**Norec grant for work exchange cooperation:**

**Overall project description (Phase 2 application)**

**Read this first:**

* Norec’s grant for work exchange cooperation follows a two-phase application process:
	+ ***Phase 1 Concept development:*** Applicants first submit a concept note. Successful applicants will receive support to develop their project idea.
	+ ***Phase 2 Project implementation:*** Applicants who complete phase 1 are eligible to apply for a work exchange project. Note that eligible applicants who apply are not guaranteed funding for their project. Successful applicants will receive support to implement their project.
* The application is not complete without the required documents listed below.
* All documents must be complete (all pages included, and all sections filled in).
* The documents must be readable, and in English or Norwegian. Documents in other languages may be accepted if Norec has issued a pre-approval.
* 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**

[1. REQUIRED APPLICATION DOCUMENTS 2](#_Toc198888459)

[2. PROJECT SUMMARY 2](#_Toc198888460)

[3. PROFILES OF THE APPLICANT AND PARTNER(S) 3](#_Toc198888461)

[4. DESCRIPTION OF THE EXCHANGE PROJECT 4](#_Toc198888462)

[5. PARTICIPANTS’ TIMELINE 5](#_Toc198888463)

[6. PROJECT MANAGEMENT AND PARTNERSHIP COLLABORATION 7](#_Toc198888464)

[7. RISKS AND RISK MANAGEMENT 8](#_Toc198888465)

[8. SIGNATURE 9](#_Toc198888466)

# 1. REQUIRED APPLICATION DOCUMENTS

In addition to this document (Overall Project Description), the applicant must submit the following documents for the application to be complete:

* 1. **DOCUMENTS ON BEHALF OF THE PARTNERSHIP**
1. Partnership agreement (E03)
2. Results framework
3. Round 1 budget(C02)
	1. **DOCUMENTS** **FROM ALL PARTNERS IN THE PARTNERSHIP**
4. Financial statement no more than three months old

***Only for existing partnerships who are applying for a new agreement:***

1. Annual report to the Board (not needed for Norwegian public sector)
2. Audited consolidated annual financial statement (not needed for Norwegian public sector)

|  |
| --- |
| Comments to the required application documents |

*Check if the information previously provided about the partners financial and administrative capacity as well as contact information and bank details still apply. Fill in and/or update the information as necessary. It will be used in the assessment of the current application.*

# 2. PROJECT SUMMARY

## 2.1. Project name and content

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

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

## 2.2. Project duration

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

2.2.2. Planned number of rounds: Click here to write

2.2.3. Planned number of participants:

* Total each round: Click here to write
* Total for project: Click here to write

2.2.4. Length of each round of exchange:

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

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

## 3.1. Coordinating partner

***3.1.1. Name of organisation:*** Click here to write

***3.1.2. References and donor experience***

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

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

3.1.2.2. Provide references from 1-3 donors/funders who can confirm your statement:

**Reference 1**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* E-mail: Click here to write
* Phone number (include country code): Click here to write

**Reference 2**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* E-mail: Click here to write
* Phone number (include country code): Click here to write

**Reference 3**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* E-mail: Click here to write
* Phone number (include country code): Click here to write

*Note that by providing the above references, you consent to Norec contacting them.*

### *3.1.3. Financial management*

3.1.3.1. Does your organisation have a USD bank account? Click here to write

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

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

3.1.3.4. How will your organisation separate Norec funds from other funds? Click here to write

3.1.3.5. Describe your organisation’s routines/policies regarding approval/processing of payments Click here to write

3.1.3.6. Describe your organisation’s procurement process Click here to write

3.1.3.7. How often do the board (management if not a board) oversee organisational financial reports? Click here to write

***3.1.4. Internal policies on anti-corruption and sexual exploitation, abuse and harassment***

3.1.4.1. Describe your organisation’s anti-corruption policy: Click here to write

3.1.4.2. Describe your organisation’s whistle-blower mechanism: Click here to write

3.1.4.3. Describe your organisation’s policy on sexual exploitation, abuse and harassment (SEAH): Click here to write

## 3.2. Other partner(s)

 Copy the sections under 3.1. and add the number of organisations as applicable

# 4. DESCRIPTION OF THE EXCHANGE PROJECT

## 4.1. Needs assessment

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

4.1.2. What skills and competencies will each partner bring into the partnership? Click here to write

4.1.3. What will each partner learn from the other partners? Click here to write

## 4.2. Expected results

4.2.1. Provide a short narrative description of the expected results in the results framework.

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

## 4.3. Participants’ activities

4.3.1. How will the participants’ activities ***while on exchange*** contribute to the expected results? **(maximum 1000 characters)**

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

4.3.2. How will the participants’ activities ***during the follow-up work*** contribute to the expected results? **(maximum 1000 characters)**

Click here to write

## 4.4. Sustainability of expected results

4.4.1. How will the results of the exchange project will be sustained after the project has ended?

Click here to write

## 4.5. Sustainable Development Goals (SDGs)

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

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

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

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

# 5. PARTICIPANTS’ TIMELINE

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

## 5.1. 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 partnerClick here to write | To Organisation 2Click here to write | To Organisation 3Click here to write | To Organisation 4Click here to write | TOTAL |
| Coordinating partnerClick here to write | 0 | Click here to write | Click here to write | Click here to write | Click here to write |
| Organisation 2Click here to write | Click here to write | 0 | Click here to write | Click here to write | Click here to write |
| Organisation 3Click here to write | Click here to write | Click here to write | 0 | Click here to write | Click here to write |
| Organisation 4Click here to write | Click here to write | Click here to write | Click here to write | 0 | Click here to write |
| TOTALClick 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.

## 5.2. 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 |
| Participant(s) work location during the stay abroad: | 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 |
| Participant(s) work location during the stay abroad: | 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 copying and pasting the table above.*

# 6. PROJECT MANAGEMENT AND PARTNERSHIP COLLABORATION

## 6.1. Project management

6.1.1. Aside from the participants, who from each organisation will be involved in the project, and what will be their role and responsibilities? Click here to write

6*.*1.2. How will the partners resolve conflicts that may occur in the project? Click here to write

6.1.3. How will the project be monitored and reported on? Click here to write

## 6.2. Recruitment

6.2.1. What will be the profile (qualifications and experience) of the recruited participants? Click here to write

6.2.2. Describe the recruitment process: Click here to write

6.2.3. Will you recruit internally or externally? Click here to write

**6.3. Preparation and follow-up of participants**

6.3.1. How will you prepare the participants for the exchange? Click here to write

6.3.2. Describe each organisation’s plans for mentoring and supervising participants: Click here to write

6.3.3. Describe how each organisation will ensure transfer of knowledge from the participants to the home organisation after each round: Click here to write

**6.4 Practical issues**

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

6.4.2. What travel and health insurance will the participants have? Click here to write

6.4.3. What are the planned housing arrangements? Click here to write

6.4.4. What are the visa and work permit requirements for the participants in each country? Click here to write

6.4.5. Are there any restrictions or challenges regarding obtaining correct visa and work permits for participants? Click here to write

# 7. RISKS AND RISK MANAGEMENT

Norec expects the partnership to identify and address internal and external factors that can negatively affect the implementation of the project, and hinder the achievement of expected results. The partnership must reflect on how to prevent, mitigate and manage the identified risks.

The risk analysis must include an assessment of risks related to sexual exploitation, abuse, and harassment (SEAH).

**7.1. External risks**

|  |  |  |  |
| --- | --- | --- | --- |
| **External risk**  | **Probability that this risk will occur (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.*

**7.2. Internal risks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal risk**  | **Probability that this risk will occur (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.*

**7.3. Cross-cutting issues**

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. Identify the main risks and strategies to prevent, mitigate and manage the identified risks.

Click here to write

|  |  |  |  |
| --- | --- | --- | --- |
| **Cross-cutting issues** | **Probability that this risk will occur (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.*

# 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