Format employer’s statement   
Mena Scholarship Programme (MSP) applications

*This format can be used for 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 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 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[[1]](#footnote-1).

*Signature of the superior of the candidate: Date:*

*Telephone number:*

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

*E-mail address: Stamp of the organization*

*Website:*

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):*

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

□ Food Security

□ Water

□ Renewable Energy

□ Security, Rule of Law

□ Other. Which theme? ………………….­­

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

Name of the candidate:

Function:

Tasks:

**Relevance of the study programme:**

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

1. Relevance for the candidate: [50-1000 characters]
2. 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:**

|  |  |  |
| --- | --- | --- |
| Objective | Activity | Period of implementation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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* [↑](#footnote-ref-1)