Instructions for Letter of Recommendation Writers: Kenya

An applicant for a scholarship sponsored by the Borlaug Higher Education for Agricultural Research and Development (BHEARD) has asked you to write a letter of recommendation. If you know the applicant and are either (1) the current head of department or immediate supervisor of the applicant or (2) a former lecturer/professor of the applicant, we wish to ask you to proceed to write the letter, and for this, we thank you.

Project Description: BHEARD is an agricultural research capacity-building project supported by the United States Agency for International Development (USAID) under its Feed the Future program. The main purpose is to strengthen research capacities of agricultural research units and universities in participating countries through PhD or MSc studies in the U.S. or other selected countries. All research projects will be conducted in Kenya.

Degree Training Program Description: Studies will begin in August 2015. Eligibility is limited to current staff members from the following institutions who wish to study in these subject areas:

- **Tegemeo Institute**
  - Advanced survey data analysis, quantitative research skills, use of statistics in agricultural surveys, research design and other related areas

- **Egerton University, Department of Agricultural Economics**
  - Advanced survey data analysis, quantitative research skills, use of statistics in agricultural surveys, research design and related areas
  - Issues related to climate change

- **Kenya Agricultural and Livestock Research Organization (KALRO)**
  - Socio-economic fields related to agricultural development
  - Statistical analysis
  - Issues related to climate change
  - Biotechnology
  - Agribusiness

Format and Content of Letter: At the beginning of the letter please indicate:

- Your name
- Your position
- Your relationship to the applicant
- The length of time you have known the applicant

Then, in your letter, please assess the applicant’s technical competence in his/her area of expertise, critical thinking skills, communication abilities, and personal and work habits. Mention the value of the student’s proposed area of study to the agricultural research priorities of Kenya. Please print your letter on the letterhead of your organization and sign the letter with your hand-written signature.
Do not give the letter to the applicant; instead, please email (from your own email account) a scanned copy of the signed letter directly to BHEARD (BHEARD@isp.msu.edu) by 30 November 2014.

If you prefer to fax a copy of the letter, you may send it to BHEARD Project at: +1-517-432-1800.

Contact Information: Queries may be made via email (BHEARD@isp.msu.edu).