



# ASA-Municipal

## Frequently Asked Questions

### 1. How do I propose a project?

Please fill out the project proposal form together with your partner municipality before 15 July 2017 and send it to the contact persons for the ASA program or SKEW listed below. We are glad to provide assistance for preparing the project proposal. After submitting the project proposal, you will receive a feedback from us and will be able to edit the proposal until 15 September 2017. We are glad to provide assistance on this as well. The final project proposal must be submitted to the ASA program by 15 September 2017, together with the cooperation agreement that must be signed by the legal representatives (or deputies) of both partner municipalities. Please send your project proposal to: [ASA-Municipal@engagement-global.de](mailto:ASA-Municipal@engagement-global.de)

The project selection will be carried out in October by the ASA program and SKEW.

### 2. Who proposes ASA-Municipal projects and who implements them?

Municipalities (from the Global North and South) that maintain a partnership are eligible to make proposals. The activities of ASA-Municipal take place within the framework of a joint project borne by both partner municipalities. It is essential that both municipalities feel responsible for the project. Projects do not necessarily have to be implemented by municipal administration itself, they can also be implemented by local NGOs, institutions and organisations on behalf of the municipalities. Monitoring and inspecting the results of the project, however, remain the responsibility of the municipality that submitted the proposal.

### 3. Which countries are eligible for ASA-Municipal projects?

In principle, ASA-Municipal projects can be proposed for any country on the OECD "DAC list":

[http://www.bmz.de/de/ministerium/zahlen\\_fakten/oda/hintergrund/dac\\_laenderliste/index.html](http://www.bmz.de/de/ministerium/zahlen_fakten/oda/hintergrund/dac_laenderliste/index.html)

There are a few exceptions however: Any country or region for which a travel warning has been issued by the German Federal Foreign Office, is not eligible for ASA projects to avoid exposing young participants to any unnecessary danger. You can check the Federal Foreign Office's website for updated information on which countries are affected by this. In general, the ASA program is also bound by the security restrictions that apply to "weltwärts" projects. Therefore, we are generally unable to accept any project proposals for countries or regions that have restrictions for "weltwärts" due to safety reasons. You can find the current overview of these countries here: <http://weltwaerts.de/wohin-geht-es-mit-weltwaerts.html>

### 4. How should the projects relate to development policy?

Focus areas can be chosen from the broad spectrum of municipal activity on public services and good local governance. We are also open for innovative approaches, in particular regards the combination of topics such as Fair Trade, migration and development and the implementation of the Sustainable Development Goals (SDGs) at the local level.

In the case of proposals for ASA-Municipal in the global format, a joint project topic should be chosen for both the three-month project phase in Germany (April – June 2018) and the three-month project phase in the partner municipality (start between July and November 2018). The topic should be relevant to both municipalities

#### **5. What tasks can be undertaken by ASA-Municipal participants in the projects?**

ASA participants are motivated and able to implement tasks that are qualified and limited to three months. For example: research and analysis assignments; conceptual, planning or organisational preparation for future activities; support for ongoing projects, etc. However, please note that participants are still in the learning phase and have no professional expert knowledge or years of international experience. Furthermore, they must first get involved with the structures and functions of your municipal partnership.

When choosing the project topic and tasks, please also consider the circumstances of your municipalities: in order to find suitable candidates from your municipality, you should focus on locally offered fields of study.

Participants of ASA-Municipal in the basic format, carry out projects in teams of two. In the case of ASA-Municipal in the global format, participants from Germany and participants from the partner municipality work together in teams of four during both project phases.

For ASA-Municipal in the global format, the tasks should be designed in such a way that the participants from Germany and the partner municipality are able to work together as a team in both project phases and learn from each other. A one-sided exchange of experience or a 'North to South' relationship should be avoided. A thematic link between the project phases of both municipalities is desired. Since the participants from the partner municipalities generally don't speak German, the scope of tasks for the project phase in Germany must be tailored considering this when proposing a project in the global format.

For ASA-Municipal in both basic and global formats, the participants require local contact persons who support them professionally and who are available to assist with organisational issues (professional and organisational preparation, visa applications, the search for accommodation and local information, etc.).

#### **6. What are the 'public events' and the 'Municipal Lab'?**

The ASA program considers itself a learning and qualification program, which aims to train multipliers who will work for a globally just and sustainable world. Thus, ASA pursues the idea of participants permanently acting as multipliers in their daily lives – often also unconsciously – when they encounter various people and exchange about global topics, new perspectives or their values and attitudes. During the one-year learning cycle that consists of three ASA seminars and an internship phase, the primary focus is on self-learning and reflecting on the participant's learning process. If municipalities wish, the ASA-Municipal participants also could carry out a public event. For the conceptualisation phase, we recommend consulting the specialist on global education.

Following the internship, the ASA program and SKEW also offer the Municipal Lab for participants and other interested people within and from outside the ASA network. Municipal topics are discussed over two four-day seminars. In recent years, topics have included escape and asylum, Transition Towns and Fair Trade & fair public procurement. The goal is to promote municipal policy commitment.

#### **7. Who are the ASA participants from Germany? How are they recruited, selected and prepared?**

The program is aimed at students of all disciplines and professionals who have completed vocational training, are between the ages of 21-30 and who live in Germany. ASA finds committed applicants from various professional fields and fields of study who are motivated to engage in their municipality.

Participants should ideally come from the proposing German municipality or have a strong relationship with it. It is not always possible to find suitable candidates with a link to the municipality. In this case, there should be sufficient time in the basic format for a guest traineeship (work shadowing) and time to become familiar with the working approaches of the German municipality. Municipalities also can propose candidates. Should a lack of regional link be an exclusion criteria for your project, please indicate this on

the project proposal form. Please bear in mind that when selecting the project topic and tasks, you are able to address or exclude certain target groups.

When searching for suitable applicants for your project, we also depend on your support since you know the circumstances in your municipality (professionally relevant universities, training centres, development networks) better than anybody else.

All applicants for ASA-Municipal go through the complete ASA application and selection process and are jointly selected by ASA, SKEW and yourself in accordance with ASA criteria.

In addition to social and professional suitability (project-relevant profession and language knowledge), the selection criteria also consider the motivation for further engagement, as well as compatibility with the goals of the program.

Regional link is favoured in the selection process, but is not a mandatory prerequisite (unless you specify this as an exclusion criteria in the project proposal). Training seminars before departure provide realistic expectations of the project work and equip participants with important methods and competencies for the project phase. Detailed information on participation requirements can be found at: <https://asa.engagement-global.de/teilnahmevoraussetzungen.html>.

#### 8. How are participants from the partner municipality in the Global South recruited, selected and prepared for ASA-Municipal in the global format?

Participants from the partner municipality in the Global South are recruited and selected by the partner municipality itself; the selection is coordinated with the ASA program, SKEW and the German municipality. They should be students or young professionals who live in the partner municipality and who are between the ages of 21 and 35. In addition to social and professional suitability (project-relevant profession, language knowledge and willingness to learn basic German), the selection criteria for participants from the partner municipality also consider the motivation to participate in the ASA program, availability and willingness to participate actively in both project phases in Germany and in their own country. Participants from the partner municipality must timely apply for a 90-day German visa (longer stays are not possible due to visa-related reasons). Together with the participants from Germany, they will participate in the ASA training seminars in April and June, during which they will be supported in their joint learning process and on their team work.

#### 9. What is the difference between the documents “Undertaking” (on the project proposal form) and the “Cooperation Agreement”? Which signatures are needed for each?

On the Undertaking at the end of the project proposal form, we require the signatures of those responsible for the project from both municipalities, that means the persons responsible for carrying out the project and who serve as contact persons for the ASA program. These must be submitted to the ASA program by 15 July 2017.

In addition to the project proposal form, we also require a Cooperation Agreement by 15 September 2017 that should be signed by the legal representatives of the municipalities (or their deputies). In this way, we hope to ensure the political backing of the project.

**For suggestions and queries, please get in touch with the contact persons:**

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On behalf of