The Asia Foundation

# Asia Development Fellows

## Application Instructions and Guidelines

Fellowship Year 2014

To apply visit: www.asiafoundation.org/developmentfellows

**Online application opens November 1, 2013 and closes December 15, 2013.**

Thank you for your interest in the Asia 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. Errors or missing items may result in the disqualification of your application.

### APPLICATION SUMMARY:

1. **Online Application form**
   - Personal information
   - Essay
   - Supplementary materials: CV and transcript
   - Video
   - Reference contact details
2. **Two Letters of Reference**

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 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 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 inaugural cohort of Asia Development Fellows will consist of 10 Fellows.

The 2014 program is comprised of the following five components:

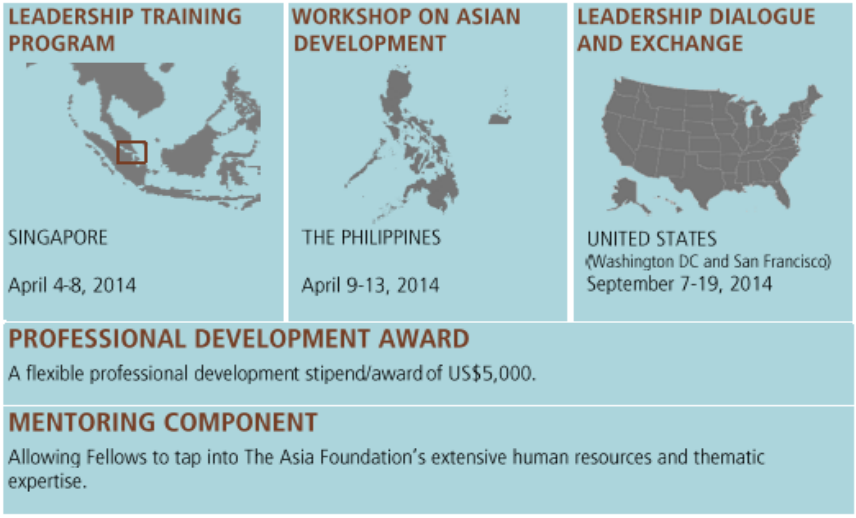
**Leadership Training Program** [**Singapore, April 4-8, 2014**] The Leadership Training Program features coursework at the prestigious Lee Kuan Yew School of Public Policy, National University of Singapore. Within the larger objective of enhancing leadership skills and potential, the training will focus on strategic thinking and decision-making, working with participants on developing critical perspectives, solving complicated problems, managing change and introducing innovative approaches to and best practices in leadership and management.

**Workshop on Asian Development** [**The Philippines, April 9-13, 2014**] Development, leading development practitioners and thinkers, and recognized policy leaders, academics and specialists will help Fellows explore strategies, experiences and approaches that deliver positive change and impact and advance knowledge and best practices. The 2014 Workshop will be held in the Philippines, 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** [**United States, September 7-19, 2014**] Asia 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, D.C. and San Francisco.

**Professional Development Award** – An award of up to US$5,000 will be made available to each of the selected Asia 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 and potential. 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 strength and local capacity of The Asia Foundation, the Asia 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 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, 2014;
- Be conversant in English (TOEFL exam results are not required);
- Be available and able to participate in all program components on **April 4-13 and September 7-19, 2014**; and
- 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 Development Fellows staff.

## 1) ONLINE APPLICATION

Applications for the Asia Development Fellows program are to be completed online through our form submission system. You will be able to save your progress as you move through the application (the system does not require you to create a user account). Before filling out the online application, we strongly encourage applicants to prepare all necessary materials ahead of time according to these guidelines and instructions. *Important: Fill out all fields on the application form unless instructed otherwise or if the requested information is inapplicable. Any important fields left blank will result in the disqualification of your application.*

### Sections 1-4 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 2014 program does not require TOEFL exam scores).

### Section 5 Essays –

The online application will include essay fields. It is highly recommended that you draft your answers before starting the online application process. Each candidate must address the following three prompts:

1. Provide a 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. (limit: 300 words)
2. Describe in greater detail your leadership experience within your professional field and your larger community. Include specific examples of experiences that called on your ability to solve problems, work effectively in groups, adapt to change, or 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. (limit: 500 words)
3. Provide a *general* 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 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. (limit: 300 words)

### Section 6 References –

Provide contact information for the two references who will be writing your letters of recommendation (See below for further information on references).

### Section 7 Supplementary Materials –

1. **Document Upload**
   You will be required to upload:
   1) *An unofficial copy of your academic transcript* from your highest achieved degree program. An English version of these documents is highly preferred.
   2) *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.

   Accepted file formats include MS Word Document (.doc, .docx) or Adobe Acrobat PDF (.pdf) and JPEG format (.jpg)

2. **Video Submission**
   As the Asia Development Fellows program recognizes the importance of media and the role of technology, applicants are required to create a short, 3-5 minute YouTube* video introduction.

(*If you do not have access to YouTube, please use other video hosting websites such as: Youku, Tudou, Vimeo, Flickr, etc.)

In the video submission, applicants should introduce themselves, briefly describe their professional backgrounds, and discuss what they see as the most pressing development challenge(s) in their country or region.

1) *Record your presentation.* Using a webcam, cell phone or video camera, please record yourself presenting your response to the above topic. Remember that your video presentation should convey your traits as a leader: ability to capture and hold an audience's attention; great people skills; ability to speak with clarity, brevity and structure. Aesthetic elements, such as editing, visual effects, and picture and sound quality, will not factor into the evaluation.
2) *Upload to video hosting website.* For YouTube users: go to www.youtube.com. Click "Upload" at the top of the screen (first-time users will need to create an account or log-in using a Google account). Title your video with your full name and adjust your privacy settings to "Unlisted" - this will only allow users with the link to view your video. For other video hosting websites, the upload procedure should be similar to that of the above. If you are experiencing trouble with this step, please contact Asia Development Fellows staff.
3) *Place the link to your video into your online application* – Every hosted video has a URL or web address which you can copy and paste into your Asia Development Fellows application (Example URL: http://www.youtube.com/watch?v=00000000 *OR* http://v.youku.com/v_show/id_000000000.html?f=0000000&ev=1)

## 2) LETTERS OF REFERENCE

The Asia Development Fellows program requires two (2) letters of reference from each applicant. References should be able to comment on your abilities as a thoughtful, committed, respected and inspirational leader within your professional field and within your larger community. Deadline for submission is December 15, 2013.

NOTE: We do not accept applications or letters of reference by global mail or fax. All application components must be completed electronically. Your application will not be considered complete until all letters of reference have been received. In addition, we reserve the right to contact your listed references to further gain and verify information on your candidacy. We do not send confirmation notices to applicants that letters of reference have been received. However you may check the status of your application by contacting the Asia Development Fellows staff.

### 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 Development Fellows program.

References should also:

- Draft their letter as an attachment 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.
- Send the letter from an institutional or personal email address. Letters sent directly from the applicant will not be accepted.
- Include the applicant's full name in the subject line of the e-mail.

References must send their completed letter of recommendation to development.fellows@asiafound.org by the application deadline: December 15, 2013.

## SELECTION TIMELINE

**November 1 – December 15, 2013:** Application period for the 2014 Asia Development Fellows program.

**December 15, 2013 – January 15, 2014**: Selection of finalists for the 2014 Asia Development Fellows program.

**End of January 2014 –** Selection Committee determines and announces the 2014 Asia Development Fellows.

## APPLY

Access the online application at: www.asiafoundation.org/developmentfellows. Online application opens November 1, 2013 and closes December 15, 2013.

## CONTACT:

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