
Shaping Futures Academy 2024

Conditions for participation



1. Candidates should meet the following criteria:

- Be a national or permanent resident of one of the participating countries
- Be 25-40 years of age*
- Work on issues relevant for sustainable development and governance
- Have at least three years' work experience (non-remunerated experience is also recognised)
- Have the support of their employer (written support required as part of the application)
- Have a very good command of the English language (equivalent to B2 level of the Common European Framework of Reference for Languages)
- Be respectful of other cultures
- Be open to teamwork, reflection and a wide variety of working methods
- Be committed to attend and participate fully in both the online and in-person phases of the Academy
- Have a valid passport (at the time of travel)

*older applicants, who have taken parental leave, may be considered.

2. The successful candidates will be selected through IDOS recruitment processes, in consultation with the German Federal Ministry for Economic Cooperation and Development (BMZ). Applicants will be informed of the decision by IDOS. Participant agreements will take effect as soon as the applicant has accepted the offer of participation, signed the participant contract. Reimbursement of any financial support received may be required in the event of the premature termination of the Shaping Futures Academy.
3. During the online phases, participants may be eligible for a subsidy to cover the costs of increased internet data volume required to participate in the programme. Eligibility and the total amount of subsidy awarded will be assessed on an individual basis.
4. During the in-person phases, IDOS will meet the costs of accommodation and, in addition, grant a daily allowance to cover local living expenses (exceptions may apply on an individual basis. The allowance is meant to cover necessities such as groceries, telephone and all other expenses during the stay in Germany, the Schengen area and Ghana. The allowance is not sufficient to support dependents. Consequently, it is incumbent on the participants to, if so

required, secure the livelihood of their families in their home countries for the duration of the programme. Attendance and participation of online and in person phases is mandatory.

5. IDOS will provide health insurance, liability insurance and accident insurance for the participant for the duration of their stay in Germany and Ghana (exception applies for participants from host-countries). The participants themselves must carry any additional costs not covered by said insurances.
6. Accommodation provided by IDOS is for the use of the participant only. IDOS cannot support or take responsibility for visiting family members or friends.
7. The participant may not accept other scholarships for the duration of their participation in the Academy, nor is allowed to take up any additional part- or full-time employment.
8. In addition to professional suitability, the applicant must be in good health and meet vaccination standards to enter Germany and Ghana.
9. The participant must adhere to the Covid-19 regulations in place at the time of their stay in the Federal Republic of Germany and the Republic of Ghana, which may also include undertaking a period of quarantine upon arrival.
10. Prior to arrival to Ghana, the participant must have been vaccinated against Yellow Fever and should be in possession of a valid certificate attesting that the bearer has had the vaccination for not less than 10 days prior to the journey.
11. The participant must commit to completing the Academy and attending all sessions. Failure to attend the stipulated number of sessions per module will result in exclusion from the Academy. In exceptional circumstances, such as a serious illness of the candidate or of a family member, the participant may be granted a temporary leave of absence from the Academy.
12. Candidates wishing to participate in the Shaping Futures Academy need to embody the following values in order to contribute effectively to the programme and enhance their ability to drive positive change in sustainable development while respecting their peers' diverse perspectives and backgrounds. By participating I agree to the following values:
 - 12.1. **Respect for Diversity:** Embrace and respect the unique perspectives, backgrounds, and experiences of fellow participants, speakers and the IDOS team, valuing the richness that diversity brings to discussions and solutions.
 - 12.2. **Cultural Sensitivity:** Demonstrate an understanding of and sensitivity to different cultural norms and practices, ensuring interactions are inclusive and respectful of cultural differences.
 - 12.3. **Effective Communication:** Foster open and transparent communication, actively listening to others, and effectively conveying ideas and information to promote understanding and collaboration.
 - 12.4. **Inclusive Decision-Making:** Promote participatory decision-making processes that consider the input and perspectives of all participants, regardless of their profession or cultural background.
 - 12.5. **Collaborative Leadership:** Emphasize collective and collaborative leadership, recognizing the value of teamwork and partnerships in achieving sustainable development goals.

13. The participant must demonstrate full commitment to regular attendance and active participation during both the online and in-person phases of the Academy. Under exceptional circumstances, where a participant is unable to attend a session, they must contact the project coordinator and session instructor. Participants who are absent for more than three consecutive calendar days must present a doctor's certificate by the third day at the latest. Absence without a valid excuse may result in the payment of the allowance being withheld.

Participation in the Shaping Futures Academy can be terminated for reasons not limited to the following:

- a) Failure to achieve the advanced training goals,
- b) Health reasons,
- c) Violation of the Conditions for Participation (e.g., repeated absence without a valid excuse, among others),
- d) Missing the mandatory number of sessions per module.
- e) Violation of laws of the Federal Republic of Germany
- f) Violation of personal rights (e.g., personal security, personal liberty, and private property)
- g) Violation of the values of the programme
- h) Conduct unbecoming.
- i) Participants are not legally entitled to holidays.

14. Prior to departure from Germany and Ghana, the participant is required to settle all outstanding financial obligations. The participant commits to returning to their country of residence upon completion or termination of participation in the Academy.

15. The participant gives their consent to having their individual data stored, evaluated and forwarded to third parties insofar as this is necessary for the Shaping Futures Academy and the alumni network.

16. For the duration of the Shaping Futures Academy, the participant authorises IDOS and CDD-Ghana to contact third parties (e.g. training institutions, German or Ghanaian authorities) for pertinent information. In the case of health problems arising that may affect the successful completion of the Academy, the participant releases doctors and hospitals from their duty to maintain confidentiality in their communication with IDOS.

17. All submitted documents will become the property of IDOS and will remain there. They will be handled with the highest degree of confidence and will be destroyed after the expiry of the statutory period.

Additional

A complete application will consist of the following documents, submitted in pdf format.	✓
1. Application Form Part I: Applicant's statement To be completed and signed by the applicant.	<input type="checkbox"/>
2. Application Form Part II: Employer's statement of support To be completed, signed and stamped by the employer.	<input type="checkbox"/>
3. Diploma/Certificate A copy of the diploma or the certificate of the highest professional qualification and/or university degree in English, French or German or an official translation.	<input type="checkbox"/>

Please note that we will not consider incomplete applications.

With financial support from the

