



Contract with volunteer

Minimum content for contract with volunteer:

Duration of the contract, including start and end date;	
Aid Volunteer's role;	
Aid Volunteer's title;	
Duration of placement;	
Location of placement;	
Tasks to be performed as defined in the task assignment, incl. communication;	
Performance management;	
Management arrangements;	
Name and contact info of the responsible line manager from the hosting organisation;	
Name and contact info of Contact point for ongoing support from the sending organisation;	
Mentoring arrangements;	
Working conditions, including working hours and leave;	
The EU Aid Volunteer's financial rights and obligations, including the necessary arrangements for their provision: <i>Subsistence and resettlement allowance;</i>	



<i>Information on applicable tax and social security rules; Insurance coverage; Accommodation; Travel; -see below for details from the EUAid Regulation</i>	
Practical arrangements: Medical checks; Visa and work permits;	
Confidentiality clause;	
Expected conduct by the EU Aid Volunteer;	
Integrity and code of conduct, annexed to the contract;	
Zero tolerance towards sexual abuse statement, annexed to the contract;	
Safeguarding children and vulnerable adults statement, annexed to the contract;	
Disciplinary policy and termination of volunteer status;	
Mediation mechanism for problem-solving, grievance and dispute resolution;	
Responsibilities and policies applicable to security management and health and safety;	
Learning and development: Training and induction; Debriefing incl. reporting obligations	

Additional aspects to be covered:



Subsistence and resettlement allowance Accommodation and Travel

Subsistence and resettlement allowance:

- 1) The sending organisation shall provide subsistence to EU Aid Volunteers in their capacity as non-employed individuals in the form of lump sum payments that shall be paid in good time and in regular instalments.
- 2) Subsistence lump sum payments shall be based on a consumption basket covering regular expenses of the EU Aid Volunteer for the following items:
 - a. Food;
 - b. Toiletries and household products;
 - c. Clothing;
 - d. Local transport and in-country transport;
 - e. Miscellaneous expenses deemed necessary to ensure an appropriate standard of living and participation in local society (a maximum of 20 % of the total amount for items listed in points (a) to (d) can be added to include other costs such as leisure activities, haircuts, newspapers and stationery).
 - f. Contingency amount for EU Aid Volunteers staying in areas with indexes above the country average (maximum 10 % for items listed in points (a) to (d)).
- 3) Accommodation costs shall not be part of the subsistence lump sums.
- 4) Subsistence lump sums for countries of deployment is in accordance with information provided by the Commission based on country indexes.
- 5) EU Aid Volunteers is to be informed in a timely manner about changes in the indexes and subsistence rates that affect them during a placement, in particular in countries with high inflation or deflation rates.
- 6) Upon successful completion of deployment, the sending organisation shall provide to returning EU Aid Volunteers a regularly indexed resettlement allowance of EUR 100 per month, according to the length of their deployment.

Accommodation

- 1) The sending organisation is to ensure that the hosting organisation provides adequate accommodation to the EU Aid Volunteer at a reasonable cost in the local context.
- 2) Sending and hosting organisations shall jointly ensure that security and health and safety risks are prevented, managed and mitigated and that the proposed accommodation follows the agreed security and health and safety procedures complies with requirements.
- 3) Costs for accommodation, heating and other directly related costs shall be borne directly by the hosting organisation, where possible. The hosting organisation shall



undertake the contractual relations with property owners and take all necessary steps to brief hosts and landlords about the EU Aid Volunteers initiative.

Travel and related costs

(may be in the form of a reference to travel policy of organisation clarifying that):

- 1) The sending organisation will organise the travel of the EU Aid Volunteer to and from the place of deployment, including in cases of early return, and shall cover the travel costs.
- 2) The sending organisation will - at the request of the EU Aid Volunteer, organise and cover the costs of additional return travel for:
 - a. Home leave of EU Aid Volunteers whose deployment period exceeds 18 months;
 - b. Parental leave of EU Aid Volunteers who have one or more dependent children under the age of 12, if their deployment period exceeds 6 months;
 - c. Special leave in case of funeral or medically certified serious illness of an ascending or descending direct relative, spouse or registered partner, sister or brother.
- 3) Travel costs will be based the actual costs of economy or second class tariffs as advance or reimbursement (or in the form of lump sums based on a reasonable methodology for distance calculation).
- 4) The sending organisation shall provide information and logistical support in arranging the visa for the EU Aid Volunteer and the hosting organisation shall support the visa process, as required. The sending organisation shall cover the costs related to obtaining the visa, including necessary travel costs.