



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: Training for a Technical assistance and Capacity building project in the framework of the EU Aid Volunteers initiative

Estimated amount: 20,000€ < 30,000€, all costs and taxes included

Deadline for receipt of proposals: March 24, 2017, 12:00 CET

Receipt of proposals: by email to euprojects@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 1st:

- *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 have been planned on **volunteer management**.

Deliverable

- Nature of the deliverable

We are looking for training providers to deliver two face-to-face trainings to 7 identified organisations. The language of delivery is English and French.

The deliverable will consist in:

- Training preparation (needs analysis, training development)
 - Two face-to-face trainings, in Lisbon and Lomé. Logistics are taken care of. Costs and logistics for the trainer (travel, insurance, accommodation, meals) are to be included in the proposal.
 - Evaluation and minutes/supporting documents from the training
- Calendar

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

Specific topics to be covered among others (according to a first needs analysis by the project partners)	Face-to-face training	Language of delivery
- Safeguarding children and vulnerable adults - Equal opportunities and non-discrimination - Integrity and code of conduct - Debriefing	3,4,5 May 2017 (3 days) In Lomé	French
- Safeguarding children and vulnerable adults Important: an expert on Equal opportunities and non-discrimination has already been selected to lead a session on this topic for half a day, bringing the overall training duration to 3 days	16,17,18 May 2017 (2,5 days) In Lisbon	English

- 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, ensuring the volunteers are protected and well managed before, during and after their volunteer placement.



The goal of this training is to reinforce the organisations' capacities in volunteer management. The EU has set standards to reach in different specific areas: volunteer management, equal opportunities and non-discrimination, safeguarding children and vulnerable adults, integrity and code of conduct, living and working conditions, professional development and recognition, debriefing. The topics listed in the table above are the ones project partners identified as weaker points in their organization, but the training provider is invited to conduct a needs-assessment in order to build the training program.

The training format should be as interactive as possible and allow partners to share their experience and good practice with each other. We would appreciate having at least two different trainers.

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 March 27, 2017. The European Guild may request additional information on the proposal selected.

La Guilde Européenne du Raid
7, rue Pasquier
75008 Paris
<http://la-guilde.org/>

For any further information, contact Marie Julienne at euprojects@la-guilde.org