



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



**Youth Voluntary Service**  
*A bridge between Voluntary Organisations and Youths*

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**Youth Voluntary Service**

***A bridge between Voluntary Organisations and Youths***

## 1 Aims, Objectives, and Priorities of the Program

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

- ❖ Promote the participation in the community as an active citizen.
- ❖ Promote young people's social inclusion and well-being to combat youth unemployment.
- ❖ Improve the level of key competences and skills of young people, including those with fewer opportunities.
- ❖ Foster quality improvements in youth voluntary work.
- ❖ Provide financial support to youth as well as mentoring and other resources
- ❖ Promote informal and non-formal learning processes
- ❖ Raise awareness about voluntary work.
- ❖ Develop basic and transversal skills, such as entrepreneurship, working in a team and leadership skills.
- ❖ Promote an intercultural dimension with a non-formal approach.
- ❖ Encouraging the learning of another language.
- ❖ Spreading tolerance among young people.

## 2 Eligibility Requirement of Participants

### 2.1 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 Program. The hosting Voluntary Organisation is responsible for:

- ❖ Training Youth Volunteers in preparation to their giving service overseas.
- ❖ Managing Youth Volunteers when they are giving service overseas.
- ❖ 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.

**Voluntary Organisations cannot send volunteers on a project which is the same in location and time period as another voluntary organisation's project under this same program.**

### 3 Application Procedure: Pre-Placement

- a. Submission of Host Application by the Voluntary Organisation.
- b. The Host Application is assessed and verified by MCVS.
- c. Upon accreditation, the Host Contract is signed by MCVS and the V/O.

### 4 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 calendar year (divided between different projects).

Once approved, accreditation is valid for one calendar year, 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 Program each new calendar year.

#### 4.1 In-eligible Items under the program

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

- ❖ Unstructured activities (example: day-to-day office work / 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.

## 5 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.

## 6 Accreditation

Accreditation is designed to ensure consistently high standards in the Program and to help Youth Volunteers find placements in Voluntary Organisations and vice versa.

Accreditation is given based on the assessment of the host application. To obtain accreditation, the Voluntary Organisation submitting the relevant application must be enrolled and compliant with the Commissioner for Voluntary Organisations, and must show that it has the capacity to host volunteers. A Youth Volunteer may be hosted and give service only with and within the accredited host Voluntary Organisation. Host approval is awarded on a project by project basis. If accreditation is not given, Voluntary Organisations will be informed and guided accordingly in case they want to resubmit.

## 7 Host Contract

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

- ❖ The duration of the placement
- ❖ The duties and responsibilities of the Host Organisation
- ❖ The monitoring and evaluation of the youth volunteer/s
- ❖ Code of conduct

## 8 Pre-Placement Phase

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 program once in a particular calendar year, and not more than twice overall.

Once the youth volunteer has been submitted for placement with a VO:

- a. The youth is to sign a contract establishing the
  - ❖ Duration of the placement
  - ❖ The name of the Host Organisation
  - ❖ The terms and conditions of the reimbursement

❖ Code of conduct

- b. A pre-placement meeting will be held between a representative of the Host Organisation, the youth volunteer, and an MCVS official to go over the process and conditions.

## 10 Placement Responsibilities: 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.

## 11 Payment Procedures

In the case of overseas voluntary work experiences, the Program shall cover a percentage of the costs relating to mobility for the duration of the voluntary placement:

- a) A per diem allowance of €15, which shall cover accommodation, food, and local transportation.
- b) 80% travel expenses (flights),
- c) Travel and health insurance.

***If the overseas period is extended for travel purposes for more than 5 nights beyond the placement date, only 50% of the flights will be reimbursed.***

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

All documents relating to mobility including flight tickets receipt, boarding passes, and travel insurance receipt 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.

## 12 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](mailto:elisabeth.grima@gov.mt)