



The Asia Foundation

# Asia Foundation Development Fellows

## Application Instructions and Guidelines

Fellowship Year 2015

To apply visit: [www.asiafoundation.org/developmentfellows](http://www.asiafoundation.org/developmentfellows)

**Application deadline: Wednesday, November 12, 2014.**

Thank you for your interest in the Asia Foundation Development Fellows program. As the application process is expected to be highly competitive, please follow instructions carefully to ensure that all components are accurate, complete and submitted on time.

### **APPLICATION SUMMARY**

**Application must be completed online and consists of the following components:**

1. Personal information
2. Written submission
3. Supplementary materials: CV and transcript
4. Video submission
5. (2) Letters of reference (managed online)

In preparation for the application process, please secure the following:

- Your passport information
- An electronic copy of your unofficial transcript (for upload)
- An electronic version of your Resume/CV (for upload)
- A video recording device such as a cellphone, webcam, or digital/video camera

## PROGRAM OVERVIEW

The Asia Foundation Development Fellows program provides highly qualified, young professionals from Asia with an unparalleled opportunity to strengthen their leadership skills and gain in-depth knowledge of Asia's critical development challenges. The year-long professional advancement program is designed to be a multifaceted experience, involving intensive learning modules – short courses, conferences and study tours in Asia and the U.S. – to enhance leadership skills, Asian development knowledge, professional networks, and international exposure.

The Asia Foundation Development Fellows program is not a full-time fellowship. Fellows will typically remain in their occupations throughout the fellowship year while participating in the programs modules.

The 2015 program is comprised of the following five components:

**Leadership Training Program [Singapore, March 4 - 9, 2015]** – The Leadership Training Program features coursework at the prestigious Lee Kuan Yew School of Public Policy, National University of Singapore. Within the larger objective of enhancing leadership skills and potential, the training will focus on strategic thinking and decision-making, working with participants on developing critical perspectives, solving complicated problems, managing change, and introducing innovative approaches in leadership and management.

**Workshop on Asian Development [Nepal, March 10 - 15, 2015]** – Leading development practitioners and thinkers, recognized policy leaders, and academics will help Fellows explore strategies, experiences, and approaches that deliver positive impact and advance development knowledge. The 2015 Workshop will be held in Nepal, whose development challenges and innovations will serve as a contextual backdrop for applying theories and concepts in international development. The workshop is held each year in a different Asian nation.

**Leadership Dialogue and Exchange [U.S.A., September 13 – 30, 2015]** – Asia Foundation Development Fellows will take part in a leadership dialogue and exchange program in the United States, providing important opportunities to extend personal bonds with their cohort, as well as building international perspectives and networks of support and inspiration. Over a two-week period, the Fellows will take part in a comprehensive series of programs, policy discussions, and leadership development opportunities organized in and around Washington, DC and San Francisco.

**Professional Development Award** – An award of up to US\$5,000 will be made available to each of the selected Asia Foundation Development Fellows. This cash award will allow each Fellow the opportunity to design individualized plans to further their leadership skills and relevant professional experience in areas of particular importance to their career growth. Each Fellow will be asked to develop a personalized, year-long work plan that can involve such areas as enrollment in specialized training programs or short courses, language study, travel to attend key regional forums or workshops, or engagement in a series of other enrichment activities.

**Mentoring** – Building on the regional network and local capacity of The Asia Foundation, the Development Fellows program offers a mentoring component that is tailored around the background and professional interests of the Fellows. The Foundation has valuable perspectives to lend to the field of leadership development, with a proven program history and record of commitment throughout Asia. Fellows will also become part of an active and engaged alumni network.

## ELIGIBILITY AND SELECTION CRITERIA

Asia Foundation Development Fellows must:

- Have a demonstrable record of high achievement, and must show evidence of outstanding potential for professional advancement and significant impact in their chosen field;
- Have a demonstrable record of experience and accomplishment related to The Asia Foundation's fields of expertise – governance and law, economic development, women's empowerment, environment, and regional cooperation;
- Have outstanding personal character and integrity;
- Be thoughtful, committed, respected and inspirational leaders within their professional fields and within their larger community;
- Be under 40 years of age by the time of selection: January 1, 2015;
- Be conversant in English (TOEFL exam results are not required);
- Be available and able to participate in all program components;
- Be resident nationals or citizens of the following countries where The Asia Foundation has programs: Afghanistan; Bangladesh; Cambodia; China; India; Indonesia; Japan, Korea; Laos; Malaysia; Mongolia; Myanmar; Nepal; Pakistan; Philippines; Singapore; Sri Lanka; Thailand; Timor-Leste; and Vietnam.

For further information on eligibility, read our *Frequently Asked Questions* page on our website. You may also direct inquiries to the Asia Foundation Development Fellows staff.

## ONLINE APPLICATION

Applications for the Asia Foundation Development Fellows program are to be completed online through the WizeHive application system. The system will require you to make a user account so you can save and resume your progress. Letters of reference will also be handled through this platform and can be completed after you submit your online forms.

### Personal Information

You will be asked to provide personal information such as contact details and your educational and professional background. You will also be asked about your language ability (NOTE: The 2015 program does not require standardized exam scores such as TOEFL).

### Written Submission

The online application will include essay fields. Each candidate must address the following three prompts:

1. Provide a brief, one-paragraph biography, written in the third-person, which summarizes your professional background and experiences, expertise, and accomplishments. Please note that this biography may be used in publications or announcements that provide information on our Fellows (max 150 words).
2. Describe in greater detail your leadership experience within your professional field and your larger community. Include specific examples of experiences which called on your ability to solve problems,

work effectively in groups, adapt to change, and other similar challenges. Consider how your background and experience would tie into the elements of this program and elaborate on how the program would help you advance and achieve future goals or outcomes (max 400 words).

3. Provide a very brief overview of your personalized professional development plan funded by the US\$5000 Professional Development Award. Be sure to describe your specific interests and how the grant money would be used to advance further your professional development goals. Example uses of grant funding include support for attending conferences, enrollment in specialized training programs, undertaking additional educational coursework, language study, or independent research. You do not need to provide projections of specific costs and dates at this time (max 150 words).

## Supplementary Materials

You will be required to upload:

1. *An electronic version of your Resume or CV* (3 pages max). You may also upload a scanned copy as long as it fits the appropriate file formats.
2. *An unofficial copy of your academic transcript* from your highest achieved degree program. An English version is highly preferred.

## Video Submission

As the Asia Foundation Development Fellows program recognizes the importance of media and the role of technology, applicants are required to create a short, 3-4 minute video. Using a webcam, cell phone or video camera, please record yourself presenting your response to the below topic:

*Prompt: Introduce yourself, briefly summarize your professional background, and discuss a specific development issue or pressing challenge in your country or region which is important to you.*

You can either upload your video directly to the application system (max size: 600MB) or you may use a video hosting website such as YouTube, Youku, Tudou, Vimeo, or DropBox. If you elect this option, title your video with your full name and adjust your privacy settings to make sure only those with the URL are able to view your video. Every hosted video has a URL or web address which you can copy and paste below. If you wish to password protect your video, please use the following password: *afdf2015fellows*

### IMPORTANT:

- Remember that your video presentation should convey your traits as a leader: ability to capture and hold an audience's attention; great people skills; and ability to speak with clarity, brevity and structure.
- A strong video takes time and practice, so please plan to devote plenty of time into its preparation.
- Do not waste time on aesthetics such as excessive editing, visual effects, music or other elaborate elements, as they will not factor into the evaluation. Your video should primarily feature you and your ideas.
- Please try to keep the duration under 4 minutes.

## LETTERS OF REFERENCE

The Asia Foundation Development Fellows program requires two (2) letters of recommendation from each applicant. **Please use online application system to manage and check the status of your recommendations.** References will be contacted directly via the application system. Do not have them submit letters as email attachments.

References should be able to comment on your abilities as a thoughtful, committed, respected and inspirational young leader within your professional field and within your larger community. We reserve the right to contact your listed references for further information on your candidacy.

*NOTE: The recommendation system is applicant led, and therefore the applicant's responsibility to ensure that recommendations are completed before the application deadline.*

### Guidelines for References

References are not required to follow a specific format when drafting their recommendations, however, they must attest to any skills, experience, and professional potential relevant to this program. **You may find it useful to forward the below information directly to your references.**

References should include in their letter:

- The length of time and context in which they have known the applicant.
- Their opinion of the applicant's background, qualifications, accomplishments, and experiences.
- An assessment of the applicant's leadership abilities and potential.
- How the applicant's work is relevant to the themes of the Asia Foundation Development Fellows program.

References should also:

- Draft their letter in the appropriate file format: MS Word Document (.doc, .docx) or Adobe Acrobat PDF (.pdf).
- Draft their letter on official organizational letterhead, if possible.
- Sign their name, official position, and contact information.
- Refrain from replying to email notification with an attachment. They must follow the web link provided in the email.

## SELECTION TIMELINE

**November 12, 2014** – Application deadline 2015 Asia Foundation Development Fellows program.

**Mid December, 2014** – Selection committee convenes make selection among pool of finalists.

**Beginning of January** – Final selection announced and 2015 Fellowship year commences.

## APPLY

Access the online application at: [www.asiafoundation.org/developmentfellows](http://www.asiafoundation.org/developmentfellows)

**CONTACT:**

For questions or clarifications on the application process, please contact:

**Asia Foundation Development Fellows Staff:**

Davey M. Kim

Program Associate

Tel: 415-743-3389

[development.fellows@asiafound.org](mailto:development.fellows@asiafound.org)



[www.asiafoundation.org](http://www.asiafoundation.org)

**Mailing Address:**

P.O. Box 193223

San Francisco, CA 94119

**Address:**

465 California Street, 9th Floor

San Francisco, CA 94119

Tel: 415-982-4640

Fax: 415-392-8863

9/2014