UNITAR Iraq Fellowship Programme
Entrepreneurship and Leadership Youth Training
2018 Cycle

CALL FOR APPLICATIONS

Application submission deadline:
Monday 25 June 2018

In collaboration with
the Government of Japan and the Government of the Republic of Iraq

www.unitar.org
PROGRAMME REQUIREMENTS

- **Age group**: Applicant must currently be in a junior- to mid-level position and be between 20 to 35 years old.
- **Areas of interest**: Applicant must currently be in a position with relevance to youth leadership, project management, and/or entrepreneurship.
- **Education**: Applicant must have minimum a Bachelor’s degree or equivalent.
- **Working Experience**: Applicant must be a working professional with at least three (3) years of professional working experience.
- **Incomplete applications or applications received after the final submission date will not be examined.**
- **Qualified female candidates are strongly encouraged to apply.**
- **Twenty (20) Fellows will be selected by UNITAR to participate in the 2018 Cycle based on the results of the written and interview stages of the application process.**
- **Participants are selected based on specific criteria established by UNITAR and its partners, including professional background, motivation, and “human resource development role” in specific areas of professional responsibility within government or non-governmental organisations.**
- **The 20 Fellows selected will participate in all workshops and training events and cannot be replaced or substituted at any time. UNITAR reserves the right to terminate a participant if they do not fulfil the requirements of the programme. There is no right-of-replacement for terminated Fellows.**
- **Please note that candidates may be requested to submit additional information during the selection process.**
- **This is highly competitive process and only successful candidates will be contacted.**

BACKGROUND

Iraq is faced with an array of challenging issues that are undermining sustainable development and recovery. Against this background, last year the UNITAR Hiroshima Office launched a new training programme to support Iraqi youth to promote national and local capacity development for entrepreneurship and leadership; this year marks the second cycle of the programme.

The UNITAR Iraq Fellowship Programme: Entrepreneurship and Leadership Youth Training (hereafter called “the programme”) aims to build the knowledge, skills, and attitudes needed for effective entrepreneurship, social business project management, and leadership of junior-mid level professionals from public sector, private sector, academia, media, and civil society organizations in Iraq. The programme is scheduled to take place over a period of six months and includes four workshops: two in Baghdad, Iraq, one in the region, and one in Hiroshima, Japan, supplemented with asynchronous online assignments and participant-led projects.

The programme is being conducted with the support of the Governments of Japan and of the Republic of Iraq.

ABOUT UNITAR

The United Nations Institute for Training and Research (UNITAR) is a principal training arm of the United Nations, working in every region of the world. We empower individuals, governments and organizations through knowledge and learning to effectively overcome contemporary global challenges. The UNITAR Hiroshima Office, mandated to promote post-conflict reconstruction and international peace, has long engaged in designing and conducting training for people from post-
conflict countries, such as Afghanistan and Iraq, now commanding a unique understanding of the needs of such trainees as they work toward peace.

**KEY CHARACTERISITIVS OF THE PROGRAMME**

**Skill Development**

The programme aims to equip participants with two sets of concrete skills:

- **Hard Skills**: Entrepreneurship, social business, project identification, prioritisation, planning, implementation, monitoring, and evaluation – needed for effective project development and implementation.
- **Soft Skills**: Team work, communication, conflict identification and resolution, risk mitigation, presentation, and leadership – needed for effective management of change and transition.

**Methodology**

The programme will feature blended learning methodology incorporating the following elements:

- Interactive lectures;
- Small group practical exercises;
- Individual practical exercises;
- Role-plays;
- Self-directed readings;
- Study tours.

**Workshops**

The programme includes four workshops, with the following tentative timeline:

- Workshop I – Baghdad, Iraq | 25 – 27 September 2018
- Workshop II – Place TBC | 23 – 28 October 2018
- Workshop III – Hiroshima, Japan | 2 – 7 December 2018
- Final Workshop – Baghdad, Iraq | 4 – 5 February 2019

**Assignments**

Throughout the programme, participants will complete the following three assignments. Additionally, participants will submit an Individual Action Plan.

- Assignment One – Organisational Needs Assessment, to be completed between Workshop I and Workshop II
- Assignment Two – Based on the results of Assignment One, design and develop a project proposal document, to be completed between Workshop II and Workshop III
- Assignment Three – The final comprehensive project proposal document, to be submitted to the UNITAR Hiroshima Office upon the completion of the programme

**Graduation**

Participants will be awarded a UNITAR Certificate of Completion upon the satisfactory completion of all the programme requirements, including:

- Participation in all Workshops;
- Completion of all assignments;
- Final presentations in Hiroshima, Japan, and Baghdad, Iraq.

**Follow-up**

After graduating from the training programme there are a number of follow-up activities to ensure the long-term benefits of the skills and knowledge gained.

- One month: Participants hold workshops within their own departments to share the knowledge and experience gained with co-workers.
• 60 and 90 days: Participants provide written evaluations to identify changes in skills, knowledge or attitudes, and changes to on-the-job behaviours.
• Three months: UNITAR provides a Programme Completion Report to participating Ministries and organisations.

Learning Objectives
By the end of the programme, participants will be able to:
• Outline what entrepreneurship is, and why it is important for today’s Iraq;
• Define key steps in developing a plan to make businesses high performing;
• Compare key start-up best practices;
• Outline steps in setting a climate for business success;
• Identify attributes of high performing teams.
• Discuss the processes behind designing, undertaking, and reporting on, needs assessment;
• Explain stakeholder identification and engagement practices;
• Apply effective communication techniques;
• Discuss the concept of servant leadership;
• Define their leadership legacy, outlining the positive impact they will have on Iraq;
• Illustrate effective project planning processes.

ELIGIBILITY CRITERIA

Educational Background
• At minimum a Bachelor’s degree or at least three (3) years working experience.

Current Role
• Currently in a position with relevance to youth leadership and/or social entrepreneurship.
• Currently in junior to mid-level position between 20 – 35 years old.

Language and Computer Skills
• Excellent working knowledge of spoken and written English.
• Proficient in the use of Microsoft Office.

Supervisor’s Commitment
• Participants must secure their supervisors’ written support for involvement in the training programme. Please use the provided “Letter of Supervisor Support”.
• UNITAR will provide supervisors and/or organisational representatives with written feedback regarding the performance of participants at regular intervals for the duration of the programme.

Availability
• Participants are required to attend and actively participate in all four workshops, complete assignments, interact with resource persons, and complete pre-seminar readings/ assignments.
• Attendance at all training sessions is mandatory, even if sessions occur on national holidays.
• Participants must commit up to 20 hours per month from the start of the programme.
• Eighteen (18) days for on-site training plus travel time needs to be allocated.
• Must be in good health to be able to travel to two workshops.
MONITORING AND EVALUATION

The Workshop will be subject to a two-fold anonymous evaluation process undertaken at the conclusion of the programme. This incorporates both a self-assessment before/after questionnaire, outlining change in knowledge through the Workshop, as well as a feedback questionnaire, evaluating the pre-delivery content, the programme content and objectives of the workshop itself.

ONLINE REGISTRATION PROCEDURE

- To register for the Programme, please visit:
  Application Form: IFP 2018
  - If clicking the above link does not work, please copy and paste the following link into your browser:
  - https://www.unitar.org/event/eform/submit/regalt-c3d7af9194393e91ddeeb211da210f4d
- The deadline for submission is: 25 June 2018.

Please note:
- The deadline for application submission is: 25 June 2018.
- Incomplete, inaccurate, or late applications will not be examined.
- The following documents must be uploaded at the time of application. We recommend you prepare these documents prior to completing the online form. Only PDF and JPEG format files, less than 5MB, are accepted.

<table>
<thead>
<tr>
<th>DOCUMENT NAME</th>
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<tbody>
<tr>
<td>1. Letter of Nomination</td>
<td>Template is provided at the end of this Call for Applications</td>
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<tr>
<td>2. Letter of Supervisor Support</td>
<td>Template is provided at the end of this Call for Applications</td>
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<tr>
<td>3. Document certifying English language ability</td>
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<td>4. Colour Passport-style Photograph</td>
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<td>5. Scanned Passport Copy:</td>
<td>Passport must be valid for at least one year (June 2018)</td>
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- You must also prepare two written responses. We recommend you draft these responses in Microsoft Word (or similar) and copy and paste your responses into the relevant boxes on the application form.

Written Responses

1. Profile
   In no more than 5 lines, include the following information about yourself:
   - Formal Education
   - Current affiliation/role
   - Relevant Experience

2. Motivation Letter
   In no more than 500 words, outline what motivates you to participate in this course and how you will use what you learn in your professional and personal life.
Letter of Nomination Form

(Please type or print)

To be completed by the nominating Ministry / Organisation.

The Ministry / Institution of ________________________________

Nominates (name) __________________________________________

as one of three nominees to participate in the UNITAR Iraq Fellowship Programme.

Reason for nomination:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Responsible Ministry/Organisation Official:

Name: ____________________________________________________________

Title/Position: ____________________________________________________

Telephone #: _________________________________

Fax #: _________________________________

E-mail Address: ____________________________________________________

Signature: _________________________________________________________

Place and Date: ____________________________________________________
Letter of Supervisor Support Form
(Please type or print)
To be completed by the nominee’s supervisor

The Ministry / Institution of ________________________________

Nominates (name) _________________________________________

To participate in the UNITAR Iraq Fellowship Programme, and certifies that:

- All information supplied by the nominee is complete and correct;
- The nominee has adequate knowledge, appropriately tested, of the working language of the training programme (English) and basic computer skills;
- The absence of the nominee during his/her participation in Fellowship events (Web-seminars and onsite training) would not have any adverse effect on his/her status, seniority, salary, pension, and similar rights. Moreover, the Fellow is authorised to attend all UNITAR workshops and other training sessions during the year (up to 20 hours per month); and
- The nominee enjoys the status of the representative of his/her government/ institution and as such will behave in accordance with the law, rules, and regulations of UNITAR or any foreign country hosting workshops.

Nominees Immediate Supervisor/Manager:

Name: ______________________________________________________

Title/Position: _______________________________________________

Telephone #: ____________________________

Fax #: ____________________________

E-mail Address: ______________________________________________

Signature: ________________________________________________________________________

Place and Date: ________________________________________________________________________