



OPERATION DAGSVERKE 2011

DOCUMENTS FOR APPLICATION

Please submit the application electronically as well as by post to madeleine.fridh@operationdagsverke.se and Malmgårdsvägen 63, 116 38 Stockholm

CALL FOR PROJECT PROPOSALS

The Swedish Student Council Association (SSCA) hereby calls for project proposals for Operation Dagsverke (Operation a Day's Work) year 2011. On the following pages you will find information about Operation Dagsverke, project criteria as well as application form.

Operation Dagsverke

Operation Dagsverke is an information- and fund collecting campaign that started in Sweden in 1961. The campaign is done by and for youth between 13 and 19 years old. The idea is that pupils in Sweden leave school for one day (normally in May) to work or do some other fund-raising activity in order to collect money for an education project in a country where the right to education in one way or another is neglected. The fund-raising is always preceded by an information campaign that aims at boosting an interest in international development in general and informing about the project and its context in particular. The projects are implemented by a Swedish partner organisation and its local partner in the country where the project takes place. New project and partner organisations are selected every year.

Project 2011

Operation Dagsverke supports education projects and projects that relate to education. The main idea is that pupils in Sweden work to support pupils of the same age worldwide. Apart from education, the project should have at least one more theme such as HIV, gender equality, school democracy etc. that affect education in some way. As mentioned above, Operation Dagsverke is a campaign run by and for youth. Thus, it is imperative to us that our partner organisations share the view of young people as potentially very strong and capable individuals that can play an important role in developing any society. For further information about our project criteria please see below.

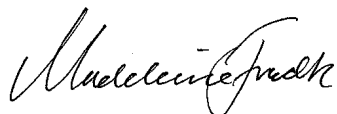
The final version of your project proposal shall be submitted no later than Monday the 16th of November 2009.

Project for 2011 will be elected in March 2010 by Swedish pupils.

If you have any questions, do not hesitate to contact us.

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Kindest regards,



The Operation Dagsverke team

PROJECT CRITERIA

Operation Dagsverke is a secondary school pupils' information and funds collection campaign coordinated by the Swedish Student Council Association (SSCA). The purpose of the criteria is to show how we look at education and training and what kind of projects we support. The criteria below are of key importance when selecting a new project.

Operation Dagsverke supports educational projects only

Operation Dagsverke solely supports projects related to education, i.e. projects that deal with basic education, vocational training, or retraining of young people. These projects shall eventually become part of the public education system.

In countries or regions where there are no functional public institutions, informal training could be an alternative way to provide education. In these cases, there is no requirement that the project will become part of the public education system. However, it is assumed that the organisation/project works actively for an effective public education system in the country, where possible.

We do not support schools that charge tuition fees.

Target group for Operation Dagsverke is youth between 13 and 19 years old

The prime target group for our projects is youth between 13 and 19 years old. It is the purpose of Operation Dagsverke to enhance understanding and identification between pupils in Sweden and pupils in the countries where the projects take place.

Secondary target group is youth close to the age range of 13-19. It is also teachers, additional staff at schools as well as civil servants and politicians within the field of education. The applicant organisation shall, in case it targets the secondary target group, give clear reasons for the choice.

Pupils' own association shall be promoted in Sweden as well as in the project country

Operation Dagsverke is done by youth, for youth. This is significant for all work we do. Young people shall take part in setting the agenda. They shall be given the opportunity to initiate activities that ought to be respected and accepted and that meet their needs in school. This is an important condition for the projects that Operation Dagsverke supports. The target group in the project country shall be part of every step in the process; in planning, implementing and follow up activities. Operation Dagsverke supports activities that strengthen pupils' active participation and co-decision-making in school and in issues that relate to school. According to Operation Dagsverke, young people are strong, capable actors of change.

The project shall include support to the information campaign in Sweden

Operation Dagsverke is more than collecting money for a day. Throughout the year, Operation Dagsverke visits schools around the country in order to inform, inspire and encourage pupils and pupils associations. Consequently, the applicant is requested to support the information campaign according to the guidelines defined in the application form.

The project shall be easy to communicate to youth between 13 and 19 and to the members of Operation Dagsverke

Secondary school pupils (13 to 19 years old) in Sweden constitute an important target group before, during and after the project's implementation. The theme of the project is fundamental to the information campaign. In order to have a meaningful and effective information campaign, the theme of the project shall connect to young people's right to education. The theme will serve as main focus in printed material as well as in lectures and seminars during the campaign (*for examples of themes, please see application form*).

The project shall be durable

The application shall include a strategy for the phasing out process when all means from Operation Dagsverke has been used.

The project shall work against discrimination

The project shall work against discrimination according to the country or region specific setting. The project shall enhance gender equality so that both girls and boys can benefit from the activities.

The project shall be managed locally

The project shall be anchored in target group and concerned parties. The local organisation shall be responsible for and manage the project. The local partner shall be active part in the local society, either as part of the civil society or as a public institution.

The application shall include clear and measurable goals for the project

In order to facilitate the follow-up and evaluation, project goals and indicators shall be SMART (Specific, Measurable, Approved by the project owner and the project group, Realistic and Time-bound). This is important considering the obligation of Operation Dagsverke to pass on the information to participating pupils.

The project shall last from 2 to 5 years

To make it possible to show results to participating pupils, the project shall be carried out during a total time period of 2-5 years. A project extension can be approved after consultation with the Operation Dagsverke team.

The project shall be religiously and (party-) politically unbound

Operation Dagsverke co-operate with established Swedish aid organisations, be they religious, political or non-religious or non-political. The project may, however, not be designed in a way that works missionary towards the target group.

APPLICATION FORM

Contact details of the Swedish applicant

Organisation:

Project officer/coordinator:

Phone number:

Email address:

Presentation of the Swedish applicant (max 500 words)

Describe the organisation's structure, objectives and how the organisation operates generally. Describe main activities of the organisation and previous experience of similar education projects.

Has the organisation previously managed projects and budgets of the size of Operation Dagsverket?

Does the organisation have a 90-account? (If not, explain why)

Describe how the organisation promotes young people's active participation/influence in the organisation.

Presentation of the local partner (max 500 words)

Describe the organisation's structure, origin as well as the relation to the Swedish applicant organisation.

What is the prime objective of the organisation?

What reputation does the organisation have in the country where the project will take place?

What is the organisation's relation to the target group and to relevant ministries?

Give examples of how the organisation works towards a democratic development on societal level. Describe how the organisation promotes young people's active participation/influence in the organisation.

Context analysis

Context (max 300 words)

From a human rights based perspective, provide a brief analysis of the country where the project will take place. Include economical, political and social conditions and be specifically clear when describing the state of the educational system. In addition, please describe the ability for young people to have an influential role in school and in society.

Problem analysis (max 600 words)

- a. What is the main problem that shall be solved with the aid of the project?
- b. What are the main causes of this problem?
- c. What effects does the problem have?
- d. Who owns the problem and what prevents the owner group from solving the problem themselves?

Project description

The project description is the key document underpinning the national conference's decision on which project to support during the coming year (the national conference is the annual pupil meeting of Operation Dagsverket). If your organisation will be chosen as partner, the project description will be used as a basis for the information campaign in Sweden. It is therefore imperative that the information provided is accurate, although we understand that minor changes sometimes are necessary.

Objective analysis (max 100 words)

Please keep in mind that the objectives shall be specific, measurable and realistic.

- a. What is the overall development objective (in a 5-10 years perspective)?
- b. What are/is the project purpose/-s (in a 1-3 years perspective)? Relate to the main problem as defined in the problem analysis.

Plan of activities (max 1200 words)

Describe what activities that are needed in order to achieve every purpose of the project. Place the activities along a timeline and indicate the total timeframe.

Measurements of results (max 150 words)

Provide a number of time-bound indicators that will show when the purposes of the project are achieved.

Target group (max 500 words)

The prime target group shall be young people between 13 and 19 years old. When doing a project together with Operation Dagsverke, it is essential that this group take active part in planning and implementing the project. Hence, please describe thoroughly in what way young people are not only a target group but also actively involved in the project.

Describe in what way the project strengthens the rights of young girls and boys.

Additionally, describe how other groups affect and will be affected by the project and how you have taken them into consideration when planning the project.

Sustainability

Control and responsibility (max 200 words)

- a. How will the project results be followed up from Sweden?
- b. Will the schools be run privately (by local organisation or another actor) or will they be part of the public school system?
- c. Who will legally own schools and other investments?
- d. Describe the organisation's existing audit practice.

Follow-up (max 300 words)

How will the results of the project be followed up from Sweden?

Describe how you find that the project contributes to a democratic development on a structural level.

Risk analysis (max 300 words)

Describe what risks that threaten the project externally (e.g. unstable political and financial situation in the country, natural disaster) as well as internally (e.g. weakened capacity of the organisation, personnell turnover, delays of deliveries, office issues) and explain how your organisation normally handle this. Please also make an analysis of the risk of corruption.

Budget

At this stage of the project, the budget may be grouped into bigger categories of costs, that is: each project purpose, project costs in the Swedish organisation and overall administrative costs. In other words we do not ask you to *specify the division* of costs within each category but rather explain *what costs* that are included in each category. Give time indications of the expenses. Please see below for a budget template.

The total sum of the budget should be about five million Swedish kronor (SEK) (about USD 630 000). It should, however, indicate how/if the project is flexible in relation to the

collected funds, and if there is a budget minimum for the project (i.e. if you consider it impossible to implement the project if the collected sum will be less than a certain amount.) If the project will be co-financed by other donors, this should be made clear in the budget.

Budget template for project proposal

	Year 1	Year 2	Year 3	Total (in SEK)	Percentage of total budget	Additional information
Project costs in the Swedish organisation .¹						
Follow-up visit						
Evaluation						
Subtotal						
Project costs in the local organisation:						
<i>Project purpose 1</i>						
Training 50 teachers						
Wages, 2 trainers						
Capacity-building, course X, local org. ²						
Subtotal						
<i>Project purpose 2</i>						
Course in school democracy for pupils at 5 schools						
Information campaign in school democracy at 5 schools						
Printed material for the information campaign						
Subtotal						
Administrative costs³						
Office rent						
Office material						
Subtotal						
Totalt						

¹ Project related costs in the Swedish organisation include expenses related to the communication and coordination that is necessary between the Operation Dagsverke team and the local partner organisation during the implementation phase of the project. It also includes planning of follow-up visits and the composition of Swedish reports about the project. It does NOT cover any expenses related to the preceding information campaign. Project related costs in the Swedish organisation may not exceed 8 percent of the total budget.

² Capacity building in the local partner organisation could, for instance, include retraining of staff in project-related areas such as media advocacy and gender sensitivity.

³ The administrative costs include expenses for administrative staff (that is necessary to secure the quality of the project) as well as costs for office material and rent. Operation Dagsverke approves running costs that are crucial to the project and that take place during the time of implementation. However, funding from Operation Dagsverke is NOT meant to cover investments to increase the material standard of the organisation in general, i.e. we do not support purchases such as cars. The administrative costs may not exceed 8 percent of the total budget.

Assistance to the information campaign in Sweden (max 700 words)

As evident in the criteria of Operation Dagsverke, the information campaign for young people in Sweden is an integral part of the project. The selected partner organisation shall contribute to and enable a study visit to the country in which the project will take place. The purpose of the study visit is to gather information to the information campaign in Sweden. After the trip, the partner organisation will finance the production of a documentary and other more in-depth material about the project. The partner organisation will also assist in marketing and arranging different activities during the national collection day.⁴

- a. Describe your view on the information- and collection campaign in Sweden.
- b. Give examples of themes and activities (that relate to the theme) that you find plausible. (This could for example be school democracy, HIV/AIDS education, migrants' right to education etc.)
- c. Describe what positive synergies you foresee in a partnership with Operation Dagsverke.

Additional information

If relevant and not previously mentioned, please share additional information concerning issues that might have an impact on the project or how the project might affect the local environment.

Information about the administrative deduction of the Swedish Student Council Association (SSCA)/Operation Dagsverke

SSCA deduct 12 % of the total amount collected funds which is approximately 770 000 SEK. 350 000 SEK of these means goes to Operation Dagsverke in order to cover expenses for information- and material distribution and parts of wages. 70 000 SEK is earmarked for Operation Dagsverke's costs associated with follow-up missions. Other 350 000 SEK go to SSCA to cover its expenses related to Operation Dagsverke (e.g. office and material costs, administrative services and employer's fees).

⁴ The assistance to the information campaign has last years amounted to an approximate value of 250 000 SEK.