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Service für Entwicklungsinitiativen



**SERVICE AGENCY**   
COMMUNITIES IN ONE WORLD

**THE SERVICES WE OFFER**  
ONE WORLD BEGINS AT HOME

### **Service Agency Communities in One World**

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# FOREWORD



“Sustainable urban development is about making the global Sustainable Development Goals (SDGs) tangible at the local level.” This quote by Ullrich Sierau, Mayor of Dortmund, reflects the important role played by municipalities in pursuing sustainable development both internationally and at home. Municipalities are facing up to their growing responsibility for sustainable development, which affects all areas of their activity. This means they are shouldering responsibility for the three dimensions of sustainability – environmental and climate protection, social cohesion and economic development. Local activity has a global impact, which is why

more and more municipalities are acknowledging their global responsibility and are increasingly getting involved in local sustainable development in a variety of ways. Together with Germany’s municipalities, federal states and the Federal Government, the German Federal Ministry for Economic Cooperation and Development (BMZ) helped formulate the 2030 Agenda. The role of municipalities as pioneers of change is a key element of the Agenda, which was adopted by the United Nations along with its SDGs in September 2015. As a result, municipal engagement is gaining increasing importance in cooperation for development and sustainability.

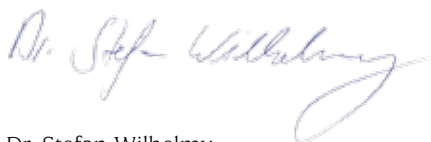
On behalf of the BMZ, and the German federal states that help fund the Service Agency Communities in One World, we therefore support municipalities in mainstreaming the 2030 Agenda across society, and in pursuing sustainable urban development in the context of the SDGs.

As municipal development cooperation becomes more important, its field of activity is also growing. More and more German municipalities are establishing and maintaining partnerships with municipalities in Africa, Asia, Latin America and Eastern/Southern Europe, getting involved in climate partnerships, participating in the establishment of democratic structures and transferring municipal know-how.

This municipal engagement abroad is also being backed up here in Germany. German municipalities are adopting resolutions on fair procurement and promoting fair trade, cooperating with migrant organisations or supporting other local civil society organisations, and performing information and education work for development. Through this package of measures in Germany and abroad, German municipalities are helping effectively achieve the goals of the international community, becoming more sustainable themselves, and promoting just and sustainable development.

If you are a local government administrator or decision-maker, or a civil society actor, the Service Agency will support you in entering into a dialogue and managing your engagement for development sustainably and effectively. With our help, you can develop your intercultural expertise in development projects and activities, and network internationally at expert dialogue events and meetings.

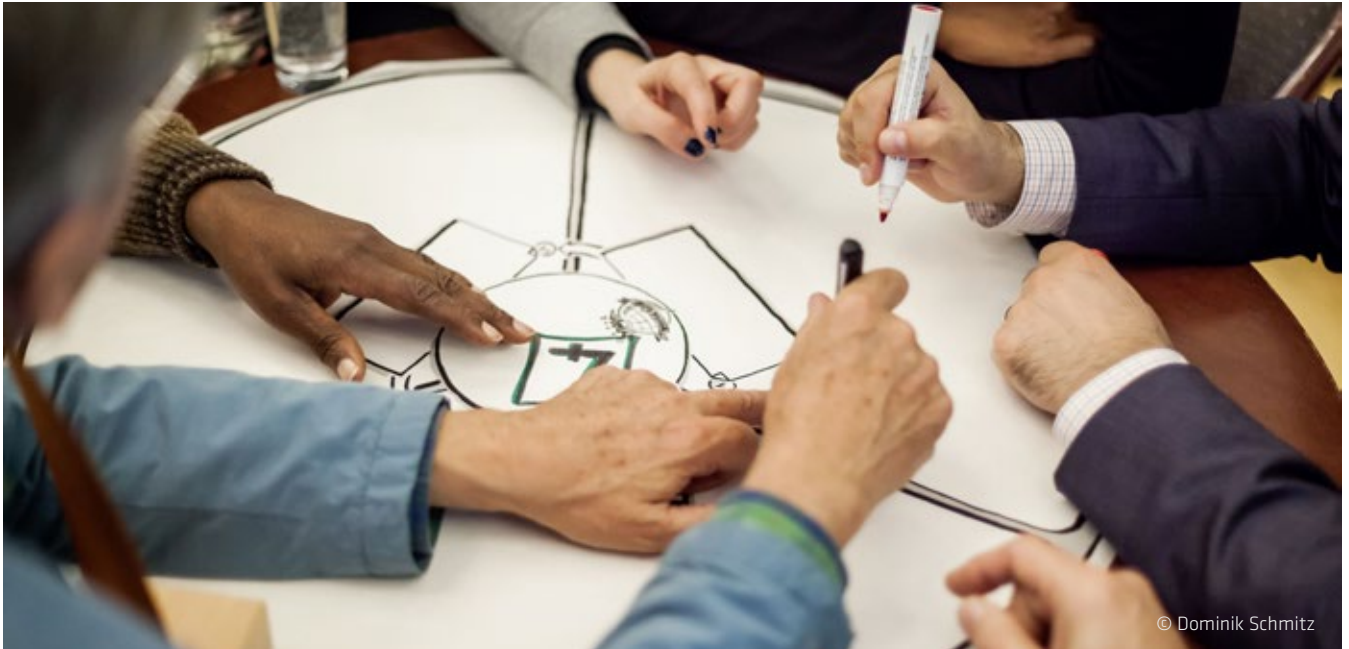
Our broad shareholding structure means we are in constant touch with key stakeholders in municipal development cooperation. These include federal ministries, federal states, municipalities and municipal associations, as well as umbrella organisations of non-governmental organisations and other organisations involved in German development cooperation. As part of Engagement Global – Germany’s Service for Development Initiatives – we are linked with other programmes in Germany that support engagement, and can put you in touch with the right people should you wish to use their services.



Dr. Stefan Wilhelmy  
Director, Service Agency Communities in One World, Engagement Global

## OUR AREAS OF ACTIVITY AND OFFERINGS AT A GLANCE

- Local sustainable development
- Migration and development at the local level
- Fair trade and fair procurement
- Municipal partnerships and international municipal links for development



### Here we can provide you with the following services:

- Events such as workshops, congresses and conferences
  - Facilitation and support of theme-based networks
  - Financial and human resources to support municipal development cooperation
  - “Capital City of Fair Trade” competition – entries must include cooperative and creative ideas to support Fair Trade
  - “Municipality Moves the World” – the prize for outstanding municipal contributions to migration and development
  - Online advisory service on financial support
  - Personal consultation free of charge – also provided locally
  - The *Dialog Global* and *Material series*’ of publications in which we document our projects
  - Guidelines and studies on current topics in development-related areas of municipal activity
  - Our homepage as a service portal with up-to-date information and databases: [www.service-eine-welt.de](http://www.service-eine-welt.de)
  - Other online portals such as “Municipal know-how for host communities in the Middle East”, “Sustainability Compass” and “Participatory Budgeting”
  - Monthly “One World Newsletter”
- See also the information on events on pages 24/25.

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# LOCAL SUSTAINABLE DEVELOPMENT



For municipalities implementing topics of the 2030 Agenda for Sustainable Development locally that wish to place their strategy for sustainability on a broad footing, we support the implementation of **expert and dialogue events on the 2030 Agenda**. These can be information events, workshops, congresses, network meetings or conferences, for which we provide you with expert and financial support. In cooperation with local administrators and decision-makers, civil society and the private sector, events are held in municipalities at which the local actors jointly consider what their contribution toward the implementation of the 2030 Agenda might be. Systematic cooperation between all actors is key here, as this

is the only way to put the idea of local sustainability into practice.

We are also ready to support you in developing the kind of **municipal strategy for sustainability and sustainability reporting** envisaged in the 2030 Agenda, and in sharing lessons learned with other municipalities involved in these processes. We support municipalities in preparing their municipal sustainability strategies and sustainability reports and provide expert advice on the individual components of sustainability management. Here we pursue an integrated approach that takes account of specific local circumstances and priorities. To specify tasks we use indicators, which then form points of reference and enable municipalities to document their progress. We attach major importance to coherence between the strategies for sustainability at the different levels – federal, regional and municipal. In the regional states of North Rhine-Westphalia and Thuringia we support model municipalities, together with the respective cooperating partners – the *Landesarbeitsgemeinschaft Agenda 21 NRW e.V.* (LAG 21 NRW – Local Agenda 21



Network NRW) and the Thuringian association *Zukunftsfähiges Thüringen* – in developing individual, integrated sustainability strategies.

We also support intermunicipal cooperation and professional exchange through regular network meetings in partner countries. Projects are developed jointly with the involvement of the relevant line ministries, state chancelleries and national municipal associations.

Municipalities wishing to get involved in implementing sustainable development can sign the draft resolution of the Association of German Cities (DST) and the German section of the Council of European Municipalities and Regions (CEMR) – “2030 Agenda for Sustainable Development – Shaping Sustainability at the Local Level”. We will support you in drafting council submissions, supply you with information on the 2030 Agenda during committee meetings and organise regular network meetings to enable signatory municipalities to exchange ideas and share lessons learned.



## MIGRATION AND DEVELOPMENT AT THE LOCAL LEVEL

Germany experiences significant levels of immigration. Many of the people with a migrant background who live in Germany have joined migrant organisations that get involved in a whole range of activities in their local communities and in the migrants' countries of origin. We wish to highlight the opportunities that migration presents for development and ensure that the engagement of migrants and their organisations can help strengthen development work at the local level, boost intercultural expertise within municipalities and foster integration.

Networking and professional exchange are fundamental to successful cooperation.

Through our Germany-wide **Migration and Development at the Local Level network**, since 2011 we have been providing a unique forum for systematic sharing between municipal administrators and decision-makers, migrants and their organisations who are actively engaged in development work, and local citizens involved in One World activities. Since 2015 we have also been organising **regional networking meetings** that enable new municipalities to engage with migration and development issues, and discuss opportunities and challenges in their regions together with experienced actors. We also support the local networking processes of all actors by **conducting surveys** of those local actors actively engaged in development work.



To help ensure that outstanding municipal examples of migration and development receive the recognition they deserve, since 2014 we have been organising the **Municipality Moves the World** competition. Under the auspices of Germany's Federal Minister for Economic Cooperation and Development, this competition presents awards to projects and activities for migration and development in which German municipalities work together with migrant organisations and other One World actors. Furthermore, all contestants are invited to share their experiences with their fellow participants.

In North Rhine-Westphalia, a pool of experienced migrants who are actively involved in development work is being put together in cooperation with the Forum for Social Innovation (FSI) and the NRW One World Network. These migrants are supporting municipal administrations in generating specific ideas for a more interculturally aware approach to local engagement for development. The project is called **MiGlobe – New Opportunities for Municipal Development Cooperation**. In the future, MiGlobe will be taken to other federal states. Implementation is currently under way in Baden-Württemberg with our cooperating partners the Baden-Württemberg Regional Association for International Development and the Stuttgart Forum of Cultures.



We offer two projects involving municipal development work on the topic of displacement. At networking forums, refugees, local administrators and civil society actors discuss opportunities for cooperation on development topics at the local level. In the **Municipalities as Initiators of Development Education Work** pilot project, the role of municipalities in the context of displacement is being strengthened in the fields of development education, and cooperation with local migrant organisations.

# FAIR TRADE AND FAIR PROCUREMENT



Public contractors possess huge economic potential. It is estimated that around half of the EUR 400 billion spent on public procurement at the federal, regional and municipal levels is managed at the municipal level. As the largest public contractors, municipalities can make a key contribution toward more fair trade by supporting its objectives, procuring credibly labelled products and avoiding goods manufactured using exploitative child labour or in violation of minimum social standards. At the same time, municipalities can enhance their international image in their political and economic relationships.

We advise and support municipalities on issues of fair trade and fair procurement. As early as 2007 we launched the Germany-wide **Fair Procurement Network** comprising more than 160 experts from

German municipalities, ministries, institutions, the private sector and non-governmental organisations. It aims to support municipalities in introducing and complying with social standards in public procurement and to increase professional exchange. As well as clarifying legal and organisational issues, we also support the formulation of council resolutions and provide information on current developments at the national and regional levels.

One key factor for fair procurement is being able to access, at any time, the available legal information on procurement that evaluates labels and includes text modules and examples. This is managed by the sites of the **Sustainability Compass** designed for municipal buyers. The free services of our **Fair Procurement in Germany campaign** are also available to support actors involved in procurement.

Since 2003 we have also been organising the **Capital City of Fair Trade competition** every two years. In this competition, we present awards to municipalities that have displayed exemplary commitment to fair trade, fair procurement and sustainable consumption. As well as being awarded the title of “Capital City of Fair Trade”, the winners also receive prize money totalling EUR 250,000 which they use to continue their fair projects. All the municipalities taking part are also able to participate in professional exchange on municipal activities in the fields of fair trade and fair procurement. Finally, our services include a **Capital City of Fair Trade online project database** containing examples of municipal engagement and publications.



# MUNICIPAL PARTNERSHIPS AND INTERNATIONAL MUNICIPAL LINKS FOR DEVELOPMENT



Municipal partnerships are an important part of development work, particularly when they establish lasting links between people and get them directly involved. Approximately 500 municipalities in Germany already maintain links with municipalities in Asia, Africa and Latin America, as well as Europe outside of the EU. They maintain limited-term project partnerships, create lasting city-to-city partnerships on a broad range of topics and engage in international professional exchange. We actively support municipalities in sharing their experiences and knowledge through partnerships, international networks and dialogue forums.

Since 2011, we have been supporting professional cooperation between German municipalities and municipali-

ties in the Global South in the fields of climate change mitigation and adaptation through the **Municipal Climate Partnerships** project. Within these partnerships, the municipal partners design joint programmes of action that include specific targets and measures for topics such as energy efficiency, renewable energy, waste management, water management and adaptation to climate change. Through a reciprocal exchange of experts, partners are able to learn from each other and generate new action approaches. Beyond individual partnerships, we facilitate and support professional exchange through national and international network meetings. The project currently has 48 municipal climate partnerships between German and partner municipalities from Africa, Latin America and South East Asian countries. Many of these have already begun implementing their joint programmes of action. The project is extended at regular intervals

by new project phases. In this project we cooperate closely with LAG 21 NRW. The project is also supported by various municipal associations. Interested municipalities can contact the Service Agency at any time for further information.



With our **Municipal Partnerships for Sustainability** project, we aim to support the approaches required at the local level to realise the SDGs. Through the project, municipalities are able to support each other in implementing the SDGs, and share their experiences and solutions. Municipalities then work regularly, practically and in a structured way on 2030 Agenda topics. The pilot phase, which began in 2016, is aimed at municipalities in Germany, Bosnia and Herzegovina, Serbia and Kosovo that are already in partnerships or have just established a new partnership for sustainability.

#### In that same year – 2016 – the **Municipal know-how for host communities in the Middle East**

initiative was launched. This initiative aims to strengthen the municipalities hosting refugees in Syria's neighbouring countries – the region where millions of Syrians are finding refuge. The key first receiving countries are Jordan, Lebanon and Turkey. There the host communities face huge challenges, particularly in the area of municipal services. Through the initiative we are using various instruments such as dialogue and exchange events or project partnerships to bring together specialists and municipal actors from the partner countries, and are supporting German municipalities in getting involved locally. Through professional exchange and constructive cooperation between the partner municipalities, the project thus helps strengthen the communities hosting refugees on the ground. The Service Agency is implementing the initiative together with Connective Cities – the cooperative project involving the Service Agency, the Association of German Cities and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

We are also active in the Palestinian territories. There we work together with our local cooperating partner GIZ on the **German-Palestinian Municipal Partnerships** project. Living conditions in the Palestinian territories involve tough economic and social challenges. Our project is therefore designed to help improve this situation. By consolidating existing municipal relations and establishing new partnership links in development fields, we intend to strengthen local institutions. In the long term, this will help build a more enabling environment for peaceful coexistence in the region.



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In the Maghreb countries of Algeria, Morocco and Tunisia, the focus lies on building municipal capacities to manage development and deliver services. This is important because these countries are experiencing the highest urban growth rates anywhere in the world. Citizens demand quality and efficiency from municipal services, as well as responsiveness, transparency and opportunities for participation. Here too we are working together with GIZ. Through joint implementation of small urban projects, the **Maghreb-Germany Municipal Knowledge Transfer** project promotes the sharing of knowledge and lessons learned between Algerian, Moroccan and Tunisian cities and German municipalities and municipal enterprises.

The **Partnerships with Municipalities in Ukraine** project, which we are implementing in cooperation with the Konrad Adenauer Foundation (KAS) and GIZ, also involves supporting development-related joint partnership projects. Germany has been supporting Ukraine through official development cooperation since 2002. To encourage pro-reform elements in Ukraine, and promote local institutions and responsive local governance, the project is supporting the planning and implementation of joint activities at the municipal level. All those involved in the project share the goals of deepening the development debate, broadening engagement in German and Ukrainian municipalities, increasing networking and boosting sustainable development in the municipalities taking part. We offer partnered municipalities opportunities for professional exchange, information services, training and networking opportunities, and human and financial resources. In particular, German municipalities can access the new “Quick-Starter Package Ukraine”. The



package is designed to consolidate and develop existing cooperation arrangements between German and Ukrainian municipalities, and support the establishment of new partnerships.

As part of our series of events of **round tables and regional networking conferences for municipal partnerships involving specific countries** we are supporting dialogue and synergies between municipal actors and the work of their partnerships. We have been holding round tables on municipal partnerships in cooperation with German host municipalities since 2012. These round tables thus make an important contribution toward development information and education work. The Service Agency is currently organising round tables in Burkina Faso, China, Mongolia and Nicaragua (in cooperation with finep – the Forum for International Development & Planning). We also hold annual Germany-wide regional conferences that offer engaged actors from various societal and political echelons a forum for international networking and for developing their partnerships with municipalities in Africa, Asia and Latin America. The regional focus of the conferences alternates between the three regions, so that each is covered once every three years.



The **Responsive Local Governance** project focuses on scaling up effective instruments and approaches to local citizen participation. Citizen participation is vital for processes of change and development. This is why we are facilitating the creation of appropriate instruments involving networking, professional exchange and project development. We are cooperating on this with KAS in Morocco and are leading joint workshops involving German and north African municipal experts. Together with the Federal Agency for Civic Education, we also support professional exchange on participatory budgeting through our **Participatory Budgeting Network**.

**Connective Cities –  
the international community of practice for sustainable urban development**

**Connective Cities** aims to bring together local actors from the fields of policymaking, administration, business, academia and civil society in various regions of the world in a single network in order to share practical lessons learned on sustainable urban development, pursue joint learning and develop ideas for urban projects. Through dialogue and learning activities for good urban governance, integrated urban development and local economic development, the platform mobilises German and international expertise. The project is being implemented in cooperation with GIZ and DST.



# HUMAN AND FINANCIAL RESOURCES TO SUPPORT MUNICIPAL DEVELOPMENT COOPERATION



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Municipalities want to shape the future. As partners in development, they are globally sought-after experts in local self-government, international networkers and trendsetters for local governance that accepts responsibility for its global impact. Municipal engagement deserves support – especially where it is constrained by a lack of human and financial resources.

This is why we support human capacities in order to underpin the structural and conceptual foundations of municipal development work and international project work.

In 2016, the **Coordination of Municipal Development Work** funding programme was established. Through this initiative, municipalities are able to apply for a maximum 90 per cent grant for human resources in their area of development work in order to build foundations and structures for sustainable action in that area. The funding period spans 24 months.

Since 2012, through the **Integrated Experts for Municipalities Worldwide** programme we have been working with the Centre for International Migration and Development (CIM) to place integrated experts in positions that support municipal partnerships. This offers German municipalities the opportunity to use an instrument of bilateral German development cooperation that has been tried and tested over many years, in order to support the establishment and development of their partnerships with municipalities in the South. Under the programme, the integrated experts can be seconded to partnership projects for two to five years. As a rule, the partner municipality in the Global South then becomes the employer.

Under the **ASA-Kommunal** programme (ASA = work and study internships), young people aged between 21 and 30 complete three-month internships in international municipal partnerships – both in Germany and abroad. Through this project, in which we work together with Engagement Global's ASA programme, participants acquire knowledge of development issues and, in the long term, become multipliers of municipal development cooperation.

Since 2013 we have also launched several funding instruments designed to support German municipalities in implementing specific projects and activities, either here in Germany or with their partner municipalities in the Global South.

Since 2016, engaged municipal actors have been able to apply for grants to conduct their new activities and partnerships in municipal development work through the **Small Projects Fund for Municipal Development Work**. The maximum 90 per cent grant from the small projects fund amounts to a minimum of EUR 1,000 and a maximum of EUR 20,000, with a contribution by the municipality of at least ten per cent of the total expenditure. As a rule, these can be year-by-year projects for education and information work, strategy development, training or networking projects. Meetings with municipal partners from the Global South can also be funded.

In 2013 the **Sustainable Municipal Development through Partnership Projects** funding programme was established. German municipalities or municipal associations can apply for grants for development projects of between EUR 20,000 and EUR 250,000. The programme supports development projects of up to three years in duration with a focus on sustainable public services, good local governance, or climate change mitigation and adaptation in partner countries.

Since 2012 there has been a special support option for municipalities participating in the “Municipal Climate Partnerships” project: the **Municipal Climate Change Mitigation and Adaptation Project Funding Programme**. Projects eligible for funding are those which make a significant contribution to emission reduction, adaptation to climate change, or forest and biodiversity conservation, and which are part of the jointly developed programmes of action in the “Climate Partnerships” project.



These and many other sources of financial support can be found via our online financial adviser. There you can search for examples of funding by theme. You will also be able to connect directly to databases and other institutions offering advice.

Calls for proposals and announcements for all activities are usually advertised annually on our homepage. Please check the exact application procedure and funding conditions.

# DEADLINES FOR PROGRAMMES AND COMPETITIONS IN 2017



## **Sustainable Municipal Development through Partnership Projects**

Under this programme, German municipalities or municipal associations can apply for financial support for development projects with their partner municipalities in the Global South. Calls for proposals are published annually, during the first quarter.

## **Capital City of Fair Trade competition**

Every two years, German cities and municipalities can submit fair trade and sustainable consumption projects as entries for the Capital City of Fair Trade competition, which involves prize money totalling EUR 250,000. The entry deadline for this year's eighth round of the competition is 7 July 2017.

## **ASA-Kommunal**

German municipalities and their respective partner municipalities from countries in the Global South can propose new projects for ASA-Kommunal every year, usually by the beginning of the third quarter.

## **Integrated Experts for Municipalities Worldwide**

In cooperation with the Service Agency, CIM places German and European experts in partnerships with municipalities in the Global South through this programme. Declarations of interest can be submitted at any time.

### **Small Projects Fund for Municipal Development Work**

The Service Agency provides support to German municipalities through the Small Projects Fund for Municipal Development Work. The fund aims to help interested municipalities launch new activities and partnerships as part of their local development work. Project proposals for the 2017 financial year must be submitted by 2 October 2017 at the latest.

### **Coordination of Municipal Development Work**

Since 2016, through this initiative we have offered municipalities the opportunity to apply for grants for human resources in their area of development work. Find out more about proposal deadlines on our website.



## EVENTS IN 2017

### Overview of events

In our online events calendar you will find detailed information about events to promote your municipal development work – whether they involve local, national or international information transfer, networking or training. We would be glad to help with any questions concerning individual dates or activities. We organise over 100 events of our own and with cooperating partners every year. Here is a small selection:

19.-21.06.	<p><b>Regional conference on municipal partnerships in Asia</b></p> <p>At the second Asian regional conference, the focus will be on municipal actors with partnerships in Mongolia, Indonesia, Vietnam, Uzbekistan, India, the Philippines, Sri Lanka, Georgia and Bangladesh.</p>	Bonn
20.-21.06.	<p><b>Germany-wide network meeting on migration and development at the local level</b></p> <p>The Germany-wide forum for local government and civil society actors will serve as a platform for sharing practical ideas, action approaches and projects.</p>	Osnabrück
14.09.	<p><b>2017 “Capital City of Fair Trade” prize-giving ceremony</b></p> <p>Every two years, the winners of the Capital City of Fair Trade competition are awarded their prizes during the “Fair Week” in the municipality that won the competition the previous time.</p>	Saarbrücken
23.-25.10.	<p><b>Regional conference on municipal partnerships in Eastern Europe</b></p> <p>The first conference on Eastern Europe will also be about training, networking and the development of municipal partnerships.</p>	Esslingen



October	<p><b>Germany-wide fair procurement network meeting</b></p> <p>This year marks the 10th anniversary of the first fair procurement network meeting. The initiative aims to raise awareness of social standards when awarding public contracts. Participating municipalities also receive professional support and can increase professional exchange.</p>	TBA
October	<p><b>Germany-wide participatory budgeting network meeting</b></p> <p>In cooperation with the Federal Agency for Civic Education and the Federal Network for Civic Engagement, we are also organising this meeting in 2017 for local government representatives, academics and practitioners, in order to promote participatory budgeting.</p>	Jena
23.-24.11.	<p><b>Bonn Symposium</b></p> <p>Together with our cooperating partner, the Foundation for Development and Peace, we will be organising the annual Bonn Symposium. This forum has established itself as an international platform for exchange on implementation of the 2030 Agenda at the local level.</p>	Bonn
29.-30.11.	<p><b>Netzwerk21Kongress</b></p> <p>Together with our cooperating partner, GREEN LIGA Berlin, we will be involved in the Germany-wide education and network congress.</p>	Göttingen





Niedersachsen



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On behalf of



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