



Information for development workers of GIZ



Introduction and important notes

- Development workers (DW) work on the basis of the Development Workers Act (EhfG). For a limited period of time, they will play an active role in shaping partnerships between people and organizations worldwide and contribute to global sustainability and quality of life.
- Rights and obligations as well as entitlements to benefits of DW are based exclusively on the development worker contract and the regulations for DW of GIZ.
- The development service is generally performed full-time. With the benefits provided, GIZ ensures a reasonable and comparatively simple standard of living in accordance with the BMZ guidelines applicable to all development service agencies recognized by the state.
- In principle, there is no entitlement to benefits for unmarried partners. In addition to maintenance allowances, this also applies to the organization of departure, insurance coverage and accommodation costs.
- Paid extracontractual activity/employment is not permitted during the period of the DW contract and must be given up if necessary ! Any unpaid extracontractual activities must be approved.
- In the event of an evacuation, this will always be to Germany (regardless of the nationality and home country of the development worker)and may be for an indefinite period of time.



System of benefits for development workers

- **Basic maintenance allowance DW** **EUR 1,150**
Overseas bonus DW **EUR 1,000**
The overseas bonus is only paid from the date of proven departure, but no earlier than the contractually agreed departure date!
- **Domestic family supplements**
(for family members who do not relocate with the development worker in the country of assignment – possibly no entitlement with own income !)
 - Supplement for spouse** **EUR 430**
 - Supplement per child** **EUR 220**
- **Family supplements to the overseas bonus**
(granted only during the stay of dependent family members in the country of assignment - possibly no entitlement with own income !)
 - Supplement for spouse** **EUR 430**
 - Supplement per child** **EUR 220**



Income tax

**As a general rule, the maintenance allowances
are subject to income tax !**

No residence in Germany

Limited tax liability
tax class 1

Residence in Germany

Unlimited tax liability
current income tax details (ELStAM)

Whether a residence in the tax sense exists cannot be clarified by the GIZ. The rule is that "there must be premises suitable for permanent living to which you have access at all times and which could be used by you at any time". A registration/deregistration is only an indication.

The taxation of the maintenance payments results, among other things, from the individual tax characteristics, the country of residence, the country of assignment, if applicable the place of residence as well as the project financing. Due to the complexity of German and international tax law, we recommend consulting with qualified tax experts regarding the retention/abandonment of residence and registration/deregistration (also with regard to a possible child benefit claim).



Cost of living adjustment

- Germany's Federal Statistical Office uses a special basket of goods for development workers to calculate inflation rates in partner countries. These inflation figures are used to calculate quarterly the living adjustments.
- Only positive inflation figures are taken into account.
- The post adjustment is applied to 100% of the following allowances: basic living allowance and oversea bonus (including the family supplements for accompanying family members).
- Avoidance of hardship rule: Any quarterly reduction will be limited to 10%.
- Entitlement only exists for stays in the partner country and during holiday or business trips outside the partner country.



Interest-free advanced payment

Development workers	EUR 2,000
Accompanying spouse 30% (even if spouse has own contract)	EUR 600
Per child 20%	EUR 400

- Payment subject to application, applications can be submitted at any time during the current contract.
- Cashflow support, e.g. to pay medical expenses up front or provide a deposit for accommodation
- Repayable at end of contract



Rental costs in the home country

Requirement

Delivery of the contractual documents at such short notice that a timely termination of the tenancy agreement or subletting of residential property by the beginning of the contract is not possible.



Notice of termination with confirmation of termination by the landlord or informative rental offers with rental agreement for the new tenant must be submitted.



Rent allowance for the previous flat is payable on proof

- in case the rental contract has been terminated immediately after receipt of the contract, but the termination is not possible till start of the contract;
- in case subletting of residential property is not possible till start of the contract.

On termination of a tenancy, the basic rent (no consumption-related ancillary costs) will be refunded on proof.

In the case of sublet residential property, consumption-independent ancillary costs (no loan instalments and in total up to a maximum of the usual local rental value) are reimbursed instead of the basic rent.



Equipment and furnishing allowance

- Term: 2 years
If applicable, pro rata payment (€150 per full month of project activity) for contractually agreed project activity < 24 months
- Generally taxable
- (Partially) repayable if your contract ends before the full term - for whatever reason !
- Monthly allowance from the 25th month of project activity

Development worker	EUR 3,600
Accompanying spouse 30% (even if spouse has own contract)	EUR 1,080
Per accompanying child 20%	EUR 720
From the 25 th project month: Development worker	EUR 100
Accompanying spouse	EUR 30
Per accompanying child	EUR 20



Requirement:
A move is necessary in order to uptake project activities.



Lump-sum furniture storage allowance

- Generally taxable
- Monthly allowance starting on the relocation date

Development worker	EUR 50
Accompanying spouse	EUR 15
Per accompanying child	EUR 10



If already living in the country of assignment when the contract is concluded, the need for furniture storage must be proven.



Shipment costs for unaccompanied luggage - outward and homeward relocation

Possible on the basis of **3 comparative offers** for unaccompanied baggage or pre-announced additional baggage (no excess baggage !). Offers have to be submitted for approval in advance meaning before shipping !

Reimbursement will be made for costs proven by original invoice:

- for development worker,
accompanying spouse
and children from the age of 13: 100 kg each
- for children up to the age of 12: 50 kg each



Rent allowance in country of assignment

- If the project partner does not provide accommodation, the DW rents at the project site on his/her own responsibility. The rental must comply with the security requirements of the country office. (The GIZ office is responsible for reviewing and approving reimbursement for the costs of employing security guards or for structural measures. The level of security is based on local custom and appropriateness and is determined by the GIZ office; in principle, DW and field staff (AMA) of GIZ are treated equally.)
- GIZ is required to advise and assist in the procurement of housing as well as the drafting of rental agreements.
- Rental costs will be reimbursed by the GIZ office up to a maximum of a multi-level rent schedule established locally by GIZ.
- Reimbursement will be for rent of unfurnished accommodation, excluding utilities.
- Supplements for accompanying family members:
 - for the first family member: + 30%
 - for each additional family member: + 10%



Childcare, nursery and school costs

Childcare costs for children under the age of 14
(Entitlement only exists in the partner country !)

Payable only if the development worker is a single parent or if both spouses have a fulltime development worker contract with GIZ

Reimbursable are 92.5% (max EUR 300 per child per month) of:

- proven and reasonable childcare costs

Nursery school
(Entitlement only exists in the partner country !)

Reimbursable are 92.5% (max EUR 300 per child per month) of:

- nursery school fees from the age of one

School costs
(Entitlement only exists in the partner country !)

In principle, only the costs of attending a suitable school at or near the project location that is reasonable for the child are eligible for reimbursement.

Reimbursable are 92.5% of:

- school fees, admission fees and examination fees, school bus (including local public transport), distance learning school costs



Supply trips using a company car/ Private journeys/ mobility allowance

- **Unpaid supply trips** (e.g. shopping, taking children to/from school, medical appointments) may be made with the company car, unless the arrangement is waived by the AV for reasons related to location or individual.
- In case of **private use** of the company car (only possible in the vicinity of the place of residence), 0.30 €/km are to be paid by the development worker. The private use of the company car has to be approved by the AV. Vacation trips are generally not permitted with the official vehicle.
- If the development worker is not permitted to use a company car to make supply trips, a monthly (taxable) mobility allowance will be paid upon notification by the AV:
 - Development worker 105,- €
 - accompanying spouse 25,- €
 - per child 15,- €



Leave

Outward relocation leave (Requirement: contractually agreed preparation phase !)

- Standard contract 8 working days.
Short-term contract 3 working days.
- Must be taken before travelling to the country of assignment.

Exceptions:

- no entitlement in case of already living in the country of assignment when the contract is concluded;
- no entitlement in case a 'direct transfer' takes place.

Annual leave

2,5 or 3 days per full month,

i.e. 30 days for a five-day week / 36 days for a six-day week.

Additional leave in certain countries (as per field staff).

Leave not taken expires on September 30th of the following year.

Special leave

In principle, depending on the occasion, development workers are released from duty to the same extent as GIZ field staff. In the event of the death or a life-threatening illness of a close relative, the flight and travel costs of the development worker are covered if the leave of absence is approved.



Monthly leave allowance/ visit flights by non-accompanying children

- The development worker and each accompanying dependent family member (spouse/civil partner and children) are entitled to a monthly leave allowance of EUR 50.00 from the contractually agreed date of commencement of project service. The leave allowance is generally taxable.
- GIZ will reimburse the cost of a return economy-class flight for non-accompanying dependent children to visit you in the country of assignment once during the contract period provided that the contract contains a project service of at least 24 months.
(This does not apply in countries where development workers are entitled to R&R-flights.)



Resettlement allowance

The (tax-free) resettlement allowance is based on three levels depending on the number of months of project activity performed by the development worker. All months of contractually proven project activity as a DW with one of the development aid organisations recognised under the Development Workers Act are eligible. The (tax-free) payout is generally only possible after the end of the contract.

The monthly resettlement allowance is:

For development workers

Level 1: EUR 100

Level 2: EUR 200

Level 3: EUR 300

For accompanying spouses

Level 1: EUR 42

Level 2: EUR 63

Level 3: EUR 84

Per accompanying child

Level 1: EUR 42

Level 2: EUR 63

Level 3: EUR 84

Level 1: up to and including the 24th month of contractual agreed project activity

Level 2: from the 25th month of contractual agreed project activity

Level 3: from the 49th month of contractual agreed project activity



Own income of family members

- Any income paid to dependent family members above the threshold of EUR 520.00 (net) will be deducted from the family supplement to the oversea bonus for the family member who generates the income.
- In addition to income from employment or self-employment, own income includes pension income, student grants (BAFöG), parental benefits, unemployment benefits and benefits from statutory maintenance obligations.
- If, due to the level of the own income, a family supplement to the Oversea bonus is no longer paid, there is no entitlement to, among other things:
 - resettlement allowance,
 - leave allowance,
 - mobility allowance,
 - group medical insurance free of charge,
 - rent subsidy (home country/country of assignment).



Part-time for infant care

For a better balance of development service and family, part-time work (at least 20 hours per week) may be agreed upon in certain cases.

The following benefits are reduced proportionately according to the part-time agreement:

- Basic living allowance (basic maintenance allowance) of the Development Worker,
- Oversea bonus of the Development Worker,
- Cost of living adjustment,
- Coordinator supplement of the Civil Peace program,
- Lump-sum furniture storage allowance of the Development Worker,
- Monthly Equipment and furnishing allowance,
- Monthly leave allowance of the Development Worker,
- Pension scheme of the Development Worker



The prerequisite is a project service of at least 24 months. Both the partner organization(s) and GIZ must agree. Application must be submitted 3 months before the start of the part-time activity.



Social security

Details of social security:

Group medical insurance policy (currently with EUROPA Versicherung AG)

Accident insurance policy with UVB (Unfallversicherung Bund und Bahn)
This policy provides additional medical cover and statutory accident insurance.

Long-term care insurance

Where applicable, cover is provided to allow for the suspension and subsequent reinstatement of your medical and long-term care insurance on the same terms (*Anwartschaftsversicherung*).

Pension scheme

Group accident insurance

Public liability insurance

Luggage insurance

Unemployment benefit



No information can be provided as to what claims arise from the DW contract with regard to pension payments and/or unemployment benefits in the event of residence outside Germany.



Health insurance

Group insurance policy

- Begins automatically at the start of the contract, ends automatically at the end of the DW service contract
- Insurance cover during the contract period worldwide – in the country of assignment, in Germany/home country, in any third country
- Benefits equal to statutory health insurance - no insurance as a private patient
- Insured are:
 - Development worker
 - Accompanying spouse (if entitled to oversea bonus)
 - Accompanying children (if entitled to oversea bonus)



Group accident insurance

Group accident insurance offers 24-hour cover worldwide for development workers and their dependants travelling with them and living in the same household.

Registration is carried out automatically by GIZ.

Group accident insurance policy covering:	Death from accident	Invalidity
Adults	EUR 100,000	EUR 200,000
Children	EUR 20,000	EUR 200,000



Public liability insurance

Personal injury and property damage	Financial losses
EUR 3 million	EUR 100,000

- GIZ has taken out liability insurance for development workers and their dependent family members.
- The coverage provided is in line with BMZ conditions.
- The insurance coverage applies worldwide, both during on-duty and off-duty hours.



Luggage insurance

- Luggage insurance with the option of insuring the belongings brought with you as well as those purchased locally (application required !)
- GIZ recommends that you check your policy for completeness at the latest before the return journey and submit a new application/obtain new insurance as required.
- In addition to reimbursement by GIZ, higher insurance (up to an insured value of € 20,000) is possible at your own expense.
- Note: 50 € deductible in the event of a claim per insured event.

Coverage provided by GIZ		Costs*	max. coverage
Development worker up to	EUR 5,000	EUR 22.85/year per EUR 1,000 sum insured	EUR 20,000
Accompanying spouse up to	EUR 5,000		
Per accompanying child up to	EUR 2,000		

* EUR 1,000 sum insured = EUR 22.85/year ≈ EUR 1.90/month



Pension contributions

- For DW, the fictitious monthly remuneration subject to mandatory insurance is at least 66.67 % of the annual pension insurance contribution ceiling.
- The monthly contribution paid by GIZ to the German pension insurance scheme (GIZ pays the employer's and employee's share) is calculated on the basis of the notional remuneration and the annual pension insurance contribution rate:

Contribution ceiling 2024:	7,550.00 €
Fictitious monthly remuneration (= 66.67%)	5,033.59 €
Mtl. pension contribution 2024 (Contribution rate 2024: 18,6 %)	936.20 €

- In order to protect entitlements, an adjustment will be made if the development worker's remuneration that were subject to mandatory pension contributions were higher in his/her previous job in Germany than the notional remuneration.
- Contributions cannot be made to foreign pension plans.
- If you wish contributions to be made into a pension scheme for the liberal professions ("berufsständisches Versorgungswerk"), you must provide up-to-date confirmation from Deutsche Rentenversicherung that you have been released from the duty to make contributions for the duration of your assignment as a development worker.



Entitlement to unemployment benefit (Arbeitslosengeld I)

- As a general rule, classification is based on ‘qualification groups’ (education/training level) – not on your previous job (article 152 of the German Social Code, Book III).
- The notional figures shown below for gross monthly income from employment are only applicable if your place of residence is in Germany. A distinction is made between the federal states in the pre-unification Federal Republic (West) and those in the former GDR (East).
- In order to qualify for unemployment benefit (*Arbeitslosengeld I*) in Germany, you must be able to provide evidence of at least 12 months of contributions or development service out of the last 24 months. Entitlement to *Arbeitslosengeld I* is limited to a certain period (based on your past contributions or development service and possibly on your age).

Qualification group Training level	Reference 2024 EUR 42,420 West EUR 41,580 East	Assessment West	Assessment East
1. Degree from university or university of applied sciences	30/300	4,242 €	3,948 €
2. Technical school certificate (<i>Fachschule</i>), master craftsman (<i>Meister</i>) or comparable certificate	30/360	3,535 €	3,290 €
3. Completed apprenticeship in a trade/occupation requiring training	30/450	2,828 €	2,632 €
4. No formal qualifications	30/600	2,121 €	1,974 €