**Overall project description**

**Read this first:**

* The overall project description is the main document of the application for a collaboration agreement with Norec. It outlines the framework of the exchange project.
* The application consists of this document, the round 1 budget, results framework, partnership agreement and annexes. The application is not complete without the required annexes listed below.
* All documents must be complete (all pages included, and all sections filled in).
* The documents must be readable in English or Norwegian. Documents in other languages may be accepted if Norec has issued a pre-approval.
* We advise the coordinating partner to collect all documents on behalf of the partnership and submit all documents to your assigned programme adviser in one e-mail.
* This document has editing restrictions. Information can only be added in indicated areas. Guidance on how to fill in the application can be found in the comments in this document and in the Norec guideline available at [norec.no](https://www.norec.no/en/exchange/project-application/).

**CONTENT**

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# 1. REQUIRED ANNEXES

In addition to the overall project description and round 1 budget, the application comprises the following documents:

**DOCUMENTS ON BEHALF OF THE PARTNERSHIP**

1. Partnership agreement (E03)
2. Results framework
3. Round 1 budget(C02)

**DOCUMENTS** **FROM ALL PARTNERS IN THE PARTNERSHIP**

1. Signature rights (if not already submitted)
2. Self-declaration on organisational conditions and practices
3. Certificate of registration (if not already submitted)
4. Statutes (if not already submitted)
5. Latest annual report to Board of Directors or owners
6. Latest audited consolidated annual financial statement
7. Unaudited/draft financial statement no more than three months old
8. Link to the auditor’s state authorisation (If link is not available, include auditor’s certificate as an annex)
9. Documentation/authorisation from the government that your organisation can receive funds from abroad (if applicable)

|  |
| --- |
| *Click here add an explanatory note if you are not able to submit all required annexes* |

**DOCUMENTS THAT MUST BE SUBMITTED IF THE APPLICATION IS APPROVED**

1. Emergency plan (E08)

# 2. FACT SECTION

## Project name and content

Name (for ease of reference, give the project a short name): Click here to write

Content (Summarise the project in maximum **500 characters**): Click here to write

## Project duration

Project period (month/year — month/year):  Click here to write

Planned number of rounds: Click here to write

Length of each round of exchange:

* Length of stay abroad on exchange Click here to write months
* Follow-up work: Click here to write months

# 3. PROFILES OF THE APPLICANT AND PARTNER(S)

## Coordinating partner

### *Name and contact information*

Name as in the registration document: Click here to write

Registration ID code/number as in the registration document: Click here to write

Visiting address: Click here to write

Postal address: Click here to write

Phone number (include country code): Click here to write

Email: Click here to write

Primary contact person for the project:

* Name and title: Click here to write
* Email: Click here to write
* Phone number: Click here to write

### *Bank details*

Name of bank: Click here to write

Visiting address: Click here to write

Name of account holder: Click here to write

Bank account number or IBAN: Click here to write

Swift code or BIC: Click here to write

### *Auditor details*

Does your organisation conduct an internal or external audit of the annual financial statement? Chose an item

If external, please provide the following information:

* Name of audit firm (as in the registration document): Click here to write
* Link to the auditor’s state authorisation (If link is not available, include auditor’s certificate as an annex): Click here to write
* Address: Click here to write
* Auditor’s email and telephone number: Click here to write

If you do not audit your finances, state this here and explain why: Click here to write

### *Internal administration*

When was your organisation established? Click here to write

What is the legal form of your organisation? Click here to write

How many paid employees do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

How many volunteers do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

Describe the structure of your organisation: Click here to write

Describe your organisation’s vision and core activities/operations: Click here to write

Describe your organisations routines and procedure for preventing, detecting, and managing cases of harassment, sexual exploitation, abuse, and harassment:

|  |
| --- |
| Click here to write |

### *Project management*

Describe your routines for project planning, implementation, and reporting:

|  |
| --- |
| Click here to write |

Describe your organisation’s experience of receiving and reporting on funds from national or international partners/donors:

|  |
| --- |
| Click here to write |

### *Financial management*

Can you receive and transfer funds internationally? Chose an item

If not, explain why here: Click here to write

Do you have a USD bank account? Click here to write

Does your organisation have an internal or external accountant? Chose an item

What accounting software does your organisation use? Click here to write

Describe your organisation’s financial control systems and procedures (including, but not limited to, information about signature rights, internal routines for transferring of funds, reporting to board of directors/management, procurement process, approval, and processing of payments):

|  |
| --- |
| Click here to write |

Describe your anti-corruption policy andwhistle-blower mechanism:

|  |
| --- |
| Click here to write |

List your current main donors and describe your organisation’s financial situation (Financial stability, level of reserves, distribution of, and source of income):

|  |
| --- |
| Click here to write |

## Organisation 2

### *Name and contact information*

Name as in the registration document: Click here to write

Registration ID code/number as in the registration document: Click here to write

Visiting address: Click here to write

Postal address: Click here to write

Phone number (include country code): Click here to write

Email: Click here to write

Primary contact person for the project:

* Name and title: Click here to write
* Email: Click here to write
* Phone number: Click here to write

### *Bank details (only applicable if you cannot receive funds internationally)*

Name of bank: Click here to write

Visiting address: Click here to write

Name of account holder: Click here to write

Bank account number or IBAN: Click here to write

Swift code or BIC: Click here to write

### *Auditor details*

Does your organisation conduct an internal or external audit of the annual financial statement? Chose an item

If external, please provide the following information:

* Name of audit firm (as in the registration document): Click here to write
* Link to the auditor’s state authorisation (If link is not available, include auditor’s certificate as an annex): Click here to write
* Address: Click here to write
* Auditor’s email and telephone number: Click here to write

If you do not audit your finances, state this here and explain why: Click here to write

### *Internal administration*

When was your organisation established? Click here to write

What is the legal form of your organisation? Click here to write

How many paid employees do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

How many volunteers do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

Describe the structure of your organisation: Click here to write

Describe your organisation’s vision and core activities/operations: Click here to write

Describe your organisations routines and procedure for preventing, detecting, and managing cases of harassment, sexual exploitation, abuse, and harassment:

|  |
| --- |
| Click here to write |

### *Project management*

Describe your routines for project planning, implementation, and reporting:

|  |
| --- |
| Click here to write |

Describe your organisation’s experience of receiving and reporting on funds from national or international partners/donors:

|  |
| --- |
| Click here to write |

### *Financial management*

Can you receive and transfer funds internationally? Chose an item

If not, explain why here: Click here to write

Do you have a USD bank account? Click here to write

Does your organisation have an internal or external accountant? Chose an item

What accounting software does your organisation use? Click here to write

Describe your organisation’s financial control systems and procedures (including, but not limited to, information about signature rights, internal routines for transferring of funds, reporting to board of directors/management, procurement process, approval, and processing of payments):

|  |
| --- |
| Click here to write |

Describe your anti-corruption policy and whistle-blower mechanism:

|  |
| --- |
| Click here to write |

List your current main donors and describe your organisation’s financial situation (Financial stability, level of reserves, distribution of, and source of income):

|  |
| --- |
| Click here to write |

## Organisation 3

### *Name and contact information*

Name as in the registration document: Click here to write

Registration ID code/number as in the registration document: Click here to write

Visiting address: Click here to write

Postal address: Click here to write

Phone number (include country code): Click here to write

Email: Click here to write

Primary contact person for the project:

* Name and title: Click here to write
* Email: Click here to write
* Phone number: Click here to write

### *Bank details (only applicable if you cannot receive funds internationally)*

Name of bank: Click here to write

Visiting address: Click here to write

Name of account holder: Click here to write

Bank account number or IBAN: Click here to write

Swift code or BIC: Click here to write

### *Auditor details*

Does your organisation conduct an internal or external audit of the annual financial statement? Chose an item

If external, please provide the following information:

* Name of audit firm (as in the registration document): Click here to write
* Link to the auditor’s state authorisation (If link is not available, include auditor’s certificate as an annex): Click here to write
* Address: Click here to write
* Auditor’s email and telephone number: Click here to write

If you do not audit your finances, state this here and explain why: Click here to write

### *Internal administration*

When was your organisation established? Click here to write

What is the legal form of your organisation? Click here to write

How many paid employees do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

How many volunteers do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

Describe the structure of your organisation: Click here to write

Describe your organisation’s vision and core activities/operations: Click here to write

Describe your organisations routines and procedure for preventing, detecting, and managing cases of harassment, sexual exploitation, abuse, and harassment:

|  |
| --- |
| Click here to write |

### *Project management*

Describe your routines for project planning, implementation, and reporting:

|  |
| --- |
| Click here to write |

Describe your organisation’s experience of receiving and reporting on funds from national or international partners/donors:

|  |
| --- |
| Click here to write |

### *Financial management*

Can you receive and transfer funds internationally? Chose an item

If not, explain why here: Click here to write

Do you have a USD bank account? Click here to write

Does your organisation have an internal or external accountant? Chose an item

What accounting software does your organisation use? Click here to write

Describe your organisation’s financial control systems and procedures (including, but not limited to, information about signature rights, internal routines for transferring of funds, reporting to board of directors/management, procurement process, approval, and processing of payments):

|  |
| --- |
| Click here to write |

Describe your anti-corruption policy and whistle-blower mechanism:

|  |
| --- |
| Click here to write |

List your current main donors and describe your organisation’s financial situation (Financial stability, level of reserves, distribution of, and source of income):

|  |
| --- |
| Click here to write |

Copy the sections under organisation 3 and add the number of organisations as applicable

# 4. DESCRIPTION OF THE EXCHANGE PROJECT

## Needs assessment

Explain the needs and challenges that you intend to address with your exchange project **(maximum 3500 characters)**:

|  |
| --- |
| Click here to write |

## Participants’ tasks, assignments, and activities

Describe the tasks, assignments, and activities you have planned for the participants ***while on exchange***, and how these will contribute to the overall objective and achieving the expected results **(maximum 1000 characters)**:

|  |
| --- |
| Click here to write |

Describe the tasks, assignments, and activities you have planned for the participants ***during the follow-up work***, and how these will contribute to the overall objective and achieving the expected results **(maximum 1000 characters)**:

|  |
| --- |
| Click here to write |

## Expected results

Define your expected results with reference to the needs assessment and overall objective.

|  |
| --- |
| Click here to write |

## Sustainability of expected results

Describe how the results of the exchange project will be sustained after the project has ended. Provide a summary of your strategy for how your organisations will incorporate the knowledge gained from the Norec project.

|  |
| --- |
| Click here to write |

## Sustainable Development Goals (SDGs)

Indicate the main goal your project will contribute to and briefly describe how.

|  |
| --- |
| Click here to write |

Indicate other goals your project will contribute to and briefly describe how.

|  |
| --- |
| Click here to write |

# 5. RISKS AND RISK MANAGEMENT

Provide an assessment of external and internal risks that can affect the implementation of the project and hinder the achievement of expected results. Your risk analysis must include an assessment of risks related to sexual exploitation, abuse, and harassment (SEAH).

|  |  |  |  |
| --- | --- | --- | --- |
| **External risk** | **Probability that this risk will occur (e.g. high/medium/low)** | **Impact (consequence if risk happens)** | **Risk-reducing/mitigation measures** |
| Click here to write | Click here to write | Click here to write | Click here to write |
| Click here to write | Click here to write | Click here to write | Click here to write |
| Click here to write | Click here to write | Click here to write | Click here to write |

Expand the tables as needed by clicking on the plus sign in the right corner of the table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal risk** | **Probability that this risk will occur (e.g. high/medium/low)** | **Impact (consequence if risk happens)** | **Risk-reducing/mitigation measures** |
| Click here to write | Click here to write | Click here to write | Click here to write |
| Click here to write | Click here to write | Click here to write | Click here to write |
| Click here to write | Click here to write | Click here to write | Click here to write |

Expand the tables as needed by clicking on the plus sign in the right corner of the table.

Provide an assessment of how the project can affect in a negative way the cross-cutting issues of human rights, women’s rights and equality, climate change and the environment, and corruption and financial mismanagement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cross-cutting issues** | **Probability that this risk will occur (e.g. high/medium/low)** | **Impact (consequence if risk happens)** | **Risk-reducing/mitigation measures** |
| ***Human rights*** | | | |
| Click here to write | Click here to write | Click here to write | Click here to write |
| Click here to write | Click here to write | Click here to write | Click here to write |
| ***Women’s rights and equality*** | | | |
| Click here to write | Click here to write | Click here to write | Click here to write |
| Click here to write | Click here to write | Click here to write | Click here to write |
| ***Climate change and the environment*** | | | |
| Click here to write | Click here to write | Click here to write | Click here to write |
| Click here to write | Click here to write | Click here to write | Click here to write |
| ***Corruption and financial mismanagement*** | | | |
| Click here to write | Click here to write | Click here to write | Click here to write |
| Click here to write | Click here to write | Click here to write | Click here to write |

Expand the tables as needed by clicking on the plus sign in the right corner of the table.

# 6. PROJECT FRAMEWORK

## Partnership cooperation

Describe the communication channels and routines you plan to use for this project, and how responsibilities are shared within the partnership (recruitment and follow up of participants, project planning, implementation and reporting, and conflict resolution **(maximum 1000 characters)**:

|  |
| --- |
| Click here to write |

## Partner organisation responsibilities

Describe how each organisation in the partnership will ensure that the participants have the necessary knowledge and experience to complete the tasks, assignments and activities while on exchange:

|  |
| --- |
| Click here to write |

Describe each organisation’s plans for mentoring participants:

|  |
| --- |
| Click here to write |

Describe how each organisation will ensure transfer of knowledge from the participants to the home organisation, and continued participation in the organisation, after each round:

|  |
| --- |
| Click here to write |

## Information about the exchange participants

What will be the profile (qualifications and experience) of the recruited participants?

|  |
| --- |
| Click here to write |

Will you recruit internally or externally? Click here to write

Who will pay the participants’ allowance, and what are the procedures for this? Click here to write

What type of insurance will the participants have? Click here to write

What are the planned housing arrangements? Click here to write

Describe the work and involvement in the project of participants in previous rounds:

|  |
| --- |
| Click here to write |

## Visa and work permits

What are the visa and work permit requirement for the participants in each country?

Click here to write

Are there any restrictions or challenges regarding obtaining correct visa and work permits for participants?

|  |
| --- |
| Click here to write |

# 7. DESCRIPTION OF THE ROUNDS

In this section, the partnership must provide a preliminary plan of the number of participants and the country they will go to on exchange.

## Number of exchange participants in each round

The intended number of participants for each round must be indicated in the following table. You can add tables if you are planning to change the number of participants in each round.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number of Norec participants from | To Coordinating partner  Click here to write | To Organisation 2  Click here to write | To Organisation 3  Click here to write | To Organisation 4  Click here to write | TOTAL |
| Coordinating partner  Click here to write | 0 | Click here to write | Click here to write | Click here to write | Click here to write |
| Organisation 2  Click here to write | Click here to write | 0 | Click here to write | Click here to write | Click here to write |
| Organisation 3  Click here to write | Click here to write | Click here to write | 0 | Click here to write | Click here to write |
| Organisation 4  Click here to write | Click here to write | Click here to write | Click here to write | 0 | Click here to write |
| TOTAL  Click here to write | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write |

Expand the tables as needed by clicking on the plus sign in the right corner of the table.

## Timeline for the exchange participants in round 1

Enter information on participant contracts and travel dates for your project. You must enter information for all the participants in this round of exchange.

|  |  |
| --- | --- |
| Norec participant: *Click here to fill in applicable number* i.e. 1-2 | |
| Participant(s) home country and partner: | Click here to write |
| Participant(s) host country and partner: | Click here to write |
| Intended contract start date: | Click here to write |
| Date participant will travel from home country: | Click here to write |
| Norec preparatory training (place and date): | Click here to write |
| Norec homecoming training (place and date): | Click here to write |
| Date of return to home country: | Click here to write |
| Follow-up work (from date to date): | Click here to write |
| Intended contract end date: | Click here to write |

|  |  |
| --- | --- |
| Norec participant: Click here to fill in applicable number i.e. 3-4 | |
| Participant(s) home country and partner: | Click here to write |
| Participant(s) host country and partner: | Click here to write |
| Intended contract start date: | Click here to write |
| Date participant will travel from home country: | Click here to write |
| Norec preparatory training (place and date): | Click here to write |
| Norec homecoming training (place and date): | Click here to write |
| Date of return to home country: | Click here to write |
| Follow-up work (from date to date): | Click here to write |
| Intended contract end date: | Click here to write |

Add tables here as needed by clicking on the plus sign to the right or by copy paste the table above.

# 8. SIGNATURE

I confirm that I am authorised to enter into legally binding agreements on behalf of the applicant (coordinating partner), and that to the best of my judgement the information in this application is correct.

Date: Click here to write

Signature: Click here to write

Name: Click here to write

Title/position: Click here to write