

Project Proposal for the ASA-Municipal global 2018

Project title:

Project topic:

Information about the project partnership

German municipality:

Street:

Postal Code, Place:

Homepage:

Tel.nr.:

Name Contact Person:

Function:

E-Mail:

Name 2nd Contact Person (if applicable):

Function:

E-Mail:

In case that a local organization (NGO, twinning association, etc.) **is involved on behalf of the municipality:**

Name of the organization in Germany:

Date of foundation:

Number of employees:

Objective/Focal areas:

Street:

Postal Code, Place:

Homepage:

Tel.nr.:

Name Contact Person:

Function:

E-Mail:

Partner municipality in the Global South:

Street:

Postal Code, Place:

Homepage:

Tel.nr.:

Name Contact Person:

Function:

E-Mail:

In case that a local organization (NGO, twinning association, etc.) **is involved on behalf of the municipality:**

Name of the organization in the partner municipality:

Date of foundation:

Number of employees:

Objective/Focal areas:

Street:

Postal Code, Place:

Homepage:

Tel.nr.:

Name Contact Person:

Function:

E-Mail:

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1. Please describe the municipal partnership in a few sentences (basis of cooperation, nature of cooperation, focal areas, etc.):

Project proposal

Please answer the following questions in close consultation with your partner municipality for both the three-month project phase in Germany (April-June 2018) and the three-month project phase in the partner municipality (beginning between July and December 2018). When planning your project, please remember that a transfer of results must be guaranteed in both ways: from the phase in Germany to the phase in the partner country, and a following transfer of results from the phase in the partner country back to the municipality in Germany.

Please also note that in ASA global the participants from Germany and the participants from the partner municipality will go through both phases of the project together, which means that they will spend six months working as an international team of four.

Project topic:

2. Have you proposed or implemented an ASA project in the past? If so, in what year?

3. How did the ASA-Municipal project you are proposing **emerge** in dialogue between your two municipalities?

4. What is the **thematic focus** of your project concretely?

5. What are the project's **objectives**? Name preferably one continuous project objective for both project phases (in Germany and in the partner country of the Global South).

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6. Please indicate which of the following **sectors** your project relates to by ticking up to three boxes:

- | | | |
|---|---|--|
| <input type="checkbox"/> 1. Labour and employment | <input type="checkbox"/> 2 Education | <input type="checkbox"/> 3 Gender |
| <input type="checkbox"/> 4 Social participation | <input type="checkbox"/> 5 Health | <input type="checkbox"/> 6 Children and youth |
| <input type="checkbox"/> 7 Culture | <input type="checkbox"/> 8 Rural development | <input type="checkbox"/> 9 Media and information |
| <input type="checkbox"/> 10 Human rights | <input type="checkbox"/> 11 Sustainable development | <input type="checkbox"/> 12 Urban development |
| <input type="checkbox"/> 13 Climate change and environmental protection | <input type="checkbox"/> 14 Conflict management | <input type="checkbox"/> 15 Migration |
| <input type="checkbox"/> 16 Good governance | <input type="checkbox"/> 17 Local basic services | |
| <input type="checkbox"/> 18 Sustainable Development Goals (SGDs) | | |

7. What **tasks** will the ASA-Municipal participants be expected to perform during the project phase **in Germany**? How will these activities relate to the project phase in the partner municipality in the Global South?

Please specify the activities as precisely as possible, as well as when they will be performed, and include a 'plan B' (bearing in mind the fact that there may be an interval of almost 9 months between submission of the proposal and actual project execution).

8. What **tasks** will the ASA-Municipal participants be expected to perform during the project phase **in the partner municipality** in the Global South? How will these activities relate to the results and findings of the project phase in Germany?

Please specify the activities as precisely as possible, as well as when they will be performed, and include a 'plan B' (bearing in mind the fact that there may be an interval of almost 12 months between submission of the proposal and actual project execution in the partner municipality).

9. What will the ASA-Municipal participants be able to learn about global relationships and local development cooperation by working in the project?

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10. What do you as a participating municipality/organization expect as **learning outcome** from the inputs of the participants and from your participation in ASA-Municipal?

Municipality in Germany

Partner municipality

11. What do the involved municipalities/organizations/actors expect from the project? Please specify different **expectations** by different actors.

Municipality in Germany

Partner municipality

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Framework conditions for the project execution

Framework conditions for the three-month project phase in Germany (April - June 2018):

12. In which **department** of the municipality (and/or local organization) will the ASA participants be assigned, and who will be their contact person?

13. What **local partnership structures** (e.g. twinning associations or other actors with whom they will work together) will the participants be integrated into?

14. What **working conditions** can you offer to the participants during the project phase in Germany? (workplace, internet and telephone connection, etc.)

15. How will **coordinated professional and personal support** be guaranteed for the participants during the project phase in Germany, especially considering the variety of experts and actors in the partnership?

16. How will you ensure the **linguistic understanding** in the project work during the phase in Germany?

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Framework conditions for the three-month project phase in the partner municipality
(starting between 1st July and 1st November 2018):

17. What **working conditions** can you offer to the participants during the project phase in the partner country? (workplace, internet and telephone connection, etc.)

18. How will **coordinated professional and personal support** be guaranteed for the participants during the project phase in the partner country, especially considering the variety of experts and actors in the partnership?

19. How will you ensure the **linguistic understanding** in the project work during the phase in the partner country?

General framework conditions:

20. How will you deal with different **qualifications** and **expectations** in the international team?

21. How are the ASA-Municipal participants involved in the partnership work during and after the project execution? Please specify the **concrete spheres of action** and **possibilities of engagement** for the participants.

22. Please indicate whether you have the **funds** necessary for this, or how you intend to obtain them by fundraising.

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23. What is the average cost for **accommodation at the project site**? Could you provide free accommodation for the participants? If not, could you help the participants to find an appropriate accommodation?

Expectations towards the project team

24. For which of the following groups of potential participants is your ASA-Municipal project suitable? (Please tick either one box or both):

- Students
 People with (non-university) vocational training qualifications

25. What knowledge and experience will the ASA-Municipal participants be expected to possess?

Focal areas of study/educational background:

Specialized knowledge:

Language skills:

Local link to municipalities:

26. Please specify what is more important for you in the case of doubt during the candidates selection: the regional/local link with the municipalities or the professional/educational background of candidates?

27. What measures can your municipality take to promote your project to potential suitable candidates?

28. Does your municipality wish to propose **specific candidates** who wish to apply for the ASA-Municipal program? If so, please name the candidates concerned (and include their qualifications/area of specialization/connection to the project/age/date of graduation, if known):

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29. The three-month **project phase in the partner municipality** in a country of the Global South must start between 1st July and 1st November 2018. In order to recruit sufficient adequate candidates from Germany for projects in the global format, it is an advantage if the project phase in the partner country takes place during the semester break of German universities. Please indicate whether it is important that the project phase starts on a **precise date** and why:

Undertaking – ASA-Municipal global

To be signed by the persons responsible for the project within the German municipality and the partner municipality in a country of the Global South

German partner municipality

Person responsible for the project within the German partner municipality (name, position)

Partner municipality in the Global South

Person responsible for the project within the partner municipality in the Global South (name, position)

Project title

By signing this Undertaking I declare myself willing to

- professionally support the aforementioned project as part of ASA-Municipal 2018, on the basis of the existing Project Proposal and the Call for Proposals/related documents.
- partially finance the project phase in Germany, including the administration of funds and submission of accounts, as specified in the financing plan.
- work together with the person responsible for the project in the partner municipality, as well as with the ASA Program and the Service Agency Communities in One World, to guarantee that the project runs successfully in the period between March 2018 and March 2019, and to recruit suitable candidates for the project.
- act as the designated contact person who will support the participants from both countries as they prepare for both phases of their project assignment, e.g. by helping them obtain visas and find accommodation.
- support the participants during both phases of the project regarding work-related and organizational issues, and guarantee appropriate working conditions.
- guarantee a regular exchange of information with any non-municipal organization entrusted to implement project tasks, and guarantee project monitoring in this regard.

I hereby confirm that the information contained in the Project Proposal is correct.

Should the ASA Program approve this project, I hereby consent to the information contained in the Project Proposal being put to further use and passed on (e.g. Project Proposal may be passed on to participants who have been accepted), where this is necessary to ensure that the Program runs smoothly.

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We agree that the organizational contact details (e-mail, phone number) of the municipality and/or organizations can be shared with other municipalities and/or organizations cooperating with the ASA Program for networking and exchange.

Yes No

We agree that the ASA Program lists the organizational contact details (e-mail, phone number) in its annual public reports.

Yes No

Place, Date

Name, Signature (responsible person within the German partner municipality)

Place, Date

Name, Signature (responsible person within the partner municipality in the Global South)

Please sign the Undertaking and fax or e-mail it to the ASA Program by no later than **15 July 2017**

E-Mail: asa-kommunall@engagement-global.de

Fax: +49 (0)30 25482 359

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