

Inception, application with instruction

Information

For further information on the programme and the inception component, see Guidelines for the Municipal Partnership Programme. For questions on the application, please email partnership@icld.se

Formalities and contact information applying organisations

Local government partners

Swedish local government:

Coordinator:

- Name:
- Position:
- Phone:
- E-mail:

If applicable: Additional Swedish local government:

Coordinator:

- Name:
- Position:
- Phone:
- E-mail:

Country of collaborating partner:

Collaborating local government:

Coordinator:

- Name:
- Position:
- Phone:
- E-mail:

If applicable: Additional collaborating local government:

Coordinator:

- Name:
- Position:
- Phone:

- E-mail:

Area of collaboration

Indicate which cross-cutting issues you primarily focus on.

- Gender Equality
- Human rights and human rights based approach
- Child rights and youth participation
- Participatory democracy and citizen dialogue/budgeting
- Digitalisation and e-governance

Indicate within which area in the local government this work will be applied.

- Culture, leisure, sport and/or tourism
- Education (Includes preschools and schools)
- Environment/climate change (Includes circular economy, sustainable production or consumption)
- Health (Includes Public Health)
- Local economic development, innovation, and livelihoods (include job or career opportunities)
- Technical services and infrastructure (Include waste management, energy and water supply)
- Social care and wellbeing (Include child protection, women's shelters, elderly care, social services, refugee reception)
- Urban planning (Includes public transport, housing and/or informal settlements.
- Inclusive leadership and governance (Inclusive = focus on underrepresented group)

Are you part of an ICLD network? If yes indicate what network

Name of inception

What is the name of your inception?

Letter of intent

Upload Letter of intent.

Participants inception team

The inception team shall consist of two politicians (majority and opposition respectively) and two civil servants from each local government partner, among whom one is the coordinator and the main contact person to

ICLD. ICLD also encourage participation from civil society, academic institutions or private sector, collaborating with the local government.

Note and consider the following when selecting participants:

- *The role of the inception team is to anchor the partnership broadly in each organization and to plan a future project for increased local democracy. Reflect on what mandate, qualifications and qualities you need in the team! You are asked to motivate selection of each participant.*
- *Teams should be gender balanced. Diversity is encouraged in all aspects.*
- *All participants must agree to abide by the ICLD Code of Conduct.*
- *The inception consists of international travels and work away from home in a new environment.*
- *Please indicate if a participant has taken part in an ICLD international training programme (ITP).*

NOTE! In case of necessary replacement of any participant, please motivate this to ICLD together with a proposal of a new participant. ICLD must then approve the replacement and a new updated form of the full inception team must be submitted. ICLD does not reimburse costs related to other people than the ones on the approved list.

List the inception team in the form “Participants inception”.

Relevance

Background and topic of collaboration

How was contact between the partners initiated?

Describe briefly the societal challenge you want to collaborate on and why.

What human rights are not fulfilled?

The direct target group for all ICLD-supported activities are local and regional government officials and politicians. The decision-making of politicians and civil servants, the service provided by local authorities and whether this is democratically exercised, affect the indirect target group, who are the rights holders in the local community.

Define the group/s of rights-holders in society, who’s situation you want to improve by collaborating on this topic.

Are there any gender disparities how men/women/girls/boys are affected?

ICLD aims to strengthen local governments in relation to sustainable development goals 5, 10, 11, 16 and 17. Among these, nr 5 gender equality, shall permeate all ICLD projects and programmes with a gender mainstreaming perspective from the project planning phase to the final outcome. Municipalities participating in programme activities will receive training to enable them to analyze the impact of their projects on Agenda

2030 and also be supported to strengthen their monitoring of the Agenda targets. There is also an SDG impact assessment tool for the partnerships to use.

What sustainable development goal/s of the Agenda 2030 does your selected topic relate to?

Describe what you think you can exchange based on the strengths and weaknesses of your respective organizations in relation to the selected topic.

External partners

Which external partners such as civil society organizations, businesses or experts and researchers could you collaborate with, who could contribute on this topic?

Feasibility

Anchoring and capacity

Successful and long-term cooperation requires that the collaboration and plans for a future partnership and project are well known and well anchored in relevant parts of each organization. Despite possible staff turnover or change of political representatives, it is important to promote continuity in project planning, i.e. that the work does not fall to individuals.

How do the parties intend to anchor the cooperation and a future project internally in each organization?

What organizational capacity in terms of skills and experience, or support in for example policy documents or political decisions, exists in each organization for democratic development work and international cooperation projects?

Method and activities

The inception phase lasts for one year from the date of approval of the application/ signing of the agreement, and the funding allows for two international visits between the parties, one in each country.

The purpose of the inception is to anchor the partnership in each organization and to plan a capacity building project for democracy development in your local government. During the inception the partners get to know each other's context and situation, identify common challenges as well as what they can exchange, and involve relevant stakeholders in the process. The objective is a completed project and steering group proposal for a full-scale project with objectives on organizational level.

To support you in problem analysis and project planning during the inception, the "Project planning workbook" shall be used. This tool helps you to assess your local government's organizational readiness on your issue and consists of two parts. Carry out part 1 in your own organization with the whole inception team and then discuss the results with your partner during a partner visit. Then carry out part 2 in your own organization with the whole inception team and then discuss the results with your partner during the next partner visit.

Due to the nature of the programme, family members are not allowed to accompany participants within the programme.

Describe the international visits, activities and meetings you plan to carry out during the inception phase, with a brief time schedule.

Describe how you intend to involve or consult the group who's situation you want to change by your collaboration and future project. What other stakeholders need to be consulted?

How do you intend to obtain necessary or useful information related to project planning such as situational analysis (international conventions, national or local political processes, regional development plans etc), relevant research or information on other projects?

If you can already identify needs for support, training, tools or research during the inception phase, please indicate your requests.

If you apply for funding for interpreters or conference premises, or any equipment, materials and communication, please specify what it is.

Risk management and unintended negative effects

Risks may include political changes, staff turnover or relocation, corruption or virus outbreaks.

Identify risks that could affect the cooperation and the objective of submitting a full-scale project application, and how do you intend to mitigate or manage them?

Upload the anti-corruption policy of the Swedish organization.

Unintended negative effects may include conflicts between groups with different interests, or expressions of discontent due to challenging of norms or changing power relations.

Are there any unintended negative effects or conflicts that could arise for or between individuals or groups because of the cooperation and how do you intend to mitigate or manage them?

Summary

Write a short summary of your inception application. Focus on your topic of collaboration and what capacity you need to develop in the international organization to achieve change for the target group.

Budget

See ICLD Budget Guidelines.

Expenses:

- Travel-related costs (incl. flights, domestic travel/transfers, visas, insurance, vaccinations)
- Food and accomodation
- Equipment, materials, communication
- Experts, consultants, interpreters
- Conference (premises and conference packages)
- Audit
- Unforeseen costs
- Labor costs municipality and regional employees (and remuneration politicians)

Please indicate Bankgiro/Plusgiro for payment.

Reference for payment.

Verification

I have read, understood and anchored the following documents with the participants listed in the application:

- Guidelines for the Municipal Partnership Programme and the associated budget guidelines.
- ICLD Code of Conduct.

In accordance with the GDPR, I confirm that all participants listed in the application have given their consent to be listed in Sbs manager.