

# Project application



## GENERAL INFORMATION ON ORGANIZATION

Submitting your project application/proposal to Manager für Menschen® is free of charge and not binding. As soon as you submit the signed placement order, we will ask you for a deposit.

Name of organization \_\_\_\_\_

Address \_\_\_\_\_

Main contact \_\_\_\_\_

Role \_\_\_\_\_

Phone number \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

Founded in \_\_\_\_\_

Affiliation  church  private  government  \_\_\_\_\_

## Project partner abroad

Location of project \_\_\_\_\_

Main contact \_\_\_\_\_

Role \_\_\_\_\_

Phone number \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

I herewith agree to the privacy statement of Manager für Menschen® which can be found on [www.managerfuermenschen.com](http://www.managerfuermenschen.com) . We will send it to you by E-Mail upon request.

## DESCRIPTION OF PROJECT

Name of project

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Description of project

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Actual situation in project

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Project risks

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Tasks for interim advisor

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Expected achievements  
due to interim advisor

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What should the project  
members be able to do  
better after the interim  
advisor has been there?

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Number and role of team  
members

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Planned time frame for  
interim advisor

Start \_\_\_\_\_ End \_\_\_\_\_

Duration \_\_\_\_\_ weeks

# Project application



## Time commitment

Working days  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Working hours \_\_\_\_\_ hours/day  Individual agreement

Annual leave \_\_\_\_\_ days  Individual agreement

## Transportation within the project

Distance between accommodation and workplace \_\_\_\_\_ km

Means of transportation to workplace  public transport  driver

by foot  private car

## Office equipment

laptop/ PC  printer  internet  \_\_\_\_\_

telephone  Fax  own desk  \_\_\_\_\_

## Visa / Permits

	Interim-advsior pays	Organization pays
<input type="checkbox"/> Tourist Visa	_____ %	_____ %
<input type="checkbox"/> Business-Visa/ Work permit	_____ %	_____ %
<input type="checkbox"/> Certificate of fitness for service in the tropics	_____ %	_____ %
<input type="checkbox"/> Police clearance	_____ %	_____ %

## Regulations

Are there any regulations/ rules, the interim advisor has to know (e.g. smoking ban, drinking ban)?

## PROJECT ENVIRONMENT

### Accommodation\*

hotel       guesthouse       project facility such as staff house

private       \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

The cost of accommodation is \_\_\_\_\_ EUR per week

Payment will be made by  interim advisor       organization  
 at \_\_\_\_\_ %      at \_\_\_\_\_ %

### Facilities at accommodation

internet       recreation room       mosquito-net       hot water  
 TV       en-suite bathroom       washing-machine       shared bathroom  
 electricity       running water       en-suite toilet       kitchen  
 fan       air-condition       \_\_\_\_\_       \_\_\_\_\_

### Meals

breakfast       lunch       dinner

The cost of meals is \_\_\_\_\_ EUR per week

Payment will be made by  interim advisor       organization  
 at \_\_\_\_\_ %      at \_\_\_\_\_ %

### Recommended insurances

	Payment will be made by interim advisor at	organization at
<input type="checkbox"/> health insurance	_____ %	_____ %
<input type="checkbox"/> accident insurance	_____ %	_____ %
<input type="checkbox"/> general liability insurance	_____ %	_____ %
<input type="checkbox"/> _____	_____ %	_____ %

## PROFILE OF INTERIM ADVISOR

### Soft-skills (max. 5)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> conflict management skills               | <input type="checkbox"/> empathy         | <input type="checkbox"/> intercultural skills    |
| <input type="checkbox"/> adaptable                                | <input type="checkbox"/> flexible        | <input type="checkbox"/> analytical skills       |
| <input type="checkbox"/> persistency                              | <input type="checkbox"/> decisive        | <input type="checkbox"/> organizational skills   |
| <input type="checkbox"/> team player                              | <input type="checkbox"/> consistent      | <input type="checkbox"/> personal responsibility |
| <input type="checkbox"/> communication skills                     | <input type="checkbox"/> self-discipline | <input type="checkbox"/> focused on results      |
| <input type="checkbox"/> ability to accept constructive criticism | <input type="checkbox"/> tolerance       | <input type="checkbox"/> learning attitude       |
|   | <input type="checkbox"/>                 | <input type="checkbox"/>                         |

### Language skills

	none	basic knowledge	fluent	native speaker
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Computer skills

	none	basic knowledge	expert
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please describe some special types of experience or qualifications the interim advisor additionally needs to fulfill the job?**

Place, date

Signature of the representative of the organization

Please e-mail the signed document to [Manager für Menschen®](mailto:info@managerfuermenschen.com).