



Young Expert Programmes

Guidelines
Organisations

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Introduction

In order to guarantee international professional expertise in the water sector in the future, the Young Expert Programme Water (YEP Water) was launched in 2013, giving young Dutch experts the chance to gain experience abroad and where young local experts can take their first steps in an international work environment via Dutch companies, knowledge institutions and civil society organisations.

Due to continuing internationalising of the food- and trade flows and the growing importance of sustainable development in upcoming markets in developing countries, YEP Agrofood was launched in 2015.

As a next logical undertaking for extension of YEP Programmes, YEP Energy was added in 2020, considering both national and international objectives to work on sustainable inclusive growth in the Netherlands, developing countries and worldwide. This is in line with the Dutch *Nexus* approach, which assumes an inextricable link between water, food security and renewable energy, and the need for intersectoral collaboration to improve the worldwide living standard.

Together, Young Expert Programmes (YEP Programmes) contribute to a dynamic international network of experts in the Water, Agrofood & Energy sectors and opens it up for a new generation of experts, incentivising the sectors to invest in young Dutch and local talent.

YEP Programmes is developed as a joint venture between the water sector represented by the Netherlands Water Partnership (NWP), the Dutch Ministry of Foreign Affairs, the Food & Business Knowledge Platform (F&BKP) and the Netherlands Enterprise Agency (RVO), and was founded as a public-private programme.

This document explains the general set-up of YEP Programmes, including the criteria and conditions for participating in the programme, expectation of the programme with regards to Organisations, and the role that the YEP Programme Bureau plays in this. More information about the programme and the necessary forms for application can be found at www.yepprogrammes.com.

Terms used within YEP

Country of placement - The country or countries where the Young Expert will be stationed for his/her work. Country where Young Experts is placed should be on the list of countries from [Dutch Good Growth Fund](#) (DGGF).

Local/Partner organisation - The organisation on site in the country or countries where the Young Expert is stationed, with which the Dutch Organisation has a formal partnership (MoU) for the placement of the Young Expert(s) at its offices.

Local Young Expert - An expert possessing a Master's or Bachelor's degree, with a maximum of four years' relevant work experience, holding the nationality of the country where he/she is placed and not already in permanent employment with the organisation¹.

Dutch Organisation/Applicant - An organisation registered with the Dutch Chamber of Commerce, which makes an application for the placement of a Young Expert within the Young Expert Programme¹.

Dutch Young Expert - An expert possessing a Master's or Bachelor's degree, with Dutch nationality, and with a maximum of four years' relevant work experience¹

Organisation - A company, knowledge institution or civil society organisation

Project – Can be a project, programme, or activity that has been set up and is managed by the Dutch or Local organisation and where the young expert is stationed.

(Sector) Themes: The themes come from government policy letters and the project must fall within one or more of these themes. For the **Water** sector the following themes have been defined: i) efficient water management, in particular in the agricultural sector ii) Improved river basin management and safe estuaries iii) Access to safe drinking water and sanitation and for **Agrofood** sector the topics are: i) eradication of existing hunger and malnutrition ii) Promotion of inclusive and sustainable growth in the agricultural sector iii) Creation of ecologically sustainable food systems. For the **Energy** sector the themes entail: i) decentral access to affordable energy services for households, including clean cooking solutions ii) innovation (technology, finance and business) iii) productive use of renewable energy for SMEs, farmers and social institutions.

YEP Programme Bureau - The bureau that coordinates the Young Expert Programme, based at International Water House, Bezuidenhoutseweg 2, 2594 AV, The Hague. E-mail: info@yepprogrammes.com

Young Expert - An expert possessing a Master's or Bachelor's degree, with a maximum of four years' of relevant work experience and with the Dutch nationality or the nationality of the country where he/she is stationed¹.

For more information see www.yepprogrammes.com

¹ See Chapter 3 for further information

1 Young Expert Programmes

The Young Expert Programme (YEP) enables the Water, Agrofood & Energy sectors to secure their future international network and build a sustainable relationship with the emerging markets or developing countries. YEP is founded as a professional coaching & learning programme, encouraging young professionals to start an international career in the Water, Agrofood and/or Energy sector. The programme does this by providing financial support and by supervising, coaching and training the young professionals, further referred to in this document as **Young Experts**. YEP's *objective* is to rejuvenate and enhance the professionalism and expertise of the Water, Agrofood & Energy sectors.

The deployment of Young Experts is related to one or more of the following sector themes;

for Water:

1. Efficient water management, in particular in the agricultural sector
2. Improved river basin management and safe estuaries
3. Access to safe drinking water and sanitation.

for Agrofood:

1. Eradication of existing hunger and malnutrition
2. Promotion of inclusive and sustainable growth in the agricultural sector
3. Creation of ecologically sustainable food systems.

for Energy:

1. Decentral access to affordable energy services for households, incl. clean cooking solutions
2. Innovation (technology, finance and business)
3. Productive use of renewable energy for SMEs, farmers and social institutions.

Although a distinction has been made between the sectors, the reality is that the water, agrofood and energy sectors are strongly inter-related. The deployment of the young expert can thus certainly also be **cross-sectoral** encompassing the three Water, Agrofood & Energy themes. This should then be indicated on the application form.

The programme seeks to achieve the following:

1. Dutch Young Experts are given the opportunity to gain relevant international experience with a Dutch organisation or its local partner organisation.
2. Local Young Experts are given the opportunity to gain relevant work experience in an international environment with a Dutch (partner) organisation that operates in his/her country.

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3. An International network is set up through the deployment of Young Experts, thereby anchoring specific knowledge on the Water, Agrofood & Energy sectors
4. Relationship is strengthened between the government and the Dutch organisations operating in emerging markets or developing countries through:
 - a. interaction created by the joint implementation of the YEP in a public-private partnership,
 - b. creation of more support for the Dutch policy on international cooperation by the Dutch organisations involved with YEP
5. The senior executive staff of the organisation is actively contributing to the training of young experts supporting them with a career in an international environment, thereby transferring his/her expertise and international experience to the Young Expert.

2 YEP List of Countries

YEP is open to projects in 70 countries that appear on the [country list](#) which can be found on the website and is based on the [Dutch Good Growth Fund](#)²

Please note, for Ethiopia and Kenya: when submitting a project proposal, your project should comply with the Multi-Annual Country Strategy of the country.

² Supplemented by Mauritania

3 Criteria and Conditions for YEP Participation

3.1 Criteria and Conditions for Young Expert Position

The Young Expert position should meet the following criteria:

- it should add value to the project
- Tasks and duties should be clearly specified and a learning and coaching plan must have been drawn up for the position, giving the scope of the Young Expert's learning curve;
- it should not lead to the piling up of subsidies in the context of Dutch Government financed projects
- it should not lead to distortion of competition
- it should not be intended to replace an expert currently working for the organisation

3.2 Criteria and Conditions for Applicant organisation

The applicant organisation must comply with the following:

- Organisation's activities must be in concordance with the policy on international cooperation in the Water, Agrofood & Energy sectors
- Project where Young Expert is placed must be clearly linked and contribute to one or more of the following sector's themes:
 - Efficient water management, in particular in the agricultural sector
 - Improved river basin management and safe estuaries
 - Access to safe drinking water and sanitation
 - Eradication of existing hunger and malnutrition
 - Promotion of inclusive and sustainable growth in the agricultural sector
 - Creation of ecologically sustainable food systems
 - Decentral access to affordable energy services for households, including clean cooking solutions
 - Innovation (technology, finance and business)
 - Productive use of renewable energy for SMEs, farmers and social institutions.
- Organisation should be willing to guide and coach Young Experts
- Organisation should give Young Experts the opportunity to build up their own professional networks within the organisation, the YEP programme, and beyond

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- If partnering with a local organisation, for the Young Expert position, there must be a signed agreement (MoU) between the parties stating this
- Organisation should observe the [OECD guidelines](#) and communicate transparently about project results
- When it comes to State Aid, for the deployment of a Dutch Young Expert, the training exemption can be used, as provided for in Article 39 of Commission Regulation (EC) No 800/2008 of 6 August 2008 declaring certain categories of aid compatible with the common market in application of Articles 87 and 88 of the Treaty (General block exemption Regulation).
 - De-minimis aid can be provided for the deployment of a local Young Expert on the basis of Commission Regulation (EC) No 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to de-minimis aid.

3.3 Criteria and Conditions governing Candidate Young Experts

Candidate Young Experts should meet the following criteria:

- Have demonstrable affinity with one or several of the Water, Agrofood and/or Energy themes:
 - Efficient water management, in particular in the agricultural sector
 - Improved river basin management and safe estuaries
 - Access to safe drinking water and sanitation
 - Eradication of existing hunger and malnutrition
 - Promotion of inclusive and sustainable growth in the agricultural sector
 - Creation of ecologically sustainable food systems
 - Decentral access to affordable energy services for households, including clean cooking solutions
 - Innovation (technology, finance and business)
 - Productive use of renewable energy for SMEs, farmers and social institutions
- Hold a relevant MSc/MBA/MA or BSc/BA degree.³
- After graduation of Master's or Bachelor's, have a maximum of 8 years' work experience, of which a maximum of 4 years can be work experience relevant to the sector in which the Young Expert will be working.

³ Non-Dutch degrees could upon request, be evaluated with the [International Credential Evaluation](#) (IDW)

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- Have a good command of the English language and, depending on the country of placement, a second UN language⁴.
- Be able to submit a Certificate of Good Standing (CGS) on request⁵.
- Not have been seconded previously as a UN Junior Professional Officer (JPO),
- Hold Dutch nationality or the nationality of the country of deployment,
- Can be placed in the country where the project is based, and appears on the country list of the [Dutch Good Growth Fund](#)⁶

In addition to the above points, candidates can strengthen their candidacy with: a demonstrable interest in international cooperation; internships, foreign experience and/or relevant extra-curricular experience.

Dutch candidates that live abroad should be able to stay in the Netherlands for two consecutive weeks during the selection procedure. In some cases selection interviews can be conducted via Skype.

⁴ The candidate may be asked by the YEP bureau or by the organisation to take an English language test (e.g. TOEFL or IELTS). This must be done with an accredited institution in the Netherlands or, for example, the British Council or American Embassy, if the candidate is based abroad

⁵ not applicable to local Young Experts

⁶ Supplemented by Mauritania

4 Support from YEP Programme Bureau

The YEP Programme Bureau supports the organisations by providing a number of services, described further in this chapter.

4.1 Assessment of Applications

The Programme Bureau assesses the applications for the deployment of Dutch Young Experts. See also Chapter 8.2 of this document.

4.2 Professional Recruitment and Selection

The Programme Bureau recruits and selects suitable and available Dutch Young Experts. It aims to place equal numbers of Dutch and local Young Experts and aims for a gender balance of 50% male participants and 50% female participants among the overall number of Young Experts.

Organisations can also put forward their own candidate, or preferred candidate. This should be indicated in an accompanying letter when applying for the position. This preferred candidate will go through the same process as external candidates and must register through YEP's online system. The candidate will have an individual selection interview with the YEP Programme Bureau.

Recruitment and Selection of Dutch Young Experts

Candidates submit online applications via the www.yepprogrammes.com website by means of a CV and cover letter. Suitable candidates that meet the criteria set within YEP will be invited for interviews during "speed dating" sessions. An assessment will follow for the successful candidates. The candidate and Programme Bureau receive a copy of the assessment report including recommendations for a personal development plan.

Recruitment and Selection of Local Young Experts

The recruitment and selection of local experts is carried out by the Dutch organisation. The organisation will propose the preferred candidate to the YEP Programme Bureau. The candidate will be assessed via a Skype interview by the Programme Bureau to see whether he or she is suitable.

Matching between Dutch Young Expert and Organisation

The Programme Bureau, depending on availability, selects a number of suitable candidates, from the “speed dating” interviews. These candidates are then proposed to the seconding organisation. The applicant organisation makes a final selection from these candidates.

4.3 Learning & Training Trajectory

Below, the role that YEP Programme Bureau takes in the learning & training trajectory, is further elaborated. More information about this training programme and the intended objectives can be found on www.yepprogrammes.com.

Training of Dutch Young Experts

The selected Dutch Young Experts take part in the following training programme that takes place over a period of two years (if a two year contract is in place):

- 3-week start training course in the Netherlands
- 4 days of personal development training as part of the start programme
- 2-week return training course in the Netherlands after one year of secondment abroad
- 3 days of personal development coaching as part of the return programme
- Online training and coaching
- 3-day intervision weekend in the country or region (optional)
- Participation in YEP online masterclasses

Training of Local Young Experts

The selected local Young Experts take part in the following training programme that takes place over a period of two years (if a two year contract is in place):

- 3-week start training course in the Netherlands, of which 2 days with their Dutch employer
- 2 days of individual personal coaching as part of the start programme
- 2-week return training in the Netherlands
- 2 days of individual personal coaching as part of the return programme
- Online training and coaching
- 3-day intervision weekend in the country or region (optional)
- Participation in YEP online masterclasses

Dutch and local Young Experts will be following the start and return training jointly, apart from the personal development training. Young Experts who are only seconded for a year will not participate in the Return training.

Seconded Dutch Young Experts and local Young Experts deployed in programmes within the same regions have the opportunity to organise 'intervision weekends'. In these weekends Young Experts will come together for local or regional training courses and meetings.

4.4 Coaching of Young Experts

A professional coach will be appointed to every Young Expert for individual coaching and the development of a personal development plan (PDP). Every six (6) weeks during the first year the coach will hold meetings via Skype and speak to the Young Expert personally during the training courses in the Netherlands.

4.5 Networking

YEP Programme Bureau offers access to the broad Water, Agrofood & Energy sectors through the networks of Netherlands Water Partnership (NWP), the Food & Business Knowledge Platform (F&BKP), the Netherlands Enterprise Agency (RVO), international organisations and embassies. It offers the Young Experts the opportunity to participate in trade missions, conferences and seminars if the occasion arises during the period of secondment.

The use of Young Experts should contribute to a strong relationship with the partner country and the Netherlands. In the future the Young Experts will be the ones shaping the relationships between governments, knowledge institutions, companies and Civil Society, and between the partner countries and The Netherlands. *Network formation* is essential in achieving this. Starting with the build-up of a YEP network:

1. Among the Young Experts
2. Between the Young Experts and the local Water, Agrofood & Energy sectors
3. Between the Young Experts and existing networks in the Netherlands

5 Financial Support from YEP

YEP offers financial support to organisations from the Water, Agrofood & Energy sectors to encourage them to deploy young Dutch and local experts on international projects that contribute to the international development themes within Water, Agrofood & Energy mentioned earlier.

The financial support is intended to enable the local Young Expert to gain experience with a Dutch organisation (training, coaching and network building) and secondly to contribute to the international secondment of the Dutch young experts (training and professional coaching, travel expenses, accommodation, and preparation).

5.1 Financial Support for Dutch Young Experts

The applicant organisation contributes:

- The salary costs including the employer's portion of social security contributions for the Dutch Young Expert
- A yearly contribution of EUR 1,500 for each Dutch Young Expert towards the costs of the Programme Bureau's efforts
- Reservation of time for coaching & supervision of Young Expert

YEP contributes the following:

- A maximum of 50% of the total costs of the placement, up to a maximum of EUR 40,000 per annum. Of this EUR 40,000, EUR 10,000⁷ is used for professional assessment, the training programme and professional coaching
- Based on a substantiated budget from the applicant organisation a maximum contribution of EUR 30,000 per annum can therefore be provided from the programme, for the secondment costs (travel expenses, accommodation, belongings, insurance, host country allowance, etc.)

5.2 Financial Support for Local Young Experts

The applicant organisation contributes:

- All costs not borne by YEP, including travel expenses and a visa for the YEP start training in the Netherlands, and will arrange the two-day introductory programme for the local Young Expert in their own organisation during the start training. In the case of a two-year contract, the applicant organisation will also provide the ticket and visa for the return training

YEP contributes the following:

⁷ This amount is retained by the YEP Programme Bureau

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- Based on a substantiated budget, a maximum 50% of the costs, up to a maximum of EUR 12,000 per annum, which can be used for salary and operational costs. Of this amount, EUR 2,000⁸ will be set aside for training and courses, for use by the YEP Programme Bureau
- Based on a substantiated budget from the applicant organisation a maximum contribution of EUR 10,000 per annum can therefore be provided by the YEP Programme Bureau

5.3 Agreements regarding advance funding

After having received all necessary documents needed for the Young Experts deployment the advance payment (95% of the allocated budget for the first year) will be transferred.

If the duration of the deployment is more than one year, a progress report needs to be submitted to the YEP Programme Bureau at the end of the first year. After approval of the progress report by the YEP Programme Bureau, the advance payment (95% of the allocated budget) for the year two shall be transferred. The remaining amount shall be transferred after the final report has been approved.

All payments are in Euros.

⁸ This amount is retained by the Programme Bureau

6 Responsibilities of Organisation and Young Expert

6.1 Supervision and Mentoring of Young Expert by the Organisation

The applicant organisation is responsible for:

- The contract of employment & terms and conditions of employment
- The Young Expert's safety and well-being
- Personnel management. Giving account for the Young Expert's presence and absence (absence, sick leave and time off work)
- The overall responsibility for the appraisal and remuneration of the Young Expert
- The seconding organisation's assignment of a **supervisor** in the country of secondment. This can be a manager at the location
- The seconding organisation's assignment of a **mentor**. The mentor should be an independent senior manager (other than a manager to whom the Young Expert reports) or, for example, a Dutch staff member from the organisation who pays regular visits to the country (missions). This mentor should be located in the Netherlands
- Young Experts can exercise their discretion in deciding which information they wish to share with their supervisor, mentor and coach. Young Experts formulate their questions for meetings prior to the meetings
- Allow time for the Young Experts to work on YEP related activities for 8 hours per month, during working hours

The supervisor's role relative to the Young Expert

Provides day-to-day supervision and guidance to the Young Expert

Meeting frequency: daily/weekly

The supervisor is the manager or senior colleague from the local partner organisation, who will mainly guide and supervise the Young Expert. The supervisor provides regular feedback on work-related issues and the progress that is made. Also, the annual performance review of the Young Expert is a responsibility of the supervisor.

To discuss with the Young Expert:

- Daily work activities, targets and results of the Young Expert
- Functioning and progress of the Young Expert
- How the work aligns with the Personal Development Plan (PDP) of the Young Expert
- Training on the job and feedback

Tasks for a supervisor:

- Support the Young Experts in achieving the PDP goals
- Support the Young Expert with work-related issues
- Hold progress/performance meetings and report on this
- Liaise with the mentor about the Young Expert regularly and alert mentor about (potential) emergencies
- Ensure that the Young Expert has time for YEP related activities for 8 hours per month to spend on YEP assignments, training and coaching.

The supervisor's feedback can be of great value, as the supervisor sees from up close the Young Expert at work and can identify the Young Expert's strengths and weaknesses. Young Experts are expected to ask for feedback and pay attention to advice given by the supervisor.

The supervisor bears the responsibility for conducting annual performance interviews with the Young Expert.

The mentor's role

Forms the link between the organisation, supervisor, Young Expert, and YEP Programme Bureau (YEP PB) and bears main responsibility for the Young Expert's secondment

Meeting frequency: at least every 6-8 weeks

The mentor is appointed by the organisation of employment. Usually the mentor works from within the Netherlands. The mentor works independently from the supervisor and will not review the Young Expert on his/her work but is knowledgeable in the field of work and knows all about the organisation. The mentor is available for at least two full days a year for the kick-off and kick-out of the training and the mentor day.

To discuss with the Young Expert:

- Knowledge of the organisation (strategy, vision, method)
- The mentor's experience and expertise within the sector
- Career opportunities of the Young Expert
- Networking skills and network development
- Content of work, work experience, and competencies
- Relevant PDP goals in which the mentor can play a role
- The relation between the Young Expert and their supervisor

Tasks for a mentor:

- Help and activate the network of the Young Expert locally and in the Netherlands within and outside the organisation.
- Arrange Young Expert's administration (contract and finance) for the YEP Programme Bureau every year
- Arrange the introductory programme in the Netherlands

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- Liaise with the supervisor about the Young Expert regularly and alert YEP Programme Bureau to (potential) emergencies
- Advise supervisor and the YE on performance interview and its inclusion in the yearly progress report sent to YEP PB

The YEP Programme Bureau and mentor day

The YEP Programme Bureau offers one mentor day, during which it explains the training and coaching of the Young Expert and during which the mentor also meets the coach. At the same time, clarity is given on the required reports.

6.2 Progress and final report

The reporting is meant to report financially and content wise on the deployment of the Young Expert.

When the duration of deployment is more than one year, a progress report needs to be submitted after one year.

The final report needs to be submitted within one (1) month after the end date mentioned in the contract. The progress and final report needs to be accompanied by the following docs:

- Authorised substantiation of the costs (invoices and proof of payment for the costs)
- Signed secondment or employment contract
- Salary slip for the month in which the Young Expert takes up employment or begins as Young Expert within YEP, as well as a salary slip for the 12th or last month of employment
- Copy of proof of identity

Specific for the secondment of a **Dutch Young Expert** please also add:

- Annual salary statement
- Individual payroll tax statement
- Certificate of insurance for SOS insurance, inclusive of repatriation insurance for the Young Expert

7 Expectations of Young Experts

Among others, YEP Programme Bureau expects from the Young Expert to:

- be able to contribute to the institutional development in the country of placement,
- be able to perform in an intercultural context,
- be able to stimulate and strengthen the cooperation between the business community, government, and knowledge institutions (networking skills),
- possess the ability to engage in self-reflection and work on continual personal development,
- go beyond what is set out in the contract,
- show high performance in his/her work environment,
- make active use of social media and actively share knowledge,
- show loyalty and commitment to YEP and his/her employer
- take part in YEP online masterclasses and/or external MOOCS

8 YEP proposal for Position of Young Expert

Organisations active in the Water, Agrofood & Energy sectors can submit a proposal to the YEP Programme Bureau for a project that will enable a Young Expert to acquire knowledge and experience during a stay in one of the emerging markets or developing countries.

Every year three submission rounds are anticipated. The YEP proposal contains, amongst other things:

- a clear description of the deployment of the Young Expert, including country, location, period, and background of the project
- job tasks, requirements and/or preferred profile for the Young Expert position
- estimate of costs
- if applicable, proof of agreement on the deployment of the Young Expert by the local project partner(s)
- learning and coaching plan for Young Expert
- motivation and vision for participation in the YEP Programmes
- spin-off and long term vision of participation in the YEP Programmes

In the format of the YEP proposal a full overview is provided, which can be downloaded from the [document page](#) on our website.

8.1 Apply for a Young Expert position

For each Young Expert position that is applied for, a different application form needs to be filled out and submitted to the YEP Programme Bureau. This can be done by e-mail. The application form can be found on the [document page](#) on our website.

During the assessment procedure of the application extra points will be allocated if an organisation applies for both a Local Young Expert and a Dutch Young Expert (see also chapter 8.4). This is because the two Young Experts are able to support each other within the organisation stimulating peer learning.

Do not forget to attach the following documents to your application when sending it to the YEP Programme Bureau:

- Valid Chamber of Commerce excerpt (**NB:** signature on this document should coincide with the signature on the application form)

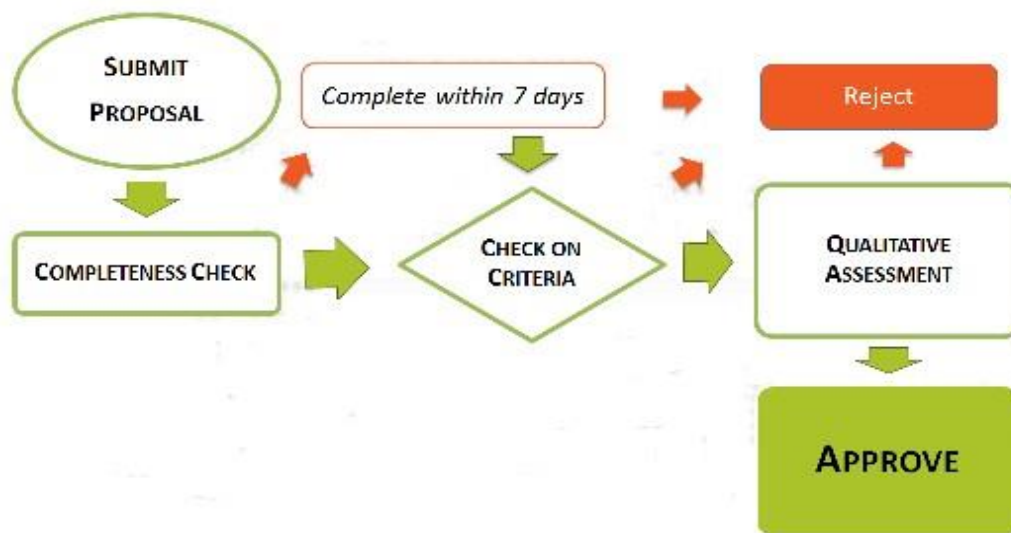
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- Budget / specification of costs according to model budget
- Statement of agreement from receiving local counterpart
- Curriculum Vitae and motivation letter preferred candidate (if applicable)
- Copy ID Local Young Expert
- Completed and signed de-minimis statement (only applicable to companies that apply for a Local Young Expert position)
- Completed organisation check form

8.2 Review Procedure

Proposals are reviewed on the basis of a standing procedure.

Project proposal review flowchart



Completeness Check

The YEP Programme Bureau examines the proposal within 10 calendar days of receipt to review whether it is complete. Applicants are granted 7 calendar days to supplement incomplete project proposals. Incomplete proposals that are not supplemented in time are not processed further.

Check on Criteria

The complete proposals are subsequently reviewed based on the criteria and conditions described in Chapter 3. Proposals that do not comply with one (or more) of the requirements will be rejected. Applicants whose proposals are rejected receive notification of the **rejection** within 2 weeks after the submission of their proposal.

Qualitative Assessment

Proposals that do comply with the requirements will be reviewed in the first instance by the Programme Bureau based on **five qualitative assessment criteria**, which are described in Chapter 8.4. The Programme Bureau assigns points to each criterion. The review will be carried out by two members

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of the YEP team, independently of each other, and discussed as a team.

Allocation

Proposals need to be awarded a **minimum of 45 points** out of 70 points (minimum requirement). Where there is any doubt, the YEP Steering Committee will be asked to decide. The result from the selection is presented to the **YEP Steering Committee**. The Steering Committee will issue a recommendation in the event of any doubt regarding a proposal.

Please note that the [subsidy decision](#) of the Dutch Ministry of Foreign Affairs will apply. Please pay special attention to Article 7, paragraph P, which states the procedure in case multiple proposals that match the criteria have been submitted by the same organisation.

All applicants receive notification of the acceptance or rejection of their project proposal **within 6 weeks**.

When financial support is allocated a **contract** will then be concluded between the NWP, in its role as the YEP Programme Bureau's lead agency, and the Dutch organisation.

8.3 Dates of Submission Rounds

For the dates of the submission rounds see www.yepprogrammes.com.

8.4 Review Criteria

ARGUMENTATION		POINTS	MAX. POINTS
1. Impact of the organisation	a. Climate	4	12
	b. Gender equality and empowerment of women and girls	4	
	c. Partnerships	4	
2. Project content and Young Expert position	a. Clear and strong project description	4	20
	b. Clear task description	8	
	c. Clear and realistic function requirements	4	
	d. The extend to which the function is relevant for the Water, Agrofood and Energy themes (Described in chapter #) and contributes to the Dutch International Development policy.	4	
3. Learning and coaching plan	a. Clear learning goals and learning goals are relevant for young professionals in the international development sector	4	16
	b. Strong guidance plan	8	
	c. Introductory/orientation program	4	
4. Motivation and spin off	a. Clear motivation	4	8
	b. Clear and strong spin off described for the Young Expert	4	
5. Budget realistic and conform guidelines YEP	a. Division of YEP budget and organisation expenses divided correctly	4	4
	b. Realistic costs		
			60
Bonus	Does the project take place in one of the focus countries (see chapter 2)	10	10
			70

Maximum score: 70 points. **Minimum score** (minimum requirement for A to E inclusive): **45 points**.

9 Formalisation of Cooperation

9.1 Between YEP Programme Bureau and Applicant Organisation

The NWP, acting as the lead party for the YEP Programme Bureau concludes a contract with the seconding organisation that lays down the obligations governing the seconding organisation. Two draft contracts (one for both Dutch and local Young Experts) can be downloaded from the [document page on www.yepprogrammes.com](#). This includes the following:

- Conditions attached to the submission of administrative documents: a signed secondment or secondment or employment contract, salary slip for the month in which the Young Expert takes up employment and December, the secondment costs, the insurance costs (SOS insurance, repatriation insurance and war and kindred risks insurance)
- De minimis declaration (see the [document page](#) at [www.yepprogrammes.com](#)) if the 'Young Expert' is local (only required if the applicant organisation is regarded as an enterprise under EU State Aid rules), Agreements on advances:
 - first year: 95% after receipt of signed contract
 - second year: 95% after submission of required reports
- The submission of a financial final report within 1 month after the termination of the Young Expert's deployment, accompanied by the administrative documents required for the determination of the YEP Programme's financial contribution
- The seconding organisation's submission of annual progress reports. These not only assess the Young Expert's development, but also monitor the local work context (including coaching and the description of the duties)

9.2 Between Organisation and Young Expert

The Dutch Young Expert or local Young Expert concludes a temporary contract (a specific secondment or secondment or employment contract) with the applicant organisation for at least one year, and a maximum of 2 years.

9.3 Between YEP Programme Bureau and Young Expert

A Letter of Intent is signed between YEP Programme Bureau and Young Expert, in which the reciprocal expectations are made clear as regards the deployment within the training programme and the participation in group assignments and use of social media.