



**Managed by the
Malta Council for the Voluntary Sector**



Youth Voluntary Service – Overseas Programme
A bridge between Voluntary Organisations and Youths

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Youth Voluntary Service – Overseas Programme

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1 Aims, Objectives, and Priorities of the YVS Overseas Programme

The **Youth Voluntary Service** is intended to assist Youth Volunteers and Voluntary Organisations with an allocated fund of €100,000.00 to support Overseas voluntary service. The Youth Voluntary Service programme supports international voluntary service in Europe, Africa, Asia, Gulf Countries or South America with the following objectives:

- ❖ Promotion of youth participation within the community.
- ❖ Promotion of social inclusion and well-being to combat youth unemployment.
- ❖ To improve the level of key competences and skills of young people, including those with fewer opportunities.
- ❖ Foster quality improvements in youth voluntary work.
- ❖ Provision of resources such as financial support, emotional support and self-development tutoring to youth volunteers.
- ❖ Promotion of informal and non-formal learning processes.
- ❖ Raise awareness with regards the impact and value of voluntary service.
- ❖ Support the development of basic and transversal skills, such as entrepreneurship, working in a team and leadership skills.
- ❖ Promotion of an intercultural dimension with a non-formal approach.
- ❖ Support the acquisition of languages and intercultural knowledge.
- ❖ Promotion of the values of inclusion and tolerance among young people.

2 Participant Eligibility Requirements

2.1 Host Voluntary Organisations' Eligibility

Only Voluntary Organisations enrolled and compliant with the Commissioner for Voluntary Organisations are eligible to participate and host young people under this Programme. The host Voluntary Organisation shall be responsible to follow or delegate the below responsibilities to the collaborating Overseas Host Entity, which is identified in the YVS Overseas Host Application. Either party shall be responsible for:

- ❖ Training Youth Volunteers in preparation of the overseas mission.
- ❖ Managing Youth Volunteers prior and during the overseas mission.
- ❖ Monitoring and supporting the Youth Volunteers, especially those working in Voluntary Organisations in the areas of Health, Social and Humanitarian.
- ❖ Providing an adequate and safe working environment to Youth Volunteers according to local Health and Safety regulations and other work-related legislations.
- ❖ Providing all adequate support to Youth Volunteers.
- ❖ Familiarity with the concepts of non-formal learning and learning opportunities offered through the service.

2.2 Youth Volunteer Eligibility

Youth volunteers taking part in this programme must be aged between 18 to 30 years old. The period of overseas voluntary placements shall be between two (2) weeks and three (3) months and each volunteer may only benefit from the scheme once in a particular calendar year, and not more than twice overall.

This programme shall cover a percentage of the costs relating to mobility.

3 Programme Procedure

Step 1. Submission of Host Application by the Voluntary Organisation.

Step 2. The Host Application is assessed and verified for approval.

Step 4. Upon approval of application, accreditation is rewarded and the Host Contract is signed by MCVS and the VO.

Step 5. Submission of Youth Volunteer Application.

Step 6. Submission of quotes and invoices.

Step 7. Online Meeting is held to discuss process and responsibilities.

Step 8. Submission of the Narrative Report.

3.1 Submission of Host Application by the Voluntary Organisation

Voluntary Organisations are to submit a Host Application on this [link](#). The Host Application can be submitted at any point in time. Host Applications require:

- ❖ A description of the project or task to be given to the volunteers
- ❖ A description of the benefits of the project for youth volunteers
- ❖ A description of the intended training and monitoring of the youth volunteers
- ❖ A description of the experience of the Voluntary Organisation with hosting youth volunteers
- ❖ A description of the risk management and safety precautions of the Voluntary Organisation
- ❖ The date of commencement and end of the project
- ❖ Proof of the Voluntary Organisation's experience in the field (overseas projects experience should be of a minimum of **four years**)
- ❖ A declaration on their international partners and the partner's experience
- ❖ A brief about the relevant logistical arrangements

Host Voluntary Organisation applications for overseas projects must be submitted **at least two (2) calendar months prior to mobility**. The maximum number of mobilities is four (4) per project and eight (8) per 12 month accreditation period (divided between different projects).

Once approved, accreditation is valid for 12 months, though the Malta Council for the Voluntary Sector

reserves the right to revoke the accreditation during the agreed period should there be reasonable grounds to act in such a manner. An accredited Host Voluntary Organisation must renew its interest to participate in the Youth Voluntary Service programme once accreditation period has expired.

3.2 In-eligible Items under the Youth Voluntary Service programme

The following activities are not considered as eligible activities under the Youth Voluntary Service:

- ❖ Unstructured activities.
- ❖ Administrative work.
- ❖ Normal activities undertaken by the VO which are not specifically intended for young people.
- ❖ A work placement in an enterprise.
- ❖ A paid job.
- ❖ A recreation or tourist activity.
- ❖ Exploitation of a cheap workforce.
- ❖ A language course abroad.

A Host Organisation cannot partner with other local host organisations within the YVS programme in attempt to send multiple groups of volunteers to participate in one overseas project. This refers specifically to volunteer placements applied for on projects happening during the same period in time and same location.

3.3 Assessment Criteria

The evaluation shall be carried out by the Malta Council for the Voluntary Sector Evaluation Committee. Only Voluntary Organisations enrolled and compliant with the Commissioner for Voluntary Organisations are eligible to participate.

- ❖ Motivation and experience in hosting volunteers.
- ❖ The organisation's aims, activities and capacities for the youth placement.
- ❖ Risk, safety and well-being procedures.
- ❖ The training and management of Youth Volunteers especially those working with Voluntary Organisations in the areas of Health, Social and Humanitarian Action.
- ❖ Awareness of and ideas for well-defined tasks constituting of maximum 15 hours per week, avoiding job substitution and routine tasks.
- ❖ Familiarity with the concepts of non-formal learning and learning opportunities offered through the service.

3.4 Accreditation

Accreditation is a requirement needed for Voluntary Organisations to host Youth Volunteers under the *Youth Voluntary Service*. Accreditation is designed to ensure consistently high standards for Host organisations participating in the Youth Voluntary Service programme and to ensure Youth Volunteers find placements with reliable Voluntary Organisations.

Accreditation is given based on the assessment of the host application. To obtain accreditation, the Voluntary Organisation submitting the relevant application, must show that it has the capacity to host volunteers. A Youth Volunteer participating in the Youth voluntary service may be only be hosted by an accredited host Voluntary Organisation. Host accreditation is awarded on a project by project basis. If accreditation is not given due to an unsatisfactory application, Voluntary Organisations will be informed and guided accordingly. VOs which have not been granted accreditation, may resubmit application at any point. Host organisations who have been granted approval of their host application, will hold accreditation for a 12 month period. Start date of accreditation is indicated in the host contract which needs to be signed by all voluntary organisations part of the Youth Voluntary Service.

3.5 Host Contract

Voluntary Organisations will be asked to sign a contract including the following clauses:

- ❖ Duration of the placement
- ❖ Accountability, Duties & Responsibilities
- ❖ Remuneration of Youth Volunteers
- ❖ Training/Events
- ❖ Resignation or Termination Contract
- ❖ Confidentiality
- ❖ Ineligible Activities
- ❖ Monitoring and Evaluation
- ❖ Information and Publicity

3.6 Youth Volunteer Application

Voluntary Organisations are to submit a Youth Application on this [link](#). The Youth Application can be submitted at any point in time by the Host Voluntary Organisation only. Youth Applications require:

- ❖ A description of the project with the date of commencement and end
- ❖ The number of youths participating in the overseas placement
- ❖ Details of each volunteer and their emergency contact details
- ❖ A description of the project or task to be given to each volunteer
- ❖ Bank details of each volunteer

3.7 Youth Contract

Once the youth volunteer application has been submitted:

- a. The youth volunteer is to sign a contract establishing the
 - ❖ Duration of the placement
 - ❖ Accountability, Duties & Responsibilities
 - ❖ Remuneration
 - ❖ Documentation for submission
 - ❖ Voluntary Service Report
 - ❖ Training
 - ❖ Resignation or Termination Contract
 - ❖ Confidentiality
 - ❖ Bank Details

- b. A pre-placement meeting will be held between a representative of the Host Organisation, the youth volunteer, and an MCVS official to discuss programme responsibilities and processes.

3.8 Required Documentation

Prior to the start of the placement, the Host Organisation is to send to the MCVS official in charge the following items:

- ❖ Copies of the ID cards of the youth volunteers
- ❖ 3 flight quotes

It is **essential** to wait for the approval of a flight quotation from MCVS before booking it. Once the flight quotation is approved, the flights can be purchased. Upon purchasing the flights, the Host Organisation is to send the following items:

- ❖ The invoices of the flights
- ❖ The invoices of the travel and health insurance

All documents relating to mobility including flight tickets receipt, boarding passes, and travel insurance receipts are to be sent to MCVS to be verified prior to the placement starting date for the reimbursement to occur. The total cost will be reimbursed in two phases: half the amount will be reimbursed before the placement starts and the other half after receipt of the narrative report. After receiving these documents, MCVS shall cover a percentage of the costs relating to mobility for the duration of the voluntary placement:

- ❖ A per diem allowance of €15, which shall cover accommodation, food, and local transportation
- ❖ 80% travel expenses (flights)
- ❖ 100% of the travel and health insurance

If the youth volunteers extend their stay beyond the placement dates as indicated in the youth contract, only **50%** of the flights will be reimbursed.

The maximum financial allocation for each Youth Volunteer shall be of €2,500.

4 Overseas Placement

4.1 Placement Details

The placement period shall be between two (2) weeks and three (3) months and the volunteers must be 18 to 30 years old. Each volunteer may only benefit from the Youth Voluntary Service programme once in a particular calendar year, and not more than twice overall.

4.2 Narrative Report

Overseas Volunteers are to submit a Voluntary Service Report (500 to 800 words) of their experience abroad with photos included. This Report is to be sent in within 2 weeks of the end of the placement. Host organisations are to ensure that youth volunteers have submitted the narrative report by the indicated date on the youth contract. Intriguing narrative reports will be shared on our social media.

5 Information and Publicity

To enhance transparency regarding use of the funds, the names of the Accredited Host Voluntary Organisations and the amount of indirect funding allocated will be published electronically or otherwise.

As part of such publicity, the Accredited Host Voluntary Organisations will be obliged to fix in a prominent place a poster which will be provided by MCVS which will specify that the entity is participating in the Youth Voluntary Service. This poster must be so exhibited throughout the placement period and/or shared by the Voluntary Organisation on their social media.

Accredited Host Voluntary Organisations must collaborate with MCVS during the organisation of events or promotional activities, including networks and exchanges of experience.

More Information

For any queries or more information, kindly contact Ms Elisabeth Grima on 22481137 or email on elisabeth.grima@gov.mt