

Project, application with instruction

Information

For further information on the programme and the project 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:

Project manager:

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

If applicable: Additional Swedish local government:

Project manager:

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

Country of collaborating partner:

Collaborating local government:

Project manager:

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

If applicable: Additional collaborating local government:

Project manager:

- Name:
- Position:
- Phone number:
- 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 project

What is the name of your project?

Related steering group

Is this project related to an already existing steering group? In that case indicate file number.

Participants project team

The project team shall consist of 3-5 civil servants from each local government partner, among whom at least one decision-maker and one project manager who is the main contact person to ICLD. ICLD also encourage representation from civil society, academic institutions or private sector collaborating with the local government, in the team.

Note and consider the following when selecting participants:

- *The role of the project team is to run the project operationally and implements its activities. Based on the topic of your project, reflect on what mandate, qualifications and personal qualities you need in the team for best possible progress! You are asked to motivate selection of each participant.*
- *Teams should be gender balanced. Diversity in all aspects should be considered.*
- *All participants must agree to abide by the ICLD Code of Conduct.*
- *Participants must have time to devote to the project within their ordinary position. The project means 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).

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If your partnership is part of an ICLD Network/ Training

In a Network ICLD clusters partnerships with similar topics to provide deepened support through research and joint tailored training to a team of three people from each partner organization, throughout the project phase. In many cases a mentor is appointed each partnership.

The training component aims to empower the partnerships, and the local governments generally, on the topic of the Network and promote successful results in the projects. Each training team shall include the following functions: Two civil servants among one decision-maker and preferably one representative from a civil society organization cooperating with the local administration on the topic. However, preferred composition may vary between different programmes. Please consult your programme officer. The team is nominated by their organization. They are usually members of the partnership's project team but can also be other participants within the organization if deemed relevant for good results of the project.

Note and consider the following when nominating participants for the training component. ICLD may reject a nomination on the basis of any of the below bullet points and ask the organization to nominate another candidate.

- *ICLD assess nominations on factors like mandate, work responsibilities, expertise, achievements or experience relevant for change management generally and contributing to the project specifically.*
- *The training programme will be organized and conducted in English.*
- *Teams must be gender balanced. Diversity in all aspects should be considered.*
- *The training participants are expected to attend all scheduled parts of the training. Approximately four 3-5-day workshops during the project phase. Possible approval from superior to devote the necessary time, is the responsibility of the nominating organization.*
- *A candidate cannot have taken part in a previous ICLD international training programme (ITP).*
- *All participants must agree to abide by the ICLD Code of Conduct.*
- *The training means international travels and work away from home in a new environment. When planning for an activity ICLD will ask you to certify good health and inform us if you have any special needs.*
- *All participants are covered under a group insurance while on scheduled training outside of their respective countries. Medical and dental checkups are not included.*

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

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 project team must be submitted. ICLD does not reimburse costs related to other people than the ones on the approved list.

Upload:

- Letter of intent
- Completed "Project-planning workbook" from each organization.

Project summary

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 throughout the project. 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 Agenda targets. There is also an SDG impact assessment tool for the partnership to use.

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

The following questions is a summary of the outcome of the project planning or inception/expansion phase. Please collect and submit the answers called "Milestones" from the international partner's completed Project-planning workbook. ICLD will consider and assess both/all partners project planning in the attached workbooks, but what shall be fed into the digital application system are the answers concerning the international partner.

Based on your stakeholder analysis, list the group or groups of citizens (rights holders) whom you want to be positively impacted by your action plan. (=Milestone 1)

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

Can you identify any unintended negative effects or conflicts that could arise for or between individuals or groups, because of the project and how do you intend to mitigate or manage them?

What is your refined problem after conducting the root cause analysis (=Milestone 2)

Assess your organizational readiness. (=Milestone 3)

What are your organizational readiness related objectives? (=Milestone 4)

What activities will you conduct, and how will you know these activities have worked? Submit up to four activities for each objective. (=Milestone 5, step 1 and 4)

These are your planned activities during the first year only. In the report of each project year, you will be asked to reflect on what has worked and what you learnt, and if necessary, revise your objectives as well as indicate activities for the upcoming year.

Objective 1:

Activity 1:
Monitoring/indicator 1:

Activity 2:
Monitoring/indicator 2:

Activity 3:
Monitoring/indicator 3:

Activity 4:
Monitoring/indicator 4:

Objective 2:

Activity 1:
Monitoring/indicator 1:

Activity 2:
Monitoring/indicator 2:

Activity 3:
Monitoring/indicator 3:

Activity 4:
Monitoring/indicator 4:

Exchange and peer learning

The purpose of peer-learning in ICLD municipal partnerships is transfer of knowledge, skills and experience from one local government to another, and vice versa, mainly through international visits. These visits are at the heart of your partnership, should be well planned and contain elements that encourage peer learning, friendly benchmarking to inspire change, or other forms of peer support such as mentoring, site/study visits, peer assessments and work shadowing. Read more about these methods in the ICLD Toolbox for peer learning.

ICLD funding allows mutual international visits each year. The project team can plan for visits for the group as a whole, or a smaller number of team members travelling on a couple of different occasions, as long as it promotes good results in the partnership and fits within the budget frame. Therefore, when planning the international visits, who shall travel when, and what they will do it is important to:

- *Be clear about what you expect to learn from each other and what skills of your partner you can benefit from.*
- *Be clear about what methods to adopt and how you will engage with each other in the learning process.*
- *Always pay attention to political and logistical challenges.*
- *Allow time aside to allow yourself to reflect on what you are learning.*
- *Ensure that the learning gains of individuals are communicated back home.*

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

For the first year you are asked to be specific about your learning goals and peer learning methods. For the following year/s you are only asked to provide a preliminary overview of the international travel you plan on conducting. (=Milestone 6)

In the report of each project year, you will have the opportunity to present details on the upcoming year.

Year 1 (Examples in Italics below)

Travel 1

- Place/ Hosting partner: *Rufunsa*
- Dates/Number of days: *May 23-28th 2024*
- Number of travelers: *4*
- Learning goals:
 - *What parts of Rufunsa's structural work on youth focused citizen dialogue could be applied in a Swedish context, and how.*
 - *How social workers reach out to young women in rural areas.*
- Peer learning methods: *Study visits. Job shadowing*

Travel 2

- Place/ Hosting partner: *Johannesburg*
- Dates/Number of days: *May 29-June 3 2024*
- Number of travelers: *6*
- Learning goals: *Getting to know partner. To be planned by the ICLD.*
- Peer learning methods: *Joint workshop attended by both partners. Benchmarking.*

If applicable, add another (up to four) and provide corresponding information.

Year 2

Travel 1

- Place/ Hosting partner:
- Dates/Number of days:
- Number of travelers:

Travel 2

- Place/ Hosting partner:
- Dates/Number of days:
- Number of travelers:

If applicable, add another (up to four) and provide corresponding information.

Year 3

Travel 1

- Place/ Hosting partner:
- Dates/Number of days:
- Number of travelers:

Travel 2

- Place/ Hosting partner:
- Dates/Number of days:
- Number of travelers:

If applicable, add another (up to four) and provide corresponding information.

Are there any experts or consultants, mentors, researchers, or civil society partners connected to the project? If yes, which ones and what will they do?

If no, do you need support from ICLD to connect you with relevant partners?

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

What support, as to training, tools or research would you need from ICLD during the project phase? Please be as specific as possible!

Are there any other funders of the project than ICLD? If so, which?

Dissemination

How do you plan to upscale or share project results within respective organization? For example, internal training, awareness-raising activities etc.

How can you collaborate with local government associations, alumni, mentors, experts, NGOs or other stakeholders for external dissemination of knowledge, methods or other results, and to whom?

Budget

See ICLD Budget Guidelines.

Expenses:

- Travel-related costs (incl. flights, domestic travel/transfers, visas, insurance, vaccinations)
- Food and accommodation
- 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 the ICLD project system Sbs Manager.