

## Annexure 1: Timelines and deliverables

*\* Services by the consultant will resume from July/August 2021*

Ireland Africa – SIDS and KAFP Fellowship Programme 2022-23 – Timeline and deliverables	
Date	Action
5 July	Stage 1 applications open for 4 weeks
1 August	Stage 1 applications close
2 August – 3 September	5 weeks to review stage 1 applications  Eligible applicants invited to stage 2
4 September	Stage 2 applications open by email for 3 weeks
26 September	Stage 2 applications close
27 September onwards	Review stage 2 applications and notify applicants  Appraisals and ranking - see scoring instructions
	Unsuccessful applicants informed
	[The Embassy and the consultant can set own schedule for scoring, shortlisting and interview, once appraisals and ranking of candidates following interview are complete by 18 December]
The Embassy and the consultant can set own and by 6 November	<p>Candidates shortlisted for interview are notified:</p> <ul style="list-style-type: none"> <li>Request correctly certified copies of candidates' documentation, both by scan and to follow in hard copy (these can be certified by the embassy if interviews are in person) – scans of certified copies should be received in advance of the interview.</li> <li>Interviews are confirmed for shortlisted candidates who already have an accepted English language certificate at the required standard for their chosen programmes.</li> <li>Shortlisted applicants who do not already have an accepted certificate (e.g. IELTS/TOEFL) are invited to take Duolingo English Test online. Reasonable time should be given for preparation, and a deadline for completion depending on date set for interviews. Results are available to the embassy/consultant approx. 5 days after the test is taken. Interviews are confirmed for shortlisted candidates who achieve 110 on Duolingo.</li> <li>Where Duolingo is not practical, embassy/consultant may agree with HQ to organise the IELTS test for shortlisted applicants. Interviews are confirmed for shortlisted candidates who meet the minimum requirements for their nominated courses. This <u>should</u> be checked before inviting for interview.</li> <li>Embassy/consultant may choose to build in time (within the set deadlines) to organise additional English language support for applicants before taking the</li> </ul>

	<p>Duolingo/IELTS test, and/or to provide a second opportunity to applicants to sit the test, in agreement with HQ. All applicants within an eligible country should be provided with the same opportunities.</p> <p>Unsuccessful applicants informed by consultant</p>
The Embassy and the consultant can set own and by 18 December	Interviews take place. Interviews can be carried out in person or remotely, according to each circumstances.
By 18 December	<p>Interviews complete.</p> <p>Appraisals and ranking of candidates following interview. Shortlist of candidates and reserves agreed.</p> <p>The shortlist, together with the scans of candidates' and reserves' applications and documentation, are submitted to ICOS using a secure link to protect data. Application documents should be fully complete – if any documents are outstanding for a genuine reason, these should be submitted by 21 January at the latest.</p> <p>Unsuccessful applicants informed by consultant</p> <p><b>[If Duolingo is not accepted by HEIs in 2022-23]</b> Shortlisted candidates and reserves are invited to take IELTS English Test (or the correct TOEFL where IELTS is not available) – tests should be booked as soon as possible in December 2021 for a date before 28 February 2022.</p>
By 21 January 2022	<p>Final deadline for certified hard copies to be received by embassy and scans of any outstanding documents to be submitted to ICOS using a secure link.</p> <p>(For those requiring new passports because their existing passport will expire, certified hard copies can be provided later, provided a certified hard copy of their existing passport is provided by the 21 January deadline.)</p>
By end January 2022	Hard copies of certified documentation in English (degree certificate, transcripts, passport) returned via Dip Bag.