

# Shaping Futures Academy 2025

## Conditions for Participation

Candidates for the Shaping Futures Academy 2025 should meet the following criteria:

- be a national or permanent resident of one of the participating countries
- be 25-40 years of age at time of application\*
- 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 (minimum: 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 available and committed to attend and participate fully in both the online (May, September, November 2025) and in-person (June, July, October, 2025) modules of the Academy (refer to the Schedule 2025 for exact dates)
- adhere to the principles of timeliness and respectful conduct during interactions
- have a valid passport (at the time of travel and for the entire duration of the Academy)

\*Older applicants, up to a certain age, who have taken parental leave, may be considered.

1. Participant selection is in line with the German Institute of Development and Sustainability (IDOS) recruitment processes in consultation with the German Federal Ministry for Economic Cooperation and Development (BMZ). Where it is deemed necessary, alumni of Shaping Futures Academy may be invited to support IDOS with the shortlisting process. The selected alumni will not shortlist applications from their own home countries or their countries of permanent residence. Successful applicants will be informed of the decision by IDOS.
2. During the online modules, qualifying 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.
3. During the in-person modules, IDOS will meet the costs of accommodation and grant a daily allowance to cover local living expenses. Exceptions may apply for participants residing in Bonn, Germany, and Accra, Ghana, and its immediate vicinity. A determination may be made on an individual basis. The monthly allowance should cover the living expenses of the participants during their 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. In order for IDOS to be able to transfer the participant's monthly allowance, participants will be required to open a bank account that allows for receipt of international bank transfers.



4. 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.
5. Accommodation provided by IDOS is for use by the participant only. IDOS cannot support or take responsibility for visiting family members or friends. The participant must adhere to the terms and conditions of their assigned accommodation.
6. Participants are not legally entitled to vacation days.
7. The participant may not accept scholarships or take on any additional part-time or full-time employment that conflicts with their participation in the Academy and that impacts their commitment and capacity to fully engage in the programme.
8. Prior to travel to Germany and Ghana, the participant must ensure they meet all vaccination requirements for each country (e.g. Yellow Fever vaccination) in order to fulfil each country's entry requirements. IDOS will cover the costs for mandatory vaccination for each country upon request.
9. Applicants wishing to participate in the Shaping Futures Academy need to embody the following values in order to contribute and benefit effectively to the programme and enhance their ability to drive positive change in sustainable development while respecting their peers' diverse perspectives and backgrounds. By taking part in the Academy, the applicant agrees to adhere to the following values:
  - 9.1. **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.
  - 9.2. **Cultural Sensitivity:** Demonstrate an understanding of and sensitivity to different cultural norms and practices, ensuring interactions are inclusive and respectful of cultural differences.
  - 9.3. **Effective Communication:** Foster open and transparent communication, actively listening to others and effectively conveying ideas and information to promote understanding and collaboration.
  - 9.4. **Inclusive Decision-Making:** Promote participatory decision-making processes that consider the input and perspectives of all participants, regardless of their profession or cultural background.
  - 9.5. **Collaborative Leadership:** Emphasize collective and collaborative leadership, recognizing the value of teamwork and partnerships in achieving sustainable development goals.

10. Attendance and participation in online and in-person modules of the Academy is mandatory. The applicant must demonstrate full commitment to regular attendance and active participation. Under exceptional circumstances where one is unable to attend and participate in a session (e.g., due to illness), the applicant must inform the project coordinator and session instructor directly (and not via a third party). A doctor's note must be presented in cases of absenteeism due to illness extending for three consecutive calendar days.
11. Upon completion, a certificate of participation in the Shaping Futures Academy will display a breakdown of successfully completed modules.
12. Participation in the Shaping Futures Academy can be cancelled or terminated for reasons not limited to the following:
  - a) visa denial from respective embassies of the Federal Republic of Germany and the Republic of Ghana
  - b) failure to achieve the advanced training goals
  - c) health reasons severely impeding participation
  - d) violation of the Conditions for Participation
  - e) missing entire modules of the Academy, failure to participate in sessions without offering valid reasons and failure to inform the project coordinator and session instructor or any Shaping Futures Academy team members of absence and reasons for absence
  - f) violation of laws of the Federal Republic of Germany and the Republic of Ghana
  - g) violation of personal rights (e.g., personal security, personal liberty, and private property)
  - h) violation of the values of the programme
  - i) conduct unbecoming, inappropriate or abusive behaviour towards other participants, IDOS staff, external trainers or service providers
13. 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.
14. 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.
15. 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.

16. 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.

**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.

**2. Application Form Part II: Employer's statement of support**  
To be completed, signed and stamped by the employer.

**3. Certificates**  
A copy of the certificate of the highest professional qualification and/or university degree in English, French or German or an official translation.

\*Please note that we will not consider incomplete applications.

We look forward to your application.

*The Shaping Futures Team*

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