

pistes s→olidaires

EurAsiAmerica

GUIDEBOOK

Pistes Solidaires,

www.pistes-solidaires.fr



This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

EVS Long Term « EurAsiAmerica» China/Peru/Italy/France: 6 months

Main Theme:

Promotion of rural/ urban development,
Inclusiveness and social cohesion.
Project management and entrepreneurship skills

What?

To **host a volunteer** for a long term in your organization will be very helpful for many things. Main Goal: He/She will experience 6 months learning/working on the issue of sustainable rural/urban development and how to develop young people's employability.

Being involved on this kind of project abroad their countries, volunteers and projects will be **the link between sending, hosting and coordinating organizations**. In this way, we will get a big **network with 16 volunteers spread around the world** involving 4 partners of 4 different countries around the world: France, Italy, China and Peru.

Why?

There will be 16 volunteers who will working on the issue of sustainable rural/urban development and how to develop young people's employability. To do this, the project foresees different activities which aim to develop volunteers' sense of initiative, project management and entrepreneurship skills. These skills are fundamental to increase young people's possibility to be employed. At the same time, the acquired skills will be used by the volunteers to help local community by providing tools and knowledge which can promote rural/urban development. A virtuous cycle will be established by providing benefits in two ways: 1) at the end of the experience, the volunteers will come back home with skills that will be helpful during the job hunting; 2) the skills of volunteers will bring benefits to the local community giving local youth skills and employability perspectives in rural and urban areas.



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Where?

16 volunteers from different background and different countries (Italy, China, Peru and France) will join an organization.

- France, Pistes Solidaires : 2 volunteers (1 Chinese, 1 Peruvian)
- Italy, CESIE : 2 volunteers (1 Chinese, 1 Peruvian)
- China, CANGO : 8 volunteers (4 French, 4 Italian)
- Peru, Enfants des Andes : 4 volunteers (2 French, 2 Italian)

FRANCE: Pistes solidaires is a proactive organization based on education to sustainable development: learning mobilities, European cooperation and social and sociocultural development. We believe that youngster have to be the motor for future generation. Sustainable development has to be done at a local level taking into account our global world interdependency. All our projects are led by this motivation and this allows us to reinforce our partnership with organizations inside and outside Europe.

Pistes-Solidaires is a non-profit organization (association loi 1901) committed to developing fair, sustainable and solidarity-based social, cultural, educational and economical exchanges. It supports the concepts gathered in the Agenda 21, drawn up in 1992 in Rio.

It comes within its scope to facilitate the exchange of knowledges, skills and behaviors which are promoting justice and equality in an intercultural society and an interdependent world. It intends to heighten awareness on global issues.

ITALY: CESIE develops activities at both local and international levels which are constantly interlinked.

CESIE has 1 coordination seat in Italy, Sicily and 5 decentralized seats in India, Nepal, Senegal, Egypt and Malta.

CESIE is divided in six departments: Dpt. of International Cooperation, Dpt. of Mobility, Dpt. of Europe, Dpt. of Vocational Training, Socio-cultural Dpt. and Civil Service Dpt. Moreover, there are four transversal departments: logistics, finance, human resources and visibility. CESIE is composed of a 30 unit staff able to work in different languages and has a pool of internationally recognized trainers.

CESIE want to develop cooperation with China and Peru to promote the dialogue between youths from the EU and other countries.



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CHINA: CANGO (China Association for NGO Cooperation) is a non-profit membership organization operating nationwide. CANGO was founded in 1992 and registered with the Ministry of Civil Affairs in 1993. CANGO is an NGO in Special Consultative Status with the Economic and Social Council of the United Nations. CANGO also gained the qualification of pre-tax deduction for donations by the Ministry of Finance. At the beginning of 2010, CANGO gained the honorary title "National Advanced Social Organization" by the Ministry of Civil Affairs. CANGO is an umbrella organization, with 145 member organizations by April 2011.

CANGO works in rural and community development, environment protection, health care, NGO capacity building and civil society building. CANGO's mission is to create a strong, empowered network of Chinese NGOs.

Several national networks have been established by CANGO, China civil climate action network, enterprise-NGO cooperation network.

PERU: Enfants des Andes is a NGO registered at the Peruvian Agency of International Cooperation.

It aims to help children living in difficult situations in Peru. The NGO Enfants des Andes was founded in Peru in 1992. It was founded by a French woman, Marie-Therese Martinez, who has lived in Peru since 2000. She manages the projects of the association. The organization has built a shelter for children in the Amazon; the construction began in 2001 and the centre now puts up 40 children. It is run by a Peruvian team.

In 2007, the organization created a center "Education and Solidarity" in Nasca. A language school that teaches French and English to people working in or studying tourism was created in March 2009.

A new center for children living in difficult situations is under construction and will open its doors in 2011.

In all this places volunteers will live in traditional way of life with the local team, they will participate to typical dinners of the country hosting and share with them the way of life with natives. Their organization will be in charge of all the local transports.

When?

The global dates of the project (eligibility dates) will star from 01/09/2012 (depending on the project' EVS activities) until 31/12/2013. Each EVS project will last for **6 months**. **The starting date will depend on hosting organization constraints. Remember that on return, volunteer should participate in evaluation training back in their country.**



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Who?

Name of Organisations and Country	Function of the organisation	Number of Volunteer	Country, Place
PISTES SOLIDAIRES, France	COORDINATOR/SENDING	6	To China and Peru
	HOSTING	2	From China and Peru
CE.SIE, Italy	SENDING	6	To China and Peru
	HOSTING	2	From China and Peru
CANGO, China	HOSTING	8	From France and Italy
	SENDING	2	To France and Italy
ENFANTS DES ANDES Peru	HOSTING	4	From France and Italy
	SENDING	2	To France and Italy

What expectations/outcomes?

- Creation of a blog and facebook page where volunteers' will upload texts, photos and videos,
- Connexion with European commission delegation at national and European level
- Volunteers will share their experience on return by:
 - Creating power point presentations including activities realized and objectives reached during their EVS.
 - Preparing photo exhibitions.
 - Preparing themselves to explain the benefits of the youth pass to future employers (through the organization of a conference).
 - Explain, through a peer education system, the knowledge gained during EVS and the results of entrepreneurship workshops.
- Helping local communities in project development.

Definitions:

What is EVS?

Within the European Service (EVS) programme, young people can spend up to 12 months abroad as European volunteers helping in local projects in various fields. EVS represents Action 2 of the Youth in Action Programme.

Volunteers in EVS projects participate in activities in different fields (like: environment, arts and culture, activities with children, young people or elderly, heritage, sports, etc ...)

Which comply with the following general principle? EVS is a great human experience abroad.



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ACTIVITIES MUST:

- Take place in a country other than where the volunteer lives;
- Be non-profit making
- Bring an added value to the host organization and the local community
- Not involve job substitution, not be a substitute for military service or alternative service formulas
- Last for a limited period, normally between 2 and 12 months.

ACTIVITIES SHOULD:

- Promote universal peaces, dialogue, tolerance and solidarity
- Contribute to building long-last and solid partnerships
- Include exchange of youth work expertise and know-how
- Give participants a better understanding of their own situations and cultures and help them explore their identities
- Contribute to developing the voluntary sector and civil society.

EVS IS NOT ...

- EVS is not occasional, unstructured, part-time volunteering;
- EVS is not an internship in an enterprise
- EVS is not a paid job and must not substitute paid jobs
- EVS is not a recreation or tourist activity
- EVS is not a language courses
- EVS is not exploitation or cheap work force
- EVS is not a period of study or vocational training abroad
- EVS is not simply a funding scheme, but a quality model of transnational voluntary service.

What each part needs to do?

Sending Organization:

- Signing of activity agreement
- Select volunteers
- Guarantee the follow up of volunteers
- Make the link between volunteer's families and volunteers if needed
- Organize the travel to the host organization.
- Help the volunteer in the visa process and issue.
- Register volunteer on AXA insurance plan.
- Contact Pistes Solidaires every month sending volunteers feedback
- Give to volunteers a departure training
- Write final evaluation report and give better improvement
- Support to volunteer in the implementation of follow-up activity(Volunteers will share their experience on return by:
 - Creating power point presentations including activities realized and objectives reached during their EVS.
 - Preparing photo exhibitions.



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- Preparing themselves to explain the benefits of the youth pass to future employers (through the organization of a conference).
 - Explain, through a peer education system, the knowledge gained during EVS and the results of entrepreneurship workshops.
- Guarantee to sign in volunteers to sending and return training that will be organized by national agencies in volunteer's countries.
 - Make sure the volunteer fill in the volunteer report.

Hosting Organization:

- Prepare and Signing of activity agreement;
- Prepare volunteer's hosting environment (hosting staffs, activities, tasks related) and communicate with the volunteer before arrival;
- Prepare and co-organize on-arrival training with coordinating organization.
- Inform and prepare volunteer integration (social life and team work within the organization);
- Identify two mentors, one to support the EVS in his/her activities, and one to support EVS integration and social life.
- Find linguistic courses adapted to volunteer's level;
- Communicate with sending and coordinating organizations in case of conflict
- Specify volunteer's tasks;
- Facilitate the volunteer's enculturation and facilitate also internet connection and phone;
- Write evaluation report and give better improvement every months;
- Guide volunteers and support in follow-up activity/ evaluation, dissemination and exploitation activities;
- Help volunteer in organizing visa extensions (if needed);
- Make sure the volunteer fill in the volunteer report within the last 15 days of his/her EVS and send the volunteer report by scan and original by post by the end of the EVS activities;

Coordinating Organization:

- Give all the resources needed to HO, SO and volunteers to realize a good project;
- Follow up with partners organizations;
- Follow up with all the volunteers;
- Coordinate the blog and facebook page;
- Discus how to improve the volunteer's situation;
- Organize with hosting associations the arrival training;



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- Do report to the European Commission;
- Be in charge of administrative tasks;
- Responsible for the budget;
- Write the contracts;
- Organize the installment;

Volunteers:

- Present CV and motivation letter to sending organization;
- Participate in pre departure and on arrival training;
- Participate actively in the selection process;
- Participate actively in trainings organized ;
- Participate actively in all activities;
- Development of future activities;
- Search information of hosting organizations ;
- Communicate with the host organization 15 days before the beginning of the project about logistical and activities aspects;
- Participate actively to get information about missions, countries;
- Participate to evaluation training on return of their EVS;
- Manage VISA formalities;
- Write EVS evaluation report with the last 15 days of the EVS activities and give this report to hosting and coordinating organizations;

How is it possible?

EVS is financed by the Youth in Action Program from the European Commission. The EU (European Union) support financially accommodation, insurance, food, transport, pocket money, visa and jab. This funding is not paying tutoring salary and should be use only for elements listed below.

Volunteering length and working time:


The total duration of the EVS is 6 months; volunteer will work around 35 hours per week. Volunteer's activities should be planned on 5 and half months since they will have 12 days vacations and 1 week of on arrival training that will take place during the first month.

A report have to be realized each month from Sending, Hosting, Coordinating associations and volunteers to know how is everything going on and to follow up projects step by step.



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RECRUITMENT PROCESS: STEP BY STEP



Publicity	You start to publicize the placements through different ways for ex: website, emails, newsletter, and contact with youth centers.
CV+ Motivation Letters	Collect CVs and motivation letters of candidates Selection + interviews before the 27th august
Selection	Selection of 2 or 3 CVs by sending organizations and then send to the hosting/coordinating organizations the 28th august Volunteers will be selected by all partners in a common decision through a skype meeting the 30th august
Preparation	<ul style="list-style-type: none"> -Pre-Departure Training -Visa -Booking of flights -Registration -Vaccine -Questions & Answers -Intercultural preparation -Signing of acceptance letter with Pistes Solidaires + Activity Agreement <p>All volunteers will do a pre-departure training in their own national countries</p>
Departure	<p>1 Chinese volunteers going to France and 1 to Italy 6 months from October 1st</p> <p>-1 Peruvian volunteers going to France and 1 to Italy 6 months from April 1st</p> <p>-2 French and 2 Italian volunteers going to China 6 months from November 1st</p> <p>-2 French and 2 Italian volunteers going to China 6 months from May 1st</p> <p>-2 French and 2 Italian volunteers going to Peru 6 months from May 1st</p>



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TYPE OF ACTIVITIES:

CHINA:

8 volunteers (4 from Italy and 4 from France) In CANGO

The project will be developed in two rounds (2 groups of volunteers, 4 volunteers each session for 6 months each)

Role and tasks of volunteers:

- Developing contacts and collaboration opportunities at national, regional and international level.
- Proposal and Report writing.
- Facilitator and Representative of CANGO
- Researcher and Communicator.
- Project and Programme Implementation.
- Assist different CANGO projects related to community development, livelihood improvement,
- Equality of education and environmental protection in rural areas;
- Support CANGO networks in different context like NGO capacity building,
- Participate in field visits to project sites in rural area with staff;
- Assist fundraising, external publicity, project design, writing proposal and reports;
- Assist work of Activity Center for Migrant workers (belong to the organization)
- Assist office work and organizing seminars and other events
- Participate in field visits to projects sites with staff
- Organize workshops with local community on project management and youth initiative supported by host organization

Practical details:

Working hours: 7 hours per day and Saturday and Sunday are off. Volunteers might work some week-ends for specific events, extra days of vacation will be given in this case.

Language course: Volunteers will receive linguistic trainings in Chinese.

Volunteer's accommodation: Shared flat with other volunteers.

Local Transport: CANGO will cover transportation costs during EVS activities frame.

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How the Service will contribute to the social and personal development of the volunteer? What are the learning outcomes you want to bring to the volunteer?

- At the end of the experience, the volunteers will come back home with skills that will be helpful during the job hunting;

Non-formal learning, experiential learning and learning by doing will be the main methodologies used. Reciprocal approach between sending and hosting organisations will be the basis for activities implementation.

- During the EVS activity we expect the volunteer to acquire the following competences:

-Personal skills: conflict resolution, independence, autonomy, sense of initiative;

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-Professional skills: awareness of diverse subjects, team work, non-formal education, international networking, ability to develop and implement innovate ideas to the projects.

-Intercultural competences: knowledge about Chinese culture as well different culture as there will be volunteers come from different countries;

- Learning outcomes will be valorize with the youthpass: www.youthpass.eu

What are the expected skills from the volunteers?

- Documentation
- Project Writing
- Communication
- Networking
- International Cooperation
- Programme Planning, Implementation & Monitoring.
- Intermediate or advanced level of English

PERU:

4 volunteers (2 from Italy and 2 from France)

Role and tasks of volunteers:

- Activities with children (walking tour, homework help, children guardian support, games, drawing) or activities with tourists
- French/ italian class for children in rural primary school : initiation, teaching skills with teacher support. And also English class depending on the level of volunteers.
- Organize workshops with local community on project management and youth initiative supported by host organization
- Learn and follow projects coordinated by Enfants des Andes and its local partners



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- Sensitization of young people about education and sustainable development.
- Participation and implementation of events
- Development of a personal project
- Capacity building for local community: volunteers will receive and then organize workshops on project management in order locals to organize rural and solidarity tourism projects.

Practical details:

Works hours: 7 hours per day and Saturday and Sunday are off. Volunteers might work some week-ends for specific events, extra days of vacation will be given in this case.

Language course: Volunteers will receive linguistic trainings in Spanish

Volunteer's accommodation: they will be hosted in the centre.

Local Transport: Enfants des Andes will cover transportation costs during EVS activities frame.



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How the Service will contribute to the social and personal development of the volunteer? What are the learning outcomes you want to bring to the volunteer?

- At the end of the experience, the volunteers will come back home with skills that will be helpful during the job hunting;

Non-formal learning, experiential learning and learning by doing will be the main methodologies used. Reciprocal approach between sending and hosting organisations will be the basis for activities implementation.

- During the EVS activity we expect the volunteer to acquire the following competences:

-Personal skills: conflict resolution, independence, autonomy, sense of initiative;

-Professional skills: awareness of diverse subjects, team work, non-formal education, international networking, ability to develop and implement innovate ideas to the projects.

-Intercultural competences: knowledge about Peruvian culture as well different culture as there will be volunteers come from different countries;

-Linguistic skills: ability to communicate in Spanish.

- Learning outcomes will be valorize with the youthpass: www.youthpass.eu

What are the expected skills from the volunteers?

- Documentation
- Project Writing
- Communication
- Networking
- International Cooperation
- Programme Planning, Implementation & Monitoring.
- Intermediate level of English or Spanish

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ITALY:

2 volunteers (1 from Peru and 1 from China)

Role and tasks of volunteers:

- Implementation of workshops in order to sensitize young people about youth in action programme in Youth social centres and youth information centres
- Sensitization on EVS and other European mobility programmes
- Learn and follow European projects coordinated by CESIE and CESIE local and European partners
- Follow up and implementation of projects in order to develop project management skills.
- Logistic support, propose activities, create photos reportages and film about the CESIE events, and about their experience.
- Participation and implementation of events
- Development of a personal project
- Active participation of youth and non-formal education.
- Organize workshops with local community on project management and youth initiative supported by host organization.
- Childcare and education. Activities in urban community to promote inclusiveness

Practical details:

Works hours: 7 hours per day and Saturday and Sunday are off. Volunteers might work some week-ends for specific events, extra days of vacation will be given in this case.

Language course: Volunteers will receive linguistic trainings in Italian

Volunteer's accommodation: Shared flat with other volunteers

Local Transport: For all activities in which the volunteer need to use public means, CESIE will pay for the transportation insurance.



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How the Service will contribute to the social and personal development of the volunteer? What are the learning outcomes you want to bring to the volunteer?

- At the end of the experience, the volunteers will come back home with skills that will be helpful during the job hunting;

Non-formal learning, experiential learning and learning by doing will be the main methodologies used. Reciprocal approach between sending and hosting organisations will be the basis for activities implementation.

- During the EVS activity we expect the volunteer to acquire the following competences:

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-Personal skills: conflict resolution, independence, sense of initiative;

-Professional skills: awareness of diverse subjects, team work, non-formal education, international networking, ability to develop and implement innovative ideas to the projects.

-Intercultural competences: knowledge about Italian culture as well different culture as there will be volunteers come from different countries;

-Linguistic skills: ability to communicate in Italian.

- Learning outcomes will be valorized with the youthpass: www.youthpass.eu

What are the expected skills from the volunteers?

- Documentation
- Project Writing
- Communication
- Networking
- International Cooperation
- Programme Planning, Implementation & Monitoring.
- Intermediate or advanced level of English

FRANCE:

2 volunteers (1 from Peru and 1 from China)

Role and tasks of volunteers:

- Implementation of workshops in order to sensitize young people about youth in action programme in Youth social centres and youth information centres
- Sensitization on EVS and other European mobility programmes
- Learn and follow European projects coordinated by Pistes-Solidaires and Pistes-Solidaires' local and European partners
- Sensitization of young people about education on sustainable development.



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- Follow up and implementation of youth exchange in order to develop project management skills.
- Participation and implementation of events (eg European day)
- Development of a personal project
- Organize workshops with local community on project management and youth initiative supported by host organization
- Opportunity to give Chinese or Spanish classes.

Practical details:

Working hours: 7 hours per day and Saturday and Sunday are off. Volunteers might work some week-ends for specific events, extra days of vacation will be given in this case.

Language course: Volunteers will receive linguistic trainings in French

Volunteer's accommodation: Shared flat with other volunteers

Local Transport: Pistes Solidaires will cover transportation costs during EVS activities frame.



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How the Service will contribute to the social and personal development of the volunteer? What are the learning outcomes you want to bring to the volunteer?

- At the end of the experience, the volunteers will come back home with skills that will be helpful during the job hunting;

Non-formal learning, experiential learning and learning by doing will be the main methodologies used. Reciprocal approach between sending and hosting organisations will be the basis for activities implementation.

- During the EVS activity we expect the volunteer to acquire the following competences:

-Personal skills: conflict resolution, independence, sense of initiative;

-Professional skills: awareness of diverse subjects, team work, non-formal education, international networking, ability to develop and implement innovate ideas to the projects

-Intercultural competences: knowledge about French culture as well different culture as there will be volunteers come from different countries;

-Linguistic skills: ability to communicate in French.

- Learning outcomes will be valorize with the youthpass: www.youthpass.eu

What are the expected skills from the volunteers?

- Documentation
- Project Writing
- Communication
- Networking
- International Cooperation
- Programme Planning, Implementation & Monitoring.
- Intermediate or advanced level of English

How to apply?

Send us your CV (Europass format) and motivation letter in English.

All the applications will be carefully examined. The results of the preselections and final selections will be communicated by email to all the applicants. No communication concerning the preselections and the final selections will be announced by phone.

You are from South East of France, contact Pistes Solidaires Marseille: sve@pistes-solidaires.fr

You are from South West of France, contact Pistes Solidaires Pau: mobility@pistes-solidaires.fr

Deadline to apply: August 13th



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France, Pistes Solidaires:
www.pistes-solidaires.fr

Italy, CESIE:
www.cesie.it

Peru, Enfants des Andes:
www.enfantsdesandes.org

China, CANGO :
www.cango.org

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WWW.PISTES-SOLIDAIRES.FR



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中国国际民间组织合作促进会
China Association for NGO Cooperation