

Policy Guidelines PHRD Staff Grant Program

1. **Objective.** The purpose of the PHRD Staff Grant Program is to support the strategy of increasing the representation of Japanese nationals in the World Bank Group (WBG). The program aims to provide financial support for a lifetime maximum of three years to facilitate their appointment as Term WBG staff at grade levels GF and above¹.
2. **Focus and Scope.** Staff Grants under the Program may support the costs involved with staff appointments for an initial period of two years, with the possibility of a final third year extension to be justified by the hiring unit. Such justification may include, the prior issuance of a Letter of Commitment by the hiring unit declaring that the staff will be retained under the Bank's administrative budget funding, for at least one year beyond the end of the final third year.
3. **Exception:** The Government of Japan (GoJ) may grant an extension for several months (up to 6 months) to the lifetime maximum three-year period, when justified by the hiring unit. Such justification may include, the prior issuance of a Letter of Commitment by the hiring unit at least declaring that the staff will be retained in the Bank for at least three years after the end of the initial two-year Term appointment. The Bank must fund the costs for the remaining periods not covered by the grant.
4. **Additional Benefits:** A maximum of USD \$40,000/year is allowed to cover travel and USD \$5,000/year training costs for Term.
5. **Country Office Assignments:** Grant recipients assigned to Country Offices may be eligible for benefits under Staff Rule 6.17 (Extended Assignment Benefits). Corresponding grants may be used to fund 70% of such benefits, up to a maximum of USD \$50,000 per 12-month segment within each appointment period. The hiring unit is expected to assume full funding responsibility for benefits that exceed this limit.
6. **Selection Criteria.** Hiring managers will follow the prevailing HR recruitment and selection processes policies of the Bank, and PHRD application procedures, including these Policy Guidelines, in selecting candidates for consideration under the Program.
7. **Processing of Grants.** When a qualified candidate has been identified to fill a vacancy, the hiring manager will submit a request to the Development Finance Trust Funds and Partner Relations Department (DFTPR) using the template described in paragraph 6 below. DFTPR will, in turn, present the relevant documentation to the Executive Director (ED) of Japan for consideration by the Ministry of Finance (the Ministry). Grant requests are normally submitted to the ED near the beginning of every month, although exceptions may be made for non-routine or urgent cases. The Ministry

¹ Effective July 1, 2015, the WBG has phased out Extended Term Consultant (ETC) appointments. This is applicable to the PHRD Staff Grant Program.

is expected to respond via the ED within 30 calendar days after requests are submitted. Once the grants are approved, it is the responsibility of the hiring unit to immediately inform the incumbent of Japan's approval along with amount approved by Japan.

8. **Template Form.** The initial step in the process of applying for a staff grant is the submission by the prospective candidate's hiring manager, of a completed Grant Funding Request (GFR) form that includes basic biographic data about the candidate, and contact information concerning the hiring unit. A detailed description of the position to be filled and the CV of the candidate shall be submitted as background information. The hiring manager also needs to provide a written statement from the HR Officer certifying that all relevant recruitment policies and procedures, including those associated with prerequisite sector network clearances, have been fully satisfied. The hiring manager will likewise confirm that the hiring unit is fully prepared, as required, to meet its share of the Bank's budget contribution to the assignment.

9. **Effectiveness.** These Policy Guidelines supersede those previously issued and will be effective immediately. The Policy Guidelines shall remain in effect until the next revision by mutual agreement between the Ministry, represented by the ED, and DFTPR.