**R&R International AISBL**

**Project Volunteer Proposal Form**

**Important notice:** this is the form to submit a proposal for a short-term project (2 to 6 weeks) to be implemented by you at the Peace Centre of R&R Syria in the North of Lebanon. You can submit proposals either as a small group or as an individual. However, if you wish to apply for one of the open positions as long-term volunteer assistant, please use the other form published on our website.

Two steps are necessary to submit a proposal:

1. Please answer all the questions by filling out the appropriate boxes, as indicated in the italic text above each of them, and save the file under the format “YYMMDD YourName”.
2. Send the proposal form to contact@reliefandreconciliation.org.

Proposals will be considered on a rolling basis on the basis of the criteria published in the call for proposals. Shortlisted applicants will be invited for an interview via Skype for the second stage of the selection procedure. The final form of the project will be subject to a written agreement.

1. **PROJECT SUMMARY**

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| ***Project title:*** |  |
| ***Name of group (if any):*** |  |
| ***Duration of the project:*** |  |
| ***Possible time periods:*** |  |
| ***Name of contact person:*** |  |
| ***Date of birth:*** |  |
| ***Nationalities:*** |  |
| ***Full address:*** |  |
| ***Phone number(s):*** |  |
| ***Email:*** |  |

1. **PROJECT DESCRIPTION**

*Please note: this is merely a first draft of your project for starting the selection procedure. We can coin out further details later. The final version of your project will be subject to talks with our staff and ultimately to a written agreement between R&R Syria and you.*

***Abstract***

*Please summarise your project with a maximum of 100 words:*

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***Objectives***

*Please define with a maximum of 100 words the objectives and the expected results of your projects, both with regard to the immediate outputs and the impact you hope to make:*

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***Target Group***

*Please describe with a maximum of 100 words the target group of your project, especially with regard to the three age groups (6-14, 15-25 and older) and the number of beneficiaries:*

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***Activities***

*Please describe in all necessary details but within a maximum of 400 words the activities you wish to propose during this summer and possibly in follow-up in your home country:*

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***Human Resources***

*Please make a first estimation how many volunteers and staff members are necessary to implement your project and please specify how many of them are already part of your group:*

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***Estimated Budget***

*Please provide us with a first estimation on the costs of the budget. If you are uncertain, you can specify the items needed and we will fill out the blanks. In any case, this is a first estimation that needs to be discussed in more detail if your application is successful.*

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| --- | --- | --- |
| ***Description of Items*** *(add rows as necessary)* | ***Unit Cost in USD*** | ***Total Cost in USD*** |
| Equipment | $ | $ |
| Consumables  | $ | $ |
| Transportation of beneficiaries | $ | $ |
| Catering for beneficiaries | $ | $ |
|  | ***TOTAL COSTS:*** | **$** |

***Fundraising***

*Please tell us about your plans to raise the necessary funds for the implementation of this project. R&R Syria is going to provide basic accommodation and food to you and your group, but the goal is that you are funding the activities of your project yourself. You may include your travel costs into the fundraising campaign, but all exceeding funds should be dedicated to the refugees we serve through the on-going programme lines of R&R Syria. This will be part of our written agreement prior to your arrival. R&R Syria may fill remaining funding gaps on a case-by-case basis.*

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1. **PREVIOUS EXPERIENCE**

*Please note: we do not require volunteers to have extensive prior experience. This information is to gauge the strengths of each volunteer or group and to facilitate our selection procedure. Please answer these questions with no more than 100 words each.*

***What experience do you or your team have in leading projects such as the one proposed?***

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***Have you or your team worked with children and adolescents before? Please explain.***

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***Have you or your team ever worked in Syria or another Arab country before? Or elsewhere abroad?***

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1. **SPIRITUAL SOLIDARITY**

*Please note: one of the key concepts for our work is expressed by the term “spiritual solidarity” as a special form of cultural sensitivity. Living and working at the R&R Peace Centre is a daily balancing act between own convictions/habits and those of others. This is why we would like to learn more about your thoughts on the topic. Please answer both questions with a maximum of 200 words each.*

***Please tell us in own words what “spiritual solidarity” could possibly mean to you and give us an example on how it might be implemented as an international volunteer.***

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1. **ABOUT YOUR TEAM**

*Please provide the following information for each of the members of your team that want to come with you to Lebanon for implementing your project. (Add rows if necessary!)*

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| --- | --- | --- | --- | --- |
| **Name** | **Age** | **M/F** | **Nationalities** | **Languages spoken** |
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1. **OTHER**

***Have we forgotten a question? Do you have any questions or concerns? Please let us know!***

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*Thank you for taking the time to fill out this project proposal form.*