

Application form: Youth Leader Exchange

1. Introduction

DUF's international project pools		
Which project pool are you applying?	MENA Pool	
	The Project Pool	X

Project title	Youth Leaders promoting voluntarism through youth involvement and scouting in Bhutan
Case no. of pilot/partnership project (if already approved)	Promoting youth voluntarism in Bhutan through Community Based Scouting (PP-3-2013-0097)
Applying DUF member organization(s)	Det Danske Spejderkorps (The Danish Guides and Scouts Association) (DDS)
Partner organization(s)	Bhutan Scouts Association (BSA)
Country	Denmark and Bhutan
Exchange period in the Danish organization and in the partner organization	8 th of February – 13 th of march in Denmark. from 14 th of March – 17 th of July in Bhutan
When will the youth leaders attend DUF's Youth Leader Training Seminar (August/September or February?)	February 2016
Number of Youth Leaders from the DUF member organization and the partner organization	2 Danish Youth Leaders and 2 Bhutanese Youth Leaders
Amount applied for	358.393 DKK.

2. Summary

The Youth Leader Exchange Program (YLEP) will be attached to the Partnership project: Promoting youth voluntarism in Bhutan through Community Based Scouting (PP-3-2013-0097). The exchange program will take place in Denmark and Bhutan in which 4 Youth Leaders (YL's) (2 Bhutanese & 2 Danish YLs) will be involved. The aim of the YLEP is to assist in conducting some of the proposed partnership activities and to further strengthen the development of youth voluntarism in Bhutan. The main tasks for the YLs is to assist Community Based Scouts (CBS) in educating the scouts in basic scouting skills and project management. The YLs will also assist CBS to have a stronger organization, more structure, and to implement new activities. The Danish YLs will collect material in Bhutan to do storytelling's about the partnership for Danish youth.

3. The partners

Partnership capacity
 DDS and BSA have a long history of cooperation and are currently implementing the activities in the 4th ODP, which will run till 30th of June 2016. The cooperation began in 2007 and during this time 5 youth leader exchange projects have been carried out successfully. Both parts have gained a lot of experience and have become more conscious of the efforts it takes to achieve the goals and make it a good process for all involved. The Bhutan Committee in DDS consists of former youth leaders and other experienced members who have been involved in various

activities and projects in Bhutan. Since the beginning of the partnership in 2006 the DDS Bhutan Committee has gained an in depth knowledge of the organisation and culture in Bhutan. The challenge is to keep up to date with the development in Bhutan and BSA, especially when there are organisational changes. This can cause misinterpretations in the needs assessment and status of the organisation. We are now aware that this calls for extra attention and follow up in the process.

BSA, and especially the Community Based Scouts, has grown a lot in membership the past couple of years and is widely recognized in the community. The King, who are highly appreciated in Bhutan, is a strong supporter of the scouts. This means that there are a growing number of activities, which the office of BSA are to support and carry out. The resources available at the office do not always correspond to the needs of the association. This means that there is only one person allocated to the support of CBS. CBS still needs to be developed as a branch in BSA and volunteerism is still fairly new as a concept.

Joint planning of the youth leader exchange

A staff member from BSA and a member of the CBS-committee visited Denmark in March 2015, and two Danish trainers visited Bhutan as part of the ODP in July 2015, which gave some basic ideas on what the YLEP could contain. However the process has since then been more complicated, due to several large projects that have been carried out in Bhutan this year as part of the celebration of the Fourth King’s 60th Birthday. This has given some complications in the application writing process, but both organizations have been involved in the process of writing the application and deciding on the activities.

As a new initiative the Danish YL's were selected during the process of planning the YLEP, so they could be involved in the process of writing the application. This was done in order to give the YL's a better understanding of the partnership and to ensure their ownership of the planned YLEP. Hopefully it will also make it easier for the Bhutanese YL's to gain an understanding of the YLEP and its purposes, because their Danish YL colleagues can introduce them thoroughly to the considerations they had while planning the project. Due to organizational structures it is not possible to find Bhutanese YLs before current proposal is granted by DUF.

4. Work functions of the youth leaders		
Objectives of the project that the youth leaders will support	Activities which support the objectives	Expected results (outputs)
According to immediate objective 1 By 01.08.2016 CBS is better organized in form of capacity building, communication and resource management and is able to sustain itself	<ul style="list-style-type: none"> a. Project Management (PM) help b. Strengthening CBS Committee and the organization of it. c. Fundraising. d. Conduct Orientation workshop on CBS Guidelines for CBS key Leaders across the country 	<ul style="list-style-type: none"> a. To give the CBS structures and tools to strengthening the structure of CBS. b. To give basic skills for voluntary organization. c. To give economic “freedom” to be able to conduct meetings and activities. d. To give basic skills for voluntary organization.
According to immediate objective 2 By 01.8.2016 CBS is positively recognized by and interacting with the civil society.	<ul style="list-style-type: none"> a. Evening meetings. b. Weekend hikes. 	<ul style="list-style-type: none"> a. To strengthen the image of scouting by showing the civil society what scouting is and that it is more than

		community service. b. The weekend hikes will show the civil society that the scouts are using the surrounding nature in a respectful and playful manner and furthermore give the scouts a great experience.
According to immediate objective 3 By 01.08.2016 more CBS scouts have been recruited in Thimphu, Trashigang and Punakha and participated in voluntary activities	a. Basic scouting training (BULT) b. Activity booklet.	a. By end of 2016 a system for continuous learning and passing of information is developed. b. Gives the scouts a platform for continuing the activities.

The YLs will be going to Trashigang in eastern Bhutan to make sure that the development in CBS happens countrywide. The YLs will conduct evening meetings, help the CBS members with fundraising, give them some basic scouting skills training and go on hikes with them. Due to safety reasons it is important that they have a resource person from the BSA office with them and the stay in Trashigang will be 30 days.

Tasks and activities

The YLs will, through the activities mentioned above, support the objectives by facilitating reflection and a new model of thinking about scouting both in Denmark and in Bhutan. The YLs seek to provide building blocks for a sustainable structure of the organization to be continued after the end of the project.

The YLs main task is to improve the Bhutanese and the Danish scouting and to convey the experiences and learning. That includes evening meetings, weekend hikes, storytelling, playing, teaching basic scouting skills and teaching structures in a voluntary organization. To give the YLs a deeper understanding on what it is to be a scout in other countries, and because of visa rules the 4 YLs will visit some scout groups in Nepal. The new knowledge from a joint travel to Nepal will both serve as a common reference point for the Youth Leader team and give inspiration for further development of volunteerism and scouting in Bhutan.

Working hours

- The YLs will work 37 hours a week
- The workload will be mostly during weekdays from 9am-5pm, but some activities will take place during evenings and weekends.
- The Bhutanese YL's will be in Denmark for 6 weeks, learning about Danish culture, scouting and voluntarism. The Danish YL's will be in Bhutan/Nepal for 22 weeks.
- During spare time the hosting YLs are, in collaboration with the host organization, expected to take care of their guest YLs and introduce them to practicalities and local culture.

5 Capacity building in both organizations

The 4 YLs will work closely together both in Denmark and Bhutan and will stay in contact with their respective organisations. Through this close contact, it will be continuously monitored that the aim of the project is sought fulfilled. To ensure sustainability the YLs will work with CBS members and share their knowledge and experiences.

Capacity building in the partner organization

In Bhutan, the BSA staff will be responsible for keeping contact with the YLs, and the following tasks are requested of them after the program finish, to use their newly gained knowledge:

- The 2 Bhutanese YLs must write a detailed report which can be uploaded in the Scouts' webpage for others to read.
- The Bhutanese YLs are also expected to share their experiences and put into practice some of the skills they have acquired while working together with the Danish YLs.
- The Bhutanese YLs should continue scouting and their support to CBS on voluntary basis.

Capacity building in the Danish organization

The DDS Bhutan committee will have a close interaction with the Danish YLs while they are in Bhutan, which will ensure that the YLs knowledge will be useful for the organization. After the project period it is highly encouraged in both BSA and DDS, that the YLs continue their involvement within the partner organization. The Danish YLs have already joined the DDS Bhutan committee in order for them to take part in the preparation for the exchange, so they feel part of the group. It is very important for the Danish Bhutan Committee to have the YLs as members of the group, since they possess the newest knowledge from Bhutan, BSA and CBS. It is furthermore a task of the YLs to communicate about the partnership to the rest of DDS, e.g. by writing articles to our national magazines, maintaining a blog etc.

6 Information activities in Denmark

The aim is to enlighten the Danish youth about living in a country with a very different culture. Furthermore to communicate what the Danish YLs have learned from the Bhutanese, so that we can improve the Danish scouting. The aim is also to encourage other Danish youths to explore and experience different cultures through travelling or scouting.

During the time the Bhutanese YLs are visiting Denmark they will visit Danish scouts, schools etc. and the 4 YLs will try to do a project about community service together with a group of Danish rovers. This will contribute to understanding the Bhutanese scouting and culture. While in Denmark the 4 YLs will start up their storytelling, which they will continue throughout their stay in Bhutan. In order for the YLs to have the best circumstances for writing, the blog and the storytelling, we are applying for funds for a computer, to make sure that the YLs have a functioning computer to complete their tasks. There will not be a computer available for them to use in many of the places they are going. The computer will after the project be given to CBS.

The Danish YLs will have one week of preparation work before the arrival of the Bhutanese YLs in Denmark. The four YLs will all together spend six weeks in Denmark including the DUF training course. We are aware that this is one week too "much" compared to the time spend in Bhutan, but due to visa problems the stay in Bhutan cannot be extended. Therefore we hope to get permission for the YLs to stay one more week in Denmark, since they have lots of meaningful work to do with the scouts around Denmark.

7 Roles and responsibilities

Communication channels

The YLs are responsible for a monthly report, describing the progress of the project and the activities. If needed, the YLs participate in a meeting with representatives from DDS and BSA to discuss issues and follow up on the report. Furthermore, the Danish YLs participate in a monthly individual Skype meeting to follow up on well-being and any personal issues. The Bhutanese YLs participate in regular meetings with a representative from the BSA to discuss

both personal as well as organizational issues. The Danish YLs will as well be able to meet with the representative to get clarity and sort out problems.

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

The contact persons will be Liv Rasmussen, (liras49@gmail.com; Skype: livver1; Phone: +45 28573630) and Johanne Valbjørn Gydesen (johannegydesen@hotmail.com; Skype: johannevg; Phone: +45 24607613).

Their role in the project is to provide administrative and diplomatic support to the YL's. As well, they are responsible for the overall managing of the project, including continuous contact with the Danish YLs, financial management and continue and build on the relationship between BSA and DDS.

Mr. Dorji Wangchuk (wangchukdorji80@hotmail.com; Skype: Dorji.wangchuk54; Phone +975 17753349), Focal for CBS will be the in charge of the YLEP. Dorji has since his time in BSA had a lot of experience with the partnership, being responsible for the ODP and other activities involving the partnership. The social responsible from BSA will be Adm. Assistant Ms. Chhoki Wangmo, who has been connected with the partnership from the beginning and has also been a YL herself.

Social and cultural integration

The cultural integration of the Bhutanese YLs will be ensured by a six weeks period of cultural excursions with exchange of experiences and reflections on scouting. The objective is for the YLs to learn from each other's perspectives and experiences surrounding scout work and to expand the cultural horizon. Both in Denmark and in Bhutan, there will be a strong focus on cultural exchange, such as introduction to local food and tourist attractions. In Denmark, DDS will try and find homestays for the Bhutanese YLs. Both in Bhutan and in Denmark, the YLs will attend scout events and travel around the country to experience and immerse the culture. All four YLs will throughout the project have scouting experiences together to develop social integration and trust within the group.

8. Selection of youth leaders

In the DDS Bhutan committee we made a selection committee, who set the criteria in accordance with the work tasks for the YLs. To ensure that as many as possible would see the YL job advert the DDS Bhutan committee has posted the job advert in all the different Facebook groups tied to DDS and the job has been announced on the official website www.dds.dk. It has been open to everyone who met our criteria. The applicants then participated in a workshop and a job interview. This we have done to ensure that the selected YLs can cooperate with each other, and to make sure that they have the right mindset to work in a Bhutanese setting. As a part of the Danish YLs preparation we also expect them to participate in the DDS yearly meeting (korsrådsmøde [KRM]).

In Bhutan the YLs have not yet been selected, but will be done by an open call to CBS members, a selection committee will then be hosting interviews with the applicants.

The criteria for all 4 YLs are as follows:

- The YLs should be able to speak and write English on a high level.
- Have practical experience with the method of scouting and/or CBS work.
- The YL is proactive and able to act independently- in a group and individually.
- Is targeted and outgoing.
- Is open and have respect for other cultures, forms of organization and working methods.
- Can participate in close collaboration with the other YLs to develop both BSA, CBS and DDS.

9. Practical arrangements

Logistic

The Danish YLs will need an official visa for Bhutan. This will be taken care of by the BSA office, who has great experience in this matter. The YLs are responsible for visa (for Denmark), vaccination, insurance and flight tickets with help from the YL responsible in the DDS Bhutan Committee.

It is necessary that the YLs speak and write English, but in Denmark and Bhutan English is spoken very well and therefore there will be few issues with language during the exchange. The YLs will be getting the same amount of pocket money to make sure there is not a distortion in the YLs relationship. That they get the same amount will also make sure that the YLs feel equal to each other.

Accommodation and transportation

Prior to the arrival of the YLs the host organization must have prepared for the necessary logistics of the YLs. There will be a furnished flat (or similar) for the YLs. There are no special considerations related to gender. The accommodation is not found yet, but will be situated no more than half an hour away from the place of work.

10 Monitoring and evaluation

The four YLs are expected to work closely together every day, and once a week, they will conduct a meeting to discuss the progress of the work and find common solutions to possible problems. The YLs will send a monthly report to the contact persons in BSA, DDS and the financial manager of the DDS Bhutan Committee. These should include an update on what they have done in the last month, what has not been done and why, as well as a plan for the coming month. The report will also include a description of the economy and the monitoring of the budget. When necessary the four YLs will make an informal update to the YL contact persons in both Bhutan and Denmark about what has been done, and how they are doing.

The YLs should furthermore contact their contact persons when problems occur.

At least one other person from the home organization, than the project responsible, will be attached to the YLs (a Dane for the Danish and Bhutanese for the Bhutanese) to take care of more personal problems. This could very well be a former YL as they have a big knowledge about the challenges in being an YL. These contact persons will contact the YLs regularly while they are not in their home country.

The YLs will make a final report where they write about their personal outcome as well as the results they have achieved. They will also write the problems that have been encountered during the exchange period and give feedback and recommendations for further improvement.

In Denmark, all 4 YLs will have a meeting with the Danish YL contact persons from the DDS Bhutan Committee in the beginning and end of the stay in Denmark. This is to make sure the activities are on track, and to make an evaluation of the work in Denmark.

11 Risks analysis and safety issues

Risk	Importance	How to avoid or handle the risk
The YL resigns at the last moment	High	The organizations make sure that the YL are carefully chosen and right for the job and that they are thoroughly prepared. There will be made a clarification of expectations between the YL and the Organizations. If changes happen, we will contact one of the other good applicants.

The four YL have problems in their cooperation	Medium	The YL will be thoroughly prepared and have several meetings prior to the start of the exchange. The YLs will engage in a meeting for balancing expectations to avoid cooperation problems. If cooperation problems does occur, the tasks of the YLs can be divided, so that they do not have to work as closely together. In beginning of the stay in both Denmark and Bhutan, there will be conducted an information meeting about cultural issues in the two countries/organizations, this is to ensure that cultural problems will not harm the project or the partnership.
Problems between the YL and the host organisation	High	We will make a clarification of expectations between the YLs and the organizations in the beginning of the project. We will also have an ongoing discussion of the development of the project throughout the whole period. The YLs have been given a social contact person from their host organizations who are former YL.
The YL cannot handle their tasks	Low	The organizations make sure that the YL are carefully selected and right for the job and that they are thoroughly prepared. They will help and support each other but if they feel insecure in their tasks they can ask the contact persons.
The YL do not accomplish the task and get frustrated	Medium	There is a broader aim of strengthening the organization in general. It is important to talk with the YLs about this and about what the criteria of success is in general. In both countries, there will be monitoring of the YL activities, to make sure that things are on track, and to focus on the accomplished results. Frustration will probably occur, but the YLs will sort it out by talking with each other and the contact persons.

Both Denmark and Bhutan are peaceful countries, and in both countries, the YLs will follow the prescriptions of the foreign ministry and the advices of the local organizations. Therefore, the YLs do not have to worry of any safety situations. The Danish YLs will require certain vaccinations before departing for Bhutan.

12 Annexes

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

7. Signatures

I hereby confirm that my organization fully supports this partnership and this application, that we have knowledge about the DUF 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
30/10 Copenhagen	30/10 Thimphu
Name	Name
Charlotte Bach Thomassen	Phintsho Choeden
Position in organization	Position in organization
General-Secretary	Chief Commissioner
Signature	Signature
Stamp (optional)	Stamp (optional)

8. Contact information

<p>Danish applicant organization</p> <ul style="list-style-type: none"> • Organization's name • Address • Telephone and fax, if any • Email address • Website, if any 	<p>Det Danske Spejderkorps Arsenalvej 10 1436 København H Tlf: +45 32 64 00 50 Fax 32 64 00 75 Mail: info@dds.dk Web: www.spejder.dk</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 no. 	<p>Liv Malene Rasmussen Co. Windekilde Peter Bangs Vej 60, 4th 2000 Frederiksberg Liras49@gmail.com Phone: +45 28573630</p>
<p>Partner organization</p> <ul style="list-style-type: none"> • Organization's name • Address • Country • Email address • Telephone no. • Website, if any • Name of contact person 	<p>Bhutan Scouts association Harmony: The Centenary Youth Village Department of Youth and Sports, MoE Thimphu, Bhutan, P.O Box:587 Mail: Scoutsassociation@yahoo.com Phone: +975 2325177 www.Bhutanscouts.bt Dorji Wangchuck</p>