



EXTERNAL CONSULTANCY:

Volunteering policy & HR Procedures & Training Plan of the EU Aid Volunteers Initiative of Doctors of the World (Médicos del Mundo-MdM)

EU Aid Volunteers We Care, We Act



Commissioned by: Médicos del Mundo - Spain

Closing date: 21/06/2017

Starting date: July 2017

Duration: maximum 6 months

Contract: External Consultancy

Job title: Volunteering Policy & HR Procedures & Training Plan of the MdM EU Aid Volunteers Initiative

Location: Madrid (Spain) – Occasional travels to other MdM European delegations may be required



Terms of Reference

1. Context:

MdM Spain together with its European partners (MdM Netherlands, MdM Sweden, MdM Belgium, MdM Greece and MdM UK) have responded as a Consortium to the EU Aid Volunteers Initiative Call of the European Union.

Within this initiative, the MdM consortium has the following objectives:

- Complement current humanitarian interventions, with the deployment of volunteers in 2018, to support local organizations to deliver needs-based humanitarian aid, while also building the capacity and resilience of local communities affected by disasters globally.
- Strengthen capacities of sending and hosting organizations participating or planning to participate in the EU Volunteers Initiative.

As MdM participates as a Consortium to the EU Aid Volunteer Initiative, it is necessary to draft, develop and execute a common Volunteering policy, HR procedures and Training Plan for all 6 MdM Consortium Partners Organisations.

2. Budget: Maximum of 20.000 Euros (including VAT)

3. Timetable:

- 6 months starting from July 2017
- Free schedule with regular contact with headquarters of MdM-ES in Madrid.
- A specific timetable will be established, with specific deadlines set by MdM-Spain and agreed by members of the MdM Consortium

4. Final products/services:

- 1) Common MdM Volunteering Policy (in English), according to EU Aid Volunteers Initiative
- 2) Common MdM Volunteering and HR procedures (in English): evaluation, training, leaves, etc.
- 3) Common MdM E-Trainings curriculum/structure (in English) in the MdM Moodle e-learning platform
- 4) Common MdM Briefing and Debriefing (in English)
- 5) Common MdM Volunteering Agreement (in English) and Volunteer Handbook



To that end, the external Consultant (can be either person/s or entity) should:

- Ensure the link between the international MdM Road Map (HR Task Force), the MdM Emergency Pools and the EU Aid Volunteers Initiative
- Coordinate and coach the MdM partners in the design and implementation of the common Volunteering policy, HR procedures and Training Plan of the MdM EU Aid Volunteer Initiative
- Produce training materials accordingly and also train the Volunteering & HR departments of the different MdM partners

5. Profile:

All applicants submitting proposal must meet the following requirements

Education/Degree

Required: University degree in HR and/or related to e-learning education

Desirable: Knowledge in International Relations, Third NGOs sector, European Union programs and/or Volunteering programs

Professional experience

Required: Minimum 3-5 years experience in similar position within Third sector

Desirable: Knowledge of the MdM international network, projects funded by the European Union and international Volunteering Programs

Other requirements

Language proficiency: Fluency in English and Spanish

Software: Office package, Internet, Social Medias. Knowledge of e-learning platforms and e-learning training systems

Essential skills

- Demonstrated commitment to MdM's vision, values and principles
- Up to date knowledge of familiarity of best practice with regards to Volunteer management, from a European perspective
- Ability to organize and plan effectively
- Ability to work independently and to take initiatives
- Excellent interpersonal communication skills
- Motivation in humanitarian field or volunteer programs
- Ability to work in team and communication
- Availability to travel occasionally to others countries members of the MdM international network



6. Selection process:

In Coordination with the Volunteering and Humanitarian Aid HR Units and the Evaluation/Quality Unit of MdM-ES:

- Publication of the Terms of Reference in Spain and others MdM European delegations
- Deadline for the reception of offers: 21st of June 2017
- Pre-selection of the 3 best offers
- Validation of the Procurement Committee

7. Conditions:

Contract of external consultancy of entity and/or person/s

- Budget: maximum 20.000 € (VAT included)
- Products/services defined to be delivered (see point 4)
- Maximum 6 months
- Schedule of payments: 50% upon the signing of the consultancy contract / 25% at mid-term contract period / 25% balance payment at the end of the contract + delivering of the final products

8. How to apply

Applicants should submit **in ENGLISH**, their business proposal, budget, motivation letter and CVs to laure.salies@medicosdelmundo.org and samanta.fernandezcanillas@medicosdelmundo.org belen.serranos@medicosdelmundo.org by **21/06/2017**.

Note:

Please note that only shortlisted applicants will be contacted for an interview.

MdM is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.