

LEDS GP Peer Exchange Fellowships Program Terms and Conditions

Terms

Advice to prospective Fellows

- Fellows must be members of the LEDS GP through one of its regional platforms.
- Fellow can be individuals, or groups of practitioners. They may develop capabilities through mutual exchange and learning (fellow-to-fellow exchanges on a common problem), or through a collaborative arrangement (learning arrangement) with a specific LEDS leader or lead institution.
- Criteria of selection include: the degree to which the fellowship could lead to a transformative impact on national or sub-national LEDS, or NDC, that fellows are engaged with; the commitment of fellows' home institutions to apply what is learned, sharing of learning with to a wider group of LEDS/NDC practitioners beyond those directly involved in the fellowship exchange, including nationally and regionally; and a clear statement of purpose and modality for peer-exchange (clear roles within fellows' home and host/sending institutions). Applications for the following are particularly welcomed:
 - Fellowships based on South-South exchange.
 - Strong applications by women practitioners.
 - Fellowships that include objectives related to creating a deeper understanding, or improving gender-sensitive implementation, of LEDS and NDCs.
- Fellowships will take place between 15 August to 30 October, at any point within that time frame. It is expected that fellowships will normally be around one month in duration.
- Fellows will be expected to provide an inception report, a report at the conclusion of the attachment and a 3-page case study setting out the purpose and impact of the fellowship for public dissemination and publication on the LEDS GP web site. They will also be involved with follow-up after 3-months and assessment of the pilot phase.

Operational Structure

The LEDS GP Secretariat (CDKN) will manage the program, issuing a call for peer-exchange fellowship bids; working with regional platforms and working groups to set selection panels; liaising with successful candidates; monitoring progress of fellowships; and engaging with fellows to receive a report of outcomes and assessment of the process from those involved.

Fellows will make arrangements for their fellowship, organizing and agreeing the participation of individuals and institutions as necessary in advance, organizing travel and insurance, and providing

reports as required.

Regional LEDS platforms will convene selection panels and select one fellowship per region plus two back-up fellowships. They will work with the LEDS GP global secretariat to ensure effective reporting by fellows and support an evaluation of the pilot phase.

Regional LEDS platforms, Working Groups and the LEDS GP global secretariat will help to identify and encourage potential fellowship opportunities amongst the membership. They will work with those seeking to undertake a fellowship in a specific area to advise which LEDS leaders might be able to provide peer-exchange, and which institutions may wish to offer fellowships. In this way, the pilot phase of the LEDS Peer Exchange Fellowship Program will begin to highlight opportunities both for this initial and future rounds.

Selection criteria

Fellows will be selected on the basis of the following criteria:

- Fellows must be members of the LEDS GP.
- A clear statement of purpose and modality for peer-exchange (clear roles within the fellows' institution and host/sending institution).
- The degree to which the fellowship could lead to a transformative impact on a national or sub-national LEDS
- Outline of linkages to the NDC
- The commitment of fellows' institutions to apply what is learned.
- Opportunities for sharing of learning with a wider group of LEDS/NDC practitioners beyond those directly involved in the fellowship exchange, including nationally and regionally, especially South/South exchange.

No specific marking criteria or weighting system will be included for this round of applications, but may be considered for future rounds on the basis of experience.

Conditions

Applications will be made through the LEDS GP web site in electronic format in **Spanish, English** or **French**.

Each application will include:

- Short description of objectives for the Fellowship (500 words max).
- Outline of the approach and mentoring/peer learning process to be used (500 words max).
- Intended application of the learning within a national/sub-national context (500 words max).
- A signed form from the fellow(s) accepting the Fellowship Scheme Conditions.
- 2 provisional letters of agreement from:
 - **the home institution** of the fellow(s). This letter will be signed by a senior official within the home institution agreeing that:
 - the named staff member(s) will take part in the Peer Exchange Fellowship as indicated in the description of objectives.
 - the home institution agrees to formally consider and take-up learning achieved through the peer exchange fellowship within relevant LEDS and/or NDC process.
 - the home institution is willing to act as the conduit for the payment of airfares, subsistence payments as set out below and to pay these, as required, to the fellow(s).
 - the home institution assumes responsibility for ensuring that fellows have adequate health, travel and accident insurance coverage for their assignment.
 - provides bank details through which payments can be made by the Overseas Development Institute (ODI).
 - reporting requirements as set out below for fellows set out below are complied with.
 - **the host institution/providing institution**. This letter will be signed by a senior official within the host/providing institution agreeing that:
 - the institution will host a Peer Exchange Fellowship as indicated in the description of objectives;
 - that the named staff member(s) will act as mentors and participants in the exchange.
 - reporting requirements as set out below for host/sending institutions (where

peer exchange is provided remotely) are complied with.

- will participate in review activities for the Fellowship, as required.
- Names and short biographies (max 300 words) for each of those involved in the fellowship.
- A budget for the fellowship to a maximum of USD15,000. This can include: (a) travel – economy class most direct route; (b) hotel and subsistence costs; (c) in-kind contributions of participating institutions to provide a picture of the total value of the Fellowship opportunity provided; (d) course fees and other learning material where these are integral to the fellowship.

Allowances

- A flat subsistence rate to cover hotel, subsistence and ground travel costs will be provided to fellows, calculated as 75% of the prevailing UN WHO Per Diem USD rate for trips of up to 60 days. The following rates will be used (using town rates, rather than rates for specific hotels): <http://apps.who.int/bfi/tsy/PerDiem.aspx>
- The cost of visas and business travel insurance can be included in the budget, but must be arranged by fellows or their institutions.

Liability

Fellowships are undertaken at fellows' own risk. ODI – as the administrator of the Scheme – accepts no liability for loss of or damage to the property of fellows or their families, or for expenses or loss of earnings or any other indirect or consequential loss, or for any other loss as permitted by law in any jurisdiction arising from or in connection with participation by a fellow in the scheme.

Reporting requirements

Fellows are required to provide the following reports to the regional platform and LEDS GP team as an integral part of the Fellowship:

- An inception report when the Fellowship commences to confirm the purpose and approach to be taken in the Fellowship and how it will unfold.
- A closing report, setting out activities undertaken, learning achieved and how this will be applied to the national/sub-national LEDS/NDC.
- A financial report on completion of the fellowship covering expenditure incurred.
- A 3-page case study on the LEDS Peer Exchange Fellowship to be provided for publication on the LEDS GP regional/global web sites, by 15 January 2017.
- Inputs to a follow-up questionnaire on application of learning.
- Inputs to an evaluation of the pilot phase of the fellowship scheme.
- LEDS GP will also approach the host/provider institution for a closing report on the fellowship.

Written reporting requirements

- **Fellows** are required to provide the following reports to the regional platform and LEDS GP team

as an integral part of the Fellowship:

- An inception report when the Fellowship commences to confirm the purpose and approach to be taken in the Fellowship and how it will unfold – to be submitted within 7 days of commencement of the assignment.
 - A closing report, setting out activities undertaken, learning achieved and how this will be applied to the national/sub-national LEDS/NDC. To be submitted within 7 days of the close of the assignment.
 - A 3-page case study on the LEDS Peer Exchange Fellowship to be provided for publication on the LEDS GP regional/global web sites, by 15 January 2017.
 - Inputs to a follow-up questionnaire on application of learning, as required.
 - Inputs to an evaluation of the pilot phase of the fellowship scheme, as required.
- The host/provider institution will provide:
 - a brief summary of the fellowship within 7 days of the close of the fellowship, which will include a brief summary of the activity and stating the number of days duration of the attachment.
 - Inputs to an evaluation of the pilot phase of the fellowship scheme, as required.

Expenditure reporting requirements

Any variation away from the budget with respect to number of days of duration or location for the fellowship must be agreed in advance.

Costs and the method of payment for any course fees incurred as part of the fellowship will be agreed in advance.

The home institution of the fellow will --- on the basis of the agreed budget:

- submit receipts for airfares within 7 days of their purchase.
- provide a financial report to ODI, signed by a senior officer of that institution, within 21 days of completion of the fellowship, confirming the number of days duration of the fellowship and the subsistence payment.

Payments

The home institution of fellows is expected to purchase airfares for fellows and pay their subsistence, as agreed. These costs will be re-imbursed, as set out in these Terms and Conditions, by ODI acting for LEDS GP.

- Reimbursement of airfares will be made to the home institution on the submission of receipts.

- Reimbursement of per diem payments will be made in USD as follows: 70% on receipt of the inception report; and 30% in arrears following the submission of a financial report on the fellowship submitted by the home institution.