



## Toolbox



**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH





## AGYI Benin Network

### 1 Who we are

The AGYI Benin Network is an umbrella organization of civil society organizations (CSOs) working in the field of volunteering and youth exchange programs. It was created on 28 May 2019 and consists of twenty-four (24) organisations in more than half of Benin's departments (7outof12).

Quality and innovation for effective, inclusive and sustainable volunteering and exchange programs!

### 4 How to contact us

#### AGYI Benin Network

Tel: + 229 96 50 60 52 / : +229 95 79 37 08

E-mail : [reseauagyibenin@gmail.com](mailto:reseauagyibenin@gmail.com)

Website : [www.reseauagyibenin.org](http://www.reseauagyibenin.org)

Facebook : [www.facebook.com/reseauagyibenin](http://www.facebook.com/reseauagyibenin)

### 2 Our partners/members

The AGYI Benin Network works with several actors: The Civil Society Organizations (CSO); State structures, including the Benin Office of Youth Volunteer Services (OBSVJ); the international voluntary structures in Benin; the West African weltwärts Network (WAwN); and Engagement Global.

### 3 Our service offer

The AGYI Benin Network offers a range of services:

- It has a digital platform of opportunities and experiences sharing in volunteering and youths exchange programs;
- It is a member of a pool of reference trainers who provide coaching for the capacity building of volunteers and volunteering CSOs;
- It provides CSOs and volunteers with training tools (training manual; good practices guide; energizers manual (icebreakers), the pooling of the experiences and tools of its member organisations;
- It offers expertise, experiences and advises on issues related to volunteering and sustainable development;
- It advocates for an inclusive and quality volunteering.



## Réseau des Volontaires Internationaux pour l'Échange et la Solidarité (RAVIES) International Volunteer Network for Exchange and Solidarity

### 1 Who we are

The RAVIES is the International Volunteer Network for Exchange and Solidarity (RAVIES). It was founded on 2 November 2019 by Alumni international exchange programmes stemming from the collaboration of OBSVJ and France Volontaires, the European GLEN programme and the AIESEC BENIN programmes. The network has been set up to contribute to the development of volunteerism, international solidarity and youth exchange, to promote post-volunteer integration and to provide opportunities for exchange and volunteering for young people.

Volunteer one day,  
volunteer forever!

### 2 Our partners/members

The RAVIES currently has about fifteen active members. It works with the Office Béninois des Services de Volontariat des Jeunes (OBSVJ), France Volontaires and the AGYI Benin Network.

### 3 Our service offer

The RAVIES network

- Contributes to the departure training of young volunteers,
- Facilitates and accompanies their procedures (administrative, technicals...)  
is a melting pot of opportunities to finance the projects of the alumni (AGYI Innovation Fund and that of the French Immigration Office);
- Accompanies alumni in the drafting of their projects;
- Orientates young people and facilitates their post-mission insertion.

### 4 How to contact us

E-mail: [v.revies18@gmail.com](mailto:v.revies18@gmail.com)

Facebook: <https://www.facebook.com/Ravies-101829941236637/>

Tel: +229 96 00 71 68 / 66 05 72 90



## Southern African Alumni Network (SAAN)

### 1 Who we are?

Southern African Alumni Network (SAAN), emerged out of the little to no support being provided to exchange volunteers and alumni before, during and after exchange in the frame of African-German youth exchange. SAAN exists to meet the needs of exchange volunteers and alumni of South African-German exchange programs with potential to expand and represent other programs.

SAAN's broad vision is to promote active citizenship and to consolidate holistic relationships with organizations domestically and abroad and to improve the integration and reintegration process by sharing opportunities and information to volunteers and alumni; before, during and after exchange. It enables alumni upon return to impact communities using skills, lessons learnt, and experiences acquired during exchange.

SAAN's mission is to 'Establish a strong relationship between alumni and stakeholders, become a mouth-piece for exchange alumni in Southern Africa, impact communities through alumni change projects and to use collaborative engagement platforms to support alumni and volunteers.

### Our Key Message

Southern African Alumni Network  
- "Changing Africa one person  
at a time"

### 2 Our partners/ our members

SAAN works with exchange volunteers and alumni, sending and receiving organizations, communities, youth organizations, private sector organizations, regional and continental bodies (AU, SADC youth forum) and other alumni networks. Members of the network are required to register as official members in order to be considered members of SAAN. Although the network always welcomes collaborations and some unofficial membership, an official membership is encouraged as it guarantees access to the benefits of the network. Members range between the ages of 18 - 35, ages which reflect the age range of the exchange programs the network represents and the target group of what is considered 'youth' on the African continent.

### 3 Our service offer

SAAN serves the needs of its membership base by providing platforms for capacity building, trainings, information sharing of opportunities using SAAN social media platforms, psychosocial support, volunteer opportunities.

### How to contact us

- ✉ [southernafricanalumninetwork@gmail.com](mailto:southernafricanalumninetwork@gmail.com)
- f Southern African Alumni Network
- @Saanetwork
- @saan\_network



## Southern African weltwärts Network (SAwN)

### 1 Who we are

A collective decision-making voice of all Southern African Host/partner volunteer organizations. We optimize the Volunteer environment in Southern Africa focusing on weltwärts and potentially on other programmes. Our Governance is led by a democratically elected Board of directors, with member country representation, accountable to the member organizations who come together to review the performance of the network at the Annual General Meeting (AGM).

### 3 Our service offer

We facilitate research, offer training and ensure accessible communication for SAwN member organizations.

We provide a network of partner organisations to be the conduit through which direct communication would be facilitated between the host/partner organisations and the weltwärts Steering Committee in Germany.

We strive to play a fundamental role in influencing decision making and policy development that affects the placement of weltwärts volunteers at partner/host organisations in the Southern African region and in Germany.

### 2 Our partners/ our members

Our members are but not limited to registered weltwärts receiving or sending organisations in the SADC region (Namibia, Botswana, Lesotho, Zambia). We are closely working together with other regional networks in the exchange environment (i.e. Indian Weltwaerts network and West African weltwaerts Network) and WESSA and the South African government.

#### How to contact us

- ✉ southernafricanwnetwork@gmail.com  
info@saweltwaertsnet.org
- f Southern African Weltwaerts Network  
@africangermanvolunteers

#### Our Key Message

We promote learning exchanges between member organisations and volunteers within Southern Africa.



## Tanzania Youth Coalition (TYC)

### 1 Who we are

Tanzania Youth Coalition (TYC) is a consortium of more than 120 youth NGOs and Community Based Organizations (CBOs), 249 Youth Enterprise Groups (YEGs) and hundreds of youth individuals in Tanzania Mainland and Zanzibar. TYC works on capacity building and awareness raising of youth related policies. TYC is registered under the NGO Act of 2002 no. 00NGO/1382. The goal of the organization is to ensure that the voice of a young person is heard at all policy platforms at local, national and international levels. Tanzania Youth Coalition (TYC) does the work of facilitating information dissemination, sharing and exchange, Policy Analysis, youth capacity building, lobbying and advocacy.

#### Our Vision

To mobilize a vibrant and proactive youth that are capacitated to realize, vocalize, and implement change for sustainable development.

#### Our Mission

To build capacity, sensitize youth on sustainable development, and ensure that the voice of a young person is heard across decision-making platforms.

#### Our Values

1. Volunteerism
2. Reliability
3. Empowerment

#### Our Focus Areas

1. Youth exchange and international partnership for sustainable development
2. Youth leadership and building local democracy
3. Youth health and gender
4. Youth livelihood and employment
5. Youth livelihood and environment

#### Our Key Message

"NEEC hopes that this guiding manual will fill the gaps of the missing links that have until now hampered impactful and meaningful youth exchanges and volunteer engagement for the development of our country"

(Mrs. Beng'I Issa Mazana – Executive Secretary of the National Economic Empowerment Council –NEEC- at the Prime Minister's Office)

### 2 Our partners/ our members

TYC works with different partners who are interested to support TYC causes in addressing youth development issues. Some of the partners include Government and their agencies, international organizations, multilateral organizations, national (local) organizations, private organizations, companies, faith-based organizations, and community-based organizations. All of these partners work with TYC at different levels and address common local and international development goals with the main agenda being youth engagement and mobilization for sustainable community and national development.

TYC is a consortium of more than 120 youth NGOs and Community Based Organizations (CBOs), 249 Youth Enterprise Groups (YEGs) and hundreds of youth individuals in Tanzania Mainland and Zanzibar. TYC has its members almost in every corner of Tanzania and we are working with these members from the grass root community.

### 3 Our service offer

TYC offers Different service offers to its members, partners and colleagues in the framework of volunteer service and youth exchange for sustainable development. The offers including;

1. Trainers Guiding Manual/Trainers Guiding Manual for People with Disabilities

Training of Trainers to operate at a national level in an inclusive way in areas of volunteer service, youth exchange, and national youth development in line with national development goals and Agenda 2030

2. Capacity Building to enhance the impact of volunteer service and youth exchange programs:

- Preparation, Mid-term and Returning Seminars
- Knowledge sharing with organizations and schools on their exchanges
- Accompanying Exchanges
- A database of sending and receiving organizations, ENSA Schools and Alumni of exchanges

### 4 How to contact us

#### Tanzania Youth Coalition

P.O. Box 32748, Akachube Road, House No. 17, Kijitonyama, Dar es Salaam, Tanzania

Phone: +255 (0)-222-701-095 | +255 (0)-784-877-497  
| +255 (0)-656-175-737

Email: [info@tzyc.org](mailto:info@tzyc.org)

Web: <http://www.tzyc.org/>



## WESSA

### 1 Who we are

Founded in 1926, the Wildlife and Environment Society of South Africa (WESSA), is a section 21 company (NGO) working across a national footprint in South Africa to implement high impact projects that promote people caring for the earth and a more sustainable future. WESSA is a founding member of the International Union for the Conservation of Nature (IUCN) and a partner to UNESCO to support education for sustainable development across the southern African region.

WESSA's key areas of intervention drive a "cradle to career" approach that promotes meaningful, relevant and enabling development that is underwritten by local to global sustainability principles.

### 3 Our service offer

WESSA's primary service offer are interventions for human and institutional capacity development; sector resource development; work skills training and mentoring and education for sustainable development.

In a post-AGYI, the Southern African Alumni Network (SAAN) acts to consolidate and support youth participants engaging in the exchange/volunteering experience and is positioned to facilitate re-integration and support to youth on returning from south north experiences.

The Southern African Weltwaerts Network (SAwN) represents South African host and sending organisations engaged in Weltwaerts volunteering. SAwN gives these organisations a consolidated voice and works to improve the cohesion and capacity of the volunteering sector.

The South African German Network (SAGENet) in South Africa works with its counterpart in Germany to facilitate the placement of both inbound and outbound youth into volunteer positions. SAGENet is a strong training provider for pre-departure seminars and the network works closely with SAwN and other roleplayers in the sector.

### 2 Our partners/ our members

**Government** – WESSA implements skills development, stewardship, education and other sustainability initiatives for several South African government departments.

**Private Sector** – WESSA initiates projects for private sector to build individual and institutional capacity for a more sustainable future.

**Civil Society** – WESSA collaborates with civil society organisations to build capacity and implement projects across schools, youth and business sectors.

**Membership** – WESSA is one of the oldest and largest membership-based NGOs in South Africa with membership and "friends" groups across the country.



### 4 How to contact us

**WESSA**  
jnbadmin@wessa.co.za  
www.wessa.org.za

**SAAN** southernafricanalumninetwork@gmail.com

**SAwN** southernafricanwnetwork@gmail.com  
<http://www.saweltwaertsnet.org/>

**SAGENet** south-africa@sage-net.org  
www.sage-net.org



## West African *weltwärts* Network

### 1 Who we are

The West African *weltwärts* Network (WAwN) was created after the partners' conference held in Lomé, Togo in October 2018. Organisations from West and Central Africa, partners of the *weltwärts* programme, agreed to set up a sub-regional platform for dialogue and consultation aimed at promoting volunteerism as a tool for achieving sustainable development objectives.

The network is present in five West and Central African countries (Benin, Cameroon, Ghana, Togo, Senegal) and is currently led by a nine-person steering committee.

Creating effective intercultural exchange between Germany and West and Central Africa – The *weltwärts* Experience

### 2 Our partners / our members

The members of the West African *weltwärts* Network work individually with other civil society organisations and state actors in their respective countries.

At the continental level, the network collaborates with the Southern African *weltwärts* Network (SAwN), the AGYI Benin Network, the African Union and the *weltwärts* Network of India (WIN).

### 3 Our service offer

WAwN's service offer consists of:

- Providing training for volunteer organisations and volunteers;
- To be a source for information sharing and opportunities;
- Advising and providing technical support to members;
- Mobilising resources for the implementation of activities;
- To be a link between the members and the Program Steering Structure of the *weltwärts* programme in Germany.

### 4 How to contact us

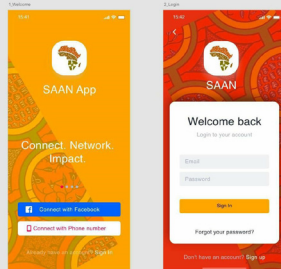
Facebook: <https://web.facebook.com/WAWNaccra>

Tel: +228 90 03 48 91 / +237 78 32 54 67

Email : banacema.sani@gmail.com

fnekdemfandio@gmail.com





## Southern African Alumni Application (SAAN App)

### 1 Short Summary/ Abstract of the Tool

The target audience for the SAAN APP are the youth across the African continent and diaspora-specifically exchange alumni from African-German exchanges and prospective exchange youth and stakeholders within the exchange landscape (e.g. sending and receiving organisations)

Currently exchange alumni receive very little to no support before, during after their exchange. Similarly, they are not given sufficient opportunity to receive mentorship while on their exchange and opportunities to get back on their feet and impact their communities once they get back home. Our aim is to address these issues by developing a concept map for a networking application designed specifically for exchange alumni and prospective exchange youth.

#### Key Message of the Tool

To **CONNECT** users

To **MEASURE** the **IMPACT** of exchange on users and organizations

To be a **NETWORKING** platform

### 2 The tool in brief

In the planning stages of the app. There was consultation with alumni on how they would use they would like the app to have.

The app would allow for the following:

- Member profile creation
- A dashboard for partner organizations
- Chat function
- Upload content relevant to members – opportunities, work done, exchange opportunities etc.
- Be able to rate organisations
- Give guide to e-learning platforms
- Emergency location beacon

### 3 For more information

[WESSA's Alumni Portal](#)

SAAN App: [southernafricanalumninetwork@gmail.com](mailto:southernafricanalumninetwork@gmail.com), Nolitha January [nolithajJanuary@gmail.com](mailto:nolithajJanuary@gmail.com) & Grant Bellairs [g\\_bellairs@yahoo.com](mailto:g_bellairs@yahoo.com)

WESSA: Mike Denison [mike.denison@wessa.co.za](mailto:mike.denison@wessa.co.za)



## Alumni Power Platform

### 1 Abstract of the tool

In collaboration with a group of Alumni who participated in the AGYI Benin Network (Alumni Power) activities, and with the support of CREDI NGO and the AGYI Benin Network, the Alumni Power Group is implementing an innovative project called “Alumni Impact”. This is the creation of a digital platform for the enhancement and professional reintegration of Alumni from German-African programmes.

The Alumni Power platform is managed by the Alumni Power team from Benin. Through this digital tool, the Alumni of German-African programs can put their projects online with the possibility of obtaining crowdfunding.

#### Key Message of the Tool

“The platform that values The Community Engagement of Alumni” for greater impact within communities.

### 2 The tool in brief

Alumni Power is a crowdfunding platform for Alumni. The project deposit is free and takes place in six (06) steps:

- Step 1: Registration
- Step 2: Choosing the financing method
- Step 3: either filling out a simplified form that leads us to contact you within 72 hours to accompany you in the design of your campaign; or filling out a form with more detailed information.
- Step 4: Receiving and studying the file within ten (10) days.
- Step 5: sending additional supporting documents relating to the project team and the administrative documents of the organization (of Alumni or godmother).
- Step 6: the validation of the project and the opening of the crowdfunding campaign.

Alumni Power is also about:

- Making video reports
- The online launch of a database of German-African Alumni
- Digital storytelling webinars to allow Alumni to tell their stories through the “My Stage, My Story” platform

### 3 For more information

Please contact the platform coordinator:  
Judicael DOSSOU  
E-mail: [dossoujudical@gmail.com](mailto:dossoujudical@gmail.com)  
Tel: 229 67 08 05 14

# Youth Exchange Programmes in Africa

Impact Assessment and Recommended Practices Guide



## AU Youth Exchange in Africa an Impact Assessment and Recommended Guidelines

### 1 Abstract of the tool

To promote dialogue on youth exchange on the African continent and beyond, an evaluation of existing and potential impact of youth exchange was commissioned. The study identifies different areas of impact and identifies and documents good practice examples, lessons learned as well as further recommendations for enhancing exchange programmes.

### 3 For more information

The Impact Assessment and Recommended Practice Guideline is available online as well as in PDF version in English and French. For further information, contact Ademola Adesina (Sylvester.adesina@giz.de).

### 2 The tool in brief

While it is generally accepted that youth exchange programmes provide an opportunity for young people to increase their global network and footprint; attain useful competencies for their professional development; as well as expand their personal horizons, there has been little investment in a multi-programme analysis of these impact. Investments in the sector are therefore guided by anecdotal evidence limiting scope of dialogue and effectively, investments in the sector.

This study therefore explores the impact of youth exchange programmes in Africa on individuals, communities and institutions. It also provides further evidence to stimulate further discussions on skills promoting youth exchange and the contribution to capacity development of young people from African countries. A further areas is the sustainability of results. The report provides valuable insights to youth exchange programmes on the design of effective exchange formats, to policy stakeholders as background information on designing policy considerations on youth exchange and to institutions and communities on measuring effect of support to youth exchange programmes.

#### Key Message of the Tool

Youth Exchange and Volunteering Programmes in Africa have had significant impacts on participants, organisations and communities.



## bkj Collaboration – wwB Guides for German and South African organisations

### 1 Short summary/ Abstract of the Tool

The guidelines were respectively developed by WESSA and bkj to facilitate and improve cooperation between South Africa and Germany in the context of extracurricular, intercultural exchanges in the weltwärts-Begegnungen(wwB) format.

The guidelines aim to equip exchange practitioners in South Africa with useful information and resources that will enable them to think about building partnerships for youth exchange with German organisations. The wwB guideline should be considered in conjunction with [“Good Practice and Responsible Exchange – A Guideline for Practitioners”](#).

#### Key Message of the Tool

Strong partnerships based on the principles of reciprocity have the ability to co-create transformative experiences for youth engaging in international intercultural exchange.

### 2 The tool in brief

Both guides walk the respective organisation through the process of the wwB format. The guides have taken the extra step of adding the foundations or essentials of an exchange before even starting the application portion of the process.

The guide highlights the importance of creating and building a partnership and effective ways to approach this aspect. While there is some mention of partnerships in the wwB funding guideline, the guideline created by WESSA and bkj, looks at the more personal side of the partnership. This is after seeing that NGO’s have a strong belief in the human-side of a partnership.

The guides go on to walk potential applicants through the wwB application process from the perspective of civil-society organisations. This includes how to make your programme appeal to funders and making the programme sustainable.

### 3 For more information

**bkj:** Volkmar Liebig [liebig@bkj.de](mailto:liebig@bkj.de) (For German organisations)

**WESSA:** Mike Denison [mike.denison@wessa.co.za](mailto:mike.denison@wessa.co.za) (For Southern African organisations)

**Africademics:** [lana@afriacademics.com](mailto:lana@afriacademics.com)



## CD2030 & beyond – ‘Our common future’

### 1 Short summary/ abstract of the Tool

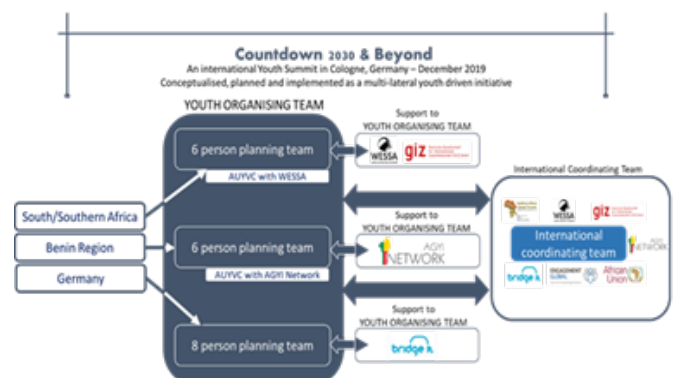
The Countdown 2030 & beyond conference was an international encounter and conference that aimed at bringing young people together from the Global North and South to share their visions, common futures and priorities in the context of the sustainable development goals and Agenda 2063. It took place in Cologne, Germany from the 2nd - 6th of December 2019. It was collaboratively organized in the framework of the African-German Youth Initiative through the strong collaboration of Bridge-it, Engagement Global, Nego-Com, Wildlife and Environment Society of South Africa (WESSA) and GIZ. The event which gathered 120 young people from five continents which were representative of twenty different countries was a melting pot of young people who were given a space to reflect on their own interpretations of their ‘common future’. Thus, giving a new impetus to the international debate on sustainable development and environmental changes that challenge our daily lives. The conference also succeeded in providing a platform for sharing experiences and ideas for the constant and impactful engagement of young people in the development of their communities even beyond the conference itself.

#### Key Message of the Tool

“I feel so much braver and more confident after the conference, and I ask myself: How could I have grown so much? You guys have allowed me to think out of the box.”  
(Venice, SADC Team Member)

### 2 The tool in brief

The conference was youth focused and youth led. The conference content, set-up and facilitation were prepared and owned by **three International Youth Teams** from Western and Southern Africa as well as Germany. The preparation of the conference was therefore in its own a youth exchange and capacity building for the youths over a period of 10 months. The planning and capacity building were overseen by an **International Steering Committee** composed of the main project partners led by Bridge-it. The 3 youth teams were carefully selected from Germany, West Africa and South Africa through an intense application based on their exchange and community work experience.



### 3 For more information

#### [Countdown 2030](#)

AGYI colleagues closely involved in the conference can also be contacted for further information:

**GIZ:** Dube, Dambisa GIZ ZA [dambisa.dube@giz.de](mailto:dambisa.dube@giz.de) & Ahoua, Kangah Jean-Philippe Hermann GIZ BJ [kangah.ahoua@giz.de](mailto:kangah.ahoua@giz.de)

**WESSA:** Mike Denison [mike.denison@wessa.co.za](mailto:mike.denison@wessa.co.za) & Moipone Kgatle [moipone.kgatle@wessa.co.za](mailto:moipone.kgatle@wessa.co.za)



## Certification of CSOs for volunteering and youth exchange programs

### 1 Abstract of the tool

In Benin, the process of certifying CSOs for youth volunteering and exchange has been developed in a participatory way, with the involvement of civil society, the Benin Office of Youth Volunteer Services (OBSVJ) and international partners. It has helped to develop measurable quality criteria for volunteerism, and likely to be applied in the context of Benin. The aim is to ensure the quality of volunteering and youth exchange missions in Benin.

**Key Message of the Tool**  
"Quality at the service of volunteering and youth exchanges"

### 3 For more information

The tools are written in French and available on: [www.obsvjinfo.bj](http://www.obsvjinfo.bj)

For more information: Benin Office of Youth Volunteer Services (OBSVJ) Tel: (229) 21 31 49 73; E-mail-to: [certifvolontariat@gouv.bj](mailto:certifvolontariat@gouv.bj).

### 2 The tool in brief

The CSO certification process for volunteering and youth exchanges has led to the development of three tools:

**The Quality Criteria document:** it defines the criteria on which CSOs who apply for certification are assessed. These are two categories of criteria:

(1) *eligibility criteria* that are elimination criteria relating to the legality of the organization;

(2) *the criteria for granting the certificate* which allow, among other things, to analyze the organization's ability to manage voluntary or youth exchange activities, to ensure good financial management of the resources allocated to it, and to engage on general themes relating to the SDGs.

**The certification procedure document** describes the different stages of certification, the players involved, the documents to be provided, the cost of the certification, the conditions of loss and renewal of the certificate of good practice.

**The Best Practices Guide** is a document that collects good practices in the management of volunteering programs and youth exchanges. It provides examples, provides guidance and directs users to documentary resources to deepen their thinking.

# EXERCICES ET JEUX D'ACTIVATION



## Catalogue d'Exercices et de Jeux d'animation

### 1 Bref résumé / Résumé de l'outil

Dans le cadre du Partner Matching ayant pris lieu au Bénin en août 2019 le Réseau AGYI Bénin en coopération avec Engagement Global a développé un **catalogue d'exercices et de jeux d'animation**. Ce catalogue, preuve de la diversité culturelle, propose 10 exercices amusants amener de la joie et du plaisir dans les séminaires, conférence, ateliers et rencontres.

« Kinglinglingo ! Ginglin ! Azinglinglingo ! Ginglin ! »

### 2 L'outil en bref

Le catalogue vous propose les exercices et jeux suivants :

- Bolobala** – un jeu de chants avec différents groupes.
- Chacun dans son trou** – dans ce jeu chacun-e incarne un poulet qui picote dans son bol de grains.
- Together we can!** – modeler une sculpture en groupe !
- Je sais écrire mon nom ou prénom** – écrire son nom avec différentes parties du corps.
- Kinginglego ginglin** - un autre jeu de rythme et de chant !
- Rythme de l'espoir** – un cercle de percussion.
- Téléphone** – transférer un message dans le group.
- Zipp-Zapp** – un jeu dans lequel vous devez être rapide et attentif !
- « Schnitzeljagd » à la Béninoise – une véritable rencontre interculturelle !

### 3 Pour plus d'informations

L'outil est rédigé en langue française et allemande et disponibles sur : [engagement-global](http://engagement-global) et [reseauagyibenin](http://reseauagyibenin).

Pour plus d'informations : Réseau AGYI Bénin  
Tél : (+229) 96 506 052 ou 95 793 708  
E-mail : [reseauagyibenin@gmail.com](mailto:reseauagyibenin@gmail.com)

The screenshot shows the Slimwiki interface. At the top left is the Slimwiki logo. The main heading reads "Welcome to Trainers and practitioner's wiki page!" and "Bienvenue sur la page wiki des formateurs et des praticiens!". Below this, there are two columns of content. The left column is titled "Overview of this page" and lists two items: "1. How do I access the pages and collections of this wiki?" and "2. Purpose and objectives of the Online Community of Practice (OCOP)". The right column is titled "Sommaire de cette page" and lists two items: "1. Comment accéder aux pages et collections de ce wiki?" and "2. But et objectifs de la Communauté de pratique en ligne (OCOP)". A red bar is visible at the bottom of the screenshot.

## Exchange Trainer's Wiki

### 1 Abstract of the tool

The African-German Youth Initiative (AGYI) supported the creation of a trainer's wiki aiming at creating a joint space for practitioners to foster the exchange amongst trainers and practitioners from the African continent and Germany. The aim is to promote sharing of training content, methodologies and practices amongst trainers from both continents and to create of a solid network of trainers.

The wiki targets training experts including alumni, host and sending organisations involved in selection, pre- and post-placement trainings and on-site orientation in the frame of youth exchange and volunteer programmes between African countries and Germany and on a continental level.

### 2 The tool in brief

The wiki was developed on the wiki hosting platform [Slimwiki](#). Training contents and tools are available in French and English on the following themes: selection, pre-deployment, deployment and post-deployment of volunteers and exchange participants. Each page targets a specific topic under the above theme and is a collection of relevant information and documents collected through an ongoing trainers exchange. The wiki is conceived as a living document allowing trainers and exchange practitioners to share their knowledge and benefit of a wide range of resources from a variety of programs and contexts.

### 3 For more information

The wiki is available on this [link](#) with the below credentials:

Email: [ocoptrainer@gmail.com](mailto:ocoptrainer@gmail.com)

Password : Wiki@123

For further information, contact Nestor Dehouindji: [dehouindjinestor@gmail.com](mailto:dehouindjinestor@gmail.com)







# Good Practice, Responsible Exchange &

## Good Practice, Responsible Exchange and Volunteering – A Guideline for Practitioners

### 1 Abstract of the Tool

The purpose of the manual is to provide useful information and guidance for exchange practitioners, stakeholders and role players to improve the quality of youth exchange and lead to responsible growth in the sector. The Guideline will provide useful insights into key considerations for most forms of exchange as it looks at operational, logistical and legislative aspects for the sector. Some aspects may be more relevant to certain exchanges than others, legislation is with reference to South Africa and SADC partners should cross-reference their laws for applicability and some sections may speak strongly to your operational needs and interests while others may not.

The Guideline was developed as a collaborative initiative with representatives from a diverse cross sector of the exchange and volunteering landscape.

### 3 For more information

#### WESSA

Email [jnbadmin@wessa.co.za](mailto:jnbadmin@wessa.co.za)

[www.wessa.org.za](http://www.wessa.org.za)

<https://wessa.org.za/our-work/schools-programme/african-german-youth-initiative/>

### 2 The tool in brief

The Guideline is available as a digital download (printable format) for sector stakeholders. As a digital copy, it utilizes user friendly “click throughs” for chapter and/or topic relevance for the user.

The tool is structured along logical engagement processes and grapples with the following:

1. Organisational and Partnership considerations
2. Applications and Pre-departure Processes
3. Implementation guiding principles
4. Post project guidelines for practitioners

The resource includes a number of templates which provide support from developing project proposals through to useful infographics and sample documents to facilitate responsible projects.

#### Key Message of the Tool

Achieving the global objective of education for sustainable development within the framework of exchange and volunteering requires actors to carefully consider, design and implement a broad array of roles and responsibilities. The guideline is designed to support and enable you to deliver improved, safe, successful experiences for everyone involved.



## Guiding Manual Tanzania

### 1 Abstract of the Tool

The manual resulted from the two extensive mapping exercises TYC undertook in 2018 and 2019 covering the whole of Tanzania, and including Rwanda and Kenya. The mapping exercise concluded that there are conflicting gaps in the current structures of youth exchange programmes and volunteering services between Germany and partner countries in Tanzania, Kenya and Rwanda (Uganda and Burundi were not included due to a lack of finding any ongoing partnerships between those countries and Germany). Some of the gaps originated from the poor preparation and re-integration of the exchange or volunteer returnees (Alumni of exchanges).

TYC built the foundation of developing a guiding manual that will help different stakeholders such as trainers, coaches, mentors, coordinators, teachers as well as formal educators accompanying exchanges, volunteering services and youth centric work not only in Tanzania but East Africa to improve and at least to be aware of what is important to consider when engaging in not only exchanges and volunteering services, but also any other youth centric work in order to minimize gaps. However, the guiding manual is not only inspired by the mapping exercise but also is a result of three years of intense engagement, mutual learning, two study tours to Germany, national networking events and youth camps, partner matching activity, close advisory sessions with government stakeholders, and capacity building activities with stakeholders doing youth exchanges and volunteer service between Tanzania and Germany.

### 2 The tool in brief

The Guiding Manual for Trainers etc., (with an accompanying extensive content catalogue) is designed to help different stakeholders to understand the essence of exchanges, volunteering services and youth centric work in a summarized manner and use simple language to understand. The tool includes issues such as defining a good trainer, Trainer's Checklist, preparation of youth volunteers, preparing school exchange groups, preparing extracurricular non-formal youth exchange groups, preparing young adults and professionals. The Manual also gives some insights on workshop plans, some activities for non-formal learning support as well as some tips for trainers.

### 3 Our service offer

The Manual as well as the content catalogue will be available in Kiswahili and English.

Contact: [info@tzyc.org](mailto:info@tzyc.org)

#### Key Message of the Tool

"NEEC hopes that this guiding manual will fill the gaps of the missing links that have until now hampered impactful and meaningful youth exchanges and volunteer engagement for the development of our country"

(Mrs. Beng'l Issa Mazana – Executive Secretary of National Economic Empowerment Council -NEEC- at the Prime Minister's Office)



Photo by Engagement Global. Participants of the Partner Matching Conference in Benin, August 2019.

## Partner-Matching-Conferences

### 1 Abstract of the tool

The Partner-Matching-Conferences (PMC) were developed and implemented within the framework of the African-German Youth Initiative (AGYI) to increase the collaboration between German and African civil society actors working in the field of youth exchange. The PMC addresses organisations and associations experienced with exchange programs, as well as those who had not previously carried out exchanges.



### 3 For more information

Engagement Global ([info@engagement-global.de](mailto:info@engagement-global.de))  
 AGYI partners TYC ([info@tzyc.org](mailto:info@tzyc.org)), Réseau AGYI Bénin ([reseauagyibenin@gmail.com](mailto:reseauagyibenin@gmail.com)) and WESSA ([jn-badmin@wessa.co.za](mailto:jn-badmin@wessa.co.za))

### 2 The tool in brief

Before a PMC, matches between organizations from different countries have to be made which is best/ ideally done via mediating umbrella organizations. A preparatory meeting helps to clarify the conference's goals and the participants' expectations, to give some historical and cultural background information of the conference's host country and to resolve emerging issues.

The four to five days long conferences itself gave cultural and sport organisations and associations from Germany and from the conference's host country the opportunity to network with each other, to get to know the matched partner, their organizations and to develop joint project applications.

Getting to know the partner's perspective and reflecting the own one and to develop a common understanding of partnership is key for a cooperation at eye level. On-site visits of the matched partner's office allowed to learn about the tandem partner's work context, which is a necessary precondition for writing high-quality funding proposals.

In lectures and workshops, the participants also discussed key areas of international cooperation such as pedagogical concepts, intercultural competences, diversity, power-critical discourse on racism, global learning, the sustainable development goals (SDG) as well as visa and program regulations.

Each conference also created increased networking which in turn leads to a higher number of applications, as tandem partners refer other participants to their friends and networks. An optional follow-up meeting can help to reflect upon the conference and to further exchange on the next steps within the newly established partnership.



## SAAN Webinar Series

### 1 Short summary

The Southern African Alumni Network formed and launched in 2018 providing support to exchange alumni, before, during and after exchange. Driven by the sudden changes the COVID19 pandemic brought, SAAN has reinvented its forms of engagement by setting up a webinar series to network with their membership base and various key stakeholders within the volunteer landscape on the continent by engaging on various topics. This allows them to fulfill one of their key services of networking and opportunity sharing.

#### Aims and Objectives

- To create a platform for SAAN alumni members to be supported during the Covid-19 period and for them to discover other career development opportunities that will keep them productive and growing.
- To provide a platform for psychosocial support for exchange alumni
- To create a platform for collaborative partnership and support with other alumni networks in Africa in order to harness the alumni potential during the pandemic and beyond.
- To find innovative ways of engaging with SAAN members and/or continental alumni beyond physical barriers.
- To equip members with tools and skills (e.g. facilitation skills).

### 2 The tool in brief

The webinar series allow discussing, receiving and sharing information in real time. They are hosted monthly by the network. SAAN aims to treat this platform with the needed dynamism and flexibility by addressing relevant topics that match the needs and interest of their target groups. For each theme a network member/expert presenter will take the lead of the webinar supported by a facilitator chosen from the network membership.

The language of these webinars is primarily English as this is the operating language of the network.

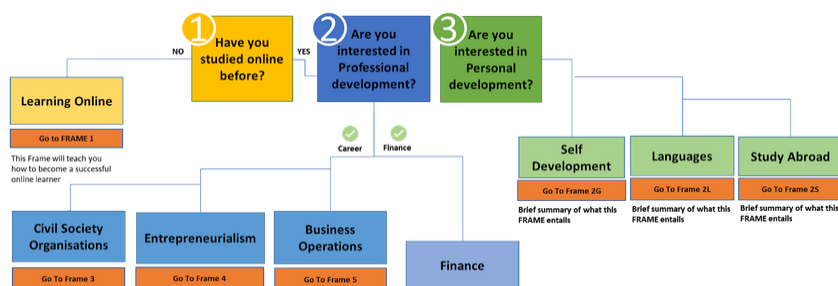
### 3 For more information

Manelisi Billy, Partnerships Liason:  
[manelisbilly@gmail.com](mailto:manelisbilly@gmail.com)



## Welcome to the DASHBOARD

*the dashboard is still going to be designed & improved in look and feel*



## Skills Learning Tool

### 1 Abstract of the tool

The “Skills in Exchange and Learning Journeys Framework” was co-developed by several role-players in the exchange and volunteering sector. Its purpose is to provide you with a resource to get more out of your time abroad or when you return by guiding you through some suggested on-line learning courses.

Exchange and volunteering offer an amazing opportunity to build all kinds of skills. While much of this learning is embedded into the experience, it is also possible to add other learning opportunities that drive your personal and professional aspirations.

#### Key Message of the Tool

Supporting youth while they are abroad on an exchange or volunteer placement to optimise their personal and professional aspirations through skills development.

### 3 For more information

WESSA

Mike Denison [mike.denison@wessa.co.za](mailto:mike.denison@wessa.co.za)

Southern African Alumni Network

[southernafricanalumninetwork@gmail.com](mailto:southernafricanalumninetwork@gmail.com)

<https://skills-ex.africa/>

<https://skills-ex.co.za/>

### 2 The tool in brief

The aim of the Skills Learning Tool is to offer youth that are on exchange an opportunity to gain new skills during their time abroad. To do this the, the team has thought of using two approaches, which can be used individually or together. The first one is using online learning tools, while the other is utilising the presence of the diaspora community in Germany.

The online learning tools approach of building up skills opens up the avenue of the exchange participant to begin long-distance learning. The participants will be led to a webpage that will give them guidance on how to gain valuable skills through online courses. Through answering a series of questions, the participants will be led to resources that will teach them business, civil society and self-development skills among others. The website will also allow the user to give feedback and access additional resources.

The other approach is the establishment of linkages between the exchange participants and the African diaspora communities across Germany. The webpage will provide the exchange participants with links to events, societies and groups based in Germany that might be of interest to them. This resource will allow the participants to get in touch with diaspora living in Germany to connect with fellow Africans.



## Benin Training Manual

### 1 Abstract of the tool

The training manual has been developed to help improve not only the management of volunteering missions and youth exchanges, but also the supervision of volunteers before, during and after their missions. It also aims to provide dynamic innovative educational tools and approaches, essential for animation of training, to youth volunteering and exchanges organisations.



### 3 For more information

The manual is written in French and is available on:

[www.reseauagyibenin.org](http://www.reseauagyibenin.org)

**For more information:**

AGYI Benin Network

Tel: + 229 96 50 60 52 / : +229 95 79 37 08;

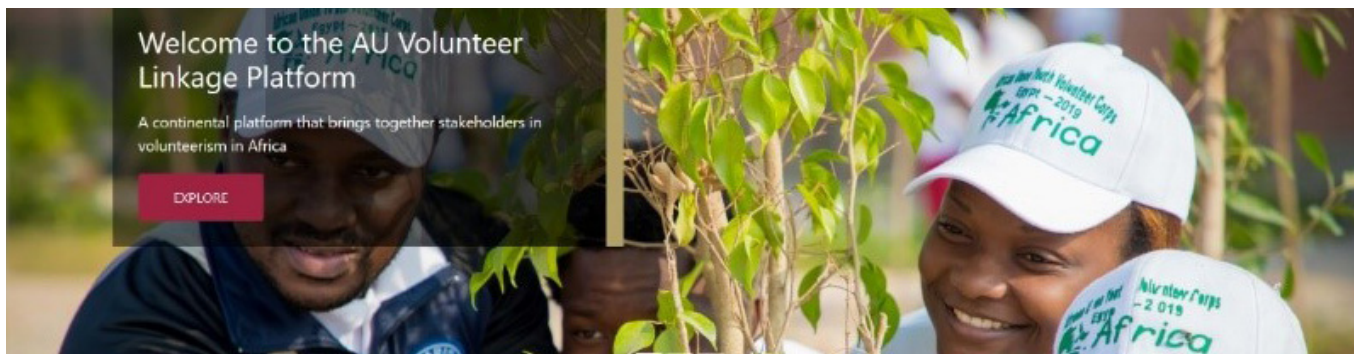
E-mail: [reseauagyibenin@gmail.com](mailto:reseauagyibenin@gmail.com);

Facebook: [www.facebook.com/reseauagyibenin](http://www.facebook.com/reseauagyibenin)

### 2 The tool in brief

The manual addresses the essential aspects of preparing for an exchange or volunteer mission. It is a tool to support trainers and mentors that takes into account the different experiences of the actors (OSC and Alumni) of the voluntary sector in Benin. It develops various modules, which can be adapted to each context in order to meet the needs of the target groups. It includes:

- Specific themes to volunteering (Interculturality; Procedures and Administrative Formalities; Security and Protection; Conflict management; Post-volunteer preparation and exchanges; Inclusion)
- Cross-cutting themes such as Migration/ Youth Mobility and Development; Overlapping perspectives Agenda 2030-2063 and ICT and Digital education
- Critical reflections on concepts and inclusive approaches to address them
- Training's animation methods
- Technical sheets (action plan, monthly planning, pedagogical sheet, training evaluation sheet)
- Good practices to be valued in the area of youth mentoring
- A directory of trainers.



## Au Volunteerism Linkage Platform

### 1 Abstract of the tool

The African Union (AU) Heads of State and Government in decision Assembly/AU/Dec.274 (XVI) declared youth volunteerism as a tool for Youth Empowerment and catalyst for the continent's development. The African volunteer and exchange landscape is very diverse and dispersed with numerous programmes working with little to no coordination at different levels (national, regional, continental, and international).

In this context, the African Union Commission (AUC) in partnership with AGYI developed an on-line Volunteerism Linkage Platform (VLP) to provide an overview of volunteering and exchange programs and a learning and exchange platform featuring good practices and tools, statistics and a platform for information exchange.

#### Key Message of the Tool

Harnessing the potential volunteerism and exchange in Africa through synergies, opportunities, knowledge management and impact assessment.

### 2 The tool in brief

The VLP is conceived as a marketplace for volunteer initiatives and actors on the African continent. It provides information to the public interested in volunteerism and exchange in Africa; young Africans; sending and hosting volunteerism and exchange organisations; partners involved in supporting volunteer and exchange programs; state, regional and private actors in the field.

As such, the VLP has the following features: (1) Make available volunteer and exchange policies, reports, best practices, and guidelines; (2) Showcase the impact and scale of volunteer and exchange initiatives of the continent through an interactive map; (4) Provide a space for discussion and information on exchange opportunities; (5) Generate reports and statistics.

### 3 For more information

The VLP website is available in French, English (Portuguese and Arabic to come) on [www.volunteer.africa](http://www.volunteer.africa). To access the VLP, contact Daniel Adugna (AdugnaD@africa-union.org)

Opportunity Name	Candidate name	Status	Created At	Action
Monitoring and Evaluation Officer	Z	Submitted application	2020-05-11 14:31:45	
Monitoring and Evaluation Officer -	K	Submitted application	2020-05-11 13:54:26	
Monitoring and Evaluation Officer -	m	Submitted application	2020-05-11 12:12:17	
Monitoring and Evaluation Officer -	H	Submitted application	2020-05-11 08:09:45	

## AU Volunteer Management System

### 1 Abstract of the tool

The African Union Commission (AUC) in partnership with AGYI developed a continental Volunteer Management System (VMS) to provide technical support to volunteer and exchange practitioners through a platform improving the management of volunteers.

The VMS is a tool available for Member State Volunteer Programs, Regional Economic Communities, Civil Society Organisations, development partners and private actors involved in volunteer and exchange programs.



### 2 The tool in brief

The VMS is an open-source software supporting the management of volunteers from their recruitment to the final reporting and alumni support. It presents the following features: (1) Receive and submit online application, screen the applicants, and manage onboarding of selected applicants; (2) Allow volunteers to create and manage profiles; (3) Track activity and impact, monitor and reporting; (4) Allow volunteer-to-volunteer communications, and discussion forums with organisations. The tool thereby streamlines the volunteering journey in one tool and ensures quality and transparency through all processes.

The VMS is used since 2019 by the AU Youth Volunteer Program and is available for any organisation interested.

### 3 For more information

The VMS is currently available in English. To access the VMS, you can request the code to be installed on your server through the African Union Commission. Contact Daniel Adugna (AdugnaD@africa-union.org) for further information.