**Engagement Global gGmbH**

**Service Agency Communities in One World**

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**Friedrich-Ebert-Allee** **40**

**53113** **Bonn**

**Germany**

# Expression of Interest

**On virtual administrative exchange / job shadowing for North Rhine-Westphalian (NRW) municipalities and their Palestinian partner municipalities**

# Partnership details

|  |  |
| --- | --- |
| Name of the German partner municipality: | Click or type here to enter text. |
| Name of the Palestinian partner municipality: | Click or type here to enter text. |
| Department(s)/  subdepartment(s) of German municipality involved in the hosting exchange: | Click or type here to enter text. |
| Department(s)/  subdepartment(s) of Palestinian municipality involved in the hosting exchange: | Click or type here to enter text. |
| Civil society actor(s) in Germany involved in the hosting exchange: | Click or type here to enter text. |
| Civil society actor(s) in the Palestinian Territories involved in the hosting exchange: | Click or type here to enter text. |
| The interested municipalities maintain a (project) partnership: | Yes  No |
| There are already respective cooperation agreements with SKEW: | Yes  No |

# German municipality details

## Contact person in the German municipality

|  |  |
| --- | --- |
| Ms Mr Mx Title: Click or type here to enter text.  Family name, given name: Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Address:  (Street, building no., post code, town/city) | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| Phone: | Click or type here to enter text. |
| I am participating in the hosting exchange myself and am part of the virtual sessions: | Yes  No |

## Participants in the virtual administrative exchange / job shadowing from Germany

## Please note that a maximum of two people from the municipal departments and one person from civil society or vice versa may participate.

|  |  |
| --- | --- |
| Ms Mr Mx Title: Click or type here to enter text.  Family name, given name (according to passport): Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Address:  (Street, building no., post code, town/city) | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| Phone: | Click or type here to enter text. |
| Ms  Mr  Mx Title: Click or type here to enter text.  Family name, given name (according to passport): Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Address:  (Street, building no., post code, town/city) | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| Phone: | Click or type here to enter text. |
| Ms  Mr  Mx Title: Click or type here to enter text.  Family name, given name (according to passport): Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Address:  (Street, building no., post code, town/city) | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| Phone: | Click or type here to enter text. |

# Palestinian municipality details

## Contact person in the Palestinian municipality

|  |  |
| --- | --- |
| Ms Mr Mx Title: Click or type here to enter text.  Family name, given name: Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Address:  (Street, building no., post code, town/city) | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| Phone: | Click or type here to enter text. |
| I am participating in the hosting exchange myself and am part of the delegation: | Yes  No |

## Participants in the virtual administrative exchange / job shadowing from the Palestinian Territories

Please note that a maximum of two people from the municipal departments and one person from civil society or vice versa may participate.

|  |  |
| --- | --- |
| Ms Mr Mx Title: Click or type here to enter text.  Family name, given name (according to passport): Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Address:  (Street, building no., post code, town/city) | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| Phone: | Click or type here to enter text. |
| Ms Mr  Mx Title: Click or type here to enter text.  Family name, given name (according to passport): Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Address:  (Street, building no., post code, town/city) | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| Phone: | Click or type here to enter text. |
| Ms  Mr  Mx Title: Click or type here to enter text.  Family name, given name (according to passport): Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Address:  (Street, building no., post code, town/city) | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| Phone: | Click or type here to enter text. |

# Information on the planned administrative exchange / job shadowing

|  |  |
| --- | --- |
| Topic(s) of the exchange at 3-5 virtual sessions, 2 hours each  Online session 1:  Online session 2:  Online session 3:  (Online session 4):  (Online session 5): | Click or type here to enter text.  Click or type here to enter text.  Click or type here to enter text.  Click or type here to enter text.  Click or type here to enter text. |
| Intended period of the virtual sessions: | Click or type here to enter text. |
| Brief description of the exchange:  (What is to be achieved? How is it to be achieved concretely? (5-10 sentences)  These questions might be helpful:   * What is the **goal** of the exchange? What is the desired **outcome**? * What are concrete **tasks and steps** to achieve this goal? Which **actions** need to be taken? * Who is **responsible** for each task? What are the **roles**? * What is the **timeline**? Are there any **deadlines** or **milestones** for each task? * What are the **necessary resources** (tools, materials, budget, or personnel) required for successful implementation? | Click or type here to enter text. |

# Signatures

# 

## Signature of the superior to the contact person (B.I) in the German municipality

|  |  |
| --- | --- |
| Ms Mr Mx Title: Click or type here to enter text.  Family name, given name: Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| I confirm that the German municipality will provide personnel and organizational support for the implementation of the virtual hosting exchange described above. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature |
| Place  Date | Click or type here to enter text.  Click or type here to enter text. |

## Signature of the superior to the contact person (C.I) in the Palestinian municipality

|  |  |
| --- | --- |
| Ms Mr Mx Title: Click or type here to enter text.  Family name, given name: Click or type here to enter text. | |
| Position: | Click or type here to enter text. |
| Email: | Click or type here to enter text. |
| I confirm that the Palestinian municipality will provide personnel and organizational support for the implementation of the vitual hosting exchange described above. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature |
| Place  Date | Click or type here to enter text.  Click or type here to enter text. |