procedures of the Netherlands or NFP or MSP country where the course or programme is held. The fellowship will be cancelled if the fellowship holder does not comply with these immigration procedures or cannot obtain a visa for any reason.

The aims of the NFP and MSP cannot be achieved if the fellowship holder does not return to his or her home country and employer.

The fellowship holder is required to leave the Netherlands as soon as possible the end of the fellowship period. After the end of the fellowship period all rights and claims related to the fellowship expire. The Immigration Authorities (IND) will be notified of the end of the fellowship period by the Dutch institution.

For more information on visa and the residence permit, fellowship holders should contact the Dutch institution.

9. If the fellowship holder arrives after the start date of the course or programme or leaves before the end of the course or programme, allowances and reimbursements covered by the fellowship will only apply to the shorter period.
10. The fixed reimbursements for subsistence allowance, study materials and if relevant E-learning facilities as stated in Annex 1 are to be deployed for the fellowships holder. The other fixed reimbursements are expected to meet on average the fellowship expenses paid for by the Dutch institution. [article 30 of the Grant Conditions]

The Dutch institution determines how the reimbursements are paid (e.g. in cash, in kind, by bank transfer etc).

11. All fellowships for short courses and master's degree programmes have a nominal study period which can be extended with 3 months unfinanced extension. PhD fellowships can be extended with 9 months unfinanced (budgetary neutral) extension. [article 32 of the Grant Conditions]
12. The Dutch institution may grant a financed extension with a maximum duration of 3 months to fellowships for NFP-Master's degree programmes and NFP-PhD. For fellowships for NFP-Short Courses a financed extension with a maximum of 3 days may be granted by the Dutch institution. The Dutch institution can only grant a financed extension if the following conditions apply:
 - a. Only severe health issues of the fellowship holder or death of a first-degree relative of the fellowship holder are justifications for a financed extension with a maximum of three months;
 - b. A financed extension comprises of the fixed reimbursement for subsistence allowance and the insurance fee times the amount of months or days which are approved for financed extension;
13. Applications that are nominated and eligible but not selected for a fellowship in the MA april 2016 deadline, can be nominated for an NFP MA partial fellowship (May 2016 deadline).

Annex 1: Fixed reimbursements

1.1 Fixed reimbursements for NFP-Short Courses

	<i>Not E-learning, in the Netherlands</i>	<i>Not E-learning, partly in the Netherlands</i>	<i>Not an E-learning programme, in an NFP country</i>	<i>E-learning, in an NFP country</i>	<i>Frequency</i>
Tuition fee	As indicated by the Dutch institution				x 1
Travel costs	See table <i>Travel costs</i>	See table <i>Travel costs</i>	See table <i>Travel costs</i>	N/A	x 1
Visa costs > 90 days	311	311	311	N/A	x 1
Visa costs < 90 days	30	30	30	N/A	x 1
Subsistence allowance	32	32	N/A	N/A	x number of days
Subsistence allowance in an NFP country	N/A	16	16	N/A	x number of days
Insurance	1,31	1,31	1,31	N/A	x number of days
E-learning facilities	N/A	N/A	N/A	3,20	x number of days
Study materials	30	30	30	N/A	x 1
Additional housing 12-42 days	70	70	70	N/A	x number of days

Amounts are in euros (€).

- The fellowship is a contribution to the costs and is composed by fixed amounts, with exception of the tuition fee.
- The entries *Subsistence allowance*, *Study materials*, and if relevant *E-learning facilities* must be paid on behalf of the fellowship holder.
- Other entries are allocated to the Dutch institution.

Table: Travel Costs

Eastern Europe	€ 500,-
South America	€ 1.350,-
Asia	€ 1.000,-
Africa	€ 1.150,-
Middle East & North Africa	€ 700,-

1.2 Fixed reimbursements for NFP-Master's degree programmes

	<i>Not E-learning, in the Netherlands</i>	<i>Not E-learning, partly in the Netherlands</i>	<i>Not E-learning, in an NFP country</i>	<i>E-learning, partly in the Netherlands</i>	<i>Frequency</i>
Tuition fee	As indicated by the Dutch institution				x 1
Travel costs	See table <i>Travel costs</i>	See table <i>Travel costs</i>	See table <i>Travel costs</i>	See table <i>Travel costs</i> . x 2, if >12 months	x 1
Visa costs > 90 days	311	311	311	N/A	x 1
Visa costs < 90 days	N/A	30	30	30 x 2, if >12 months	x 1
Subsistence allowance	970	970	N/A	135 (including insurance) x 2, if >12 months	x number of months
Subsistence allowance in <u>NFP country</u>	N/A	485	485	N/A	x number of months, starting from 3 months onward
Insurance	40	40	40	N/A	x number of months
E-learning facilities	N/A	N/A	N/A	100,00	x number of months
Study materials	585	585	585	N/A	x 1

Amounts are in euros (€).

- The fellowship is a contribution to the costs and is composed by fixed amounts, with exception of the tuition fee.
- The entries *Subsistence allowance*, *Study materials*, and if relevant *E-learning facilities* must be paid on behalf of the fellowship holder.
- Other entries are allocated to the Dutch institution.

Table: Travel Costs

Eastern Europe	€ 750,-
South America	€ 1.800,-
Asia	€ 1.550,-
Africa	€ 1.400,-
Middle East & North Africa	€ 1100,-

1.3 Fixed reimbursements for NFP-PhD programmes

	<i>In the Netherlands</i>	<i>Frequency</i>
Grant amount per PhD	Maximum of 83000	
Travel costs	See table <i>Travel costs</i>	x 1
Visa costs > 90 days	311	x 1
Subsistence allowance	1190	x number of months
Subsistence allowance in <u>NFP country</u>	N/A	x number of months
Insurance	40	x number of months
Study materials	585	x 1

Amounts are in euros (€).

- The fellowship is a contribution to the costs and is composed by fixed amounts.
- The entries *Subsistence allowance*, and *Study materials* must be paid on behalf of the fellowship holder.
- Other entries are allocated to the Dutch institution.
- The maximum amount per PhD fellowship is € 83.000, for a fellowship duration of 48 months
- The amount that remains after deducting all other entries may be spent unreservedly and in accordance with the PhD.

Table: Travel Costs

Eastern Europe	€ 700,-
South America	€ 2000,-
Asia	€ 1.600,-
Africa	€ 1.600,-
Middle East & North Africa	€ 1300,-

1.4 Fixed reimbursements for MSP-Short Courses

	<i>Not E-learning, in the Netherlands</i>	<i>Frequency</i>
Tuition fee	As indicated by the Dutch institution	x 1
Travel costs	See table <i>Travel costs</i>	x 1
Visa costs < 90 days	30	x 1
Subsistence allowance	32	x number of days
Insurance	1,31	x number of days
Study materials	30	x 1
Additional housing 12-42 days	70	x number of days

Amounts are in euros (€).

- The fellowship is a contribution to the costs and is composed by fixed amounts, with exception of the tuition fee.
- The entries *Subsistence allowance*, *Study materials*, and if relevant *E-learning facilities* must be paid on behalf of the fellowship holder.
- Other entries are allocated to the Dutch institution.

Table: Travel Costs

Middle East & North Africa	€ 700,-
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