

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.

Example organization's official letterhead

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**

to follow the short course/Master Programme:

- **Local Economic Development**
- **from 6th March 2024 – 20th March 2024**
- at The Hague Academy for Local Governance

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:



20/5/2023

Do not copy and
paste the stamp
and signature

Telephone number:

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

Office +00 123 456 789 | Mobile +00 126 586 9321

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

Website: www.company.com

Stamp of the organization
COPY
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Example organization's official letterhead

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

Name of the organization: *The Big Company*

Mission statement (*max 750 characters*):

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. Remember that the mission is the highest level and reason for the existence of your organisation.

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

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.

- 1. One of the main activities of our organization is.....*
- 2. Furthermore we assist in*
- 3. And also we do this...*

Do the organization'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? *If you tick 'other', you have to indicate which one.*

Data about the candidate who is nominated for a scholarship:

Name of the candidate: *Ms. Candidate*

Function: *Programme Manager Local Development*

Tasks: (*keep it short – 3 most relevant 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 can clear.*

Relevance of the study programme:

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

This section must be prepared and written by your employer. Remember that this is not a recommendation letter.

a. Relevance for the candidate: [50-1000 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.

Example organization's official letterhead

b. Relevance for the employing organization: [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 specific, measurable, achievable, relevant, and time-bound objectives (SMART method). This plan must be aligned to the motivation you provide.*

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 (LG) Candidate list from LG and NGO'S 	End January 2019
	<ul style="list-style-type: none"> Discuss financial management options with Donor organisation in region Arrange micro credit 	End February 2019
	Select suitable candidates (action plan to be developed)	End February 2019
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. 	1st - 15th March 2019
	<ul style="list-style-type: none"> Arrange training location Arrange child care facilities to support Gender balance 	Deadline 1st March 2019
	<ul style="list-style-type: none"> Training programme based on 10-point 'Micro Business Health Check' 	15th - 30th March 2019
	<ul style="list-style-type: none"> implementation 	1st - 30th April 2019
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 2019
Evaluation and Phase 2	<ul style="list-style-type: none"> Evaluation of phase 1 with local partners and donor organisation Plan of implementation 	End July 2019