



**Mickey Leland International Hunger Fellowship  
Class of 2011-2013**

**Host Organization Application Form**

**Field year: July 2011- June 2012**

**Policy year: July 2012-June 2013**

**Deadline: Friday, July 30, 2010**

**I. Fellowship Topic** (check all that apply)

- Environment/Climate Change
- School Meals
- Health and/or Nutrition
- HIV/AIDS
- Agricultural Development
- Title II Program

- Food For Education (FFE)/Food For Progress (FFPr)
  - Gender
  - Public/Private Partnership
  - Microfinance
  - Other  (Please Describe)
- 

**II. Fellowship Work plan Activity** (check all that apply)

- Research
- Capacity building
- Advocacy
- Management
- Coalition building

- Program Implementation
  - Monitoring and Evaluation
  - Other  (Please Describe)
- 
- 

**III. Host Organizations and Location**

Field Organization	Policy Organization
Organization:	Organization:
City:	City:
Country:	Country:

**IV. Field and Policy Supervisors**

Field Supervisor	Policy Supervisor
Name:	Name:
Position/Title:	Position/Title:
Phone #:	Phone #:
Email:	Email:
Address:	Address:

**V. Additional Contacts (if applicable)**

<b>Application completed by (field ):</b>	<b>Application completed by (policy):</b>
Name:	Name:
Position/Title:	Position/Title:
Phone #:	Phone #:
Email:	Email:
Address:	Address:

<b>HR or Other Contact, if applicable</b>	<b>Other, if necessary</b>
Name:	Name:
Position/Title:	Position/Title:
Phone #:	Phone #:
Email:	Email:
Address:	Address:

**VI. Host Organization Mission**

Please provide a brief description of your organization’s mission, vision, the range of services/programs you provide, and the primary population(s) served. For joint applications, please provide this information for each organization.

**VII. Field Program and Project Objectives (Field year: July 2011-June 2012)**

Briefly describe the organizational program/ project that the fellow will be working on during the field year (i.e. nature and scope of the program, objectives, populations served, and short history).

### **VIII. Role of Fellow in the Field and Products/ Deliverables**

Please describe the specific goals of the fellow's work plan and the desired outcomes for the field year. Please discuss how the work of the fellow would address the specific needs of the community or population that your organization is working with, and how his/her work would fit into the overall mission of your organization. Please keep in mind that CHC Fellows are not interns; while we understand that certain administrative tasks are an essential component to many positions, such activities should not make up a significant portion of a Fellows' day-to-day job duties. Fellows should be held responsible for significant project deliverables. (Please note: A detailed work plan will be required by CHC approximately two-months prior to the arrival of the fellow in the field).

In order to facilitate rapid integration within the host organization, Fellows should be assigned job titles commensurate with their experience and responsibility. What title will your organization provide for the Fellow? Past examples include: Program Officer, Market Analyst, Honorary Research Fellow, Agriculture Specialist, Food Security Analyst, Visiting Scientist, Senior Coordinator, etc.

Fellow title (field year): \_\_\_\_\_

Please describe your organization's partnerships. How would a fellow working with your organization be involved in the larger international development community of the host country? (For example, would the fellow be involved in a joint project with other agencies? Would he/she be included in coalition meetings attended by your organization?)

How closely would the fellow be working with stakeholders and/or community members?

Occasionally, work plans must be adapted due to the nature of field work. Please discuss factors (if any) that may impact the work plan and how the plan might be adapted. (Please note: substantial changes in work plans must be approved in advance by CHC staff.)

What are the sources of funding for the project? Is funding secure through June 2012?

### **IX. Field Site Supervisor**

Field and policy supervisors are critical to the Leland International Hunger Fellows Program. A supervisor provides oversight, manages the fellow's responsibilities, and provides regular feedback. Supervisors should be readily accessible by phone or email (also while traveling) and hold scheduled meetings twice a month with the fellow to assess progress, promote professional development, and address any difficulties that might arise during the fellowship.

Please describe in detail the plans for supervision of the Leland Fellow. Please include a brief biography of the person who will have primary responsibility for supervision of the fellow. What are the work and personnel management responsibilities of this individual?

### **X. Field Year Mentorship Plan**

Additionally, host organizations must identify individuals to serve as field and policy mentors to the fellow. Mentorship is a pivotal component of the Leland Fellowship and a significant factor in many candidates' decision to join the fellowship program. While supervisors work with fellows on a week-to-week basis on project related objectives and deliverables, mentors help support the long-term professional and leadership development of the fellow. A mentor teaches, challenges, encourages self-reflection, and connects the fellow to professional networks, leadership development opportunities, and other resources.

The mentor should meet with the fellow a minimum of once a month. Who in your organization will serve as a mentor to the fellow (please provide their title and contact information)? The supervisor may serve as mentor.

## **XI. Field Year Leadership Development**

Please describe how your organization will facilitate the professional development and leadership skills of the fellow. (Examples of these include: skill development on the job, delivering presentations, representing the organization at meetings, managing projects, supervising staff, collaborating with partners, attending conferences, trainings, and workshops, managing a budget, and participating in strategic planning).

## **XII. Available Resources in the Field Site**

Host organizations are responsible for providing a workspace (including desk and computer) for fellows. Additionally, host organizations are required to provide a landline and/or cell phone and finance work-related telephone calls. Will your organization be able to provide these?

Host organizations are responsible for paying “in-country” work-related travel. Is travel necessary for the fellow to meet his/her goals? How often and to where? What are the resources available to fund that travel? Please describe in detail.

## **XIII. Field Housing and Transportation**

CHC provides fellows with a modest housing allowance and living stipend during the field year. While host organizations are **not** responsible for providing housing for the fellows, we ask that host organizations assist the fellow in locating a safe, affordable place to live that is a reasonable distance from the office. How will your organization help the fellow locate suitable housing? What is the expected minimum cost of rent per month?

Are there affordable transportation options for the fellow to commute to and from the office?

#### **XIV. Visa**

Organizations are responsible for acquiring the fellow's visa (which must be valid from July 2011 until July 2012 for the field year and July 2012 to July 2013 for the policy year, if applicable) and work permit. CHC will pay for the standard visa processing fee, work permit, photos, and postage. However, all additional fees, including expedited service, must be covered by the host organization. Visas must be acquired no less than two weeks before the fellow's departure date. Do you anticipate any challenges in obtaining a visa and, if relevant, a work permit?

#### **XV. Security**

Are there any security concerns about which the fellow or CHC should be aware? All Fellows must receive a security briefing within the first two weeks upon arriving to their field placement. Please confirm that a security briefing appropriate to the conditions of the placement location will be provided within the first two weeks of the Fellows' arrival in country.

#### **XVI. Clearance Process**

Will a security clearance be required of the Fellow? How will your organization conduct this process? What is the general timeframe for completing the clearance process?

**XVII. Policy Program and Program Objectives (Policy year: July 2012-June 2013)**

Briefly describe the organizational program/ project that the fellow will be working on during the policy year and its objectives (i.e. nature and scope of the program, objectives, populations served, and short history).

**XVIII. Role of Fellow at the Policy Placement and Products/ Deliverables**

Please describe the specific goals of the fellow’s work plan and the desired outcomes for the policy year. Please discuss how the work of the fellow would address the specific needs of your organization and fit into its overall mission. Please keep in mind that CHC Fellows are not interns; while we understand that certain administrative tasks are an essential component to many positions, such activities should not make up a significant portion of a Fellows’ day-to-day job duties. Fellows should be held responsible for significant project deliverables. (Please note: A detailed work plan will be required by CHC approximately two-months prior to the arrival of the fellow at the policy location).

In order to facilitate integration with the host organization, Fellows should be assigned job titles commensurate with their experience and responsibility. What title will your organization provide for the Fellow? Past examples include: Program Officer, Market Analyst, Honorary Research Fellow, Agriculture Specialist, Food Security Analyst, Visiting Scientist, Senior Coordinator, etc.

Fellow title (policy year):\_\_\_\_\_

Please describe your organization’s partnerships. How would a fellow working with your organization be involved in the wider anti-hunger/anti-poverty policy arena, either domestically or internationally? (For example, would the fellow be involved in a joint project with other agencies? Would he/she be included in coalition meetings attended by your organization?)

Occasionally, work plans must be adapted due to the nature of policy work. Please discuss factors (if any) that may impact your work plan and how the plan might be adapted. (Please note: substantial changes in work plans must be approved in advance by CHC staff).

What are the sources of funding for the project? Is funding secure through June 2013?

### **XIX. Policy Site Supervisor**

Field and policy supervisors are critical to the Leland International Hunger Fellows Program. A supervisor provides oversight, manages the fellow's responsibilities, and provides regular feedback. Supervisors should be readily accessible by phone or email (also while traveling) and hold scheduled meetings twice a month with the fellow to assess progress, promote professional development, and address any difficulties that might arise during the fellowship.

Please describe in detail the plans for supervision of the Leland Fellow. Please include a brief biography of the person who will have primary responsibility for supervision of the fellow. What are the work and personnel management responsibilities of this individual?

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The mentor should meet with the fellow a minimum of once a month. Who in your organization will serve as a mentor to the fellow (please provide their title and contact information)? The supervisor may serve as mentor.

## **XXI. Policy Year Leadership Development**

Please describe how your organization will facilitate the professional development and leadership skills of the fellow. (Examples of these include: skill development on the job, delivering presentations, representing the organization at meetings, managing projects, supervising staff, collaborating with partners, attending conferences, trainings, and workshops, managing a budget, and participating in strategic planning).

## **XXII. Available Resources at the Policy Site**

Host organizations are responsible for providing a workspace (including desk, desk phone, and computer) for fellows. Will your organization be able to provide these?

Host organizations are responsible for paying for work-related travel. Is travel necessary for the fellow to meet his/her goals? How often and to where? What are the resources available to fund that travel? Please describe in detail.

## **XXIII. Field/Policy Continuity**

The unique field-policy structure of the Leland Program allows fellows to explore the critical connection between field and policy issues. Please describe in detail how the policy year will build upon and be linked to the work that the fellow conducted during his/her field year.

## **XXIV. Fellow Qualifications**

Please list the qualifications that your organization is looking for in a fellow to successfully complete the proposed workplan. Please note that CHC requires a Master's degree or equivalent work experience, as well as a minimum of one year of relevant volunteer or work experience in a developing country of all Leland fellows. Please include: desired academic/ graduate qualifications, years of professional experience, skills, language requirements, preference for regional or country specific experience, as well as other characteristics that your organization

deems important. Please also consider any specific skills, experiences, and characteristics that would allow the fellow to integrate well into your organization’s culture and environment.

**XXV. Cost Share**

The cost share for hosting a Leland Fellow is \$4,000 per year. Please provide the contact information for your organization’s Finance Officer or other appropriate staff person.

<b>Finance Officer</b>	<b>Additional Contact</b>
Name:	Name:
Position/Title:	Position/Title:
Phone #:	Phone #:
Email:	Email:
Address:	Address:

**XXVI. Fellowship Contract**

Please review the attached sample contract and indicate here that your organization will be able to agree to the CHC terms and conditions. (Sample contract will be emailed separately to host organizations).

**XXVII. Website Posting** (please see Appendix for an example)

Should your organization be selected to host a Mickey Leland International Hunger Fellow, we will need information about the fellowship placement to post on our website for recruitment purposes. Please describe the fellow’s work plan or job description for the two year period, using additional pages if necessary. Develop a thorough job description listing the tasks, activities, objectives, and responsibilities of the fellowship position. Fellows will be choosing agencies to apply to based on this description. Prospective fellows select organizations that offer a detailed and substantive work plan, a clear field/policy link, and opportunities for professional growth

and leadership development. Please do not include specific names of supervisors or their contact information in the web description.

CHC will select 17 fellowship placements to post online and candidates will have the opportunity to apply for any two of the 17 placements. However, ultimately only 15 organizations will receive a fellow. CHC selects the 15 placements that have the strongest pool of applicants.

CHC is committed to recruiting the strongest candidates for each fellowship placement. Each selected host organization will be asked to review the applications of the top five candidates interested in the organization's particular fellowship placement. Host organizations will also interview and rank the top five candidates. Please note that while the host organization's rankings and feedback will be taken into strong consideration, CHC will make the final selection. CHC strives to ensure that each fellowship class represents a diverse range of perspectives, qualities, and backgrounds.

For Website Posting:

**Name of Organization:**

**Field Location:**

**Policy Location:**

**DESCRIPTION OF ORGANIZATION**

**PROJECT DESCRIPTION**

**FIELD PLACEMENT**

**POLICY PLACEMENT**

**EDUCATION/EXPERIENCE REQUIRED**

(Example provided in appendix below. Please match font, titles, text size, and format of the attached example to ensure consistency in our postings.)

## **XXVIII. Next steps: Working Calendar**

**July 30, 2010:** Host organization applications due

**August 2010:** Selected host organizations notified

**September 2010:** Placements posted on CHC website

**January 7, 2011:** Fellow candidate applications due

**January -February 2011:** CHC reviews candidate applications  
**Mid February:** CHC narrows down the number of host organization placements from 17 to 15  
**Mid February – mid March 2011:** CHC interviews semi-finalist candidates  
**Mid March-April 1, 2011:** Host organizations will conduct telephone interviews with the top five finalist candidates; Field and Policy site supervisors must both participate in the interviews  
**April 1, 2011:** Host organizations submit rankings to CHC  
**\*April 4-15:** CHC selects fellows from each pool of finalists, taking into strong consideration the rankings and feedback of the host organizations. Please note that CHC makes the final decision on all fellowship positions.  
**April 18, 2011:** CHC notifies selected candidates  
**July 21-30, 2011:** Field training, CHC, Washington D.C.  
**August 8, 2011:** Fellows begin field placements  
**June 29, 2012:** Last day of field year  
**July 19 – 28, 2012:** Policy training, CHC, Washington D.C.  
**August 1, 2012:** Fellows begin policy placements (Washington, D.C.)  
**August 3, 2012:** Fellows begin policy placements  
**June 28, 2013:** Last day of Fellowship

**We look forward to reviewing your application. Please submit this application electronically to Grace Jones, Leland Program Director ([gjones@hungercenter.org](mailto:gjones@hungercenter.org)).**

## Appendix: Example of Web Posting

**Hellen Keller International**  
**Field Location: Senegal**  
**Policy Location: New York, NY**

### **DESCRIPTION OF ORGANIZATION**

*Helen Keller International (HKI)* is a private voluntary organization (PVO) founded in 1915. Our mission is to save the sight and lives of the most vulnerable and disadvantaged. We combat the causes and consequences of blindness and malnutrition by establishing programs based on evidence and research in vision, health and nutrition. HKI is a technical assistance agency with two major areas of expertise in nutrition (including micronutrient supplementation, food fortification, dietary diversification, promotion of breastfeeding and complementary feeding, nutritional surveillance and nutrition and infectious diseases) and eye health (including cataract surgery; control of trachoma and onchocerciasis; and refractive error). Headquartered in New York City, HKI has regional offices in Africa and Asia; a European affiliate (HKI-Europe), in Paris and program offices in 23 countries. For more information please go to <http://www.hki.org/>.

### **PROJECT DESCRIPTION**

HKI is one of the leading international agencies working in nutrition focusing on the prevention of malnutrition. With the food and nutrition crisis in Niger in 2005 affecting the wider Sahel region, it has become increasingly clear that with underlying levels of global acute malnutrition, effective treatment of malnutrition has to be an integral part of prevention programs. Based on HKI's recent and successful experience in Niger in integrating treatment of malnutrition into ongoing development programs, HKI is currently expanding this experience to include Burkina Faso and Mali. This major multi-country initiative aims to strengthen the capacity of host-country counterparts and HKI offices to implement state-of-the-art programs to treat malnutrition and link them to ongoing programs to prevent malnutrition.

### **FIELD PLACEMENT**

The fellow will work under the direct supervision of the Regional Nutrition and Child Survival Advisor at HKI's Africa Regional Office in Dakar, which is coordinating this initiative. S/he will work in close collaboration with all HKI staff in the regional, Burkina Faso, Mali and Niger offices involved in project implementation and spend approximately 40% of her/his time at these offices.

The overall goal of the Fellowship for the field placement is to strengthen the capacity of national and regional counterparts and HKI regional and country offices to plan, implement and evaluate programs to integrate treatment of malnutrition into programs to prevent malnutrition. Specific objectives include:

- Review current literature and program experience on treatment of malnutrition, including experiences in linking treatment to prevention programs
- Ensure access to state-of-the-art technical references for HKI country and regional offices and HKI partners
- Support development of programmatic models in Burkina Faso, Mali and Niger to integrate treatment of malnutrition into programs to prevent malnutrition
- Provide support for the updating of national nutrition policies in the 3 countries to incorporate state-of-the-art approaches to treat malnutrition
- Improve the capacity of host-country and regional counterparts and HKI country offices to plan, implement and evaluate treatment of malnutrition
- Take lead in the development of a manual for use by HKI and partners on the integration of treatment and prevention of malnutrition – in French and English
- Take lead in development of one or more articles for a peer-reviewed journal on the impact of this approach
- Take lead in development of funding proposals to expand work in integration of treatment and prevention of malnutrition

Specific tasks and responsibilities include:

- Assist in development of the monitoring and evaluation system, with an emphasis on quantitative and qualitative measures of impact.
- Take lead in developing articles for various audiences, including peer-reviewed journals.
- Provide day-to-day technical support to country offices as required including proactively seeking out relevant technical references
- Assist country offices in development and implementation of training plans for partners and HKI staff
- Identify potential donor agencies for submission of funding proposals for expansion of this initiative

Anticipated work products include:

- Updated national policies in the 3 countries, integrating state-of-the-art practice for treatment of malnutrition
- Manual for use by HKI and partners on the integration of treatment and prevention of malnutrition
- One or more articles for a peer-reviewed journal on the impact of this approach
- Three or more funding proposals to expand work in integration of treatment and prevention of malnutrition

## **POLICY PLACEMENT**

The overall goal of the Policy Placement is directly linked to the fellow's field assignment - it is to use lessons-learned from experiences in Burkina Faso, Mali and Niger, and to mainstream the linking of treatment and prevention of malnutrition into HKI and other development partner programs. S/he will focus both on HKI's programmatic policies regarding integration of treatment of malnutrition and the programmatic policies of major international agencies

including UNICEF (HKI has a global memorandum of understanding with UNICEF), Catholic Relief Services (HKI implements joint programs with CRS in several countries), the United States Agency for International Development (USAID) and the World Bank. The Placement will leverage HKI's membership in the CORE Group (a group of US-based PVOs implementing child survival projects) and international nutrition fora, to influence policy of a wider group of implementing partners. S/he will be under the supervision of the Senior Vice President Programs, who is responsible for development of HKI's overall vision in nutrition, and HKI's most senior nutrition leadership.

## **EDUCATION/EXPERIENCE REQUIRED**

- Course work and/or experience relevant to program area. Prefer an applicant with a background in nutrition, public health, or agriculture, but other areas may be considered as well.
- Previous experience desired: Field experience in a developing country, preferably in the Africa region
- Should have strong knowledge of issues related to links between nutrition and food security and between emergency response and development
- Should have demonstrated ability to write for varied audiences, including policy makers, funders, program implementers, general public
- Strong knowledge of Microsoft Office, internet-based research, and knowledge of appropriate data analysis software
- Excellent skills in written and spoken English and strong level in written and spoken French
- Should have an ability to bridge front-line program work with national and regional policy and programming; should be a self-starter willing to take initiative; should be a strong team player able to work with a variety of partners from beneficiaries, front-line implementers, partner NGOs and government agencies, donor agencies and policy makers; should have willingness to participate in overall agency's development of programs to integrate treatment of malnutrition into prevention programs, including potentially into care and support of children living with HIV/AIDS
- Other considerations: In general Senegal is a safe and secure working environment. Living conditions are relatively comfortable for a sub-Saharan African country. There are various opportunities for strengthening level of French. The Fellow will be integrated into the overall regional team, offering opportunities for professional interaction. There are good flight connections between Dakar and the 3 target countries. Living conditions in the field in Burkina Faso, Mali and Niger can be quite rudimentary. The position will have substantial field travel to visit program implementation sites. The Fellow will need to have fully up-to-date immunizations and to take malaria prophylaxis.