

2023 MAWAZO FELLOWSHIP PROGRAMME

DETAILED APPLICATION GUIDELINES

Deadline: Sunday 12 March 2023, 11:59pm EAT

INTRODUCTION

About Mawazo Institute

The Mawazo Institute is a women-led African organisation that supports early-career women researchers as they work to find local solutions to global development challenges. Our mission is to support the big ideas of early-career women researchers and thought leaders in Africa to strengthen their research, public engagement, and influence on development of the continent. We envision a world in which the voices and big ideas of African women researchers shape the future of the continent and the world.

Our programmes support the generation and uptake of homegrown evidence-based solutions to pressing development needs. We provide our beneficiaries with a package of support that builds essential non-technical research and professional skills, deepens their networks, and helps them access mentorship from both peers and experts. Importantly, we support them to develop their leadership potential, including personal leadership and wellbeing, and visibility within and outside the academy. For more information about our work and impact so far, please visit our [website](#) or download the [2021 Annual Report](#).

About the Mawazo Fellowship Programme

The Mawazo Fellowship Programme unlocks the potential of African women to conduct high quality research and contribute to issues affecting Africa's development. Our Fellows are African women who are pursuing PhD studies in any field at an accredited African university. We competitively select a cohort of 40 Fellows whose research is relevant to African development priorities, contributes new knowledge to their field of study, and holds the potential for transformational change in their communities, and beyond. Specifically, we support Fellows whose work is actively addressing global, regional, national and/or sub-national development and policy priorities, including the Sustainable Development Goals (SDGs).

The Mawazo Fellowship Programme is a 15-month, non-residential fellowship where Mawazo Fellows participate in a virtual training programme that features professional development courses designed by the Mawazo Institute. Fellows also benefit from mentorship and networking to enhance their career progression, financial support for research activities, and platforms for policy outreach and public engagement that increase their visibility and potential for impact. This programme is designed to build a network of African women experts who are poised to influence policy and public discourse in academia and beyond, increasing the application and implementation of practical, evidence-based ideas that drive Africa's development.

Beyond the Fellowship, all Fellows who successfully complete the programme automatically become a member of the Mawazo Connects network and will continue to receive support from



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Mawazo including access to the Mawazo Connects Fund, continued visibility, and access to impact and implementation pathways through our growing network of partners including: (1) communication and media partners (e.g., newspapers, radio channels, science magazines); (2) international development partners; (3) industry partners (including impact investors); (4) research and innovation partners; (5) government and public policy actors, and; (6) universities and higher education institutions.

For the 2023 cohort, we encourage applications from PhD students working in the following thematic areas:

- Agriculture and Food Security
- Business, Trade, and the Economy
- Climate Change, Natural Resources, and the Environment
- Education and Pedagogy
- Energy and Engineering
- Gender, Rights, and Governance
- Information and Technology
- Life and Health Sciences
- Mathematical and Physical Sciences

Please note that working in any of these thematic areas is not an eligibility criterion, and applicants from other fields are more than welcome to apply.

ELIGIBILITY CRITERIA

In order to be eligible for the Mawazo Fellowship Programme, applicants must:

- i. identify as a woman¹
- ii. be citizens of an African country
- iii. have a good command of written and spoken English²
- iv. be enrolled for their PhD at an accredited university in an African country
- v. have completed their course work if applicable and passed their departmental or graduate school proposal defence (i.e., in the dissertation/thesis phase of their PhD)
- vi. demonstrate that their PhD research is related to African development and is relevant to a global, regional, national or subnational policy priority
- vii. demonstrate that they have a “Big Idea” to transform Africa through their research³
- viii. demonstrate potential for leadership both within and outside academia, and a strong passion to leverage their expertise for impact in society
- ix. be available to fully participate in the programme in 2023-2024

1 woman/women includes cisgender women and transgender women. We also welcome AFAB non-binary, AFAB gender non-conforming, and other AFAB genderqueer individuals, who have historically been excluded from decision-making spaces.

2 Whilst all training and networking will be conducted in English for this cohort, Mawazo is actively working on being able to translate its training material and identify partners and mentors who are fluent in Arabic, French and Portuguese for future cohorts to ensure the inclusion of Francophone, Lusophone and Arab speaking Africa, ensuring representation of the entire continent within Mawazo’s network of African women researchers.

3 By “Big Idea” we mean an innovative research-based solution to help address Africa’s emerging societal challenges.

BENEFITS

Mawazo Fellows will receive the following benefits

- **Participation in Mawazo's in-house virtual training and professional development programme**, offered through the Mawazo Learning Exchange (MLEx) e-learning platform
- **Connections to expert and peer mentors** through a structured mentorship programme, as well as exposure to leaders from academia, industry, government and other sectors
- **Funding for research activities** with access to grants worth up to US\$2,500 through the Mawazo Fellows Fund⁴
- **A stipend** worth \$500 for discretionary use
- **Data bundles** worth \$150 to help access the MLEx platform
- **Research and editorial support** from the Mawazo staff and our partners
- **Visibility via Mawazo Voices**, our public policy and engagement, and strategic communications programme

APPLICATION PROCESS

Interested candidates must fill in and submit their applications via our [online application portal](#). Applicants will be required to register and provide some basic information to create a profile on the portal.

We advise that applicants take their time to review each question and prepare the required responses offline.

Below you will find detailed instructions on how to fill out the application form to ensure that you submit a complete application. Please note that most sections have prescribed word limits. Answers for such sections should be succinct, question focused, and appropriately detailed.

An application will only be considered complete when the following has been provided:

- A completed online application form
- A current 2-page CV
- A letter confirming current enrolment in an accredited PhD programme
- A letter confirming that you have completed your course work (if applicable) and passed your departmental defence
- A recommendation letter from your PhD supervisor (submitted by recommender via online portal)
- A recommendation letter from a second referee (submitted by recommender via online portal)

⁴ Fellows can apply for up to four grants (every quarter) worth up to US\$2,500 each. Each grant application is screened and competitively awarded after a thorough selection procedure for each cycle and is not guaranteed.

HOW TO COMPLETE THE APPLICATION FORM

Step 1

2023 Mawazo Fellowship Programme Dashboard

Follow this link to create an account on our online application portal SurveyMonkey Apply, or sign in if you already have an account.

- i. If you already have a SurveyMonkey Apply account, complete registration with that account. If you don't remember your password, click the **Reset Password** or, **Register for a new account**
- ii. If you don't have a SurveyMonkey Apply account, create a free account, click the **Register button**. Choose to register using a **Social Media Account** (Facebook, Twitter, Google) or choose to register to **Survey Monkey Apply**. This form asks you to fill out your name, email address and to create a password (**Please register using your main email address** as this where you will receive any requests and updates on your application)
- iii. Click the **Create Account and Continue button** to continue with Mawazo's application process
- iv. Once logged in, click **View Programs**, you will find the **2023 Mawazo Fellowship Programme** application form on the dashboard
- v. Fill out your **Eligibility profile**, to begin your application
- vi. We highly recommend that you use the latest version of Google Chrome to complete your application
- vii. Only one (1) submission is permitted per applicant
- viii. Your work is automatically saved every few seconds. When you are ready to revisit the application, you will find the most recent copy of it saved. We highly recommend saving your progress, click **Save & Continue Editing**

Step 2

2023 Mawazo Fellowship Programme Application

Select the 2023 Mawazo Fellowship Programme Application Form to continue with your application. Please follow the instructions provided in this document to ensure that you know and understand what is required of you for each section. Please note that:

- ix. Your form is automatically saved and the changes you have made at any point of the application are saved by clicking the **Save & Continue Editing button** at the bottom of the form
- x. You should only click the **Mark as Complete button** when you are certain that you have completed the form. If the form is not completed, you will not be able to move to the next section. If you input incorrect information on the form you can click on the **top right three buttons (...)** to edit the form or reset the filled form to remove all data
- xi. All the questions in the application form are mandatory except for the questions with an (optional) option
- xii. All supporting documents must be submitted in PDF, PNG, JPEG, or Excel format (no word documents will be admissible). All video submissions will be submitted in AVI, MP4, or MOV format

STEP 3

Eligibility Test

The purpose of the eligibility test is to check that you meet the minimum criteria for eligibility to the programme. Please note that you are only eligible for The Mawazo Fellowship Programme if you:

- i. Identify as a woman⁵
- ii. Are a citizen of an African country
- iii. Have a good command of written and spoken English⁶
- iv. Are enrolled in a PhD programme at an accredited university in an African country
- v. Have completed your course work (if applicable), and passed your departmental or graduate school proposal defence (i.e., in the dissertation/thesis phase of your PhD)
- vi. Can demonstrate that your PhD research is related to African development and is relevant to a global, regional, national or subnational policy priority
- vii. Can demonstrate that you have a “Big Idea” to transform Africa through your research⁷

Please note that if you do not meet these minimum criteria, you will not be able to proceed with the application.

STEP 4

Programs Landing Page

If you are eligible to apply for the 2023 programme, you will be directed to the Mawazo Programs landing page. Click on More to proceed to the next step of the application.

STEP 5

2023 Academic Needs Survey

You will then be prompted to complete the 2023 Academic Needs Survey. The purpose of this survey is to help us better understand the higher education ecosystem in Africa and help us improve our programmes for future Fellows. Your responses are solely to help improve our understanding of academic needs and will not influence your likelihood of being selected as a Fellow.

Once you have completed the survey, crosscheck it to ensure that you have completed all the questions. Click on Submit to complete the survey process.

⁵ woman/women includes cisgender women and transgender women. We also welcome AFAB non-binary, AFAB gender non-conforming, and other AFAB genderqueer individuals, who have historically been excluded from decision-making spaces.

⁶ Whilst all training and networking will be conducted in English for this cohort, Mawazo is actively working on being able to translate its training material and identify partners and mentors who are fluent in Arabic, French and Portuguese for future cohorts to ensure the inclusion of Francophone, Lusophone and Arab speaking Africa, ensuring representation of the entire continent within Mawazo’s network of African women researchers.

⁷ By “Big Idea” we mean an innovative research-based solution to help address Africa’s emerging societal challenges.

STEP 6

2023 Mawazo Fellowship Application Form

On successfully completing the 2023 Academic Needs Survey, you will be directed to the 2023 Mawazo Fellowship Application form questions. Fill in all the sections of the application form. You will be asked to provide information on the following categories:

- i. Personal Information
- ii. Professional Qualifications and Experience
- iii. Leadership Experience
- iv. Personal Statement
- v. PhD Research Project
- vi. Research Uptake and Impact
- vii. Video Submission

STEP 7

1. Personal Information

a. Personal Details

Please provide your personal details including your name as it appears on your country's national identity document or passport. You are also required to provide a copy of your national identity document or passport.

b. Contact Information

Please provide your preferred address and contact details.

2. Professional Qualifications and Experience

This section will help us gauge your suitability and eligibility for the Mawazo Fellowship Programme. Kindly ensure that you provide correct information and the supporting documents required.

a. Professional Biography and CV

Please provide a short biography that speaks to the credentials and professional experiences you have that are most relevant to your PhD project.

Please also provide a **strictly two-page CV**, do not exceed this page limit.

b. Education Information

i. Education background

Please provide your university or college education history. Do not provide information about your high school education.

Please provide an original copy of your Master's degree certificate. This should be certified by the conferring institution or a notary public.

ii. PhD Degree Information

Please provide information about the PhD degree you are enrolled in. This will help us determine whether you are eligible for the programme.

Please provide your confirmation of university enrolment on official letterhead and proof of proposal defence (i.e. proof that you are in the dissertation phase of your PhD) on official letterhead as well. These documents must be certified by your university.

c. Referees and Reviewers

i. Supervisor Information

Applicants are required to provide the contact information of their PhD thesis supervisor (If you have more than one supervisor, please name your primary supervisor.) Your supervisor should be able to speak to your strength as a PhD candidate, the quality of your work, and its ability to deliver impact on development in Africa. Once you submit your application, we will send an automatic request to your supervisor to complete an online reference. Please ensure that you have notified them in advance so that they can anticipate a reference request from the Mawazo Institute.

ii. Second Referee

In this section, please provide the contact information of a former supervisor, previous or current research collaborator, or another relevant professional contact who can speak to your strength as a researcher, your character, and other professional and personal attributes. Once you submit your application, we will send an automatic request to your supervisor to complete an online reference. Please ensure that you have notified them in advance so that they can anticipate a reference request from the Mawazo Institute.

d. Employment Information

i. Employment Status

In this section, please provide information about your present employment status.

ii. Employment History

Please provide details about your current position if you are employed, as well as details about up to two of your previous jobs. For each role, explain up to three of your main responsibilities.

e. Publications and Media

i. Academic Publications

Please list up to three (3) of the most significant publications you have authored or co-authored to date (if any) and include a link or digital object identifier (DOI) for the articles.

ii. Non-Academic Publications

Please list up to three (3) of the most significant non-academic publications (e.g. blogs, op-eds, policy briefs, etc) you have authored or co-authored to date (if any) and include a link to the publications online.

iii. Media

Please list up to three (3) media items that you have produced and/or been featured in (e.g. a radio interview, YouTube video, podcast, etc) if any and include links to media online.

f. Conferences and Events

i. Academic Conferences and Events

Please list up to three (3) of your most significant academic conference/event presentations to date. These may be local, regional, or international.

ii. Non-Academic Conferences and Events

Please list up to three (3) of your most significant non-academic conference/event presentations (e.g. a policy workshop, stakeholder meeting, public event, etc) to date. These may be local, regional or international.

g. Awards, Scholarships, Honours

Please list any awards, scholarships or honours you have received to date both within and outside academia and research, if any.

h. Research Grants and Fellowships

Please provide us with details of other sources of funding you have received for your studies and research to date, if any. Please note that this is not limited to PhD studies and could include any scholarships or grants you received for undergraduate and master's studies.

In addition, please provide us with information on other grants or fellowships you have applied to, or are considering applying to in order to support your PhD studies and/or research.

3. Leadership Experience

In this section, please detail for us experiences that speak to your strength as a leader and mentor. This includes:

a. Community Service and Leadership Experience

In this section, please describe how you have given back to your community and demonstrated leadership in the past.

b. Mentorship Experience

In this section, please describe how you have mentored and supported the professional development of others to date.

4. Personal Statement

In this section, tell us more about why you wish to participate in the Mawazo Fellowship Programme, the anticipated impact it will have in your career and professional development, and how you believe that your work will impact Africa's development. This is an opportunity for you to describe what you have accomplished so far and to chart your journey for what success looks like.

5. Proposed Research Project

In this section, please provide a detailed overview of your project and the objectives you wish to achieve. Please use the outline below for guidance on how to submit a strong proposal:

1. Title: Please provide the title to your research project. This should be a clear, concise, informative, and comprehensible to a non-specialist reader.

2. Summary of Proposal:

In this section you are expected to:

- I. Summarise your problem statement, research questions, and objectives: What are you proposing to do and why?
- II. Summarise your research approach and methodology: How do you plan to do it?
- III. Provide overall context for your work and its significance: Why is it important and what impact will it have?

3. Key Words: Summarise your proposed study using three to six (3-6) key words. For example, nanotechnology, climate change, maternal health, etc.

4. Problem Statement and Significance

In this section, please provide:

- I. Specific research gaps your proposed research is addressing
- II. Unique contributions you are bringing to the topic
- III. Significance of your research in your field and beyond

5. Research Goal(s)/Aims:

In this section, broadly describe what you hope to achieve in your research project: “The goal of this research is to”

6. Research Objectives: In this section, list up to 3 clear and concrete objectives of your research in order of importance. Please note that these should begin with a verb (e.g. “to investigate/determine/assess/identify” etc) and be SMART – Specific, Measurable, Achievable, Realistic and Time-bound.

7. Research Design and Methodology: In this section, please provide a detailed description of the specific activities that will be undertaken in this research project. Ensure that you are specific about how the selected activities are relevant to achieving specific research objectives.

8. Risks, Assumptions and Contingency Plans: In this section, describe the main assumptions underpinning your research, and risks that might impact your ability to successfully undertake and complete your research or achieve your stated objectives. Do you have any alternative approaches and contingencies that can help minimize or eliminate these risks?

9. Project Duration: Please provide details on the start and end of your research project.

10. References: Please list all external sources referenced in this proposal using an appropriate citation style.

6. Research Uptake and Impact

In this section, we would like you to describe how your research relates to the thematic areas for this call for applications. If your research does not address any of these thematic calls, we encourage you to share an alternative theme that it addresses. We would also like you to describe how your research addresses wider policy and development needs. For example, where applicable, name which Sustainable Development Goal(s) your research addresses or how it is responsive to a specific regional/national/sub-national policy priority. Examples of the latter include Africa Union's Agenda 2063 (regional), Kenya's AIDS Strategic Framework (national) etc. We would also like you to describe the stakeholders you have identified as end users of your research and the strategies you will apply to share the results of your work with them. Lastly, we are curious to hear what emerging ideas in your field excite you.

7. Video Submission

In this section, we would like to hear more about what your Big Idea to change Africa is. Tell us more about how your PhD research project contributes to providing innovative solutions to solving some of Africa's urgent development issues.

STEP 8

Once you have completed the application form an option to Submit application will appear. Crosscheck the application to ensure you have submitted all supporting documents. Click on "Submit application" to complete the application process. Note, you will not be able to submit your application unless all the required information has been provided. Once you have completed the form, you will be directed to a page with a message acknowledging successful submission. To check the status of your submission, login in to your SurveyMonkey Apply account and view the information under the Submissions tab.

At this point, you will have successfully completed the 2023 Mawazo Fellowship Programme application.

SELECTION

All applications will be reviewed by the Mawazo Institute staff and a committee of external expert reviewers. Successful applicants will demonstrate that they can do the following

- Meet all eligibility requirements
- Identify a research problem which has important implications for African development and is linked to a global, regional, national or subnational policy priority
- Demonstrate that their PhD research is academically rigorous and addresses a unique and important gap in the field
- Demonstrate that their PhD research has clear objectives and is appropriately designed for the research questions being asked
- Write a summary of their PhD research which is clear, concrete, and accessible to scholars outside their own field

The Mawazo Institute is committed to non-discrimination in the application review process.

PRIVACY NOTICE

The Mawazo Institute is committed to protecting, respecting, and being transparent about your privacy. This Privacy Notice is set on the basis of all personal data collected from you, or that you provide to us, or that will be processed by us in connection to our Mawazo Fellowship Programme recruitment process.

This personal data is submitted directly to the Mawazo Institute through an online application process in confidence and will not be released to any third parties without consent, except to those involved in recruitment activities and administration of the programme.

By submitting your personal data to us, you acknowledge that you have read and understood this Privacy Notice, and agree to the use of your personal data.

DEADLINE

The due date for the application is **11.59 pm EAT on 12 March 2023**.

Applicants will be given a final decision on the status of their application in late April 2023 and the fellowship year will commence shortly afterwards.

For additional information with regards to the programme and the application process, please download our [FAQs document](#).

For questions pertaining to the application portal, please contact our programme staff on fellowship@mawazoinstitute.org.