



## URGENT - CONSULTATION

### Trainings for a Technical Assistance and Capacity Building project in the framework of the EU Aid Volunteers initiative

**Awarding authority:** La Guilde Européenne du Raid

**Purpose of the call:** Trainings for a Technical assistance and Capacity building project in the framework of the EU Aid Volunteers initiative

**Estimated amount:** 50,000€ < 60,000€, all costs and taxes included

**Deadline for receipt of proposals:** January 25, 2017, 12:00 CET

**Receipt of proposals:** by email to [eprojects@la-guilde.org](mailto:eprojects@la-guilde.org)

#### Context

The [EU Aid Volunteers initiative](#) (EUAV) provides opportunities for citizens from the EU to engage in humanitarian aid. In the period from 2016 to 2020, 4 000 individuals will be deployed by humanitarian organisations to support projects worldwide. The initiative also funds projects submitted by consortia of EU-based and non-EU based organisations that are aimed at strengthening the capacity of organisations to prepare and respond to humanitarian crises and to improve their volunteer management.

The European Guild has been involved in the EU Aid Volunteers initiative since 2015. It is certified as an EU Aid Volunteers sending organisation and is part of deployment projects, as well as technical assistance and capacity building projects. In this context, it has launched two joint projects on January 1<sup>st</sup>:

- *EU Aid Volunteers for You – Sending Organisations*, gathering 6 European organisations from Ireland, Portugal, Malta, Greece and France
- *EU Aid Volunteers for You – Hosting organisations*, gathering 7 European and non-European organisations from Ireland, Greece, Myanmar, Togo, Peru and France

Three objectives have been defined for both projects:

1. Strengthening the capacities of sending/hosting organisations intending to participate in the EU Aid Volunteers initiative
2. Ensuring compliance with the standards and procedures set for sending/hosting organisations in the EUAV initiative, in order to undergo certification.
3. Bridging gaps between organisations specialized in volunteer management and those specialized in humanitarian aid, while strengthening links between EU and non-EU organisations.



In order to fulfill those objectives and reinforce the capacities of the partner organisations, training sessions and long-distance mentoring have been planned on the following topics:

- Duty of care & safety and security measures
- Data protection
- Disaster Risk Management, preparedness and response
- Linking relief, rehabilitation and development (LRRD)
- Volunteering and Refugee response

### Deliverable

- Nature of the deliverable

We are looking for training providers to deliver two face-to-face trainings and long-distance mentoring to 9 identified partner organisations. The language of delivery is English.

The deliverable will consist in:

- Training preparation (needs analysis, training development)
  - Two 3-day face-to-face trainings, in Paris and Athens. It will gather the 9 partners identified, with one representative per organisation. Logistics for partners and the European Guild are taken care of. Costs and logistics for the trainer (travel, insurance, accommodation, meals) are to be included in the proposal.
  - Long –distance mentoring: monthly online individual exchanges during the 8 months following the face-to-face training.
  - Evaluation
- Calendar

The trainings and mentoring are planned according to the following calendar:

| Topic   | Face-to-face training                | Long-distance mentoring |
|---|--------------------------------------|-------------------------|
| - Duty of care & safety and security measures<br>- Data protection  | 20, 21, 22 February 2017<br>In Paris | March - October 2017    |
| - Disaster Risk Management, preparedness and response<br>- Linking relief, rehabilitation and development (LRRD)<br>- Volunteering and refugee response | February 2018 (3 days)<br>In Athens  | March – October 2018    |

- Training content

In the framework of the EU Aid Volunteers initiative, sending and hosting organisations have to comply with a set of standards and procedures.



The goal of the first training is to reinforce the organisations' capacities on targeted areas, in order for them to improve their procedures and practices:

- Security and safety: organisational security policy, risk assessment procedure and evacuation plan, security training and briefing for volunteers
- Data protection: ensuring that abuse and misuse of personal data are prevented during any processing, including collection, use, disclosure and erasure of all personal data about candidate volunteers and EU Aid Volunteers

The second training is aimed at reinforcing the organisations' capacities in their humanitarian activities on the field. Taking into account the partners' experience and fields of activity, training modules on Disaster risk management systems and practices, Linking vulnerability reduction and disaster recovery, development planning, should foster their capacity to carry out appropriate and sustainable EU Aid Volunteers deployment projects.

### Presentation expected for the proposals

A response form is available. It includes:

- a presentation of the provider's experience and expertise
- a draft curriculum
- a global budget proposal

### Selection procedure

The European Guild will pay much attention to the applicant's experience and expertise on the topics.

The proposals will be evaluated as follows:

- price: 40%
- quality: 60%

The European Guild may decide to select one or more training providers. The results of the selection will be communicated on January 26. The European Guild may request additional information on the proposal selected.

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