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Format employer's statement

Orange Knowledge Programme & MSP Applications

This format can be used for both OKP and MSP applications.

The employer's statement is 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
- country

to follow the Short course/Master Programme:

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

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 format¹.



Signature of the superior of the candidate:

Telephone number:

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

Date:



E-mail address:

Website:

Stamp of the organization



¹ 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



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

Name of the organization:

Mission statement (max 750 characters):

Introduce your organisation, explain the mission

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

Explain the core activities of the organization



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?



Data about the candidate who is nominated for a scholarship:

Name of the candidate:

Function:

Tasks:

- *Give a short bullet point summary of the tasks 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?

- a. Relevance for the candidate: [50-1000 characters]
Indicate how the training will enhance candidates function and increase the scope of candidates activities
- b. Relevance for the employing organization: [50-1000 characters]
 - *Why is candidate the most suitable person in the organization to participate*
 - *Explain the (social) issue in the community or country that candidate and/or employer identified and want to change*
 - *Explain how, after successfully completing the training, candidate will be able to further develop, work on the identified issue and strengthen the organization. How will the training benefit the community and the organization*
 - *Explain how the training will assist the organisation in improving its service and supporting its mission*

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.



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Plan of activities:

Candidate/Employer identifies a (social) issue in the community or country that candidate wants to change. Add below how candidate is planning to do so

Objective	Activity	Period of implementation



Freelancers need to add below their track record or portfolio and, if possible, recommendation(s) of a client