



Project Design, Clarification of Expectations

*We are
doing the
right thing,
but are we
doing it the
right way?*

1. Objectives



- **The need for the cooperation of an AGEH development worker has to be clarified and analysed in a transparent and comprehensible way.**
- **In the process of identifying and planning the placement of an AGEH development worker, the preconditions as regards to contents, structure, administration and living conditions have to be clarified.**
- **The roles (responsibilities and tasks) of the different stakeholders who are involved in the cooperation of the development worker.**
- **Expected results and indicators for measuring them are defined.**
- **The monitoring during the time of cooperation of the development worker needs to be described (as well as the necessary tools and responsibilities). This also draws up the connection to backing up and accompanying the development worker through AGEH (amongst others reporting).**

2. Benefits of proper project design, clarification and expectations

- **It makes the process of decision making easier and more qualified.**
- **Cross-sectoral issues of development policy such as gender, HIV/AIDS and conflict impact assessment are considered.**
- **Potential development workers are provided with the necessary information and conditions for their own decision about a possible cooperation.**
- **A tailor made and specific training and preparation of AGEH development workers is possible.**
- **Monitoring, control and backstopping are improved.**

3. Application flow of a personnel request

- **Formal request for personnel by the financing partner of cooperation**
- **Agreement on the personnel request between the financing partner and AGEH**
- **Documentation of the job vacancy**
 - **Project file**
 - **Data base**
- **Information of the recruiting department (among others agreement on measures of advertising)**
- **Selection process**
- **Letter of recommendation to the financing partner**

- **Presentation of the job candidate to the financing partner (letter, CV and interview)**
- **Presentation of the job candidate to the local project holder (letter of recommendation and CV)**
- **Written acceptance to the candidate (with reservation due to lacking medical check up)**
- **Medical check-up**
- **Cost calculation of the contract (allowance, insurances, other costs)**
- **Financing partner signs cost calculation**
- **Planning and beginning of preparation**

- **Further clarification of details connected to the assignment of an AGEH development worker (contents of the contract, job description, role of the development worker, housing etc.)**
- **Local project holder is informed about the beginning of the preparation of the development worker**
- **Financing partner and local project holder are informed about the departure of the development worker**
- **Departure of the development worker and beginning of contract**
- **Providing back-up to the development worker (reporting, conversation/contact during the time of contract, participation in seminars and workshops, assistance during periods of crisis etc.)**

*I never
said it
would be
easy, I
said it
would be
worth it!*

- **Return of the AGEH development worker**
- **Final discussion and evaluation of the contract period with the development worker and the financing partner**
- **Writing out a testimonial (based on the final report of the development worker and the appraisal of the local project holder)**
- **Assessment of the returning development worker with regards to a possible further assignment**
- **End of contract**



Thank you!