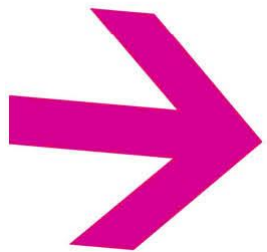


**IRISH AID FELLOWSHIP
TRAINING PROGRAMME
EMPLOYER ENDORSEMENT
FORM**



www.irishaid.ie

2017 ENTRY

IRISH AID

The government of Ireland's official programme of assistance to developing countries is managed by Irish Aid, a division within the Department of Foreign Affairs and Trade. The aid programme focuses on the fight against poverty and hunger in some of the world's least developed countries, particularly in sub-Saharan Africa. The programme works in partnership with governments and communities in the developing world in their attempts to alleviate poverty through helping them meet basic needs and through strengthening their capacity to help themselves. It provides assistance to over 90 countries worldwide, including nine partner countries, where there is a commitment to long term strategic assistance.

IRISH AID FELLOWSHIP TRAINING PROGRAMME (IAFTP)

The IAFTP – www.irishaidfellowships.ie - is part of Irish Aid's broad programme of support to capacity building in developing countries. The programme aims to address capacity deficits that hinder the attainment of long-term development goals in Irish Aid partner countries through the training and development of key individuals, generally drawn from the public service and NGO sectors.

Irish Aid invites applications from the staff of partner organisations working in collaboration with the Irish Aid programme in-country. These include government ministries and those in the non-governmental sector including civil society groups. Only applicants nominated by an Irish Aid partner organisation which has been invited to participate in the scheme are eligible.

Fellowships are awarded to enable applicants to further their education in areas relevant to the priorities of Irish Aid country strategies in partner countries. Study may be at master's degree or postgraduate diploma level, in Ireland or in region. Those selected for awards are normally mid-career professionals.

Applicants who receive a fellowship must return to their employer to work in an equivalent position in the organisation for a minimum period of two years upon completion of their studies.

EMPLOYER ENDORSEMENT

An applicant being supported by an Irish Aid partner organisation requires formal endorsement from their supervising officer within that organisation.

The **reference letter** on behalf of the organisation should explain why the applicant is being nominated, what specific skills the nominee is expected to gain from participation in the proposed master's degree programme and how the nominee's newly acquired knowledge and skills will build capacity within the organisation.

The **employer endorsement form** asks for an outline of how the course of study will fill gap in terms of skills available in the organisation or build on existing strengths and how the organisation will support the nominee to build the capacity of the organisation on his/her return.

The organisation will also need to provide written confirmation that the nominee will be able to return to a position at least equivalent to their current one at the end of their studies.

FURTHER INFORMATION: www.irishaidfellowships.ie

EMPLOYER REFERENCE LETTER

Please provide a reference letter, written on your organisation's official letter head and bearing an official stamp and signature of supervisor, which answers the following questions:*

- Why is your organisation nominating this candidate?
- What specific skills do you expect the nominee to gain from participation in the master's degree programme?
- Describe how the nominee's newly acquired knowledge and skills will build capacity within your organisation.
- At the end of the course of study, will the nominee return to a position at least equivalent to the one he or she holds at present? If the nominee will have a new position in your organisation please name the position.

* **Only applications with this information in full will be considered.**

EMPLOYER ENDORSEMENT FORM

This section must also be completed (in English) and signed overleaf by the nominee's supervisor. The electronic version of this form can be completed in Microsoft Word before being printed and signed.

1. Endorsed by Department/Organisation:

Address (please include city and country):

Telephone:

Fax:

E-mail:

2. Will the applicant be granted *study leave* and be able to return to a position at least equivalent to the current role at the end of his/her studies?

No Yes

>> *continues overleaf*

EMPLOYER ENDORSEMENT FORM (continued)

3. CAPACITY BUILDING

A. Please list courses of study chosen by your nominee:

B. How do the courses of study either a) fill gap in terms of skills available in your organisation or b) build on the existing strengths in your organisation?

C. Why has the organisation identified this nominee for future training?

D. How will your organisation support this nominee to build the capacity of the organisation on his/her return?

4. Name of authorising official:

Job Title:

Signature:

Date: / / (Day/Month/Year)

Official Stamp