

Application form: Youth Leader Exchange

Introduction to the project type

You can assign youth leaders for a partnership funded by DUF or for partnerships without DUF funding, where the activities are either funded through other means or are performed on a voluntary basis.

The purpose of DUF's Youth Leader Exchange is to strengthen the capacity of your partnership and to establish a closer cooperation between the Danish member organization and the partner organization.

Before the application writing: analysis and preparation

Before writing the application, go through the guidelines for DUF's international pool. Please pay special attention to the requirements for Youth Leader Exchange (page 38-39). Your project will be assessed based on the six assessment criteria (page 46-47).

The application must be made in accordance with DUF's Guide to Youth Leader Exchange, which provides advice for planning, implementing, and evaluating Youth Leader Exchanges.

About the application

Please read the instructions and guiding questions under each sub headline carefully. By considering the questions you will be able to describe all matters required in the guidelines, though it is not required to answer each question specifically.

Include only relevant and necessary information and delete the instructions and guiding questions before submitting the application. Make sure that the total application does not exceed **7 pages** (using Verdana font 10, excluding this introduction and signatures page).

Obligatory annexes:

- the budget (must be done in DUF's budget format)
- a time plan
- a draft contract between organizations and youth leaders
- a job description

If needed, please attach other relevant information not included in the application form, as annexes.

1. Basic information

Project title	Bridge Project
Case number of Pilot/Partnership Project (if already approved)	HP 141-197 (funded by The Danish Disability Fund)
Applying DUF member organization(s)	Sammenslutningen af Unge Med Handicap (SUMH)
Partner organization(s)	National Union of Disabled Persons of Uganda Youth (NUDIPU-Youth)
Country	Uganda
Exchange period in the Danish organization and in the partner organization	August to January (6 months)
When will the youth leaders attend DUF's youth leader course (August/September or February/March?)	August/September
Number of youth leaders from the DUF member organization and the partner organization	4 in total - 2 from SUMH and 2 from NUDIPU-Youth
Amount applied for	447.486 DKK

2. Summary

The youth leaders will be attached to our projects funded by the DPOD primarily on the project called Bridge which is focused on capacity building. The youth leader exchange program, will benefit the youth leaders in building their capacity in international project management and implementation and will strengthen the partnership between SUMH and NUDIPU Youth. In addition, the YL will be able to support the ODW campaign by creating events in Uganda with the aim of fundraising and raising awareness for the project. Furthermore, this will strengthen the bridge between the young people in Uganda and Denmark.

3. The partners

3.1 Partnership capacity

Partnership capacity

SUMH and NUDIPU-Youth have been partners since 2007 and have cooperated around a number of projects since 2010 with funding from both DUF and DPOD. This has created strong personal ties and a solid ground for the partnership, where we have built up shared knowledge and experience. Yet we still face some challenges of spreading out the knowledge from key persons and staff involved in the work to the volunteers involved in the project. We see this youth leader exchange as an opportunity to build the capacity among volunteers in the project and spread out the work and knowledge to more people in both NUDIPU-Youth and SUMH. SUMH and NUDIPU-Youth carried out a successful youth leader exchange together in 2017. The project which the youth leaders (YLs) will work on has a project manager in SUMH and a programme officer in NUDIPU-Youth. Both possess a good understanding of the exchange program and the professional and personal challenges that YLs can experience. The partners furthermore have experience with hosting and sending out youth volunteers through another exchange program (DPOD's Global Line program). With this project, however, we wish to apply for DUF's youth leader exchange program instead, as the experiences in terms of substance

and sustainability are much better – e.g. 3 out of 4 of the volunteers involved in the previous exchange of 2016 are still active in the partnership and a great resource to the project.

SUMH has an international coordinator in the secretariat which supports the project and the volunteers. Furthermore the secretariat director and the bookkeeper are responsible for the administration of SUMH’s projects including the current project in Uganda. A volunteer team, called the Uganda group, is involved in the project management. This group consist of 6 people with and without disabilities. The group are experienced in staying and working in Uganda and other developing countries and the Danish Committee will fully support the YLs in all areas. Furthermore the Danish Committee (Ulandsuvalget) is also overseeing the project.

NUDIPU-Youth has experience with hosting and sending out YLs through our joint youth leader exchange in 2010 and 2016 and indirectly through another YL exchange with CP-Youth (Cerebral Palsy Youth). NUDIPU-Youth is still a youth wing under NUDIPU and the programme officer is physically seated in NUDIPU’s office and can make use of NUDIPU’s experience. NUDIPU-Youth has a board called the Youth Committee, which consists of volunteers from different regions and the different member organizations. The Youth Committee meets every quarter, and their tasks are to oversee the project and help implement project activities. The YLs will be in close contact with the Youth Committee while in Uganda.

3.2 Joint planning of the Youth Leader Exchange

We started discussing the possibility of having youth leaders during our pre-study in September 2018. During this pre-study we developed our current project which focuses on capacity building and creation of a strong independent youth organisation. The project have a lot of activities involving trainings for the youth in Uganda and we think the project would benefit greatly if youth leaders are involved in these activities. The current project started in April 2019 and during our project visit in April/May we started the process of writing the application after consulting the new elected Youth Committee.

4. Work functions of the youth leaders

4.1 Matrix

Activities which support the objectives	Expected results (outputs)
According to objective 1 Empowering YWDs with necessary skills to build a strong movement	
1.3.2 Training in monitoring and evaluation	1.3 by 2020 30 YWD have been trained in project management including: fundraising, financial management, leadership, conflict management, project planning, M&E, and advocacy
1.3.3 Training in financial management, leadership, volunteerism and fundraising	
1.3.4 Establish structures and build their capacities in group / organisational dynamics	
According to objective 2 Change of attitude towards YWD in target district and increase a wareness on how to include YWD in mainstream society	
1.4.1 Workshops with parents	1.4 By the end of the project parents and caregivers support their YWD and have the needed knowledge

1.4.3 Drama and spot days in Kampala, Lira and Sironko to increase awareness and raise funds for Youth with Disabilities	1.4 By the end of the project a report have been made with facts and statistics about YWD in Uganda
1.4.5 Collection of data	
ODW campaign activities	Raise awareness in Uganda and fundraise for the ODW project

4.2 Tasks and activities

How the youth leaders will support the objectives of the project and benefit the partnership.

- Through strengthening the capacities of youth with disabilities using the skills acquired from the youth leaders training in Denmark
- supporting the implementation of the bridge and no cost extension project activities
- Ensuring sustainability of the project through empowering and reaching out to more YWDs at grass root level
- Expanding the networks of Youth leader experts who will work as resource persons in facilitating the workshops and trainings of youth project activities
- The youth leader exchange program, will benefit the youth leaders in building their capacity in international project management and implementation and will strengthen the partnership between SUMH and NUDIPIU Youth

What are the main tasks and assignments for the youth leaders (job description).

Conducting two quarterly committee meetings one in September and One in January 2020

Presentation of a report to the Youth Board about their learnings in Denmark by end of September 2019

Conducting drama and spot days in Kampala in the beginning of October until the mid November 2019

Survey in sampled districts and at National level between November and December 2019

Public exposure of role models through drama and theatre in two districts

Meetings with local leaders to sensitize them about the potential and needs of YWD expected to be conducted in December 2019

4.3 Working hours

The YLs will be working 37 hours a week, mainly Monday to Friday. Depending on events and meetings work can be expected in some weekends, but the total amount of working hours should not exceed 37 hours. The YLs will spend two weeks in Denmark (in addition to the YL course) to get to know SUMH, the work and the rest of the volunteers in the Uganda team. This will also be a way for us to ensure that the 4 YL are prepared and have an in-depth understanding of the project and the two organisations. The rest of the time will be spend in

Uganda. After the Danish YL return to Denmark they will do an evaluation with the rest of the Uganda team and the international coordinator in SUMH.

5. Capacity building in both organizations

5.1 Capacity building in the partner organization

The UYLs will document and bring back relevant training material from the DUF youth leader course and other workshops held in Denmark to share with volunteers in NUDIPU-Youth. The material will be used in relevant meetings and seminars for volunteers and YWDs in the remaining time of the partnership project. When the YLs start working in Uganda, they will have an introductory meeting with the Youth Committee where they will pass on their knowledge from the DUF YL course and other workshops in Denmark. They will participate in the quarterly Youth Committee meetings to spread out their work to the rest of NUDIPU-Youth and will likewise meet with the committee in the end of the period in Uganda to evaluate the exchange.

In Uganda, the YLs will gather success stories, reports and manuals developed during the exchange period to be used for future purposes. They will share their experiences from the districts to ensure that it is spread to national level. All this will hopefully contribute to capacity building of the Ugandan volunteers.

5.2 Capacity building in the Danish member organization

In Denmark, all four YLs will participate in meetings and activities with the Uganda team, the international coordinator and the secretariat director during their stay in Denmark.

During the exchange in Uganda, the contact person for the DYs will share updates and relevant information with the volunteer group and the secretariat, and the YLs will give a bimonthly update to the Uganda team.

After the exchange period, there will be a period of debriefing after the return where the DYs will be part of the Uganda team as volunteers and share their experiences with the rest of SUMH. This will also be written down for future use.

6. Information activities in Denmark

In SUMH we already have fund to do activity work in Denmark through DPOD why we do not apply for money for information activities.

7. Roles and responsibilities

7.1 Contact person in the DUF member organization(s) and the partner organization

All four YLs will refer to the International coordinator, Marie My, while in Denmark and to the program officer in NUDIPU-Youth, Betty, while in Uganda. Marie My and Betty are in continuous contact and have the mandate to take decisions regarding the tasks of the YLs and can also assist them in solving their tasks. The DYs are expected to help and guide the UYLs while in Denmark and vice versa in Uganda. Different media platforms will be used depending on the subject. Official topics will be communicated through email and Skype, while communication of personal or social matter will take place on Facebook and WhatsApp. The YLs are encouraged to establish a meeting structure and to talk about how they will work together in the exchange period. This will be facilitated by SUMH during the time in Denmark

and continuously followed up by NUDIPIU-Youth in Uganda to ensure good team work in the YL group.

The DYs will each have a social contact person from the Danish Committee of a more personal and out-reaching matter. The YLs can use the contact to talk about experiences and worries that can occur when being in another country with a different culture and norms.

7.2 Social and cultural integration

To ensure a good cultural integration the Uganda team will develop a guide to the DYs, which will provide different useful information about staying and working in Uganda. This information will be based on earlier experiences about clashes and differences between Ugandan and Danish culture. The Uganda team will likewise develop a guide to the UYs prior to their arrival in Denmark for them to be able to prepare themselves mentally and practically. During the time in Denmark, the Uganda team will arrange social and cultural activities outside the official program to create a strong social bond between the YLs and the volunteers, while at the same time the UYs can learn about Danish culture

8. Selection of youth leaders

The procedure for selecting youth leaders

It is crucial that the process of finding both the DYs and UYs is transparent and democratic. A call for applications will therefore be made in the relevant channels (websites, Facebook pages etc.) encouraging everyone to apply. 4-8 applicants from each country will be selected for interviews and the final YLs will be selected based on the interviews. The people responsible for shortlisting, interviewing and selecting the YLs are:

- in Denmark: the Danish Committee and the international coordinator
- in Uganda: the program officer and the presidency of the Youth Committee

This election will be supported with guidance and experiences from the previous YLs.

Selection criteria

It is *demandet* that both Danish and Ugandan youth leaders:

- are between 18 and 30 years old
- possess good English skills
- will continue to volunteer in the organizations to the end of the partnership project (December 2020)

It is *preferred* that both Danish and Ugandan youth leaders have:

- knowledge about disabilities or have a disability themselves as it becomes easier for the target group in Uganda to relate to them
- knowledge and experience from organization work and volunteering
- experience with advocacy work
- experience with working or staying in other countries (for the DYs only)

Furthermore, a gender balance will be strived for in the selection of youth leaders (one male and one female from each organization), but professional and personal competencies will weigh higher along with composition of each youth leader team, as it is important they can work together. Sometimes the YLs will be dealing with highly sensitive subjects, and therefore it can for some be easier to talk to one of their own gender. By having both genders as YLs we hope to be able to reach a broader audience from both gender groups.

9. Practical arrangements

9.1 Logistic

Logistic

SUMH is responsible for visa, vaccination and insurance for DYs, and insurance for UYs while in Denmark. NUDIPU-Youth is responsible for visa, vaccination and insurance (while in Uganda) for UYs. SUMH will handle all four Ys' flight tickets. There is no need for formal working permits because the Ys will be working as part of an on-going project.

The UYs will receive an allowance that corresponds to a salary of a program assistant. Earlier experiences show the need for including taxes, statutory deductions etc. (Ugandan law for working) in the allowance for UYs. Therefore budget lines 37-38 are set to cover these costs. During the project it is the responsibility of the program officer and NUDIPU's financial and administrative manager (FAM) to follow up and ensure that UYs receive their allowance on a monthly basis. The DYs will receive the standard rate for allowance following DUF's guidelines. The allowance for DYs is handled by SUMH.

There is no need for language course, as one of the criteria for selecting the Ys is to possess good English competencies. During district visits, it is expected that the UYs will translate and interpret for the DYs if language barriers occur (not all youth in districts speak fluent English).

The Ys haven't been selected yet, but if there is a need for disability compensation we will apply for an extra funding from DUF to cover extra costs of interpreters, guides, special insurance etc. (this has already been agreed with DUF).

9.2 Accommodation and transportation

All four Ys will each have their own room in order to ensure privacy and not to mix gender. The Ys will stay in a house close to NUDIPU-Youth's office in Kampala in order to keep the transport costs low (and save time from Kampala's jam!). Muzuri Kampala have two shared houses in walking distance from the office with 5 and 9 furnished rooms ranging from 200\$ to 500\$ a month per room. We have calculated with the highest rate as we don't know which rooms will be available yet, but we strive for the lowest. The rent covers security and unlimited bottled water. The Ys will likewise stay at the same hotel in Denmark.

In Denmark, all four Ys will receive transportation cards to get around Copenhagen and to SUMH's office in Taastrup. In Kampala the Ys will be advised to use taxis (mini busses). In rush hours traffic jam can be much, and if Ys want to use the faster boda-bodas (motorcycle taxis) it is required to use the company SafeBoda, which have helmets for passengers and train their drivers in safety and first aid or Uber, which have special car hire services (taxa). During activity implementation in the districts they will use NUDIPU's office cars.

10. Monitoring and evaluation

As a part of the start-up phase (either in Denmark or in the first week in Uganda), the YL team will develop a M&E plan for the YL exchange, including when, by whom and which methods to be used. They will among other things prepare an evaluation form, which can be used to evaluate the events and activities they implement and participate in. The form can consist of elaborative answers, a scale of points or other creative suggestions the Ys must have. The evaluation form should be filled out after each activity or event is completed. Moreover, reports or minutes should also be written after meetings with the Youth Committee, volunteers, district leaders etc.

The YLs will participate in the Youth Committee’s quarterly meetings (approximately two meetings will be held in the exchange period) to ensure a good link between the work of the YLs and the rest of the DPOD partnership project..

Financial and narrative reports will be done after the end of the exchange. Ongoing budget monitoring will be handled internally by SUMH and NUDIPU-Youth.

11. Risks analysis and safety issues

11.1 Risk analysis

Risk	Importance	How to avoid or handle the risk
Inflation If the exchange rate is not stable hence loss on the foreign gain which in the end leads to under implementation. If the dollar is high, there is low gain in UGX and vice versa.	High	Working within the budgets, budget revision on a quarterly or monthly basis and budgeting below the kroners. A conservative rate of exchange for the Danish Kroner against the Uganda shilling.
Collaboration issues If the YLs experience issues when working together in the team	High	Talking about how to cooperate (incl. how to deal with conflicts) before starting the work in Uganda and developing a structure for meetings and division of roles and responsibilities.
Weather changes Sometimes it gets really hot and dusty (difficult for DYs). During rainy seasons it can be very wet and muddy and therefore difficult to access districts (poor roads).	Medium	Carry enough sun-cream, sunglasses, hat and drink a lot of water. Plan the district visits according to weather forecasts and leave one day in advance during rainy seasons in case of muddy roads.
Political tensions E.g. demonstrations by the opposition.	Medium (last election was in Feb. 2016)	Keep updated on the political situation. If necessary postpone implementation of activities until the environment is stable

11.2 Safety issues

- Do not drink water from any source be it tap or your hotel room because it is unclean
- In case of any emergency please call any staff of NUDIPU for advise and support everyone is very willing to support the youth leaders to enjoy their stay in Uganda
- They should not talk on phones anyhow on public taxi’s (matatus)
- When going out for fun they should use either a safe boda or Uber
- They should not carry lots of money with them and valuable things like cameras and laptops
- Always move in a group or with someone you know during night time
- The new youth leaders can also seek advice/orientation from the former youth leaders (Sarah, August and Mathilde)
- Youth leaders should avoid engaging themselves in political discussions and in case any political demonstration happens, the Youth leaders should keep indoors only

12. Signatures

I hereby confirm that my organization fully supports this partnership and this application, that we have knowledge about DUF's guidelines as well as the financial guidelines and that we are prepared to take on all obligations that an approval of the application will put on us as an organization. I furthermore confirm that I have the authority to take decisions and sign agreements on behalf of my organization.

On behalf of the Danish member organization	On behalf of the partner organization
Date/Place	Date/Place
Name	Name
Position in organization	Position in organization
Signature	Signature
Stamp (optional)	Stamp (optional)

13. Contact information

<p>Danish member organization</p> <ul style="list-style-type: none"> Organization's name Address Telephone Email address Website, if any <p>• Name and address of other DUF member organizations, if any</p>	
<p>Contact person</p> <ul style="list-style-type: none"> Name of contact person Contact person's address (if different from the organization's home address) Contact person's email Contact person's telephone number 	
<p>Partner organization</p> <ul style="list-style-type: none"> Organization's name Address Country Email address Telephone number Website, if any 	

<ul style="list-style-type: none">• Name of contact person <p>If there is more than one partner, all organizations must be mentioned.</p>	
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14. Annexes

<p>List of annexes</p> <p>Obligatory annexes</p> <ul style="list-style-type: none"><input type="checkbox"/> Draft contract<input type="checkbox"/> Detailed budget (DUF format)<input type="checkbox"/> Time plan<input type="checkbox"/> Detailed job description <p>Other annexes</p> <ul style="list-style-type: none"><input type="checkbox"/> List them here...
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