

The Employer's Statement consists of 2 parts:

- Declaration Employer
- Plan to Implement.

Together they must be uploaded as 1 PDF document and must not exceed 2 MB. It MUST be stamped, dated and signed



- I, **Mr. B. Boss** hereby give permission to
- name of candidate: **Ms. E. Employee**
  - date of birth: **1 January 1997**
  - position: **Programme Coordinator**
  - employed since month / year: **jan 2010**
  - country: **The Netherlands**

Nassaulaan 12  
P.O. Box 30435  
2500 GK The Hague  
The Netherlands  
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to follow the short course/Master Programme:

- Name of the course
- Dates (online and/or Face to Face. Refer to the website for details.)
- at The Hague Academy for Local Governance

info@thehagueacademy.com  
www.thehagueacademy.com

I declare that

1. the candidate will continue to be paid a salary during the period for which the scholarship is awarded;
2. at the end of the scholarship 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 scholarship period to ensure that he/she will be full time available for the study programme;
4. I am available to answer questions concerning the scholarship application of this candidate;
5. I am willing to cooperate with the OKP/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:



Please provide several phone numbers to make sure that your superior can be reached if necessary)

Telephone number: Office +00 123 456 789 / Mobile +00 126 586 9321

E-mail address: b.boss@employer.com

Stamp of the organization

Website: www.company.com



Incomplete or incorrect statements inevitably lead to a rejection of the scholarship application. Please be sure that the statement is submitted on the organization's official letterhead and is signed and stamped.

Format for 'The plan to implement the newly acquired knowledge by 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.*

Do the organisation's (main) activities fall within any of the following themes? Please tick the box that applies. Multiple answers are possible.

- Food & Nutrition Security
- Water
- Sexual Reproductive Health and Rights
- Security, Rule of Law
- Other. Which theme? .....

**Data about the candidate who is nominated for a scholarship:**

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
- Keep the list short and clear.

**Relevance of the study programme:**

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

**Please stick to the max number of characters.**

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

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

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

*It is very important that your employer carefully prepares his/her motivation for the employers' statement. It should be clear why your employer finds you the most suitable person in your organization to participate. It should also be clear how, after successfully completing the training, you will be able to further develop and strengthen the organization at which you work.*

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 (Example):**

<b>Objective</b>	<b>Activity</b>	<b>Period of implementation</b>
<b>Develop micro business hub in 2 rural provinces [name] involving at least 50% women</b>	<ul style="list-style-type: none"> <li>• Earmark hub location with Local Governments</li> <li>• Candidate list from LG and NGO's</li> </ul>	<b>End January 2019</b>
	<ul style="list-style-type: none"> <li>• Discuss financial management options with Donor organisation in region</li> <li>• Arrange micro credit</li> </ul>	<b>End February 2019</b>
	<ul style="list-style-type: none"> <li>• Select suitable candidates (action plan to be developed)</li> </ul>	<b>End February 2019</b>
<b>Capacity building programme: training and monitoring basic business skills</b>	<ul style="list-style-type: none"> <li>• Design training programme in cooperation with LG and supporting organisation</li> <li>• Design 10-point 'Micro Business Health Check' in cooperation with local partners</li> </ul>	<b>1st – 15th March 2019</b>
	<ul style="list-style-type: none"> <li>• Arrange training location</li> <li>• Arrange child care facilities to support Gender balance</li> </ul>	<b>Deadline 1st March 2019</b>
	<ul style="list-style-type: none"> <li>• Training programme based on 10-point 'Micro Business Health Check'</li> </ul>	<b>15th – 30th March 2019</b>
	<ul style="list-style-type: none"> <li>• Implementation</li> </ul>	<b>1st – 30th April 2019</b>
<b>Check &amp; Act – Monitor businesses according to 10 point plan</b>	<ul style="list-style-type: none"> <li>• Train 'auditors' and checklist</li> <li>• Implement monthly checks</li> <li>• Plan do check act scheme</li> </ul>	<b>1st may – 30th June 2019</b>
<b>Evaluation and Phase 2</b>	<ul style="list-style-type: none"> <li>• Evaluation of phase 1 with local partners and donor organisation</li> <li>• Plan of implementation</li> </ul>	<b>End July 2019</b>