

Basis programme

How to propose a project for the ASA-Programme 2011

Necessary information to fill in the proposal form

Dear Madam/Sir,

By sending you this document including the *Project proposal form for ASA Basis Programme 2011*, we would like to express our will for a future cooperation with your organisation.

We invite you to submit a project proposal for the ASA-Programme 2011!
The application deadline is 15th September 2010.

In the present document you will find background information about the ASA-Programme and the procedure on how to apply. You will find the *Internship proposal form for the ASA Basis Programme 2011* in a separate document.

For projects taking place in French-speaking Africa please use the form in French. For projects taking place in English-speaking Africa, Asia and Southeast Europe please use the project proposal form in English and for the ones taking place in Latin America use the form in Spanish.

<http://www.asa-programm.de/teilnahme/projektvorschlag.html>

If you have any question or comment please do not hesitate to contact us!

Please send the completed application form per e-mail to:

Projects in Latin America: Kristin Czyborra kristin.czyborra@inwent.org

Projects in Asia and Southeast Europe: Sigrid Neetzel sigrid.neetzel@inwent.org

Projects in Africa: Laure Heinrich laure.heinrich@inwent.org

We will gladly give you feedback on your project proposal if you hand it in early enough.

The ASA-Programme

Since 1960, the ASA-Programme of the firm InWEnt gGmbH gives a chance to round 250 scholars per year to take part in a learning and qualification programme in the development field. They participate in seminars in Europe and in a practical phase in the form of internships in Africa, Asia, Latin America and Southeast Europe.

The ASA-Programme supports committed young people from diverse social fields. They address global issues and acquire skills and experience in the field of international cooperation. Many former ASA participants hold leading positions in the German development and cooperation sector as well as in politics, business or within civil society organisations. The program is designed for students of any field and for young employees who have completed a non-academic formation. The ASA participants are aged 21 to 30.

The ASA Training Cycle

The ASA-Programme encourages young engaged Europeans to extend their skills to contribute to a global sustainable development. ASA offers its participants a one-year programme consisting of three seminars as well as at least one three-month practical phase.

Firstly, the ASA participants take part in two training seminars in Europe. They get support for the preparation of the practical phase. They practice their intercultural skills, their ability to work in teams and reflect about themselves. They acquire knowledge about their host country as well as about global interdependencies and reflect about the current approaches of the development policy. Simultaneously, they plan their internship with their partner organization.

During the practical phase, the participants carry out a three-month internship in the development field in Africa, Asia, Latin America or Southeast Europe. They get support from their host organization.

During the follow-up phase, ASA-Programme supports the returned participants to work up all their new experiences and encourages them to use those skills for further engagement in Europe in the fields of global justice and sustainable development.

The ASA project in the training cycle

The three-month projects carried out during the practical phase have the nature of internships. Two European participants at least and three at most take part in each project. The ASA participants bring a concrete contribution to the projects and to the objectives of the partner organizations, for example in the form of studies, analyzes, organisation of training sessions and workshops or public relations work.

The target of the projects is to give the participants the opportunity to better understand global interdependencies and development policy issues, to acquire organizational and practical skills in an international context and, simultaneously, to support the partner organizations with a qualified collaboration work.

Please note that the ASA projects neither consist in financial nor material support for the partner organization. At the same time the projects are not to be understood as expert missions of development cooperation.

What conditions should a partner organization fulfil?

The following conditions should be fulfilled:

- » The organization lobbies for social, ecological or cultural objectives and supports exchange between people from different cultures.
- » It is open to young dedicated interns from Europe and has the means to offer them adequate working conditions.
- » The organization makes a contact person available, who will care for the participants:
 - » by helping them plan their internship (e-mail communication in the preparation phase) and by helping them with orientation in their new environment
 - » by conducting their work and by being available for regular discussions
- » The organization can - if needed - provide the necessary resources for carrying out the project (for example materials, means of transport).

What criteria should an ASA project meet?

At the end of October a committee decides whether a project proposal is accepted or not. The committee pays attention to the following criteria:

- » Is the subject well suited to promote a better understanding of global interdependencies as well as of development issues?
- » Does the project give the participants a chance to be in contact with the population of the host country and to discover its daily life, at work and in general ?
- » Was the project planned in cooperation with an organization from the host country willing to support and look after the participants during their stay ?
- » Is the partner organization appropriate and able to support the participants adequately?
- » Have concrete tasks been thought especially for the participants? Are they realistic, can they be accomplished by interns within a period of three months?
- » Do the tasks allow the participants to organise themselves independently ? Will they have a chance to take responsibilities ?

When planning the participants' tasks, please note that there is a long period of time between the project proposal (September 2010) and the beginning of the project (July–December 2011). Therefore, please describe in your project proposal a possible scope of duties, with which the participants can cope during their stay. Also, please specify which skills are needed. The ASA-Programme will base itself on these facts to choose the participants for your project. After the participants' selection phase, in March 2011, please concretize the tasks together with the participants.

Why become a partner organization?

As partner of ASA-Programme you ensure your organization the assistance of committed students and young professionals from Europe who will support your team as interns. They wish to bring in their know-how and ideas but are also eager to learn from you. The main aim of the projects is the dialog between North and South. They often generate long-term collaborations.

After their internship, the participants get involved as multipliers in Europe. They hand on their understanding of global interdependencies and simultaneously lobby for sustainable development. As partner organization of an ASA project, you can give the participants an important impulse for their future involvement.

What you should know about our participants...

Our participants are NO experts in development cooperation with long-time experience! They are students or young employees with a non-academic education. They are systematically chosen according to the specific requirements of the project and dispose of technical, social and language skills in the relevant field. They prepare themselves for the stay abroad individually and with the help of the ASA-Program.

The participants receive a partial scholarship from ASA. They contribute to the extra costs themselves. No financial commitment is required from your organization except for the costs of the work equipment that you will provide for the interns.

Timeline

- » Deadline for the project proposals: 15th September, 2010
- » Results of the project selection: late October, 2010
- » Online release of the programme catalogue: 10th November, 2010
- » Application deadline for the participants: 10th January, 2011
- » Selection of participants: until late February, 2011

Preparation phase:

- » March 2011: the ASA-Programme informs the partner organizations of the selected participants. The participants start planning the project, along with the partner organizations.
- » April-July 2011: ASA seminars: the participants acquire the necessary skills and methods for the practical phase and their engagement as multipliers.

Three-month practical phase:

- » The participants start the project between July and December, 2011.

Follow-up phase:

- » Follow-up seminar for the participants in March 2012
- » After this, the participants stay active as multipliers for global responsible actions in Europe.

You will find further information about the ASA-Programme on our homepage: www.asa-programm.de