**CIVICUS FELLOWS PROGRAMME**

**ABOUT**

**CIVICUS’ Fellows Programme** is an exciting new venture in which key experts will be placed into national and/or regional organisations for the period of two years. Host organisations will be selected from CIVICUS’ [Affinity Group of National Associations](http://www.civicus.org/index.php/2-general/1771-agna-membership) (AGNA), which brings together national and regional associations from across the globe to foster greater co-operation and increased ability to collaborate on mutual areas of interest. The primary aim of the programme is to promote knowledge exchange and learning, and build the capacity of both the host organisation and their members by providing specialised support in a particular focal area. Examples of these focal areas include research, fundraising, communications, project management, advocacy and network management.

In the second round of the Fellows Programme, we invite AGNA members from Africa, Caribbean and Central America, Asia, and the MENA region to apply.

**WHAT WILL THE FELLOWS DO?**

The fellows will sit with an AGNA member and work closely to build capacity and promote knowledge exchange with affiliated organisations at local, national and regional levels. Examples of the activities that the CIVICUS fellows will implement include:

* Deliver key activities related to the host organisations strategic plan and operational objectives
* Conduct trainings with host organisation and the members of host organisation in the country and region
* Develop toolkits and webinars aimed at increasing the capacity of civil society organisations
* Advise host organisation and members, acting as a resource in key area of expertise
* Contribute specialised knowledge to CIVICUS’ peer learning exchanges, which will convene AGNA members around a specific theme
* Support the development and execution of programme activities in area of specialised knowledge

**WHAT IS REQUIRED FROM THE HOST ORGANISATION?**

The host organisation will work with the fellow to develop a comprehensive work plan. This will take into account the organisation’s strategic priorities and activities related to these, as well as capacity development requirements at organisational, national and regional levels. In addition to this the host organisation will provide practical support to the fellow- for example in securing accommodation, providing the necessary documentation for a visa application and mentoring the fellow through getting set up in their new environment. The host organisation will manage the fellow on a day-to-day basis, organising inductions, conducting joint performance reviews with CIVICUS and any other managerial duties. At the end of the relationship the host organisation will provide CIVICUS and the fellow with comprehensive feedback and provide a referral/reference letter for the fellow.

**WHAT IS COVERED AS PART OF THE FELLOWSHIP?**

* Fellows will receive a 2 week induction on CIVICUS in Johannesburg, South Africa
* Fellows will receive a monthly stipend from CIVICUS which will cover living expenses
* Fellows will receive a relocation allowance
* Host organization will be given an allowance towards office costs and consumables

**HOW TO APPLY TO HAVE A FELLOW PLACED IN YOUR ORGANISATION**

To apply to have a fellow placed with your organisation for a period of two years please submit the following information to [fellows@civicus.org](mailto:fellows@civicus.org) by 13 March 2017.

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| **ORGANISATIONAL INFORMATION** | |
| Organisation name |  |
| Contact details   * Address * Phone number * Email * Website |  |
| Contact person   * Name * Telephone * Email |  |
| Organisation size (employees/budget) |  |
| Number of members of the organisation |  |
| How does the organisation support its members? | (200 words) |
| What regional affiliations does the organisation have? |  |
| Organisational strategic priorities and mission | (400 words) |
| Brief description of projects and programmes | (400 words) |
| How will your organisation ensure proper linkages between the work done with the fellow and the achievement of AGNA’s overall goals? | (400 words) |
| **FELLOWSHIP INFORMATION** | |
| Who will the fellow report to? |  |
| Who in the organisation will the fellow work with? |  |
| Will you be able to provide practical support (e.g. visa/work permit documentation, accommodation assistance, welcome pack, etc.) to the fellow? |  |
| How will the fellow assist in achieving the organisation’s strategic priorities/mission? | 400 words |
| What specific organisational activities & deliverables will the fellow contribute to? | 400 words |
| How will you monitor progress towards these deliverables? Will you be able to conduct joint quarterly evaluations with CIVICUS? | 200 words |
| What capacity development needs would the fellow contribute towards at organisational level? | 200 words |
| What capacity development needs would the fellow contribute towards at national/regional level? | 200 words |
| What other key outputs do you expect from the fellowship? | 300 words |
| What technical skills do you think are most important for the fellow to have? | 200 words |
| What do you foresee as the long-term impact of this fellowship programme? | 200 words |
| What local social, cultural, or professional challenges do you expect for the fellow, and how can we work together to address challenges? | 200 words |
| Will you be able to provide work related resources (e.g. computer, internet, office space, etc.) to the Fellow? *Please note that CIVICUS will provide a small stipend to cover office costs.* |  |

If you have any questions please do not hesitate to contact [fellows@civicus.org](mailto:fellows@civicus.org).