

2024

Guideline for Implementing the weltwärts Development Volunteer Service



Table of contents

I.	Preamble	1
II.	Aims and impact	3
A.	Volunteers	3
B.	Volunteers' private sphere	4
C.	Partnerships between stakeholders	4
III.	North-South component	5
A.	Framework conditions	5
1)	Profile of the volunteer service	5
2)	Profile of the volunteers	6
3)	Profile of the places of assignment and host organisations	7
4)	Profile of the sending organisations	8
5)	Education and mentoring	11
B.	Legal and financial arrangements	13
1)	Funding	13
2)	Benefits and insurance coverage for volunteers	15
3)	Volunteer contributions	16
4)	Administrative management of the funding programme	16
IV.	South-North-component	18
A.	Framework conditions	18
1)	Profile of the volunteer service	18
2)	Cooperation with the Federal Volunteer Service (BFD)	18
3)	Profile of the volunteers	19
4)	Profile of the host organisations in Germany	20
5)	Profile of the partner sending organisations in the Global South	23
6)	Profile of the places of assignment in Germany	24
B.	Education and mentoring	25
1)	Supporting weltwärts seminars	26
2)	Political education seminar offered by the Office of Family and Civil Society Functions (BAFzA)	27
C.	Legal and financial arrangements	28
1)	Funding	28
2)	Own funds, third-party services and place of assignment allocations	29
3)	Benefits and insurance cover for volunteers	29
4)	Administrative management	30
V.	Final provisions	31

VI.	Appendices	32
	Appendix 1: References (not part of the Guideline)	32
	Appendix 2: Funding amounts	33
VII.	Imprint	36

Federal Ministry for
Economic Cooperation and Development
Bonn, 8th March 2024

I. Preamble

Through weltwärts, the German Federal Ministry for Economic Cooperation and Development (BMZ) provides funding for a development-related volunteer service for young people. Volunteers engage in a local, non-profit project dedicated to education, health, climate and environmental protection, culture, sport or human rights for at least six months. In addition to contributing to the host project, the programme focuses on global learning¹ and exchange. weltwärts also supports informal learning², which involves volunteers being integrated into an organised, educational framework and living and working with local people.



weltwärts brings together people from Germany and countries in Asia, Africa, Latin America, Oceania and Eastern Europe (countries on the OECD's DAC list³) to learn and grow in the spirit of the United Nations' Agenda 2030.

The programme motivates and empowers volunteers to continue their development-related social engagement beyond the volunteer service. For their part, the participating organisations benefit from implementing the volunteer programme and networking with former volunteers, whose experience and knowledge help to strengthen their partnerships.

The South-North component was added to the weltwärts programme in 2013 to supplement the existing North-South component and promote exchange on an equal footing. Since then, young people from the weltwärts partner countries in the regions mentioned above have also been able to volunteer in Germany.

The North-South component of weltwärts is aimed at young people between the ages of 18 and 28 from Germany who have a high school diploma, a vocational qualification or comparable personal aptitude and would like to volunteer for a period of at least six months – but usually one year – in a country on the DAC list. The South-North component

¹ For a better understanding of the terminology of the weltwärts joint operation, see:

<https://www.weltwaerts.de/en/weltwaerts-sub-programmes.html>

² weltwärts sees itself as an informal educational programme in which learning processes mostly take place when young people live, work and interact with people in their country of assignment.

³ List of the Organisation for Economic Cooperation and Development's Development Assistance Committee; official development cooperation partner countries of the German Federal Government

https://www.bmz.de/resource/blob/71106/5dd2860984e515773365b544f6454f33/DAC_Laenderliste_Berichtsjahr_2021.pdf

is designed for young people from a country on the DAC list who would like to engage in volunteer service in Germany. The age limit for people with impairments or disabilities is 35. To foster social inclusion, participation and diversity, the stakeholders involved in weltwärts are committed to taking the diversity of the programme's target groups into account. The weltwärts programme is a joint operation between government bodies and civil society organisations. The volunteer service is managed and developed via the Programme Steering Committee, which brings together the BMZ, Engagement Global, the civil society associations of the implementing organisations and former volunteers. As stakeholders, the implementing organisations in Germany, their partners abroad and former volunteers can therefore contribute to shaping the programme and developing it further. This is true in terms of both carrying out the programme and ensuring and improving the quality of the service.

The German implementing organisations implement the weltwärts programme as sending organisations (North-South component) or host organisations (South-North component) alongside their international partners and apply for government funding from the BMZ through the weltwärts Coordination Unit at Engagement Global. As these German implementing organisations receive funding from Engagement Global, they are responsible for implementing the programme and ensuring compliance with the funding conditions.

The BMZ, as the funding agency, is responsible for policy governance. It ensures that the weltwärts programme meets the requirements set by the German parliament and Federal Government. The BMZ has entrusted the weltwärts Coordination Unit at Engagement Global with the overall administration and coordination of the weltwärts programme.

II. Aims and impact

A. Volunteers

The weltwärts development volunteer service encourages (former) participants to take action at a personal, social, and professional level to bring about a socio-ecological transformation in line with Agenda 2030⁴.

- In addition, as a proponent of informal learning, weltwärts contributes to aiding volunteers and the individuals in their private circle to acquire the knowledge and skills needed to promote sustainable development, in accordance with SDG⁵ 4.7.
- weltwärts boosts young people's interest in working in professional fields that serve the common good or are related to development policy.
- By taking part in the volunteer service, young people gain a broader understanding of global interrelationships.
- Participants are made aware of global imbalances and empowered to act in solidarity with others.
- weltwärts motivates young people to take action for the common good and contribute to the goals set out in Agenda 2030.

The weltwärts programme offers young people the opportunity to participate in a volunteer service regardless of their qualifications or financial resources. It also provides funding to meet the additional inclusion-related needs of people with impairments or disabilities and empowers them to participate in the programme. Encouraging volunteers to reflect on their engagement before, during and after their volunteer service is an integral part of the process; this gives them encouragement and impetus to participate in further development-related activities. weltwärts also seeks to foster cooperation with other stakeholders in the field of development policy. This is designed to encourage closer networking between the different formats of volunteer services, the stakeholders involved in development-related projects in Germany and the initiatives created or engaged in by returnees after their assignment abroad.

⁴ As part of Agenda 2030, the United Nations (UN) has defined 17 goals for sustainable social, economic and environmental development (SDGs) (see <https://www.bmz.de/de/agenda-2030>).

⁵ The 17 Sustainable Development Goals (SDGs) are political targets set by the UN and are designed to ensure sustainable global social, economic and environmental development on a global scale (see <https://17ziele.de>).

B. Volunteers' private sphere

The volunteer should include the people in their private circle when engaging in development-related topics.

- weltwärts boosts young people's interest in working in professional fields that serve the common good or are related to development policy.
- Individuals in a volunteer's private circle gain an insight into the realities of life in the respective country of assignment.
- These individuals also develop a stronger awareness of global mutual dependencies.
- Those in the volunteer's private sphere are motivated to support them in their commitments following their return and to take action themselves.

C. Partnerships between stakeholders

In accordance with SDG 17, weltwärts contributes to establishing and fostering partnerships among all parties involved in the programme to reinforce their commitment to global, sustainable development. The aim is to cultivate new and more stable partnerships between the implementing organisations while strengthening the participating organisations in the long term.

- The organisations enhance their potential for engaging in joint action.
- Civil society organisations grow through mutual learning.
- The organisations gain a stronger sense of self-awareness.
- Their credibility is boosted.

III. North-South component

A. Framework conditions

1) Profile of the volunteer service

In the North-South component, volunteers engage in projects for the common good, in a full-time capacity, for a host organisation at a place of assignment in the Global South.⁶ North-South volunteers may, in principle, be deployed to places of assignment in any country on the DAC list. Countries of assignment must also meet the requirements of the volunteer service with regard to safety; as such, the security notices and travel warnings issued by the German Foreign Office must be observed. The countries of assignment must also be willing to issue the required residence permit and – where necessary – a work permit to facilitate the volunteer service.

The places of assignment provide opportunities to engage with development-related topics. The assignment is both a learning experience and an active service that entails a high level of commitment. It includes at least 25 days of comprehensive education and mentoring by skilled providers.

The length of assignments ranges from a minimum of 6 to a maximum of 24 consecutive months. The volunteer service is aligned to a full-time job.

Volunteers must be granted at least 20 days of leave, based on an assignment length of 12 months and a five-day working week. If the length of the assignment differs to this, the leave entitlement is adjusted proportionately.

Induction and training periods in the country of assignment count towards the volunteer's period of service.

The sending organisations in Germany and the host organisations in countries of the Global South set out the general framework for their collaboration in written agreements and must include binding provisions relating to all aspects crucial to ensuring the success of their cooperation and of the volunteer service.

⁶ This term is often used to refer to developing and emerging countries as a whole. In contrast to "Global North", "Global South" refers not so much to a geographical location as to the economically, socially and politically disadvantaged position of countries and regions in the global system. The term replaces judgemental expressions such as "developing countries".

They (either the sending organisations alone or the sending and host organisations together) must also enter into a written agreement with the individual volunteers that meets the programme's requirements.

The sending organisation issues a certificate to returnees as evidence that they have completed their volunteer service.

2) Profile of the volunteers

Volunteers must be at least 18 years old and no older than 28 when they leave for their assignment and may not do so before reaching the age of 18. As a rule, young adults with impairments or disabilities may begin their volunteer service up to the age of 35.

The North-South component is aimed at young adults who

- have German citizenship, the right to reside in Germany indefinitely or a permanent German residence permit⁷;
- have a high school diploma, a vocational qualification or aptitude in another way;
- usually have basic knowledge of a language spoken in the host country;
- are open-minded, willing to learn, able to work as part of a team and are interested in the living conditions in the countries of assignment;
- are willing to support and participate full-time in the host organisations' projects in the countries of assignment;
- commit to take part in a professional and educational support programme delivered by the sending organisation (and, if applicable, the host organisation); and
- are willing to use their experience to actively contribute to society after they return.

Volunteers are fully liable for their own participation in the volunteer service, and are supported by their sending and host organisations. They engage with any required health care and attend the compulsory medical examinations before they leave and after their return⁸. Furthermore, they agree to observe and comply with security regulations and to behave appropriately in the host country. The volunteers must be willing to provide their respective sending organisations with regular feedback on their volunteer service in an adequate form, to reflect on what they have learned at the end of their service and to write a final report in the standardised form for the North-South component. The sending

⁷ Citizenship of another EU member state is not the same as having the right to reside in Germany indefinitely or a permanent German residence permit.

⁸ For more information, see: "Leitfaden zur Mittelverwendung und Mittelabrechnung für das weltwärts-Programm" ("Guideline for the Use and Accounting of Funds for the weltwärts Programme") in the currently valid version.

organisations will inform volunteers about the requirements for the standardised final report in advance.

After returning home, the volunteers participate in surveys (such as the volunteer survey) to support quality management in the weltwärts joint operation.

weltwärts is open to all young adults who meet the requirements set out above. As such, the stakeholders involved are committed to enabling all young people who are interested in a volunteer service with a focus on development to participate in the programme.



To foster social inclusion, participation and diversity, the stakeholders involved in weltwärts are committed to taking groups who have been under-represented in the weltwärts programme thus far into account and enabling them to take part.

As a rule, volunteers are not able to participate in the weltwärts development volunteer service more than once.

3) Profile of the places of assignment and host organisations

As host organisations, the partner organisations on the ground make a vital contribution to the volunteer service's success by ensuring that the volunteers receive appropriate training, assignments and support from the moment they arrive in the host country. The host organisations are either places of assignment⁹ themselves or operate as a link to the places of assignment¹⁰ where the volunteers are posted. As a rule, the host organisations are supported by structures in the country of assignment.

To ensure that they receive comprehensive, expert support and professional training, each volunteer is assigned a personal mentor whom they can contact easily. This person should not be from the volunteer's immediate work area.

Implementing organisations and the partner organisations in countries of the Global South collaborate closely and in a spirit of partnership. They work together to set out the general framework for their collaboration (e.g. responsibilities, roles, tasks, methods, communications, etc.) in written agreements.

⁹ "Place of assignment" means the project in which the volunteer is placed.

¹⁰ An assignment is understood as the specific placement of volunteers. Each weltwärts assignment must be registered with the weltwärts Coordination Unit and is given a unique identification number. A place of assignment can host multiple assignments at a time (usually a maximum of two).

The host organisations are involved in selecting the volunteers assigned to them. The sending organisations in Germany and the host organisations in countries in the Global South agree on responsibilities and communications as part of the selection process. They (and, if applicable, the place of assignment) must agree on the selection criteria to be used, taking into account any criteria pertaining to groups of people currently still under-represented in the weltwärts programme.

The host organisation works with the sending organisation to implement the necessary measures to prevent or respond to any issues or emergencies without delay.

The place of assignment must be suitable for a development learning service in which learning primarily occurs in informal contexts. Learning processes mostly take place when volunteers are integrated in an organised, educational framework and live, work and interact with the people in the country of assignment or their fellow volunteers. The place of assignment must provide opportunities to engage with development-related issues and/or work with marginalised target groups in the field of environmental sustainability or in relation to other development or SDG-related topics.

Taking the interests and needs of the host organisation and the place of assignment into account is crucial to the success of the volunteer service. At the same time, the place of assignment must be able to offer clearly defined tasks that justify the assignment of volunteers.

The weltwärts volunteer service is designed not to impact on the labour market. Volunteers perform supporting, additional activities and do not replace full-time (skilled) workers. They must not be used as a substitute for paid employees. In particular, the number of volunteers at a place of assignment must be proportionate to the number of employees based there. To avoid replacing regular jobs and to provide a global learning experience for weltwärts participants, no more than two volunteers should perform their service at the same place of assignment at the same time as a rule.

The assignment must not demand too little from volunteers or overtax them.

4) Profile of the sending organisations

The sending organisations are funding recipients and, as such, bear overall responsibility for implementing the volunteer service and ensuring compliance with the funding conditions.

As implementing organisations, they connect the volunteers, host organisations, local places of assignment and society in Germany. The sending organisations work closely and in partnership with host organisations in countries in the Global South on the basis of clear agreements and objectives.

Within the framework of the North-South component, volunteers may only be assigned to legal entities that serve the common good and which

- are headquartered in the Federal Republic of Germany;
- are granted tax relief for serving public-benefit purposes within the meaning of Sections 51 to 68 of the German Fiscal Code (Abgabenordnung);
- are demonstrably capable, in terms of their expertise, personnel and organisation, of fulfilling their tasks and obligations in accordance with this Guideline in the long term and have sufficient funds of their own to implement the volunteer service;
- can present a overall education plan that conforms to the requirements set forth in this Guideline and in the catalogue of quality standards;
- have been certified by an independent auditing body that is approved for the weltwärts programme before the departure of the third cohort of volunteers at the latest;
- actively participate in the weltwärts programme's quality management system by joining a quality association.¹¹ The sending organisation must have joined a quality association by the time the first cohort of volunteers departs at the latest.

The assessment for implementing organisations is carried out by the weltwärts Coordination Unit at Engagement Global, acting on behalf of the BMZ, on the basis of a written request and including the required verification. Relevant updates relating to items set out above must be submitted or can be requested from Engagement Global.

In addition to the general requirements for approval as a weltwärts implementing organisation, specific additional criteria must also be met in order to participate in the North-South or South-North component. Permission to take part in the North-South component does not entitle an organisation to participate in the South-North component or vice versa. Similarly, participating in the weltwärts programme does not necessarily mean that an organisation is entitled to receive funding. However, sending organisations that have been approved to take part in weltwärts can apply for funding for the North-South component, and for measures designed to support the programme, on the basis of that approval.

¹¹ All recipients of funding for the weltwärts programme are required to join an existing quality association or to set one up with other weltwärts funding recipients. The quality associations ensure compliance with the programme's quality standards. They support the weltwärts organisations in their quality assurance efforts and quality development processes, and assist them in quality development. In addition, as part of the mandatory certification process, the external auditors ensure that all implementing organisations adhere to the quality standards developed by the weltwärts joint operation and implement them in their organisational processes.

The tasks of the sending organisations include in particular:

- selecting the host organisations and places of assignment in the host country;
- informing, advising and guiding applicants, selecting them for assignments and preparing them for the volunteer service;
- deploying volunteers and mentoring them on an ongoing basis throughout their service; providing volunteers with accommodation, meals and any required insurance;
- actively supporting volunteers with regard to health care and compulsory medical examinations (before their departure and after they return) and issuing proof that they are medically fit to take part in the weltwärts volunteer service;
- assisting volunteers with the administrative aspects of their stay abroad;
- verifying that volunteers have received the necessary official documentation relating to the required residence permit (visa, work permit if required) in a timely manner in order to ensure compliance with the legal requirements in effect in the host country;
- putting suitable plans and structures in place to ensure volunteer safety and facilitate crisis management, and providing participants with a direct point of contact who can be reached at any time; and
- delivering a comprehensive education and mentoring programme (see page 12 below).

The sending organisations will complete the tasks required to facilitate the above services. They are free to decide whether to cover the following expenses:

- Flight costs OR pocket money
- Cost of travel to seminars in Germany
- Visa fees

Volunteers can contribute to the above expenses in part or in full.

The sending organisations must comply with the reporting obligations agreed in connection with the funding and agree a general funding framework with their respective partner organisations in the Global South.¹² They are able to offer transparency regarding their funding and publish the relevant data in their annual reports. The sending

¹² See the catalogue of quality standards dated 1 January 2021: “The general framework for collaboration (e.g. responsibilities, roles, tasks, methods and communication) is set out in agreements between the implementing organisations and the partners in the Global South.”

available from:

https://www.weltwaerts.de/files/media/dokumente_dc/en/Organisationen/Qualit%C3%A4tsanforderungskatalog_weltwaerts_Freiwilligendienst_EN.pdf

organisations also participate in evaluations and statistical and regular surveys conducted by Engagement Global, the BMZ or an agency commissioned by the BMZ in connection with the volunteer service.

Sending organisations must document their activities in the form of annual business and financial reports that they are obliged to make available to the public. No funding will be provided to organisations that present dishonest or misleading information to the public.

Suitable organisations that do not yet have experience with development-related and international volunteer services can be approved for the programme with an (initially) limited number of volunteers following a successful assessment.



5) Education and mentoring

The sending organisations are responsible for education and mentoring, which takes the form of educational activities and exercising a duty of care towards the volunteers, in accordance with the tasks of the sending organisations listed under Section III A, point 4 (page 10 below).

To this end, the sending organisations must present a development-based education and mentoring plan and implement it in conjunction with their partner organisations. The education and mentoring plan covers the preparation of volunteers, support

provided during the assignment abroad and the post-assignment follow-up.

Education and mentoring includes the following areas which should be given due attention in particular:

- aspects relating to content and methodology, geared towards global learning, the SDGs and promoting engagement in development issues among volunteers;
- specifically addressing development-related issues as part of the educational activities, including sustainable development (based on the SDGs), global interdependencies, (postcolonial/neocolonial) power structures, racism and personal responsibility for global challenges;
- practical issues related to the volunteer service, including giving volunteers a grounding in the actual working and living conditions in the host country and the

respective foreign language (if necessary through language courses offered before and during the assignment);

- information regarding the compulsory medical examination that volunteers must undergo before their departure and after they return, as well as on health protection, the general security situation in the host country and the contingency plans in place;
- information on prevention and intervention with regard to experiences of sexual violence and other violent acts;
- discussing the general requirements and the volunteers' own role in the volunteer service with the aim of reaching a clear understanding about the assignment, the conditions at the place of assignment and complying with general rules of conduct (such as the regulations on engaging in political activities);
- evaluating, processing and reflecting on experiences gained during the volunteer service;
- raising awareness of the need for discrimination-aware reporting;
- actively helping returning volunteers to pass on what they have learned and to engage in development-related issues after their return; and
- promoting networking among current and former volunteers as well as between volunteers and development organisations and initiatives.

In total, the educational measures add up to at least 25 compulsory training days. Of these, at least twelve days are earmarked for orientation and preparation, five days for interim seminars and five days for the seminars for returnees. The remaining three days can be used flexibly as needed, including for attending seminars or courses on development or other specialist areas over a period of up to six months after the volunteers return. Of the twelve training days for orientation and preparation, at least seven must be held in Germany prior to the volunteers' departure. Language courses may not be counted towards the compulsory training days.

The sending organisations will ensure that the seminars are of a consistently high standard. The educational staff employed for this purpose must be able to support the processes as outlined in the education and mentoring plan, and must do so within the framework of the volunteer service. The volunteers play an active role in developing the seminars.

The education and mentoring activities are structured as follows and include the following content:

- **Preparation and induction for volunteers:** The preparation takes place in Germany and the country of assignment at the beginning of the volunteer service. During this phase, the volunteers develop a clear understanding of their assignment as

volunteers, as well as the working and living conditions in the host country, and begin to explore global contexts.

- **Support during the volunteer service:** The seminars held during the volunteer service encourage participants to reflect on their experiences and the realities of life on site, their service at the place of assignment and their engagement with aspects of global learning and the SDGs. Furthermore, the topics mentioned in the catalogue of quality standards for the weltwärts programme must be integrated into the education and mentoring activities.
- **Final reflection and follow-up after the volunteer service:** The volunteers reflect on what they have learned at the end of their volunteer service. They are also encouraged to reflect on their engagement in development policy and the common good following their service. The sending organisations actively support the volunteers in developing prospects and relating their experiences gained during the volunteer service to life in Germany, and highlight opportunities for engagement in civil society and, in particular, development-related initiatives.

Peer-to-peer approach

Learning experiences, especially in terms of global learning and language acquisition, need to be fostered by encouraging networking between former, current and future volunteers in the sending and host countries. In particular, this approach is intended to strengthen the exchange between North-South and South-North volunteers, thereby providing returnees with further opportunities for post-assignment engagement.



B. Legal and financial arrangements

1) Funding

The North-South component is implemented on the basis of the applicable provisions of German funding legislation and harmonised administrative regulations. The sending organisations themselves are responsible for following the procedure for obtaining funding.

Under the principle of shared financing, sending organisations may apply for funding covering a maximum of 75% of the costs incurred in relation to implementation, support and international health insurance (financing plan item 1) and quality management (financing plan item 2). The amount of BMZ funding that organisations can apply for in relation to financing plan items 1 and 2 is capped in line with a maximum funding rate that is calculated on the basis of the number of planned volunteer months specified in

the funding application¹³. The sending organisations are responsible for covering additional expenses from their own funds.

Expenses arising directly in relation to the host partner organisations in the countries of the Global South are eligible for BMZ funding. As a funding recipient, the sending organisation may forward funds to the respective host partner organisation in a country of the Global South provided that the corresponding invoices are available and the host partner organisation provides services as part of the weltwärts programme in return.

The additional costs incurred by the sending organisation for

- health care, including compulsory medical examinations for volunteers prior to their departure and after they return;
- specific and essential vaccinations which are not covered by the volunteers' insurance but are recommended by the Robert Koch Institute, the German Foreign Office or within the context of the medical examination prior to departure for those planning longer stays in the respective host country;
- preventive treatment and consultations; and
- additional expenses that are essential to ensuring social participation (in particular those relating to volunteers with impairments or disabilities),

are allocated to financing plan item 3. These expenses may be covered by BMZ funding up to the full amount if included in the funding application, provided that they are not covered by any other public or private funds (social insurance providers, private insurance policies, etc.)

Expenses relating to implementation and quality assurance (financing plan items 1 and 2) and those in connection with financing plan item 3 are not eligible for mutual funding.

The sending organisation's contribution

The sending organisation must contribute at least 25% of the eligible expenses for financing plan items 1 and 2 to the total available funding. This contribution may be financed by own and third-party funds provided that the third-party funds in question are not federal funds. All third-party funds must be identified accordingly in the funding application.



¹³ The respective funding rate can be found in Appendix I to this Guideline, as well as in the currently valid version of the "Guideline for Using and Invoicing Funds from the weltwärts Programme".

Assignments that are already funded by other volunteer services are not eligible to receive funding from the BMZ. Upon request, sending organisations will provide full disclosure with regard to any funding they receive. Engagement Global will conduct a regular review of the funding.

2) Benefits and insurance coverage for volunteers

The sending organisation covers the costs of accommodation and meals for the volunteers in the country of assignment, as well as any transport-related costs that the volunteers incur in connection with the volunteer service during their time in the host country.

The sending organisations will complete the tasks required to ensure the above benefits and are free to decide whether to cover the following expenses:

- Flight costs OR pocket money
- Cost of travel to seminars in Germany
- Visa fees

Volunteers can contribute to the above expenses in part or in full. The sending organisations do not charge any fees for placing volunteers or processing applications.

The sending organisations are obliged to insure volunteers for the full term of their assignment abroad. The insurance cover must include, as a minimum, international health insurance, accident

insurance including cover for invalidity and death (insured amount of €200,000 with a multiplying factor of 225%) and third-party liability and repatriation insurance.

The volunteers themselves are responsible for keeping up their health and long-term care insurance in Germany during their stay abroad. The sending organisations provide the volunteers with information regarding their insurance situation until an insurance policy has been taken out and assist volunteers with arranging suitable cover in Germany in good time.

weltwärts volunteers are provided with statutory accident insurance free of charge while participating in the North-South component¹⁴.

¹⁴ For more information and to access the brochure of the Unfallversicherung Bund und Bahn (German Social Accident Insurance Institution of the Federal Government and for the Railway Services), see <https://www.uv-bund-bahn.de/versicherte-und-leistungen/versicherte/freiwilligendienst-weltwaerts/>.

3) Volunteer contributions

Any relevant activities which will help volunteers prepare for their assignment abroad not only make sense from an educational perspective but are also strongly encouraged. For instance, once the volunteers have been selected for the programme, they will be expected to begin supporting the sending organisations and partner organisations both financially and by providing information, starting from the preparatory phase. Examples of ways in which this can be done include assisting at information events held in schools, at Christmas markets or via fundraising groups set up by volunteers. Volunteers must set up a support network in order to participate in the weltwärts programme. It is expressly stated that fundraising must not be made a precondition for participation in the volunteer service; the selection of volunteers and their participation in such programmes is based solely on the personal qualities and interests of the young people concerned and may not be made dependent on the amount of donations raised. This must be explained accordingly and clearly communicated to volunteers by the sending organisations.

4) Administrative management of the funding programme

The administrative and financial arrangements for the funding programme are handled by the weltwärts Coordination Unit at Engagement Global. Individual sending organisations or associations of them submit an application for funding for North-South assignments by the deadlines communicated by Engagement Global.

Engagement Global concludes private-law contracts with the sending organisations for the assignment of volunteers. As part of these contracts, Engagement Global passes on, among other things, the General Supplementary Provisions for Project Grants and the General Administrative Regulations of Sections 23 and 44 of the Federal Budget Code, which Engagement Global is obligated to comply with in respect to the BMZ.

Sending organisations that do not meet the standards and criteria set forth in this Guideline are excluded from funding. Violations of this Guideline and non-compliance with the funding conditions stipulated in the contractual agreement between Engagement Global and the sending organisation or an association of sending organisations may result in funding being reclaimed or withdrawn and the revocation of the right to apply as a sending organisation.

Cooperation between the individual sending organisations and the creation of associations is welcomed. Such arrangements must be fully disclosed in both the application process and in reporting. Where approved host organisations cooperate with other organisations to carry out parts of tasks, the approved weltwärts sending organisations always have overall responsibility for ensuring that the volunteer service is implemented in compliance with this Guideline.

Engagement Global, the BMZ, the German Federal Court of Audit and any auditors commissioned by these parties may audit the implementation status and the outcome of measures funded by the weltwärts programme at any time and verify that funds are being used correctly. The sending organisation must make the documents necessary for the audit available, provide them upon request and provide further information when called upon.

IV. South-North-component

A. Framework conditions

1) Profile of the volunteer service

In the South-North component, volunteers engage in projects for the common good, in a full-time capacity, at a place of assignment or directly for a host organisation in Germany. Within the framework of the South-North component, host organisations may, in principle, welcome volunteers from any country on the DAC list.

For the volunteers, participating in the South-North component is both a learning experience and an active service that entails a high level of commitment. It includes at least 25 days of comprehensive education and mentoring by skilled providers.

It must be ensured that volunteers can obtain the residence permit required to complete their volunteer service and – if necessary – a work permit for the Federal Republic of Germany.

The length of assignments in the South-North component ranges from a minimum of six to a maximum of 18, or in justified exceptional cases, 24 months.

The South-North component is implemented in cooperation with the Federal Volunteer Service (BFD). Volunteers therefore sign an agreement with the BFD to participate in the South-North component, with the Federal Republic of Germany, represented by the Office of Family Affairs and Civil Society Functions (BAFzA), as the second contracting party. Furthermore, the host organisation concludes a written supplemental agreement with the volunteers, which includes binding provisions relating to all aspects crucial to ensuring the success of their cooperation and of the volunteer service.

2) Cooperation with the Federal Volunteer Service (BFD)

The South-North component is implemented in cooperation with the BFD and the Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ). In this context, Engagement Global acts as the central office for the BFD¹⁵. The respective places of assignment for the South-North component are allocated to this central office.

¹⁵ Pursuant to Section 7(1) of the Federal Volunteer Service Act (BFDG), central offices are responsible for ensuring that the implementing organisations and places of assignment under their jurisdiction play an active role in the implementation of the Federal Volunteer Service. In the South-North component of the weltwärts programme, this role is fulfilled by Engagement Global.

The South-North component is implemented in accordance with both this Guideline and the German Federal Volunteer Service Act (BFDG), including the recognition guidelines and the guidelines for education and mentoring, as well as other framework documents.

The South-North component is financed by the BMZ. The BMZ also covers the expenses defined in Section 17 of the BFDG; as such, these costs may not be claimed from the BAFzA within the context of the South-North component.

3) Profile of the volunteers

To foster social inclusion, the South-North component of the weltwärts program is open to a broad range of young adults from countries of the Global South (see Section IV, Point A1). For the service to be successful, volunteers should meet the following requirements:

- As a rule, volunteers must be between 18 and 28 years of age when they leave for their assignment. In justified, individual cases, people who are 29 years of age or older may participate by way of exception. People with impairments or disabilities can take part in the service up to the age of 35.
- Volunteers must be a citizen of a country on the DAC list. Volunteers with dual citizenship may participate in the programme provided they are based in the partner sending organisation's country in the Global South.
- Volunteers have a school/vocational or professional qualification or other aptitude.
- They are willing to learn the German language prior to leaving their country and after arriving in Germany, unless they already have basic knowledge of the language. Language acquisition is essential for the success of the volunteer service. However, a comprehensive knowledge of the German language is not a prerequisite for taking part in weltwärts. Language courses are an integral part of the service.
- Participants are fully liable for taking part in the volunteer service – supported by their sending and host organisations – and actively contribute to ensuring adequate health care, compliance with safety requirements and behaving appropriately during their time in Germany.
- Volunteers are open to volunteering in a setting that favours informal learning. They are willing to learn, interested in global and development-related issues and wish to support the work of suitable place of assignment.
- The volunteers participate in all the components of the accompanying education and mentoring programme.
- They are willing to get involved in civil society and share their experience upon returning to their home country.
- The volunteers are willing to provide their respective host organisations with regular feedback on their assignment in an adequate form and to participate in surveys

after their return (such as the volunteer survey) to support the weltwärts joint operation's quality management efforts.

- It is beneficial if the volunteers have previous experience with the partner sending organisation, or other civil society organisations, in their country of origin.



weltwärts is open to all young adults who meet the requirements set out above. To this end, the stakeholders involved are committed to enabling all young people who are interested in a volunteer service with a focus on development to participate in the programme, regardless of their background or ethnicity. To foster social inclusion, participation and diversity, the stakeholders involved in weltwärts are committed to taking groups who have been under-represented in the weltwärts programme thus far into account and enabling them to take part.

As a rule, volunteers are not able to participate in the weltwärts development volunteer service more than once.

4) Profile of the host organisations in Germany

weltwärts Alumni associations, as well as organisations headquartered in Germany which contribute to the common good and receive tax relief for serving public-benefit purposes within the meaning of Sections 51 to 68 of the German Fiscal Code, can both qualify to host international volunteers in Germany as part of the South-North component. For approval as a host organisation in the weltwärts programme, an audit of the implementing organisation must be successfully completed in the weltwärts Coordination Unit at Engagement Global.

In addition to the general requirements for approval as a weltwärts implementing organisation, specific additional criteria must also be met in order to participate in the North-South or South-North component. If a host organisation has already been assessed by Engagement Global and approved for participation in the North-South component, it must only satisfy the elements specific to and required in order to participate in the South-North component. Permission to take part in the South-North component does not entitle an organisation to participate in the North-South component and vice versa. Similarly, participating in the weltwärts programme does not necessarily mean that an organisation is entitled to receive funding. However, host organisations that have been approved to take part in weltwärts can apply for funding for the South-North component, and for measures designed to support the programme, on the basis of that approval.

Host organisations that have not yet hosted volunteers must be certified by an independent auditing body approved for the weltwärts volunteer service, and this must be done before the third cohort of volunteers arrives in Germany at the latest.

All host organisations are obliged to actively participate in the weltwärts programme's quality management system by joining a quality association. The host organisations must have joined a quality association by the time they submit their application to undergo the assessment for implementing organisations.¹⁶

The host organisations have overall responsibility, in organisational terms, for ensuring that volunteers' service in Germany is successful, and operate at the interface between the sending partners in the Global South, places of assignment and volunteers.

Unlike in the BFD, where places of assignment can be direct contractual partners of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ), the host organisations involved in the South-North component of the weltwärts programme are contractual partners of Engagement Global and recipients of funds from the BMZ.

The tasks of the German host organisations include:

- providing an overall education plan that conforms to the requirements set forth in this Guideline and in the catalogue of quality standards¹⁷;
- coordinating with the partner sending organisations in the Global South and helping them develop the structures needed to fulfil the tasks that they have agreed to perform;
- selecting and supporting the places of assignment by providing expert support, training and guidance on development-related matters (counselling, training and networking with other places of assignment, etc.) and mediating in cases of conflict. The host organisation also remains in regular contact with the places of assignment, including by means of site visits.

¹⁶ All recipients of funding for the weltwärts programme are required to join an existing quality association or to set one up with other weltwärts funding recipients. The quality associations ensure compliance with the programme's quality standards. They support the weltwärts organisations in their quality assurance efforts and quality development processes, and assist them in quality development. In addition, as part of the mandatory certification process, the external auditors ensure that all implementing organisations adhere to the quality standards developed by the weltwärts joint operation and implement them in their organisational processes.

¹⁷ See here:

https://www.weltwaerts.de/files/media/dokumente_dc/en/Organisationen/Qualit%C3%A4tsanforderungskatalog_weltwaerts_Freiwilligendienst_EN.pdf

- preparing and providing appropriate support to potential host families or other individuals living in close proximity to the volunteers;
- ensuring suitable conditions for the volunteers with regard to accommodation, pocket money, insurance, meals, language courses, transport and visas/residence permits. The pocket money is intended to enable the volunteers to participate in social life in Germany to an appropriate extent. It may not exceed six percent of the applicable contribution assessment ceiling applicable for general pension insurance¹⁸.
- providing personal counselling and education and mentoring to the volunteers.
- supporting volunteers in cultivating a social network outside their place of assignment.
- engaging with weltwärts alumni.
- planning, organising and holding seminars in Germany.
- providing suitable plans and structures to ensure volunteer safety and crisis management,
- taking volunteers' specific potential and experiences into account in assigning them to suitable places of assignment and fields of work.

The host organisations work closely and in partnership with the partner sending organisations in countries of the Global South, entering into a written agreement with them and collaborating on the basis of clear agreements and objectives. Together, they create transparency and planning certainty by agreeing on a general funding framework and are jointly responsible for volunteer selection. The host organisation works with the sending organisation to implement the necessary measures to prevent or respond to any issues or emergencies without delay.

¹⁸ The contribution assessment ceiling for pension insurance is set by the German Social Security Computation Regulation (Sozialversicherungs-Rechengrößenverordnung) on an annual basis. BAFzA and the central offices regularly pass on the required information to the BFD.

5) Profile of the partner sending organisations in the Global South

The partner sending organisations in the Global South make a significant contribution to implementing the South-North component of the weltwärts programme. Their central role as civil society organisations in the Global South is indispensable in terms of strengthening the partnership and facilitating exchange on an equal footing. They have negotiated a basic framework for collaboration with written agreements with one or more German host organisations. Among other things, these written agreements govern each party's responsibilities, roles, tasks, methods and communications. The agreements also lay down a basic funding framework, which provides transparency and planning certainty for the partners involved. The partner sending organisations must also prepare the volunteers for their assignment and follow up their assignment experiences after their return. This is done within the framework of a seminar or an orientation period conducted across several days.

The tasks of the sending organisations in the Global South include in particular:

- carrying out public relations activities to raise awareness of the programme within the target group in a non-discriminatory manner;
- selecting volunteers;
- delivering the preparatory education and mentoring phase and follow-up;
- helping volunteers to reflect on their experiences and supporting them in their engagement after they return;
- assisting volunteers with the administrative aspects of their stay, such as visa applications;
- working with the German host organisation to implement the necessary measures to respond to issues or emergencies without delay or trying to find suitable solutions with the volunteers.

The partner sending organisations fulfil their tasks in close collaboration with the corresponding host organisations in Germany. Tasks that a sending partner organisation is not yet able to complete can be temporarily reassigned to the German host organisations¹⁹.

¹⁹ In such cases, the sending organisation must submit a binding step-by-step plan to show how they will take on more tasks in the areas of pre-assignment preparation, follow-up activities and returnee engagement.

6) Profile of the places of assignment in Germany

The volunteers are deployed full-time at institutions in Germany that serve the common good²⁰. Organisations from the cultural, social and educational spheres, the areas of environmental protection, nature conservation, sports and, in particular, global learning can all qualify as places of assignment.

The volunteers are fully integrated in the respective organisations, and induction and training periods count towards their period of service. Language acquisition is particularly vital and can take place as an ongoing and systematic process over several consecutive months if required. The assignment is primarily seen as a informal education programme and is both a learning experience and an active service that entails a high level of commitment. The place of assignment must have an express need for temporary volunteers with clearly defined goals and time frames. It must provide volunteers with appropriate training, activities and professional support.

For the South-North component to succeed, it is vital that places of assignment are willing to recognise and support the unique aspects involved in taking part in weltwärts in Germany. The place of assignment must be open to self-reflection, prepared to learn and acknowledge the unique demands and requirements of international volunteers. To enhance their skills in supporting the volunteers, the places of assignment work closely with the host organisation to facilitate and encourage different places of assignment to share their experiences.

Pursuant to Section 6 of the Act on the Federal Volunteer Service (BFDG), a site may only host volunteers if it has been recognised by the BAFZA as a place of assignment within the BFD. Prospective places of assignment must submit their application for official recognition to Engagement Global, which will forward it to the BAFZA after a preliminary assessment.

Each place of assignment must provide opportunities to engage with development-related issues. For example, they may work with disadvantaged target groups, be involved in the field of ecological sustainability, have committed to achieving the goals of Agenda 2030 and the UN Sustainable Development Goals or engage with development-related topics in other ways.

²⁰ See Point 2.3 of the "Guidelines for the Implementation of the Federal Volunteer Service":

<https://www.bundesfreiwilligendienst.de/fileadmin/de.bundesfreiwilligendienst/content.de/Service/Downloads/Einsatzstellen-Rechtstraeger-Abrechnungsstellen/Anerkennungsrichtlinie.pdf>

They must not be used as a substitute for paid employees; in particular, the number of volunteers at a place of assignment must be proportionate to the number of employees based there. To avoid replacing regular jobs and to provide a global learning experience for weltwärts participants, as a rule, no more than two volunteers should perform their service at the same place of assignment at the same time. The assignment must not demand too little from volunteers or overtax them.²¹

and must comply with the “Guidelines for the Implementation of the Federal Volunteer Service” (Richtlinien zur Durchführung des Bundesfreiwilligendienstes – Anerkennungsrichtlinien BFD).

B. Education and mentoring

The partner sending organisations in the Global South and the German host organisations work together to ensure the quality of education and mentoring. To this end, the host organisations must present a development-based education and mentoring plan for the weltwärts volunteer service, which must be developed in collaboration with one of their partner sending organisations and implemented in conjunction with them.

The “General Guideline for Education and Mentoring in the Federal Volunteer Service“ must be observed in this regard.

The education and mentoring programme in the South-North component includes:

- information and advice for interested parties and applicants;
- volunteer selection;
- support and advice on issues relating to rights of residence and administrative matters regarding the volunteers’ stay abroad;
- support with preparatory language acquisition;
- seminars and training activities;
- personal support;
- cooperation with the places of assignment and people or groups of people involved, such as host families.

²¹ “Place of assignment” means the project in which the volunteer is placed. Each place of assignment must be registered with the BAFzA and is given a unique identification number. An assignment is understood as the specific placement of volunteers. A place of assignment can host multiple assignments at a time (usually a maximum of two weltwärts volunteers)

The education and monitoring activities are delivered by teaching staff and suitably qualified specialists. Education and mentoring can be based on cooperative projects between different partner sending organisations in the Global South or host organisations in Germany, particularly in the case of smaller volunteer cohorts.

1) Supporting weltwärts seminars

Seminars should focus on development-related topics in the context of global learning. For the South-North component, this includes at least 25 days of training and seminars in Germany plus pre-assignment preparation and follow-up activities in the volunteers' respective home country. In a BFD context, only training days attended during the period of assignment in Germany can be recognised under current legislation. It is, however, possible to recognise accompanying language classes or at least six hours of further training provided by the host organisations or the places of assignment. All aspects of education and mentoring in both in the countries of origin and in Germany must be taken into account when devising the education and mentoring plan for implementing the South-North component.

The education and mentoring activities are structured as follows and include the following contents:

- **Preparation and induction:** The preparation phase takes place in the country of origin and in Germany at the beginning of the volunteer assignment. During this phase, the volunteers develop a clear understanding of their assignment as volunteers, as well as the working and living conditions in Germany and begin to explore global contexts.
- **Support during the volunteer service:** The seminars held during the volunteer service encourage participants to reflect on their experiences and the realities of life in Germany. Volunteers reflect on their service at the place of assignment and explore both the global SDGs and methodological and content-related aspects of global learning. Furthermore, the following topics mentioned in the catalogue of quality standards²² for the weltwärts Programme must be integrated into education and mentoring activities: principles of health care and safety, prevention and intervention in cases of sexual violence, as well as power structures and how to deal with and confront racism.

²² see

https://www.weltwaerts.de/files/media/dokumente_dc/en/Organisationen/Qualit%C3%A4tsanforderungskatalog_weltwaerts_Freiwilligendienst_EN.pdf

- **Final reflection at the end of the volunteer service:** This also includes preparing the volunteers to return to their home country and encouraging them to reflection on what they would like to do after their return.
- **Follow-up:** The partner sending organisations in the Global South actively support volunteers in developing prospects and relating their experiences gained during the volunteer service to life in their home country, and highlight opportunities for engagement in civil society and, in particular, development-related initiatives. The volunteer service is only complete once the volunteers have taken part in the follow-up activities after they return home.
- **Contact structures for volunteers:** Volunteers receive personal support from permanent contact persons at the sending partner organisations in the Global South, the host organisation in Germany and mentors appointed by the host organisation or the place of assignment in the host country.

Peer-to-peer approach

Learning experiences, especially in terms of global learning and language acquisition, must be fostered by encouraging networking between former, current and future volunteers in the sending and host countries. In particular, this approach is intended to strengthen the exchange between North-South and South-North volunteers, thereby providing returnees with further opportunities for post-assignment engagement.



2) Political education seminar offered by the Office of Family and Civil Society Functions (BAFzA)

Five of the compulsory 25 training days that volunteers have to attend in Germany must focus on “political education” in accordance with the Law on the Federal Volunteer Service (BFD). These must be completed at the BFD education centres operated by the BAFzA²³. The costs for travelling to and from the BAFzA’s political education seminars are reimbursed to the funding recipients separately to the on-lending agreement.

²³ (<https://www.bundesfreiwilligendienst.de/bildungszentren.html>)

C. Legal and financial arrangements

1) Funding

The funding programme is implemented on the basis of the current provisions of German funding legislation and contractually mandated regulations. The host organisations themselves are responsible for following the procedure for obtaining funding.

Under the principle of shared financing, a maximum of 75% of the costs incurred by host organisations both for implementing the volunteer service and providing support and international health insurance (financing plan item 1), as well as for quality management (financing plan item 2), are eligible for funding. The amount of BMZ funding that organisations can apply for in relation to financing plan items 1 and 2 is capped in line with a maximum funding rate that is calculated on the basis of the number of planned volunteer months.

Expenses arising directly in relation to the partner sending organisation in the countries in the Global South are eligible for BMZ funding. As a funding recipient, the host organisation may forward funds to the respective partner sending organisation in a country of the Global South provided that the corresponding invoices are available and the host partner organisation provides services as part of the weltwärts programme in return.

In justified cases, host organisations may apply for funding to cover the expenses they incur in meeting additional requirements for supporting social participation (e.g. for volunteers with disabilities or impairments) in addition to the regular funding they receive for hosting volunteers. Expenses incurred in meeting any additional requirements directly connected to the volunteer service are eligible for funding. Such expenses for additional requirements are eligible for full BMZ funding on request, provided that they are not already funded by other sources (such as health insurance).²⁴

²⁴ All social security- and participation-related services, cash benefits and non-cash benefits in kind provided to volunteers (e.g. under SGB [German Social Security Code] IX, XI or XII) must be included in the report on expenditure of funds so that Engagement Global can ascertain the extent to which the additional requirement is eligible for funding. The relevant authority will check whether the volunteer has any claim to these benefits. Double funding is not permitted. For more information on additional requirements, see Appendix I, Point 2.

Assignments that are already funded through other volunteer services are not eligible to receive funding from Engagement Global. The host organisation must provide full disclosure in this regard.

Further information

Details about funding and settlement can be found in the currently applicable version of the “Guideline for Using and Invoicing Funds from the weltwärts Programme”.



2) Own funds, third-party services and place of assignment allocations

The host organisation must use its own resources to cover at least 25 percent of the expenses incurred in relation to financing plan items 1 and 2.

This contribution may be financed by own funds or third-party funds, provided that they are not federal funds. All third-party funds must be identified accordingly in the funding application within the South-North component.

Financial contributions received from places of assignment can be used as third-party funds (referred to as place of assignment allocations). This must be agreed between the host organisation and the place of assignment. In the absence of such an agreement, the funding recipient must provide the remainder of the funding. If the third-party funds exceed 25 percent of the total expenses eligible for funding in financing plan items 1 and 2, the financing ratio must be adjusted accordingly.

3) Benefits and insurance cover for volunteers

- **Visa:** The participating organisations support volunteers with their visa application for the volunteer service.
- **Health care:** Vaccines that are compulsory or recommended for travel to and residence in Germany are eligible for funding within the South-North component, unless the associated expenses are reimbursed by the volunteers' statutory or private health insurance provider in Germany or in their home country.
- **Insurance cover:** The costs incurred in relation to statutory social insurance and other insurance policies eligible for funding, such as private liability or accident insurance or company liability insurance, can be invoiced. Statutory social insurance includes health insurance, long-term care insurance, pension insurance, statutory accident insurance and unemployment insurance.

- **Leave:** Volunteers must be given a reasonable amount of leave, The leave entitlement is governed by the applicable legal provisions but must constitute at least 20 days off, based on a five-day working week and an assignment length of 12 months. This leave entitlement must be adjusted proportionately if the participant completes more or fewer volunteer months. Induction and training periods in Germany count towards the volunteers' period of service.
- **weltwärts certificate** and BAFzA service time certificate: The host organisation ensures that volunteers receive a certificate after the end of the volunteer service and that the place of assignment or the host organisation itself issues a certificate of service time for the BFD and sends it to the BAFzA.
- **Placement fees:** Host and sending organisations do not charge any fees for placing volunteers or processing applications.

4) **Administrative management**

The funding programme is managed by the weltwärts Coordination Unit at Engagement Global. Individual host organisations or associations of them submit an application for funding for South-North assignments by the deadline communicated by Engagement Global.

Engagement Global concludes private-law contracts with the host organisations regarding the assignment of volunteers. As part of these contracts, Engagement Global passes on, among other things, the General

Supplementary Provisions for Project Grants and the General Administrative Regulations of Sections 23 and 44 of the Federal Budget Code, which Engagement Global is obligated to comply with in respect to the BMZ.

Host organisations that do not meet the standards and criteria set forth in this Guideline are excluded from receiving funding. Violations of this Guideline and non-compliance with the funding conditions stipulated in the contractual agreement between Engagement Global and the host organisation or an association of host organisations may result in funding being reclaimed or withdrawn and the revocation of the right to apply as a host organisation.

Cooperation between the individual host organisations and the creation of associations of host organisations is welcomed. Such arrangements must be fully disclosed in both the application process and in reporting. Where approved sending organisations cooperate with other organisations to carry out parts of tasks, the approved weltwärts host organisations always have overall responsibility for ensuring that the volunteer service is implemented in compliance with this Guideline.

Engagement Global, the BMZ, the German Federal Court of Audit and any auditors commissioned by these parties may at any time audit the implementation status and the outcome of measures funded by the weltwärts programme and verify that funds are being used correctly. The host organisation must make the documents required for the audit available, present them on request and provide further information when called upon.

Tasks of Engagement Global as the Federal Volunteer Service central office

The following tasks have been assigned to Engagement Global, as the central office of the Federal Volunteer Service, by the BAFzA in accordance with Section 16 of the Federal Volunteer Service Act (BFDG):

- management of the BFD quota for the South-North component in the weltwärts programme;
- forwarding of BMZ funds to finance the hosting of international volunteers in Germany;
- preliminary checking and forwarding of programme-related documents to the BAFzA within the framework of the BFD;
- general consultation with host organisations regarding the implementation of the programme.

Engagement Global is entitled to delegate the above tasks to the host organisations as required.

V. Final provisions

This updated “Guideline for Implementing the weltwärts Development-Related Volunteer Service” came into effect on 8 March 2024 and replaces the existing “Guideline for the Implementation of the weltwärts Development Volunteer Service” dated 1 January 2016 and the “Concept of the South-North Component”, which is an integral part of the document “Concept and Information on Cooperation with the BFD” in the version dated 1 January 2020.

The provisions of the version of the Guideline, which was applicable at the time of the conclusion of the contracts, shall continue to apply to on-lending agreements that were concluded prior to this version of the Guideline entering into force.

VI. Appendices

Appendix 1: References (not part of the Guideline)

The Guideline refers to the following documents relating to the funding programme:

- DAC list of ODA recipients
- Catalogue of quality standards for the weltwärts programme
- Outline Document on the Funding of Accompanying Measures in the weltwärts Programme
- Law on the Federal Volunteer Service
- General Guideline for Education and Mentoring in the Federal Volunteer Service
- Guidelines for the Implementation of the Federal Volunteer Service (BFD recognition guidelines)

The currently valid versions of these documents can be obtained from Engagement Global or the weltwärts website.

Appendix 2: Funding amounts

The funding programme is implemented on the basis of the current provisions of German funding legislation and harmonised administrative regulations. The funding recipients in Germany are responsible for following the procedure for obtaining funding.

1. North-South component of the weltwärts programme

In financing plan items 1 and 2, the proportional funding of the BMZ is limited to a maximum of 75% of the expenses eligible for funding. The amount of BMZ funding that organisations can apply for in relation to financing plan items 1 and 2 is capped.

A maximum of EUR 652.00 per person and month of volunteer service can be provided for financing plan item 1 (support, implementation and health insurance abroad), while the maximum funding provided from BMZ funds for expenses relating to financing plan item 2 (quality assurance) is calculated on the basis of the total number of volunteer months specified in the application:

for months 1-12	for months 13-300	for months 301-1200	from month 1201
max. EUR 30 per month	max. EUR 17.50 per month	max. EUR 5 per month	max. EUR 3 per month

In financing plan item 3, the proportional funding by the BMZ is up to 100% of the eligible additional and subsidiary expenses of the sending organisation for

- health care, including compulsory medical examinations for volunteers prior to their departure and after they return;
- specific vaccinations that are considered necessary for long stays in the respective host country and are recommended by the Robert Koch Institute, the German Foreign Office or as part of the medical examination that volunteers undergo prior to departure;
- preventive treatment and consultations; and
- additional expenses that are essential to ensuring social participation (in particular those relating to volunteers with impairments or disabilities).

All expenses must be documented as part of the report on expenditure of funds.

The weltwärts programme sets out the scope and level of reimbursement of health care-related expenses. This framework makes it possible to calculate the corresponding expenses, including those relating to the compulsory medical examinations conducted before volunteers leave and after their return.

Additional expenses that are essential to ensuring social participation (in particular those relating to volunteers with impairments or disabilities) and which exceed the average monthly expenses of an assignment can be applied for in advance of the planned deployment to supplement the standard funding.

Additional expenses to cover additional requirements that are incurred in the context of the volunteer service and for which the sending organisation cannot provide additional own resources are eligible for funding. Claims to money, services or benefits for social security and participation obtained in Germany on a regular basis under SGB [German Social Security Code] IX, SGB XI or SGBXII cannot be replaced by funds from the weltwärts programme for the period of the volunteer service.

2. South-North component of the weltwärts programme

The expenses of the host organisation for hosting are eligible as part of a proportional financing of a maximum of 75% in financing plan items 1 (support, implementation, costs for insurance and health care) and 2 (quality). The amount of BMZ funding that organisations can apply for in relation to financing plan items 1 and 2 is capped.

Host organisations can apply for a maximum funding amount of maximum of EUR 1,126.00 per volunteer and volunteer month in relation to financing plan item 1.

The maximum amount of funding for quality assurance (financing plan item 2) is calculated as follows, and is based on the total number of volunteer months specified in the application:

for months 1-12	for months 13-300	for months 301-1200	from month 1201
max. EUR 30 per month	max. EUR 17.50 per month	max. EUR 5 per month	max. EUR 3 per month

Additional expenses that are essential to ensuring social participation (in particular those relating to volunteers with impairments or disabilities) and which exceed the average monthly expenses of an assignment can be applied for in advance of the planned deployment to supplement the standard funding.

Expenses financing plan item 3 (additional requirements) are funded in full, including up to full reimbursement of any additional and supplementary costs incurred by the host organisation that are eligible for funding.

Additional expenses that are incurred by the host organisation to cover additional requirements in the context of the volunteer service and which it cannot finance through its own additional resources are likewise eligible for BMZ funding. At no time during the volunteer service may weltwärts programme funding replace the volunteers' regular entitlement to social security and participation-related services, cash benefits or non-cash benefits in Germany under SGB [German Social Security Code] IX, SGB XI or SGB XII.

VII. Imprint

Publisher

Federal Ministry for Economic Cooperation and Development
Division G 42 – Civic engagement, volunteer and exchange programmes, Engagement Global
Dahlmannstr. 4
53113 Bonn, Germany

Layout

DMKZWO – design, branding, communication (Cologne)
www.dmkzwo.de

Photo

Jo Hempel

Version

March 2024



Bundesministerium für
wirtschaftliche Zusammenarbeit
und Entwicklung

