

# FAQs on the Experts for Municipal Partnerships Worldwide (FKPW) Programme

## What are the objectives of the FKPW programme?

The programme is designed to support municipalities in working together in their partnerships. There are many ways in which joint work can be improved. For example, some partnerships intend to use the support of an FKPW expert to engage with a particular theme of cooperation, such as solid waste management, in greater depth so that they can then implement specific projects together and develop their specialist expertise on both sides. The municipalities can thus be supported in improving their self-governance and services.

Other municipal partnerships wish to use the support of an FKPW expert to diversify. This can involve identifying new areas of cooperation, new cooperation partners, or more active contact persons in the municipalities.

Naturally, many municipalities also use the experts in several areas at the same time.

What is important is that the expert supports the partnership in establishing sustainable structures, so that once the expert's contract has ended the partnership emerges stronger and is able to manage further cooperation self-reliantly.

## Who is the FKPW programme designed for, who is eligible to apply?

The programme is designed first of all for German municipalities (of all kinds) that are partnered with a municipality in a partner country of German development cooperation. This means partner municipalities from countries that are included on the OECD-DAC list ([link to DAC list](#)) and are partner countries of German development cooperation ([link to overview of partner countries](#)). If in any doubt, please get in touch with us.

Municipalities with established partnerships, and those whose partnerships are still in the process of becoming established, are both included in the programme's target group. Municipal institutions can also propose, implement and complete projects.

As well as municipalities, municipal associations are also eligible to apply, provided that they are either partnered with a municipal association in the partner country, or with the support of an expert in the municipal association would like to support several municipal partnerships at the same time.



In some countries the municipal partnerships with German partners are closely networked. If two or several partnerships would like to engage with the same specialist topic, or if they would like to implement a regional project (e.g. regional tourism development or river restoration), several municipal partnerships can also apply for one expert.

FKPW experts can thus be assigned in a wide variety of constellations and a wide range of partnership structures.

In all cases, the municipalities and/or municipal associations involved submit a joint declaration of interest. All partners are equally committed to the expert assignment, and are involved in planning and implementing the assignment throughout the project period. In the municipality in the Global South where the expert is to work, this entails a greater administrative workload than in the German partner municipality.

## When and how can a municipal partnership apply?

You can submit a declaration of interest, plus information on the objectives of the project and initial ideas on what the expert's tasks would be, at any time. To access the declaration of interest forms (which are available in several languages), please scroll down to 'Downloads' below these FAQs. The next step involves a process of intensive dialogue with, and advice from, the FKPW team. This will involve modifying some of the ideas, and working things out in more detail, so that a concrete project proposal can then be submitted.

## Why should our municipal partnership apply? What benefits will assigning an expert deliver for the partnership?

An expert will invigorate your municipal partnership, facilitate a much more well-informed engagement with the topic(s) in question and support your partnership in identifying new topics and actors. You will then be able to find joint solutions to pressing municipal problems. A lack of human resources or a lack of expertise on the ground are often reasons why partnership projects cannot actually be implemented despite interest on both sides. Both challenges can be addressed by an expert. Both partner municipalities will benefit from a joint endeavour that can be realised or kick-started by an expert.

## My municipality has many partnerships worldwide. Can it submit several proposals for an FKPW expert?



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Yes, one expert each for a maximum of three different partner municipalities can be proposed.

## What conditions must the interested municipalities meet? What is expected of the participating municipal actors?

The basic requirement for participation in the FKPW programme is the willingness of both partner municipalities to intensify their cooperation with support from the GIZ and the Service Agency, and develop sustainable solutions to development issues. Furthermore, both municipalities should be willing to involve their own staff in the programme. You should note that an expert will entail an increase in cooperation management. Once the two municipalities have identified a possible core area of expertise for an expert assignment, it is therefore important before submitting a declaration of interest to approach the relevant specialist departments on both sides in order to ensure that staff from those departments would also be willing to become actively involved in the expert assignment.

The partner municipalities are also expected to:

- sign an agreement detailing the objectives and key points of the expert assignment
- support the expert and be actively involved in the project work and the network of actors
- be willing to work closely with the involved institutions – the GIZ and the Service Agency – before and during the expert assignment
- participate actively in the network meetings/conference
- prepare a brief annual progress report (municipality in the South) / take part in a survey (German municipality) on the expert assignment.

## What contribution/inputs does the FKPW offer?

- We support the municipal partnership in an intensive process of advice on the objectives and tasks of the expert assignment, and on selection of the expert assignment model.
- We take care of recruiting the international experts and support the selection of national experts.
- We organise and finance the onboarding of the international experts in cooperation with the German Academy for International Cooperation (AIZ). For all experts we organise and finance temporary placements at the GIZ and the Service Agency, and in the German partner municipality.
- We support the expert assignment through regular dialogue with the expert and both partner municipalities.



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- We hold regular network meetings to enable the experts and participating municipalities to meet and share their experiences.
- We support partnership-related public information and outreach work.
- We advise on opportunities to obtain funding for implementing joint activities through the Service Agency.

## What is (not) eligible for support? And what administrative expenditure will the two partner municipalities incur as a result of the expert assignment?

### **German municipalities do not make any financial contribution.**

Depending on the expert assignment model selected, the partner municipality in the partner country may incur costs, for instance when setting up a workplace for the expert

Various expert assignment models are supported:

- Integrated experts receive a local employment contract from the employer in the partner country; the employer pays the expert a salary at the local going rate, which the FKPW then tops up to a European level.
- Development workers receive a service contract from the GIZ plus a fixed subsistence package from the FKPW (based on the German Development Workers Act).
- National experts receive a local employment contract from the employer in the partner country with a local salary, the funding of which is supported up to 100% by the FKPW.

The funding provided by the FKPW is focused on the expert post and finances (partially) their salary/maintenance allowance as well as the expert's training costs and travel expenses. This funding does not include a budget for accompanying measures.

## How is the assignment process structured?

Have you already obtained initial advice from the FKPW and submitted a 'declaration of interest'?

Following a kick-off meeting between the FKPW programme and the two municipalities the next step is usually to visit the municipality in the South. Participation by one municipal delegate from the German municipality can be funded by the FKPW programme. As well as getting to know the actors directly and indirectly involved, and the challenges on the ground, the purpose of this 'appraisal mission' is also to discuss joint objectives and activities as well as what qualifications the expert will need to possess and which expert assignment model will need to be selected.



## What types of expert can be assigned, and what are the differences between them?

### **Option 1: The 'development worker assignment' model has been selected**

Development workers (DWs) receive a service contract from the GIZ plus a fixed subsistence package from the FKPW, based on the German Development Workers Act. Before recruitment can begin, the municipality in the South must submit an informal funding request to the FKPW.

This should detail the history of the partnership and the reasons why the expert is being requested, and specify the objectives and activities that were the outcome of the appraisal mission. The request should also include an organisation chart of the employer in the partner country. Upon receipt of this letter, the FKPW programme will formally request the German Federal Ministry for Economic Cooperation and Development (BMZ) to approve funding of the post. Once the request is approved the GIZ will begin the recruitment process on the European labour market. While the recruitment process is under way the municipality from the South and the GIZ will sign a Memorandum of Understanding (MoU) stipulating the content and the respective responsibilities of the two institutions, as well as a formal agreement of objectives for the development worker assignment.

The GIZ will preselect the applicants and propose the most suitable candidate to the municipality in the South. The municipality from the South will have an opportunity to interview the candidate concerned beforehand.

### **Option 2: The 'integrated expert' model has been selected**

Integrated experts (IEs) receive a local employment contract from the employer in the partner country; the employer pays the expert a salary at the local going rate, which the FKPW then tops up to a European level.

To select an integrated expert, once the appraisal mission has been completed the municipality from the South submits a formal 'Application for placement of an integrated expert' (CIM application) to the FKPW programme, which also specifies the amount that the municipality itself will pay.

A draft of the local employment contract and an organisation chart of the employer in the municipality from the South must be attached to this CIM application.

Upon receipt of this letter, the FKPW programme will formally request the German Federal Ministry for Economic Cooperation and Development (BMZ) to approve funding of the salary supplement. Once the funding is approved the Centre for International Migration and Development, which is run jointly by GIZ and the German Federal Employment Agency, will begin the recruitment process on the European labour market. While the recruitment process is under way a formal agreement of objectives for the IE assignment will be produced, and signed by authorised signatories of the two municipalities.



### Option 3: The 'national expert' model has been selected

Particularly when the required profile is available locally, a national expert (NE) may be selected.

National experts receive a local employment contract from the employer in the partner country with a local salary, the funding of which is supported 100% by the FKPW. The salary is paid directly through the local employer. The municipality from the South submits an application to the FKPW programme for the salary budget. In this connection it is necessary to prepare various documents and fill in forms. Once all the application documents have been received, the FKPW programme will request the German Federal Ministry for Economic Cooperation and Development (BMZ) to approve funding of the expert post. Once the funding is approved the GIZ enters into a financing agreement with the municipality from the South to cover the salary payments as well as training costs and travel expenses. Depending on the financial strength of the municipality in the South, it may also fund some of these costs from its own resources.

The expert will be recruited by the municipality from the South in accordance with the profile jointly defined during the appraisal mission, and local regulations.

While the recruitment process is under way a formal agreement of objectives for the expert assignment will be produced, and signed by authorised signatories of the two municipalities.

### How are experts prepared for their assignment?

Before commencing their assignments the FKPW experts receive extensive preparation. Which preparatory measures are offered/are obligatory for which expert assignment model is indicated below in the brackets after each point (IE = integrated expert, DW = development worker, NE = national expert).

- Temporary placements at the Service Agency and GIZ (IE, DW, NE), temporary placement in the German municipality (IE, DW, NE). Training at the German Academy for International Cooperation (AIZ) in Bonn, which can include crash courses in foreign languages or courses in country analysis, security in the partner country, project management, organisational consultancy or communication (IE, DW).
- AIZ training at one of the AIZ regional training hubs (e.g. Addis Ababa, Bangkok) or other national training institutions: this may also cover special subject-specific training requirements (NE).



- Medical preparation: examination for fitness for service in the tropics, plus needed vaccinations by GIZ Medical Services (IE, DW).
- Induction by the GIZ structure in the partner country after completion of outward journey (IE, DW).

## Who are the experts and how are they recruited?

The experts are specialists who possess the required expertise and ideally several years of experience in international cooperation, sustainable development, and municipal and urban development. Once the partner municipalities have defined which development theme they wish to address in conjunction with the expert assignment and what their expectations of the expert are, they jointly decide whether to select a development worker, an integrated expert or a national expert. If they decide on an international expert (i.e. either a development worker or an integrated expert), the GIZ/CIM will seek suitable candidates, who may have close links with the German municipality. If the two municipalities decide on a national expert, then the municipality in the South will recruit the individual.

## Can staff of German municipalities apply to become experts?

An expert assigned through the FKPW need not necessarily come from the German partner municipality, but may well do so. Interested staff of German municipalities can apply like anyone else to job advertisements published by the GIZ (in the case of DW assignments) or CIM (in the case of IE assignments), and attempt to persuade the respective institutions of their suitability.

## How long does the process take for an expert to begin their assignment in the partner country?

The process usually takes between nine months and one year.

## How long are experts assigned for?

Usually two years, with the option of an extension.



## What types of development task can experts placed by the FKPW programme perform?

Under the FKPW programme projects can be implemented that address any of a wide range of municipal themes which relate to the 17 Sustainable Development Goals (SDGs) of the United Nations. (<https://17ziele.de/>). These include for instance services of general interest, good local governance, migration and development, and gender justice. Consequently, the experts assigned by the FKPW programme support for instance projects concerning sustainable economic development, integrated urban planning, water and energy supply, climate action etc.

## Can an FKPW project be combined with other Service Agency projects?

An expert assignment conducted through the FKPW programme can in principle be combined with other (Service Agency) projects. However, it is important to note that an FKPW assignment must address new topics or include new tasks that generate additional development results. In other words, it is not permissible to reallocate tasks that already exist within the municipalities. Having said that the FKPW project can build on tasks already performed or ongoing development engagement, taking this as its foundation.

## Who performs project management?

- The Experts for Municipal Partnerships Worldwide (FKPW) programme is implemented on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), in cooperation between the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and Engagement Global's Service Agency Communities in One World.
- The GIZ is a federal enterprise that provides services worldwide in the field of international cooperation for sustainable development. It operates chiefly on behalf of the BMZ. It has more than 50 years of experience in economic development and employment promotion, urban and municipal development, and peace and security. Its registered offices are in Bonn and Eschborn, and its workforce of around 21,000 operates in more than 120 countries. In the FKPW





programme the GIZ is responsible chiefly for advising the municipality in the South and for recruiting the experts.

- The Service Agency is an institution that provides advisory and other services for municipal development cooperation. Since 2012 it has been operating under the umbrella of Engagement Global gGmbH. The Service Agency is a partner for all issues of municipal development cooperation in Germany, and works on four key themes that affect the global future: municipalities for global sustainability; fair trade and fair procurement; migration and development at the local level; and municipal partnerships with municipalities in the Global South. In the expert assignment project the Service Agency is responsible chiefly for advising the German municipalities.

## Have any special points arisen as a result of the current corona pandemic?

Due to the contact and travel restrictions in connection with the Covid-19 virus the FKPW programme has temporarily adapted the following processes:

- Formal documents such as the declaration of interest need not necessarily be signed. An email with a corresponding attachment indicating that both municipalities agree to the content is sufficient.
- For the time being, with a few exceptions missions to partner countries will not be taking place. The various discussions and workshops will take place using online platforms, over an extended period of time.
- The contracting of international experts (IEs and DWs), and thus their outward journeys, may be delayed significantly. Although recruitment will continue as normal, it will not be possible to conclude the contracts of employment/service contracts until it is possible to guarantee that the expert will be able to enter the country for a period of several weeks. The FKPW is liaising closely on this matter with the respective GIZ offices and the German embassies in partner countries.
- The induction courses and temporary placements for new national experts will not take place in Germany. They will take place on digital platforms.
- The network meeting in 2020 will not take place as usual on the basis of personal attendance in Germany. It will be organised using a digital platform.

