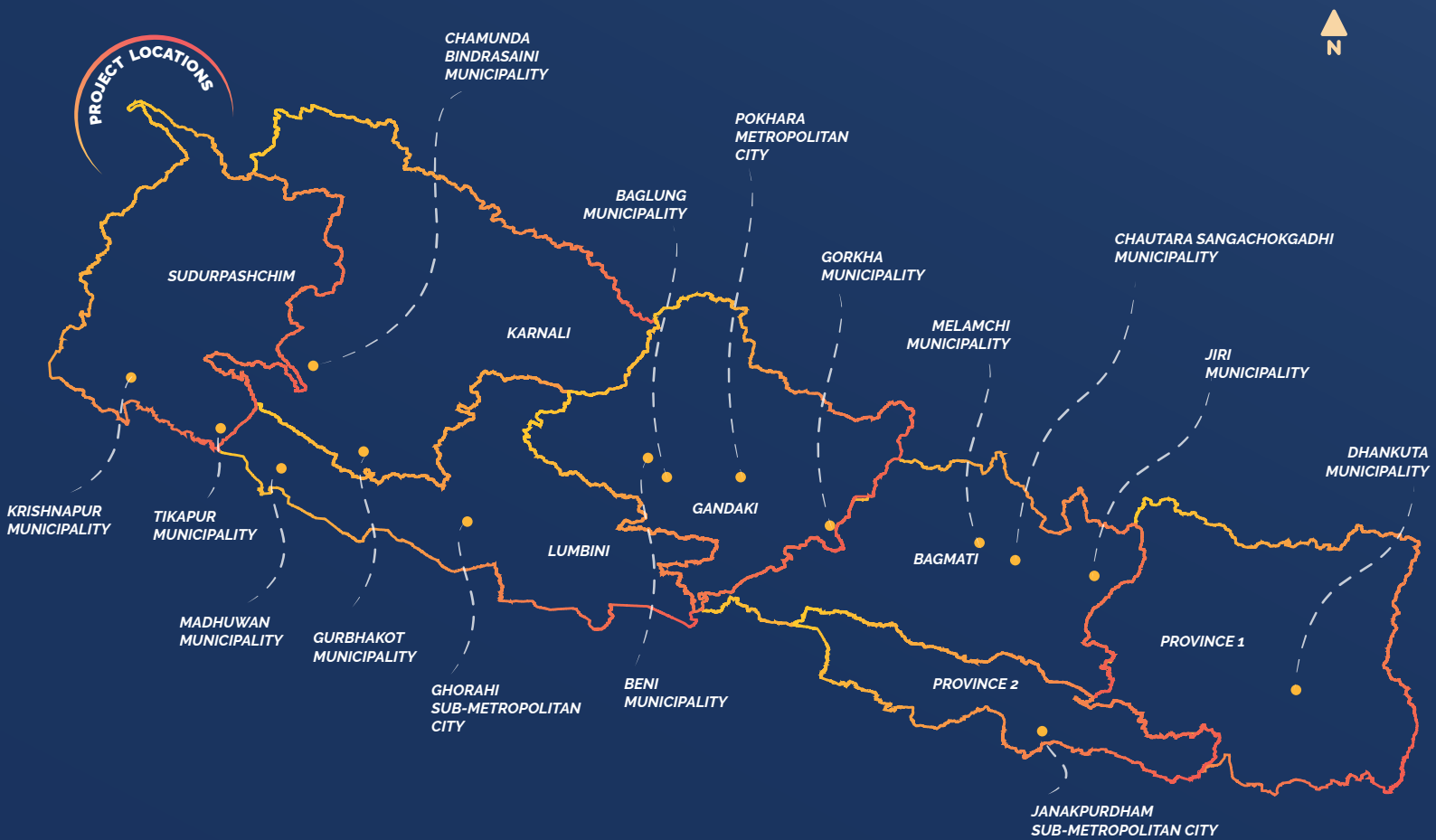




USAID
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Disaster Risk Reduction- Young Leaders Fellowship Application Instructions and Guidelines Fellowship Year 2021



Disclaimer: "The boundaries and names used on this map do not imply official endorsement or acceptance by the US Government or USAID."

APPLY BEFORE 5 PM, 13 SEPT 2021

To apply kindly fill up the form - <https://bit.ly/3jD3KqC>

Disclaimer: This application is made possible by the support of the American People through the United States Agency for International Development (USAID). The contents of this application are the sole responsibility of Yi-Lab and do not necessarily reflect the views of USAID or the United States Government.

PROGRAM OVERVIEW

Disaster Risk Reduction – Young Leaders Fellowship (DRR-Fellowship) provides young, qualified, and enthusiast individuals with an opportunity to gain in-depth experience in disaster information management system in 15 project municipalities. DRR-Fellowship further builds a next-generation pool of professionals that will be leading the discussion on DRRM and related discipline.

DRR-Fellowship is an initiative of Youth Innovation Lab (YI-Lab) that is financially supported by USAID's Tayar Nepal. It aims to build technical capacities of local government to support localization of Disaster Information Management System (DIMS) locally known as Building Information Platform Against Disaster (BIPAD) portal. BIPAD portal brings all credible digital and spatial data available within government bodies, non-government organizations, academic and research institutions into a single platform. It allows local governments to host BIPAD portal independently, fostering an effective data partnership mechanism to enhance their preparedness, mitigation, response, and recovery activities. For more on BIPAD portal, **visit <https://bipadportal.gov.np/>**.

Given the reality that most of the municipalities lack capacities to collect, manage, and use DRR information for informed decision making, DRR-Fellowship aims to address this issue by mobilizing technically trained youths with sound knowledge on BIPAD portal in the local governments. DRR fellows act as a connecting bridge to transfer the technical capacity of using BIPAD portal to the local governments. Throughout DRR-Fellowship, DRR fellows will also have exciting opportunities to participate in learning and training events being organized by leading organizations in the field of DRRM including NDRRMA, Tayar Nepal, and project municipalities.

APPLICATION SUMMARY

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

- Personal information
- Motivation letter (Max. 300 words)
- CV/Resume (CV no longer than 2 pages)
- One Reference (Academic recommended)

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

- Motivation letter stating your interest and qualification for the fellowship position
- Your CV/Resume (in pdf)
- Recommendation letter (in pdf) from your academic institution or workplace

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To apply visit:
fellowship.youthinnovationlab.org

Application deadline:
Monday, September 13, 2021 at 5 pm.

Youth Innovation Lab encourages all the interested applicants, especially youth from project municipalities including those who identify as women and indigenous community members/ minority caste groups in joining the Disaster Risk Reduction – Young Leaders Fellowship 2021 program.

All the applications will be reviewed thoroughly, please follow the given instructions carefully to ensure that qualifications are met and that application components are accurate, complete, and submitted on time.

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Selection Timeline

August 25, 2021 – Application opens

September 13, 2021 (5 pm) – Application deadline

ELIGIBILITY AND SELECTION CRITERIA

DRR – Young Leaders Fellows must:

- Be local from the project municipalities or willing to relocate to the project municipality.
- Be of 30 years old or younger at the nomination.
- Have a bachelor's degree in Environmental Science, Environmental Engineering, Geomatics Engineering, Disaster Risk Reduction, Development Studies, Natural Resources, Crisis Management, Computer Science, Computer Engineering, Information Technology or related field.
- Have an interest in learning technology and open data.
- Have knowledge of or interest in disaster/DRRM and related discipline.
- Be curious to work with municipality and Information Technology (IT) officers
- Have strong knowledge in technology that includes mobile app, web app, MS office package.
- Have excellent communication skills in Nepali and English. Knowledge of the local language would be preferred.
- Have outstanding personal character and integrity.
- Have teamwork and collaborative skills.

KEY RESPONSIBILITIES OF THE DRR FELLOWS

DRR Fellows will be responsible for:

- Supporting their assigned municipality to administer and operationalize municipal level BIPAD portal.
- Collaborating with the IT officer and municipal DRR focal personnel for day-to-day capacity transfer.
- Working closely with the municipal personnel to compile DRR related datasets and standardize and integrate them into BIPAD.
- Working with municipal personnel to map and validate critical infrastructure datasets like education, health, finance, governance, tourism, industry, communication, and more.
- Reporting and documenting the progress/challenges and share the case studies.



For further information on eligibility, read our Frequently Asked Question section (page 4). You may also direct inquiries to the Fellowship Secretariat at fellowship@youthinnovationlab.org.

BENEFITS FOR THE DRR FELLOWS

- Five-day residential training in Kathmandu on DIMS and DRRM.
- Stipend NRP 30,000 per month during the course of fellowship.
- Opportunity to work closely with Mayor, IT professionals, and Government officials at working station.
- Opportunity to participate in workshops/trainings/seminars organized by NDRRMA, Tayar Nepal, and respective municipality.
- Graduation Certificate of DRR-Fellowship.
- Potential job placement within YI-Lab, partners, and related organizations.

ONLINE APPLICATION

- Applications for the DRR-Fellowship are to be submitted by completing the online form -<https://bit.ly/3jD3Kqc>. The online form has two main sections:
- **Personal Information** – Provide personal information such as contact details and your educational and professional background and upload your picture (**Passport size photo, no larger than 2 MB**).
- **Written section** – Write about your motivation to apply for the fellowship program and upload **CV/Resume and a recommendation letter**.

GUIDELINES FOR REFERENCE

While requesting a recommendation letter, you may find it useful to forward the following guidelines directly to your reference. The letter could be written either in English or in Nepali. Remember to ask for the recommendation letter in advance so that you have enough time to upload in the online application.

Reference 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 ability and potential.

It is strongly recommended that reference:

- Draft their letter in the appropriate file format: MS Word Document or pdf.
- Sign their name, official position, and contact information.



For Inquiry, please contact:

Fellowship Secretariat
Fellowship@youthinnovationlab.org



YI-LAB

Address

Bishal Nagar Marg, Kathmandu 44600

Tel: 985-1115919

FREQUENTLY ASKED QUESTIONS

PROGRAM AND ELIGIBILITY

1. How many DRR fellows will be selected for DRR-Fellowship?

The third phase of DRR-Fellowship will consist of a cohort of 15 individuals, one for each project municipalities.

2. Are there specific age requirements?

At the time of nomination, you must be 30 years old or younger.

3. Is there a degree requirement?

We are looking for fresh graduates with a bachelor's degree in degree in Environmental Science, Environmental Engineering, Geomatics Engineering, Disaster Risk Reduction, Development Studies, Natural Resources, Crisis Management, Computer Science, Computer Engineering, Information Technology or related field. Those who have knowledge of technology and understanding of disaster / DRRM/ and related discipline would be a good fit for the program.

4. Is there a minimum work experience requirement?

There is no minimum work experience requirement. However, successful candidates will be enthused to work at the municipal level and capacitate the municipality in the disaster information management system.

5. What are the project municipalities of DRR-Fellowship?

The project municipalities are (1) Dhankuta Municipality (Dhankuta District), (2) Janakpurdham Sub-metropolitan City (Dhanusha District), (3) Jiri Municipality (Dolakha District), (4) Chautara Sangachokgadhi Municipality (Sindhupalchok District), (5) Melamchi Municipality (Sindhupalchok District), (6) Gorkha Municipality (Gorkha District), (7) Pokhara Metropolitan City (Kaski District), (8) Baglung Municipality (Baglung District), (9) Beni Municipality (Myagdi District), (10) Ghorahi Sub-metropolitan City (Dang District), (11) Madhuban Municipality (Bardiya District), (12) Gurbakot Municipality (Surkhet District), (13) Chamunda Bindrasaini Municipality (Dailekh District), (14) Tikapur Municipality (Kailali District), and (15) Krishnapur Municipality (Kanchanpur District).

6. Where will the fellows be placed?

Among the project municipalities, DRR fellows will be placed at their local municipality or the municipality they are willing to relocate.

7. Are there any language requirements?

Regarding the language requirements, DRR fellows should have good command in English and Nepali. They should be able to communicate well in both languages. We do not require DRR fellows to have knowledge of the local language, but it will be highly desirable.

8. How long is DRR-Fellowship?

The third phase of DRR-Fellowship is six-month long.

9. What is the time commitment? Is this a full-time fellowship?

Participation in the program is a full-time commitment. DRR fellows will be working from their respective municipality office and are expected to work during the workdays.

10. What if I am accepted to the program but not able to attend?

We ask that you apply to this program once you are absolutely certain to join if selected. In case of an emergency or unforeseeable circumstance that preclude your participation, you must notify the Fellowship Secretariat at fellowship@youthinnovationlab.org as soon as possible.

APPLICATION PROCESS

11. When do I apply?

The application deadline for the fellowship is **September 13, 2021, at 5 pm.**

12. How do I apply?

You must complete all the required sections of the online application and apply before the deadline.

13. What are the selection procedures?

All the applications are evaluated by the Fellowship Secretariat at the initial reviewing stages and will be narrowed down to a final selection pool. The short-listed candidates will be invited for an interview and the hiring team will select a cohort of 15 DRR fellows for 15 project municipalities.

FINANCIAL INFORMATION

14. Am I provided financial funding to participate in this program?

Fellows will be provided a stipend of NPR 30,000.00 per month (*inclusive of all applicable govt. taxes*). They will be provided allowances for communication, travel, and accommodation for the events organized by YI-Lab.