

## Generic information for students about NFP II

Before you start your NFP application, please read [your Admission letter](#), read [this document](#) and read [the online registration instructions](#) carefully: <http://www.nuffic.nl/en/library/nfp-and-msp-registration-instructions-for-candidates.pdf>

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### Netherlands Fellowship Programmes

The Netherlands Fellowship Programmes (NFP) promote capacity building within organisations in 51 countries by providing training and education through fellowships for professionals. The NFP is initiated and fully funded by the Dutch Ministry of Foreign Affairs under the budget for development cooperation.

#### The aim of the NFP

The overall aim of the NFP is to help increase both the number and the competencies of skilled staff at a wide range of governmental and non-governmental organisations. You have to be nominated by your employer to be eligible for the fellowship. There also has to be a clear need for training within the context of your organisation. The NFP is meant for professionals who are nationals of and work and live in one of the 51 NFP countries. The countries have been classified into two categories (I and II).

[Click here to go to the NFP country list](#). Category I countries are priority countries and will receive more fellowships.

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Each embassy has its own focus area to support the development goals of the Netherlands in each NFP country. The overall objective is to spend 35% of the budget on grants and study programmes in food security and private sector development.

The fellowships are further prioritised as follows:

- 50% of the budget is for applications from Sub Sahara Africa.
- 50% of fellowships has to be awarded to female applicants.

#### The fellowship

An NFP fellowship is intended to supplement the salary that you should continue to receive during the study period in the Netherlands. The allowance is a contribution towards your costs of living, the costs of tuition fees, visas, 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 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 organisation.

#### For whom

##### Criteria

You must meet a number of criteria that support the aim of the NFP to be eligible for a fellowship.

To be eligible you:

- must be a professional and national of, and working and living in one of the countries on the NFP country list
- must have an employer's statement that complies with the format Nuffic has provided. All information must be provided and all commitments that are included in the format must be endorsed in the statement.
- must not be employed by an organization that has its own means of staff-development. Organizations that are considered to have their own means for staff development are for example: multinational corporations (e.g. Shell, Unilever, Microsoft), large national and/or a large commercial organisations, bilateral donor organisations (e.g. USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid), multilateral donor organisations, (e.g. a UN organisation, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB), international NGO's (e.g. Oxfam, Plan, Care).
- must have an official and valid passport or an official and valid document of identification in your country.
- must not receive more than one fellowship for courses that take place at the same time
- must have a government statement that meets the requirements of the country in which the employer is established (if applicable)

#### How to apply

Seek academic admission as early as possible to allow us to process your application in time.

#### Prepare your fellowship application

If you are certain that you are eligible for an NFP fellowship and you have collected all the necessary information and documentation, you can start with your application.

In the application you need to give personal details, for which course you want to register for an NFP fellowship as well as motivational statements. You also need to upload:

- a copy of a valid passport / official document of identification in your country
- a statement from your employer that complies with the format Nuffic has provided
- a statement from your government (if applicable for your country)

**The application you submit must be complete with all the required documentation according to the required formats.** The application must be submitted online through the '**candidate registration form**' before the fellowship application deadline. Applications that are not submitted according to the required process and format will not be accepted.

#### **Fellowship application deadline and registration form**

Applications for the NFP fellowship should be submitted through ATLAS, the online '**Candidate registration form NFP**'. The link you can find in your **Admission letter**. Please make sure that you choose NFP-SC on the first page of the application form.

There are three different application deadlines for NFP and MSP; March, July and October. The start date of the short course determines in which deadline the course is.

<b>Deadline</b>	<b>Course start date between</b>	<b>ATLAS open between</b>	<b>Selection outcome expected</b>
21 July 2015	23 Nov 2015 – 23 Feb 2016	2 June - 21 July	3rd week of September 2015
20 October 2015	24 Feb 2016 – 27 July 2016	1 Sept - 20 Oct	3rd week of December 2015
22 March 2016	28 July 2016 – 23 Nov 2016	2 Feb 2016 – 22 March 2016	3rd week of May 2016

Please use your **reference number** from your Admission letter.

#### **Fellowship selection process**

Only a maximum number of candidates can be considered for a fellowship. Therefore the process has a preliminary step. This step is to decide which candidate will be considered for an NFP fellowship.

If a candidate is considered for a fellowship his or her application will be assessed. The Netherlands embassy will check the application on the eligibility criteria. If eligible it will be further assessed.

The above leads to a ranking of all eligible applications. The selection method takes the NFP policy principles (women, Sub Sahara Africa, food security and priority countries) into consideration.

### About the eligibility check

If your application does not meet the eligibility criteria it will be rejected regardless of any effort, time and money you put into it.

If your application is eligible it will be assessed by the Netherlands embassy on:

- the degree to which you fit into the target group of the programme
- how well you would be able to implement the newly-acquired knowledge in your daily work;
- to what extent the knowledge will contribute to the development of your home country. Your application will be assessed according to the country focus an embassy may have set. If for example you submit an application for an NFP fellowship in the field of Health Sciences while Agriculture is a country focus, your chances of obtaining a fellowship will decrease.
- how well your plans for the time after returning to your employer are described and how easily they can be implemented.

### After the selection:

CDI will inform you, on behalf of Nuffic, about the outcome of the selection by email.

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### SUMMARIZED

You can only submit your NFP application through the online form once. It is not possible to edit your application once it has been submitted.

We therefore advise you to prepare all documents mentioned above very well before you start with the online NFP application. We also advise you to make a print of the form before you submit it.

Before you start your NFP application, please prepare the following documents in advance:

- Motivation: (answering the following questions, stated by Nuffic)
  - What is the issue or problem you want to address in your country?
  - How will this course enable you to address this issue?
  - How will you address this issue with your position within your organisation?
- Copy of identity (in PDF format)
- Employer statement (in PDF format), according this format:  
<http://www.nuffic.nl/en/library/prescribed-format-employer-statement.docx>  
Or please see page 5 and 6 of this document for the format.
- Government statement (in PDF format), if applicable. For the format, please see page 5 of this document. To see if you need a government statement for your country, please check this link: <http://www.nuffic.nl/en/library/overviewgovernment-statements-per-country.xlsx>

Where to download a **free PDF creator** and how to make your documents in PDF format, please see this document: <https://ssc.wur.nl/Mededelingen/stars/DownloadandinstructionsPDFCreator.pdf>

### **Netherlands Fellowship Programmes (NFP) Statement of Government Authority**

A number of countries on the NFP country list require a statement from the government before candidates can apply for an NFP fellowship. In this statement the government expresses its support of the fellowship application.

Please check with your government and/or the Netherlands Embassy if this applies to your country.

Candidates must upload a government statement with their online fellowship application. Fellowship applications from countries that require a government statement that do not contain an attached or uploaded government statement will not be considered eligible, and will not be further assessed for an NFP fellowship.

Before submitting your application, you can print your application for your own administration. This print can also be used for the government authority concerned, in order to obtain a government statement. Candidates can use the format below.

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#### **STATEMENT BY GOVERNMENT AUTHORITY (if applicable)**

The government of \_\_\_\_\_ hereby supports the above application and certifies that the programme to be undertaken will benefit and foster the development of the country, and that all the information provided is complete and correct.

Name of NFP applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Position of the responsible government official: \_\_\_\_\_

Signature and official stamp:

**Prescribed format employer's statement. To be submitted on official letterhead, dated, signed by the superior of the candidate and stamped**

I [*name of the superior of the candidate*] hereby give permission to

- *name of candidate*
- *date of birth*
- *position*
- *employed since month / year*

to follow the Short course / Master study / PhD programme:

- [*name course or programme*]
- from [*start date*] to [*end date*]
- at [*educational institution, place.*]

I declare that

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

*Telephone number:*

*E-mail address:*

*Stamp of the organization*

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

Prescribed format for the

**Plan to implement the newly acquired knowledge by the candidate**

Name of the organization:

Mission statement (*max 750 characters*):

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

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

Name of the candidate:

Function:

Tasks:

**Relevance of the study**

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

Relevance for the candidate: [50-1000 characters]

Relevance for the employing organization: [50-1000 characters]

*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:**

Obective	Activity	Period of implementation