Enclosure to the application for SI Leader Lab 2020

**LETTER OF REFERENCE FORM** (Instructions)

*Examples of who can be your reference person*

* Colleague/partner
* Supervisor
* Employer
* Tutor/mentor

*Examples of who* ***cannot*** *be used as reference person*

* Family members/relatives
* Friends
* Individuals who demand compensation (money, goods, favors, services or other means) from you in order to give you a statement of reference

*Why do we require a reference person?*

The referee is expected to state an opinion of the applicant from a professional perspective and thereby provide an important supplement to the applicant´s response to the questions in the SI Leader Lab application form and the curriculum vitae. The reference person can be a colleague, an academic connection, represent an NGO, a public agency, a private enterprise or another actor/entity. The position or professional status that the referee holds is **not** the important factor.Of greater importance is that the referee knows the applicant personally, in a professional manner.

*Restrictions*

The letter of reference must be completed in English, French or Arabic and cannot exceed two pages. Any additional page will be disregarded. In order to be valid, the letter must be dated and signed.

The letter should preferably be completed by using the template provided by the Swedish Institute. If, however the referee chooses to write a freeform letter of reference, the details of the applicant as well as contact details for the referee must be provided. Furthermore, the referee is encouraged to answer the questions given in the form.

The completed letter of reference is then to be scanned to PDF format (please **do not** include this instructions page in the conversion) and enclosed along with your application. A letter that is not signed will be disregarded.

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**LETTER OF REFERENCE FORM** (Two pages maximum *including* this page)

The referee may decide on how to allocate text between the questions provided, given that the letter does not exceed two pages. Any additional page will be disregarded. The completed letter must be signed and converted into PDF format.

|  |  |
| --- | --- |
| FIRST NAME of applicant  |       |
| LAST NAME of applicant  |       |

|  |  |
| --- | --- |
| FULL NAME of reference person  |       |
| TITLE/POSITION of reference person |       |
| ORGANIZATION/INSTITUTION of reference person |       |
| E-MAIL ADDRESS of reference person |       |
| TELEPHONE NUMBER of reference person |       |

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| --- | --- |
| Please state in what capacity you know the applicant |        |
| How long have you known the applicant? |       |

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| 1. Please evaluate the applicant’s leadership capacity and skills (e.g. in networking, motivation & perseverance; problem solving and communication).      |
| 2. Briefly comment on the applicant’s potential to contribute to and/or drive social change in his/her context.      |
| 3. Briefly give an overall endorsement of the applicant (for example personal, intellectual and interpersonal qualities), including your own opinion as to whether he/she will become a future leader, decision maker or opinion former.      |
| 4. Additional remarks (optional).      |

Date and place Signature of reference person