# Application Format (G-H) for secondment of personnel

*Jan 2021*

**This application format can be used for the following types of seconded personnel:**

* *G: Development Workers support*

*1 year: maximum DKK 350.000; 2 years: maximum DKK 600.000)*

* *H: Short term consultant*

*Up to two years: maximum DKK 200.000)*

**This Application Format includes:**

1. **Front page with Basic information**

Applicants, title, type of project, country (ies) of implementation, requested financing, summary (in Danish) and signatures

1. **Application Text**

Description of the proposed project. At the end of this application format, an application guide provides assistance for the formulation of the proposal.

1. **Budget Summary**

The main items of the budget drawn up for the project in DKK.

1. **List of Annexes**

At the end of the application format a list of submitted annexes should be provided.

**Please note:**

* The application text should **not exceed 18 pages** excluding front page and annexes. Applications exceeding the maximum number of pages will not be accepted.
* The project description should be drawn up between the Danish partner organisation and the South partner organisation. Consequently, the project description is to **be submitted in English**.
* Annexes excluding the obligatory annexes (Annex B Factsheet about the South partner organization and Annex C Factsheet about the Danish organization (if self-administrating) **should not exceed 30 pages.**

**Submission**:

The application form and all annexes are submitted electronically to the handling project consultant.

1. Front page with basic information

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| Reg. no. (To be filled by CKU)  |
| CKU- |

|  |  |
| --- | --- |
| Project Title |  |
| Countries /region:  |  | GNI per capita:  |
| Applicant: CKU member organisation |  |
| Applicant: South partner organisation(s) |  |
| Total project cost(incl. other and min. 10 % own contributions) DKK |  |
| Amount requested from CKUDKK |  |
| Is this a re-submission? ( ) No( ) Yes, previous date of application? |
|  Date of Project start: | Date of Completion:  |
| **Summary** (maximum 10 lines in Danish including brief introduction to objectives, target group and main activities).  |
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**Signatures:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date (stamp) Name CKU member organisation

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Name South partner organisation

**A. Application Text**

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| **A1: Applicants and their Partnership** |

1. Partnership history and its prospects
2. Relevance of and motivation for this project cooperation

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| **A2: Context Analysis** |

1. Preparation of the intervention
2. The context of the intervention
3. Problem analysis

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| **A3: Description of the secondment** |

1. Objectives and indicators
2. Place and secondment and co-workers
3. Activities and outputs
4. Strategy and methodology
5. Assumption and Risks

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| **A4: Organisation and Follow-up** |

1. Organisation of the secondment
2. Monitoring and evaluation
3. Qualifications

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| **A5: Other relevant information** |

1. Network and external cooperation opportunities

# B. Budget Summary

**Here a summary of the main budget**

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| --- | --- | --- |
| **Budget summary** |  | **Currency** |
| Indicate the total cost (i.e. including contributions from the CKU Fund, other sources of finance including own contribution -min. 10%) |  | DKK |
| Of this, the CKU Fund is to contribute |  | DKK |
| Specify the amount to be contributed by other sources of finance. List each source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  | DKK |

|  |  |  |  |
| --- | --- | --- | --- |
| **Main budget items:** |  |  | Financing plan |
|  | Total budget in DKK |  | Of this, from CKU Fund | Of this, from other sources |
|  |  |  |  |  |
| 1. Activities
 |  |  |  |  |
| 1. International Travel costs
* flights/travel
* visa
* (add extra lines if needed)
 |  |  |  |  |
| 1. Vaccination and insurance
* Vaccination
* Drugs
* Insurance
* Medical examination
 |  |  |  |  |
| 1. Living expenses (pr. months x number of months)

(add extra lines if needed) |  |  |  |  |
| 1. Local transport

(add extra lines if needed) |  |  |  |  |
| 1. Salary (Pr. month x number of months)

(add extra lines if needed) |  |  |  |  |
| 1. Other cost
 |  |  |  |  |
| 1. Project expenses in total (1-8)
 |  |  |  |  |
| 1. Budget reserve (max 10 % of support from CKU)
 |  |  |  |  |
| 1. Auditing in Denmark
 |  |  |  |  |
| 1. Subtotal (9 + 10)
 |  |  |  |  |
| 1. Administration in Denmark (max 7% of 10)
 |  |  |  |  |
| 1. Total
 |  |  |  |  |

***Please note that budget lines 10-12 is only to be filled in if the Danish partner organisation is administrating the project as agreed upon prior to the submission of this application.***

C. List of Annexes

**Obligatory Annexes:**

The following annexes must be submitted together with the application:

Annex B: Fact sheet about the South partner organisation

Annex C Factsheet about the Danish organization (if self-administrating)

Annex D: Terms of reference

Annex E: Standard contract and e.g. personnel handbook of the Danish organisation.

**Supplementary annexes (max 30 pages including annex B and C):**

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| --- | --- |
| **Annex no.** | **Annex title** |
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D. Instructions for Application Formulation

 (**not to be included** in the final submission of the application to CKU)

The below instructions elaborate on how and in which way a CKU personnel application should be formulated. It will provide guidance for every section part of the proposal (A. Application text).

**Background Material (available on www.CKU.org):**

* Guidelines for the CKU Fund (Danish and English)
* Guidelines for budget formulation (Danish and English)
* Guidelines for secondment of personnel
* DCKU Capacity Building Policy.
* Danida’s policy for strengthening Civil Society.

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| **A1: Applicants and their Partnership** |

1. **Partnership history and its prospects**
* When and how was the contact between the two partners established?
* Which type of cooperation has taken place between the partners so far?
* Does the partners have a partnership agreement in place? If so, kindly attach as an annex.
* What does each partner contribute with (in addition to money)?
1. **Relevance of and motivation for this project cooperation**
* How and when has the idea for this intervention been discussed between the two partners? Outline the main issues to be addressed through this intervention.
* How is the secondment linked to the South partner organisation(s) work with poor target groups and development?
* Describe how the secondment of personnel will fit into the long term partnership strategy.

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| **A2: Context Analysis**  |

1. Preparation of the intervention
* Describe the preparatory process. Who took part in the planning? Describe the role of the South partner organisation and the role of the Danish partner organisation.
* Describe in which way the board and the management of the South partner organisation has been involved in the formulation of the project and expressed their consent.
* In which way has the counterparts of the seconded personnel been involved in the formulation of the project?

If this is a re-submission:

* Which initiatives or studies have been carried out as result of the previous rejection of the proposal?
1. The Context of intervention
* In which countries and local areas is the intervention to take place?
* Describe the local project context and/or national/regional context of relevance to the intervention (geographical, political, cultural, social and economic)
1. Problem analysis
* Has an appraisal or other reviews (capacity and organisational assessment) of the organisation been carried out prior to the project preparation?
* What are the main problems the secondment is expected to address?
* Describe why a local employee cannot occupy the position.

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| **A3: Description of Intervention** |
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1. **Objectives and indicators**
* Indicate the development objective for the secondment. (maximum two lines).
* Indicate the immediate objectives for the secondment (no more than three in total), which the secondment is expected to set in motion or complete.
* Indicate the success criteria/ outcome indicators used to measure the achievement of each objective (ideally 2-3 per project objective). These specify the significant changes, which the secondment is expected to achieve during the project period.
1. State by which means of verification information regarding the indicators will be collected.
2. Describe in what way the secondment will contribute to capacity building of the community level, the partner organisation and/or a specific sector of development work.
3. **Main co-workers**
4. Describe the working context in which the seconded personnel will participate, and how s/he will fit in and contribute.
5. Target group: Describe who will take part in the capacity building (gender, position in the organisation).
6. Describe counter parts whom the seconded personnel will work with.
7. Describe and justify the criteria for selecting participants in the intervention.
8. **Activities and outputs**
9. List the activities below and formulate expected outputs (e.g. a workshop manual, financial management policy etc.).

*Example*:

|  |  |  |
| --- | --- | --- |
| Project Objective | Activities | Outputs |
|  | a.b.c. | 1. |
|  | a.b.c. | 2. |

1. **Strategy and Methodology**
* Describe specific methods and approaches to be applied in the intervention to achieve the project objectives / processes (e.g. methods used in training, facilitation etc.).
* Describe how women’s and men’s equal participation and gain from the secondment will be ensured.
1. How will transfer of knowledge and know-how and be assured?
2. Describe the sustainability of the intervention.
3. **Assumption and Risks**

The assumptions describe the surrounding conditions that must be place in to order to enable each of the project objectives to be met. There will typically be one or several assumptions attached to each immediate objective. Risks are external hindrances that may jeopardize or complicate the secondment.

* List the main assumptions that must hold true for the secondment to lead to compliance with its defined immediate objectives.
* Indicate any external conditions (risks) that may hinder compliance with the project’s objectives or delay implementation significantly.
* Explain how the organisation will attempt to counter risks that jeopardize the outcome and impact of the project.

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| **A4: Project Organisation and Follow-up** |

1. **Organisation of the project**
* Who will the seconded personnel refer to in the Southern and the Danish partner organisation?
* How are responsibilities divided between the South partner organisation and the Danish partner organisation?
1. **Monitoring and evaluation of secondment outcome and methodologies**
2. How will the Danish partner organisation carry out its monitoring responsibility?
	* How will adjustment of the intervention be ensured during implementation, if assumptions fail to materialise or if other conditions change?
	* Explain how employee appraisal including a review will be carried out.
	* How will the secondment be followed up upon completion?
	* If access to a vehicle is part of the budget, describe why this is needed, and how the vehicle will be administrated – including private use. The seconded personnel is expected to pay a reasonable mileage for private use f vehicle.
3. **Qualifications**
* Which professional qualifications is the seconded personnel expected to have?
* Is it necessary that the seconded personnel can speak the local language?
* What kind of housing is available?

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| **A5: Other relevant information concerning the planned intervention**  |

1. **Network and external cooperation opportunities**

Describe, if relevant and indicated, network and cooperation opportunities that would enhance the outcome and impact of the proposed intervention.