



# Young Expert Programmes

## Factsheet

## YEP Administration

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The mission of **Young Expert Programmes** (YEP Programmes) mission is to create a young, renewed, inspiring international network and build expertise in the field of Water, Agrofood and renewable Energy through Dutch organisations, operating in developing countries and emerging markets. Together we contribute to the Sustainable Development Goals (SDGs). In this factsheet we highlight the process and administration of the programmes. More details can be found on the website, in the guidelines and in the YEP contract.

### 1. YEP Programmes in a nutshell

- Dutch companies, NGOs, knowledge institutes and social enterprises that are involved in the policy for, and implementation of, development cooperation activities outside the Netherlands can submit a project proposal for the deployment of a Young Expert. YEP Programmes evaluates these proposals and budgets and approves some according to the assessment process.
- YEP Programmes are open to Dutch Young Experts and Local Young Experts from any of the eligible countries. The Young Experts are selected for the approved YEP positions by the organisation or through the YEP recruitment process.
- The duration of the contract and participation depends on the proposal of the organisation. The period of deployment is a minimum of one year and a maximum of two years. Young Experts need to be present in the country of placement for at least nine months per YEP-year.
- The organisation is the employer of the Young Expert, YEP is not the employer. YEP Programmes only has a contract with the organisation for the specific Young Expert position. YEP keeps the organization accountable for the contractual agreements.
- The Young Expert has an employment contract with the organisation. The Young Expert does not have a contract with YEP Programmebureau (YEP PB), however joining the YEP programme comes with certain expectations as the YEP PB and the Dutch Ministry of Foreign Affairs are investing in a Young Expert. For that reason, a Letter of Intent will be signed by the Young Expert at the end of the start training.

### 2. YEP Finance

Financial support is provided by the Dutch Ministry of Foreign Affairs for organisations for up to 50% of the costs of deployment and training of the Young Expert. The organisation contributes at least 50% of the total costs of the placement. There is a difference in the financial support for Dutch and local candidates: the specification for both can be found below.

#### 2.1 Budget Dutch Young Expert

The financial support for the deployment of a Dutch Young Expert is limited to €40.000 per year and 50% of the total costs of the placement. Each year €10.000, is allocated for training and coaching, organised by the YEP PB, and € 1.500 is allocated for hours made by the YEP PB. The remaining €28.500 per year can be allocated by the Dutch organisation for costs incurred in the international deployment, such as:

- Tickets and visa
- Accommodation expenses such as housing, refurbishment, host country allowance

- Health Insurance (should include repatriation)
- Local transport

The Dutch organisation contributes from own funds the following costs and services:

- Salary costs, including social insurances, tax, etc.
- Time for mentoring and supervision of the Young Expert

More details can be found on the Budget Template for Dutch Young Expert on the [YEP Documents webpage](#).

### 2.3 Budget Local Young Expert

Financial support for the deployment of a local Young Expert is limited to €12.000 per year and 50% of the total cost of the placement. Each year €2.000 is allocated for training and coaching, organised by the YEP PB. The remaining €10.000 can be allocated by the Dutch organisation for costs incurred in the placement, such as:

- Salary
- Local expenses

The Dutch organisation contributes from own funds the following costs and services:

- Ticket and visa for training in the Netherlands
- Internal guidance and training if necessary
- In case the start training is in the Netherlands, the introduction programme to the organisation and the Netherlands during the first week of the training programme (hotel and programme should be taken care of by the organisation)

More details can be found on the Budget Template for Local Young Expert on the [YEP Documents webpage](#).

### 2.3 Important remarks:

- The YEP subsidy is meant for the Young Expert's placement only, so no costs can be made for example for the partner of the Young Expert, nor for the colleagues, or others.
- The organisation (either the mentor or supervisor) is responsible for the budget.
- If the Young Expert has ideas to spend costs for the YEP budget (such as training), this always needs to be discussed with the mentor first.
- The materials bought by the organisation for the YEP placement are owned by the organisation. Unless mutually agreed differently, the Young Expert is required to hand in the materials to the organisation (such as a laptop) after the placement. This matter is related to the employer-employee contract in which YEP is not involved.
- The amounts in the budget are budgeted items, which means that it does not necessarily mean that the Young Experts will receive these amounts on their bank accounts. E.g. The budgeted local travel costs for a Young Expert could be higher than the expenditures, for which the organization reports to YEP. The organisations can make changes in the budgets. In

case that the organisations proposes significant changes in the budget, they will first discuss this with the YEP PB.

- In case there is unspent subsidy, this needs to be returned to the YEP PB after the position of the Young Expert has been financially closed upon submission of the Determination Report. Please note – the organisation always must bring in at least 50% of own contribution in order to receive the full subsidy.
- This also applies to the gross salary budgeted costs in the YEP budget: The amounts stated do not mean that the Young Expert will receive these amounts (net). The amount mentioned in the YEP budget includes taxes, pensions etc., therefore the actual salary that will be received will always be (significantly) lower than the amounts mentioned in the YEP budgets.
- The Young Expert needs to check and discuss with their organisation what the organisation arranges and what the Young Expert needs to arrange themselves. For example, buying a laptop, vaccinations etc. For the Dutch Young Experts, the organisation will support them in finding suitable housing and arranging the rental payments. Depending on the regulations of the organisation pays the rent of the Young Expert directly or the Young Expert receives the budget for paying the rent.
- The project proposal, budget and reports including realisation of costs need to be shared and discussed between the organisation and the YEPper (as of batch 25).

### 3. YEP reporting

The Dutch organisation has contractual requirements towards YEP, including reporting about the placement of the position (narrative and financial). Therefore, the mentor/contact person from the organisation submits a report to the YEP PB, in which they explain about the tasks that Young Expert worked on in the past year, how much and in what way YEP subsidy was spent on the position, and which costs they financed themselves for the position. There are two sorts of reports:

- ii. A Progress Report is required for organisations to submit for Young Experts having a two-year contract. This report should be submitted to YEP directly after the end of the first year of the placement.
- iii. A Determination Report is required for organisations to submit to the YEP PB for their Young Experts directly after the end of the contract with YEP

The YEP PB evaluates the reports, and if approved, the subsidy for the Dutch organisation is transferred to them. There are fixed formats for these two reports, and they differ for Dutch and Local Young Experts. The formats can be found on the YEP website at the Documents page.

### 4. Contracts & transparency

- If the position of the Young Expert changes, which means that the organisation proposes that the Young Expert gets significantly different tasks, if the country of placement is changing, or to request a budget neutral extension for the position of the Young Expert, the organisation needs to submit a Form Change Position Young Expert within YEP (available on the Documents page on the website) to YEP PB, indicating why they propose this change and what are the specifics of this change. The change can only become effective after the YEP PB approves this.
- If due to unforeseen circumstances the Young Expert was not able to fulfil its position as intended in the proposal, a budget neutral extension can be requested to the YEP PB. For this extension, please make sure to request only the number of months that the position could not be fulfilled as intended, with a maximum of 6 months.

- If case a Young Expert has a one-year contract with their organisation, the Young Expert and the organisation can discuss whether there is an option that the contract and YEP period will be extended with a second year. In case the organisation will extend the contract of their Young Expert, the organisation needs to contact YEP PB for the possibilities of a second YEP year and submit a Form Change Position Young Expert within YEP (available on the Documents page on the website).
- In case the one-year contract is not extended, it is possible that the Young Expert will work the second YEP year at another organisation. The Young Expert can apply again when there are new YEP positions available on the website (three times per year) or find a new organisation themselves as preferred candidate.
- The organisation is required to share the YEP proposal and YEP budget with the Young Expert. The organisation is contractually required to share the progress report for the placement and determination report with the Young Expert, before submission to the YEP PB.

## 5. Supervisor, mentor, coach and YEP PB

YEP is a training & coaching programme with a subsidy component. During the YEP Programme, Young Experts receive guidance from three professionals: a supervisor, a mentor and a coach. They are appointed to ensure that the Young Experts have multiple channels of communication regarding work related or personal issues. The supervisor and mentor are assigned by the organisation, the coach by the YEP PB. The Young Expert holds the main responsibility to plan meetings and proactively ask for feedback and advice to his/her supervisor, mentor and coach. In their turn, the supervisor, mentor and coach are expected to make time for the Young Expert and to ensure that meetings with the Young Expert take place.

- The relation between the Young Expert and the coach is confidential and information will not be shared with others. If the coach has concerns about the wellbeing of the Young Expert, they will ask the Young Expert if they can contact the YEP PB or if the Young Expert can inform the respective YEP PB project manager for their position (Water, Agrofood, Energy), or the YEP training coordinator.
- If the Young Expert experiences any problems with the mentor, supervisor or coach, they should contact the YEP PB. The YEP PB and Young Expert will discuss and decide together what to do. The YEP PB requests the Young Experts to act on this directly and not to wait until the evaluation call with the YEP PB when upon finalization of the YEP position.
- The coach is not a mediator. If there is a need to have a call with the coach, mentor and/or supervisor, the YEP PB needs to be informed
- The Young Expert develops the Personal Development Plan (PDP) with their coach and shares this with the YEP PB. The Young Expert shares their PDP also with their supervisor & mentor (if wanted with minor adjustments, to leave out personal information). The mentor & supervisor have committed to support their Young Experts in reaching their goals
- The YEP Programmes offers one or two years of coaching depending on the contract of the Young Expert. If the contract is budget-neutrally extended for half a year due to an unforeseen situation, this does not necessarily result into more coaching hours. Please check this with the YEP PB.