

Project application



GENERAL INFORMATION ON ORGANIZATION

Submitting your project application is free of charge and not binding. As soon as you submit the signed contract we will ask you for a deposit.

Name of organization

Address

Main contact

Role

Phone number

E-Mail

Website

Founded in

Affiliation

church private government _____

Project partner abroad

Location of project

Main contact

Role

Phone number

E-Mail

Website

DESCRIPTION OF PROJECT

Name of project

Description of project

Actual situation in project

Project risks

Tasks for interim advisor

Expected achievements
due to interim advisor

What should the project
members be able to do
better after the interim
advisor has been there?

Number and role of team
members

Planned time frame for
interim advisor

Start

End

Duration

weeks

Project application



Time commitment

Working days Mon Tue Wed Thu Fri Sat Sun

Working hours _____ hours/day Individual agreement

Annual leave _____ days Individual agreement

Transportation within the project

Distance between accommodation and workplace _____ km

Means of transportation to workplace public transport driver

by foot private car

Office equipment

laptop/ PC printer internet _____

telephone Fax own desk _____

Visa / Permits

	Interim-advisor pays	Organization pays
<input type="checkbox"/> Tourist Visa	_____ %	_____ %
<input type="checkbox"/> Business-Visa/ Work permit	_____ %	_____ %
<input type="checkbox"/> Certificate of fitness for service in the tropics	_____ %	_____ %
<input type="checkbox"/> Police clearance	_____ %	_____ %

Regulations

Are there any regulations/ rules, the interim advisor has to know (e.g. smoking ban, drinking ban)?

Project application



PROJECT ENVIRONMENT

Accommodation

hotel guesthouse project facility such as staff house

private _____

Contact person _____ Telephone _____

Address _____

The cost of accommodation is _____ EUR per week

Payment will be made by interim advisor organization
at _____ % at _____ %

Facilities at accommodation

internet recreation room mosquito-net hot water

TV en-suite bathroom washing-machine shared bathroom

electricity running water en-suite toilet kitchen

fan air-condition _____ _____

Meals

breakfast lunch dinner

The cost of meals is _____ EUR per week

Payment will be made by interim advisor organization
at _____ % at _____ %

Recommended insurances

	Payment will be made by interim advisor at	organization at
<input type="checkbox"/> health insurance	_____ %	_____ %
<input type="checkbox"/> accident insurance	_____ %	_____ %
<input type="checkbox"/> general liability insurance	_____ %	_____ %
<input type="checkbox"/> _____	_____ %	_____ %

PROFILE OF INTERIM ADVISOR

Soft-skills (max. 5)

- | | | |
|---|--|--|
| <input type="checkbox"/> conflict management skills | <input type="checkbox"/> empathy | <input type="checkbox"/> intercultural skills |
| <input type="checkbox"/> adaptable | <input type="checkbox"/> flexible | <input type="checkbox"/> analytical skills |
| <input type="checkbox"/> persistency | <input type="checkbox"/> decisive | <input type="checkbox"/> organizational skills |
| <input type="checkbox"/> team player | <input type="checkbox"/> consistent | <input type="checkbox"/> personal responsibility |
| <input type="checkbox"/> communication skills | <input type="checkbox"/> self-discipline | <input type="checkbox"/> focused on results |
| <input type="checkbox"/> ability to accept constructive criticism | <input type="checkbox"/> tolerance | <input type="checkbox"/> learning attitude |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Language skills

	none	basic knowledge	fluent	native speaker
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Computer skills

	none	basic knowledge	expert
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe some special types of experience or qualifications the interim advisor additionally needs to fulfill the job?

Place, date

Signature of the representative of the organization

Please e-mail the signed document to Manager für Menschen®.