



YEP Application Guidelines for Organisations

Version 5. 04-10-2016

Young
Expert
Programmes



Professionals
Worldwide
United

Contents

Contents	2
Introduction	3
Terms used within YEP	4
1 Young Expert Programme	5
2 YEP List of Countries	6
3 Criteria and Conditions for YEP Participation	7
3.1 Criteria and Conditions for Young Expert Position	7
3.2 Criteria and Conditions for Applicant organisation	7
3.3 Criteria and Conditions governing Candidate Young Experts.....	8
4 Support from YEP Programme Bureau.....	10
4.1 Assessment of Applications	10
4.2 Professional Recruitment and Selection.....	10
4.3 Learning & Training Trajectory	11
4.4 Coaching of Young Experts	12
4.5 Networking.....	12
5 Financial Support from YEP	12
5.1 Financial Support for Dutch Young Experts	13
5.2 Financial Support for Local Young Experts	13
5.3 Agreements regarding advance funding.....	14
6 Responsibilities of Organisation and Young Expert	15
6.1 Supervision and Coaching of Young Expert by the Organisation	15
6.2 Progress and final report	18
7 Expectations of Young Experts	19
8 YEP proposal for Position of Young Expert	19
8.1 Apply for a Young Expert position	20
8.2 Review Procedure	20
8.3 Dates of Submission Rounds.....	22
8.4 Review Criteria	22
9 Formalisation of Cooperation	23
9.1 Between YEP Programme Bureau and Applicant Organisation	23
9.2 Between Organisation and Young Expert.....	24
9.3 Between YEP Programme Bureau and Young Expert	24

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.

However, as international trade flows are expanding, putting pressure on the world's resources and threatening global food security, the demand for expertise contributing to the sustainable development of the Agro & Food Sector is growing.

In 2015 therefore, the Young Expert Programme was expanded to cover next to Water, also the Agro & Food sector.

The Young Expert Programme (YEP) contributes to the dynamic international network of experts in the Water and Agro & Food sectors and opens it up to a new generation of professionals, incentivising the sectors to invest in young Dutch and local talent.

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

This document explains the general set-up of the Young Expert Programme, including the criteria and conditions for participating to the programme, expectation of the programme with regards to Young Expert and Organisation, 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 Masters or Bachelors 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 Agro-cultural sector ii) Improved river basin management and safe estuaries iii) Access to safe drinking water and sanitation and for **Agro & Food** Sector the topics are i) eradication of existing hunger and malnutrition ii) Promotion of inclusive and sustainable growth in the Agro-cultural sector iii) Creation of ecologically sustainable food systems.

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.nl

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 nationality of the country where he/she is stationed¹ and not already in permanent employment with the organisation.

For more information see www.yepprogrammes.com

¹ See Chapter 3 for further information

1 Young Expert Programme

The Young Expert Programme (YEP) enables the Water and Agro & Food 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 and/or Agro & Food 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 and Agro & Food 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 Agro & Food:

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.

Although a distinction has been made between the sectors, the reality is that the water and agriculture sectors are strongly inter-related. The deployment of the Young Expert can thus certainly also be *cross-sectoral* encompassing both Water and Agro & Food 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.
3. An International network is set up through the deployment of Young Experts, thereby anchoring specific knowledge on the Water and Agro & Food 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 organisations 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 countries that appear on the country list of the *Dutch Good Growth Fund*:

Africa	Africa	Asia	North & South America	Europe
Algeria	Madagascar	Afghanistan*	Bolivia	Albania**
Angola	Malawi	Bangladesh*	Colombia	Armenia
Benin*	Mali*	Bhutan	Peru	Bosnia
Burkina Faso	Morocco	Cambodia	Surinam	Herzegovina**
Burundi*	Mozambique*	India	Guatemala	Georgia
Cape Verde	Niger	Indonesia*	Haiti	Kosovo
Chad	Nigeria	Jordan	Nicaragua	Macedonia**
Congo	Rwanda*	Laos		Moldavia
Democratic Republic	Sao Tomé	Lebanon		
Djibouti	Senegal	Maldives**		
Egypt	Sierra Leone	Mongolia		
Eritrea	Somalia	Myanmar		
Ethiopia*	South Africa	Nepal		
Gambia	South Sudan*	Pakistan		
Ghana*	Tanzania	Palestinian territories*		
Guinee	Togo	Philippines		
Ivory Coast	Tunisia	Sri Lanka		
Kenya*	Uganda*	Thailand**		
Libya	Zambia	Vietnam		
Liberia	Zimbabwe	Yemen*		

*partner country: projects submitted for a partner country are assigned 20 bonus points in the assessment.

** These countries will be removed from the list of countries from the Dutch Good Growth Fund in 2017. Project proposals for these countries can be submitted until 31 December 2016.

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 and Agro & Food 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
- 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,
- 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 and Agro & Food 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.
- Hold a relevant MSc/MBA/MA or BSc/BA degree.²
- 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.
- Have a good command of the English language and, depending on the country of placement, a second UN language³.
- Be able to submit a Certificate of Good Standing (CGS) on request⁴.
- Not have been seconded previously as a 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](#),

² Non-Dutch degrees could upon request, be evaluated with the [International Credential Evaluation](#) (IDW)

³ 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

⁴ not applicable to local Young Experts

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. A full job and competency profile for Young Experts can be found in the Young Expert Job Profile document at www.yepprogrammes.com

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 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.⁵ 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.

⁵ See also Chapter 7.

Matching between 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 YEP Programme Bureau takes on in the learning & training trajectory, is further elaborated on. 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 training programme that takes six weeks in total, over a period of two years:

- 3-week training course to prepare for secondment
- 2-week training course during their home leave in the Netherlands
- 2 days of individual personal coaching as part of the return programme
- Online training and coaching via the YEP Development Center during placement
- 3-day intervision weekend in the country or region (optional)

Training of Local Young Experts

Selected local Young Experts will be offered the following training courses by the YEP:

- 3-week preparatory training course in the Netherlands, of which one week with their Dutch employer
- Online training and coaching via the YEP Development Center during placement
- Training in the Netherlands (home leave for the Dutch Young Experts) ⁶
- 3-day intervision weekend in the country or region (optional)
- Follow-up by YEP via Skype interview

Seconded Dutch Young Experts and local Young Experts deployed in programmes within the same regions will be brought together for local or regional training courses and meetings whenever possible.

Some of these meetings may be held online via YEP’s [online community](#).

⁶ Only possible if the organisation pays for the flight ticket and daily allowance (DSA) for this training course

4.4 Coaching of Young Experts

A professional coach (e.g. via Skype) and Young Experts Programme Bureau coach the Young Expert. 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 and Agro & Food sectors through the networks of Netherlands Water Partnership (NWP), the Food & Business Knowledge Platform (F&BKP), 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 and Agro & Food 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 and Agro & Food sectors to encourage them to deploy young Dutch and local experts on international projects that contribute to the international development themes within Water and Agro & Food mentioned earlier.

The financial support is intended is 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, 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, and host country allowance).

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 preparatory training in the Netherlands, and will arrange for a week-long introductory programme for the local Young Expert in their own organisation. In the case of a two-year contract, the applicant organisation will also provide the ticket and visa for the leave training.

YEP contributes the following:

- 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. EUR 2,000⁸ has been 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, from the programme.

⁷ This amount is retained by the Programme Bureau

⁸ This amount is retained by the 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) 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.

6 Responsibilities of Organisation and Young Expert

6.1 Supervision and Coaching 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
- Mentoring by an independent manager (other than a manager to whom the Young Expert reports) or, for example, a permanent consultant who pays regular visits to the country (missions)
- 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.

The supervisor's role relative to the Young Expert

The supervisor is appointed by the local organisation and is expected to perform the following duties when coaching the Young Expert:

- The issue of explicit specifications of and expectations for the final results to be achieved during the secondment
- The provision of support to the Young Expert in the achievement of the results
- The reservation of time for personal coaching and feedback
- The reservation of time for progress interviews and for a substantiated appraisal

The supervisor's feedback can be of great value, as the supervisor sees from 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

Mentoring is done by an independent senior manager (other than a manager to whom Young Experts report) or, for example, a Dutch staff member from the organisation who pays regular visits to the country (missions). This mentor works for the seconding organisation from the Netherlands and can be used as a sounding board by the Young Expert. The mentor has a role as confidant and provides for the seconding organisation's involvement in the Young Expert's professional and personal development. The mentor will have access to the MBTI report on the Young Experts for the purpose of performing his or her role.

The mentor's responsibilities are as follows:

- To act as point of contact for the Young Expert
- To give advice in the event of emergencies
- To check and discuss performance interview reports
- To discuss the learning plan with the Young Expert
- To prepare and communicate to the Programme Bureau a Year 1 Evaluation and financial annual report

YEP Programme Bureau and the mentor relationship

The YEP Programme Bureau conducts a secondment interview with the mentor and Young Expert regarding the to be drawn up learning plan, and the role of the mentor. Reciprocal expectations are laid down here.

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.

The following page shows is an overview of the division of duties between Mentor, Supervisor and Coach.

MENTOR Bears main responsibility for Young Expert	SUPERVISOR Head Supervisor abroad	COACH Confidant for work and personal matters
Forms the link between supervisor, Young Expert and YEP Programme Bureau	Supervises the Young Expert in drafting his or her work plan/work assignment	Holds regular mirror/coaching interviews with Young Expert
Available to assist in YEP programme bureau led activities for at least 2 days. Kick-Off new YEP round - ½ day; Mentor day - 1 day; General presentation work Young Experts after 1 year – ½ day.	Gives supervision and (operational) coaching to Young Expert based on the work plan	Advises the Young Expert on the Personal Development Plan (PDP) based on the outcomes of the MBTI score
Coaches Young Expert from the Netherlands and forms the direct link for Young Experts with the Dutch parent organisation	Is responsible for training on the job, including feedback	Offers guidelines for personal retrospection and personal development
Acts as discussion partner for the Young Expert when it comes to the content of work and work experience, competencies, and subsequent career	Gives views and advice to Young Expert on Personal Development Plan (PDP)	Inspires Young Expert to self-management
Gives views and advice to Young Expert on Personal Development Plan (PDP)	Has direct contact with mentor in the Netherlands	Alerts YEP Programme Bureau to (threatened) emergencies
Has direct contact with Young Expert's supervisor	Conducts performance interview with Young Expert and arranges reporting on this	
Advises supervisor and Young Expert on performance interview and on sending performance report to YEP Programme Bureau	Advises Young Expert on achieving work-related targets and results	
Sorts out Young Expert's administration (contract and finance) for the YEP Programme Bureau	Stimulates Young Expert's network development	
Stimulates Young Expert's network development	Alerts mentor to (threatened) emergencies	
Arranges for Young Expert introductory programme by parent organisation before going abroad		
Alerts YEP Programme Bureau to threats/emergencies in country of placement		

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 at least two masterclasses.

The job profile and necessary competencies of a Young Expert are covered in greater detail in the Young Expert Job Profile document. This is available at www.yepprogrammes.com

8 YEP proposal for Position of Young Expert

Organisations active in the Water and Agro & Food 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 market or developing countries.

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

- a clear description of the deployment of the Young Expert, including country, location, period, and background,
- job 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),
- Young Expert learning and coaching plan
- recap on motivation and vision for participation in the YEP

In the format of the YEP proposal a full overview is provided, which can be downloaded from the website www.yepprogrammes.com.

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 www.yepprogrammes.com under the heading *forms*.

During the assessment procedure of the application extra credits 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.

In principle you can apply for a maximum of two Young Expert positions per application round (one Dutch and one Local Young Expert). There are exceptions and you can apply for more Young Expert positions, but only in the case that not all positions for that round have been filled. If they have positions for that round have been filled, the application for the additional Young Expert position will be forwarded to the next round.

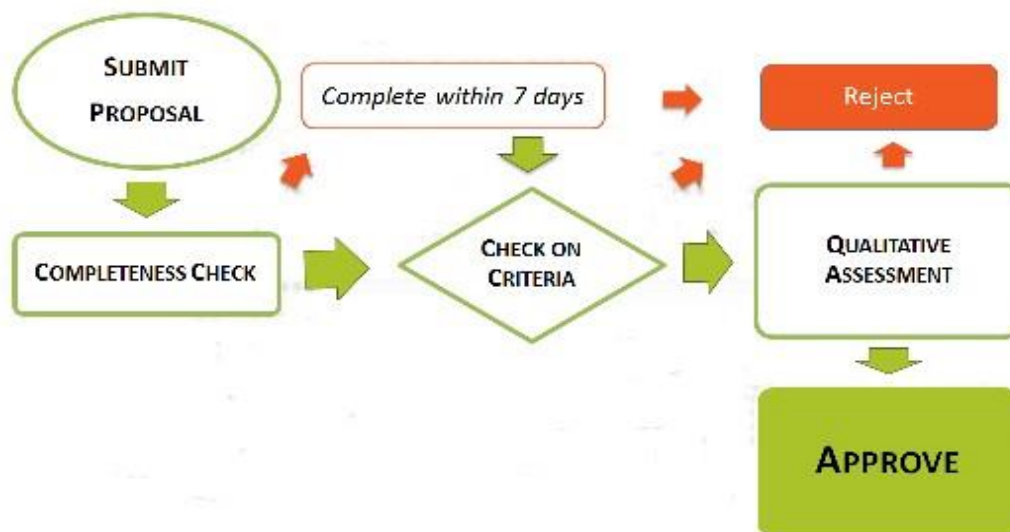
Do not forget to attach the following documents to your application when sending it to the YEP Programme Bureau:

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

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 two 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 **four 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 the YEP Programme Manager and YEP Project Manager, independently of each other, and discussed as a team.

Allocation

Proposals need to be awarded a **minimum of 105 points** out of 145 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.

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	MAX. POINTS	POINTS
A. The extent to which the envisaged duties are described, and are relevant for Water & Development Cooperation	<ul style="list-style-type: none"> - Clear description of duties - Clear and realistic job requirements - Review of relevance to development cooperation and the quality of the project 	40	
B. The extent to which the learning and coaching plan will enable the Young Expert to develop in sector themes of relevance to the YEP Programme and to build up a network	<ul style="list-style-type: none"> - Which themes? - Which learning targets? - How are these given shape in the learning plan? - Local, regional, national, international network - Coaching plan that describes the coaching envisaged (local/from the Netherlands), including structure of the receiving organisation: for example, office, workplace, senior manager acting as on-the-spot coach, short mission of experts from the Netherlands who can provide coaching to ensure that the Young Expert is assigned an appropriate structure. This is applicable to both Dutch and local Young Experts. 	45	
C. The reasons given by the Dutch employer and the local client for the contribution the Young Expert will make to their organisation and the added value for the project		15	
D. The extent to which the Dutch employer and the local client outline a clear vision of their longer-term deployment of the Young Expert and of the spin-off they expect from participation in the YEP Programme.	<ul style="list-style-type: none"> A. For the Young Expert B. For their organisation(s) C. For the Dutch/international Water and Agro & Food sectors 	30	
E. Realistic budget and according to the guidelines of YEP		15	

Maximum score: 145 points. **Minimum score** (minimum requirement for A to E inclusive): **105 points**

Extra points are awarded in the event that:

- the project takes place in one (or more) of the Development Cooperation Partner Countries,
- a joint application is submitted for a Dutch and a local Young Expert to be deployed in the same project,
- the application for a Young Expert position is for a 2-year period. Because it endeavours to provide a high-quality learning pathway for the Young Expert, the programme assumes a training and development period of 2 years⁹

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. A draft contract can be downloaded from www.yepprogrammes.com. This includes the following:

- Conditions attached to the submission of administrative documents: a signed secondment or insourcing 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 downloads 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 These points do not count towards the minimum requirement, but they do count for acceptance of the most relevant applications

9.2 Between Organisation and Young Expert

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

A sample employment contract is available at www.yepprogrammes.com.

9.3 Between YEP Programme Bureau and Young Expert

A simple contract is entered into, which can be compared to a declaration of intent, 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. For example, a number of points will be adopted from Chapter 6.2.