**R&R International AISBL**

**Project Volunteer Proposal Form**

**T**his is the form to submit a proposal for a short-term project (2 to 6 weeks) to be implemented by you at the R&R Peace Centre in Bkarzla, 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.

Three 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.
2. Sign the consent form, make a scan of the signed form and save the file under the format “YYMMDD Name FirstName” (date in reverse order).
3. Send the proposal form together with a short CV (resume) of the project leader 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 project leader:*** |  |
| ***Date of birth:*** |  | ***Gender (M/F/X):*** |  |
| ***Nationalities:*** |  |
| ***Full address:*** |  |
| ***Phone number(s):*** |  |
| ***Email:*** |  |

1. **CONSENT DATA PROCESSING**

*As organisation, we need to collect and hold data about you to enable us to process your application. The EU’s General Data Protection Regulation (GDPR) places a further (and new) obligation on our organisation to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it. We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.*

***The specific data we wish to obtain and hold is as follows:***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of data** | **Why we wish to hold it** | **How long it will be kept for**  |
| **1** | **Personal data**Name, gender, address, nationalities, etc., as specified in this form | This will enable us to comply with the law and maintain correct records. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or if a job offer is made and a more comprehensive GDPR consent form will be issued. |
| **2** | **Recruitment data (CV)**Previous employers, types of job held at other companies, skills and qualifications obtained | This will allow us to make a decision on your suitability for volunteering with us. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or if a job offer is made and a more comprehensive GDPR consent form will be issued. |
| **3** | **Opinion data**Your opinion on topics relevant to our work, as specified in this form | This will allow us to make a decision on your suitability for volunteering with us. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or if a job offer is made and a more comprehensive GDPR consent form will be issued. |

**Agreement to use my data**

I hereby freely give Relief & Reconciliation International AISBL consent to use and process my personal data relating to my volunteer application, as specified in this application form.

**In giving my consent, I understand that:**

- I can ask to see this data to check its accuracy at any time via a subject access request.

- I can ask for a copy of the personal data held about me at any time, free of charge.

- I can request that data that is no longer required to be held can be removed from my file.

- My data will be destroyed after 6 months if I am unsuccessful with my application.

- The Data Controller for Relief & Reconciliation International AISBL is Mr Friedrich Bokern and I can contact him directly if I have any questions or concerns: friedrich [at] reliefandreconciliation.org.

- I can make a complaint to the government body in charge (Autorité de protection des données, Drukpersstraat 35, 1000 Brussels, Belgium, or online at [dataprotectionauthority.be](https://www.dataprotectionauthority.be/)) if I am dissatisfied with how Relief & Reconciliation International AISBL uses my data.

First name and name: …………………………………………………………………………………………………………………..

Date and signature: ………………………………………………………………………………………………………………………

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 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.*

|  |  |  |
| --- | --- | --- |
| ***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 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. This will be part of our written agreement prior to your arrival. R&R 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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| --- | --- | --- | --- | --- |
| **#** | **Age** | **M/F/X** | **Nationalities** | **Languages spoken** |
| Team Member 1 |  |  |  |  |
| Team Member 2 |  |  |  |  |
| Team Member 3 |  |  |  |  |
| Team Member 4 |  |  |  |  |

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.*