Shaping Futures Academy 2027

Reference for self-employed applicants and business owners

SHAPING FUTURES
African-European Network on Development and Sustainability

The reference should be written by someone external to the applicant's business who knows their work through direct professional collaboration, such as a client, commissioning organisation or project partner.

Please provide the letter on your organisation's official letterhead, including the following information:

- **Applicant:** full name and business/organisation name, if applicable.
- **Referee:** first name(s), surname, position and organisation/institution.
- **Professional contact details:** street and number, postal/ZIP code, city, country, telephone number and email address.

Please address the following two points in the body of your letter. Base your assessment on your own experience of working with the applicant. Specific examples are more useful than general statements of support.

A. Contribution and responsibility

Describe one assignment, project or initiative you worked on together. Explain the applicant's particular contribution and what difference it made.

B. Further development

Drawing on this experience, identify an area in which the applicant could develop further through the Shaping Futures Academy and explain how this could benefit their work.

Maximum 250 words for the body of the reference, excluding names and contact details.

Please **date and sign the letter.** The applicant should upload the completed letter as a PDF with their application documents, in place of the Employer's Statement of Support.

Confidentiality and data protection

Please note that your reference letter, including your name, professional affiliation and contact details, will be processed by IDOS for the Shaping Futures Academy application and selection process.

Access will be restricted to authorised staff administering the selection process and members of the selection committee, all of whom are bound by confidentiality obligations. The committee may include Academy alumni; alumni from the applicant's home country or country of permanent residence will not have access to the application or reference letter.

Your personal data will be handled confidentially in accordance with applicable data protection requirements.

IDOS | German Institute of Development and Sustainability