Instructions for Letter of Recommendation Writers - Malawi

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 Malawi.

Degree Training Program Description: Studies will begin in January 2016. This opportunity is for current staff members of the following institutions:

- Lilongwe University of Agriculture and Natural Resources (LUANAR),
- Ministry of Agriculture, Irrigation and Water Development (MoAIWD)

Priority will be given to applicants who desire training in the following subject areas:

- LUANAR: human nutrition, animal, crop and soil sciences, natural and environmental sciences (with clear links to climate change and food security), agricultural economics, extension and agribusiness
- MoAIWD: all fields related to agriculture

Format and Content of Letter: At the beginning of the letter please indicate (1) your name, (2) your position, (3) your relationship to the applicant, and (4) 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 Malawi. Please print your letter on the letterhead of your organization and sign the letter with your handwritten 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 31 May 2015.

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).