

## **Fellowship Programme Regulations**

### **I. Application Procedure**

#### **1. Eligibility Requirements**

The Tropical Landscapes Finance Facility (TLFF) is an innovative platform that helps Indonesia promote inclusive economic development while contributing to achieving the Sustainable Development Goals and its climate targets as stated in its Intended Nationally Determined Contributions (INDC).

Fellows must meet the following requirements:

- Applicants are in the last semester in a graduate school (second university degree or higher) at the time of application and during the Fellowship; or
- Have just completed a graduate or higher level academic programme and are interested in acquiring project implementation, research and sustainable development experience.

#### **2. Fellowship Periods**

The Fellowships run for 1 year.

#### **3. Required Documents**

Applicants that meet the eligibility requirements and who wish to be considered must submit the official fellowship application form. Applicants must also submit a copy of their most recent résumé or curriculum vitae and a short essay (500 words) setting out the reasons for which they are seeking a fellowship with the TLFF, including their time commitment.

#### **4. Submission of Applications**

Applications are to be forwarded to the Fellowship Coordinator, by email ([fellowships@tlffindonesia.org](mailto:fellowships@tlffindonesia.org)), by 05:00 p.m. Western Indonesia Time (WIB) on Friday, 15 February 2019.

#### **5. Selected Applications**

Applicants who are selected will be requested to sign the “Fellowship agreement for the TLFF”, and to provide a medical certificate stating that they are in good health.

### **II. Working Conditions**

6. The fellowship programme runs on a full-time basis. Fellows are expected to work five days a week in the department/office that has selected them, under the supervision and mentorship of a staff member. During the fellowship, fellows will be provided with a desk, phone and computer access. Fellows receive a monthly stipend of IDR 5 million from the TLFF Secretariat. The Secretariat may also cover travel expenses, as needed, for selected applicants, which will be discussed during the application review stage.
7. Supervisors are responsible for the content of the assignment of the fellow, which will, where feasible, be explained fully to the fellow prior to the commencement of the fellowship. Terms of reference describing the tasks and responsibilities of the fellowship assignment will be provided.

8. An orientation programme for all new fellows will be offered by TLFF at the beginning of each fellowship period. The Fellowship Coordinator will be available to assist supervisors and fellows throughout the period, as needed.
9. Fellows shall:
  - (a) Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as fellows that they are not staff members of the TLFF.
  - (b) Provide the TLFF with a copy of all materials prepared by them during the fellowship. TLFF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the fellowship. At the request of the TLFF, fellows shall assist in securing such property rights and transferring them in compliance with the requirements of the applicable law.
  - (c) Respect the impartiality and independence required of TLFF and shall not seek or accept instructions regarding the services performed under the fellowship agreement from any authority external to TLFF.
  - (d) Unless otherwise authorized by the appropriate official in TLFF, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with TLFF, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the fellowship with TLFF.
  - (e) Refrain from any conduct that would adversely reflect on TLFF and will not engage in any activity which is incompatible with the aims and objectives of TLFF.
10. TLFF accepts no responsibility for the medical insurance of the fellow or costs arising from accidents and illness incurred during the fellowship. Applicants for fellowship must show proof of valid medical insurance coverage and provide a medical certificate of good health.
11. TLFF is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the fellows during their fellowship.

### **III. Evaluation**

12. At the end of the fellowship, the supervisor will prepare a written evaluation of the fellow's performance and organize a meeting with him/her to provide constructive feedback.