



## EXTERNAL CONSULTANCY:

### Security on-line Briefing/Training of the EU Aid Volunteers Initiative of Doctors of the World (Médicins du Monde-MdM)

## EU Aid Volunteers We Care, We Act



**Commissioned by:** Médicos del Mundo - Spain

**Closing date:** 31/07/2017

**Starting date:** August 2017

**Duration:** Maximum 6 months

**Contract:** External Consultancy

**Job title:** Security on-line Briefing / Training of the MdM EU Aid Volunteers Initiative

**Location:** Madrid (Spain) – Occasional travels to other MdM European countries 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) has 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 work 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.

Within the EU Aid Volunteers Initiative, MdM foresees the deployment of Volunteers in Third Countries, with which arises the necessity to create, develop and execute common Security on line Briefing / Training of the MdM Consortium Partners Organisations.

### 2. Budget: Maximum of 18.000 Euros (including VAT)

### 3. Timetable:

- Maximum 6 months starting from August 2017
- Free schedule with regular contact with MdM-ES headquarters in Madrid.

### 4. Final products/services:

**Tools and Contents of the Common MdM Security on-line Briefing / Training (in English) for the MdM partners of the Consortium, including:**

#### 1) *Creative e-learning tools*

According to agreed expected learning goals of briefings and trainings defined by the Security and Human Resources focal points, define creative e-learning tools to develop the contents of the courses. Content should be adaptable to different formats (PowerPoint, html5, flash player presentations, web formats tools, videos).

#### 2) *Methodological contents for trainings*

On the basis of the approved creative proposal and working with the Security and HR focal points, elaborate methodological contents, examples and case studies. Content must be expressed in a simple and colloquial language that can be easily understood. Contents must be



delivered with their respective editing style and must be submitted in a digital file to be reviewed, validated and translated into English, French and Spanish.

### 3) *Evaluation mechanism*

Design an evaluation mechanism to assess the achievement of expected learning goals. Evaluation activities will have to include the possibility to issue a certificate of completion of the training module and the level achieved. A copy of this certificate should be automatically generated and referred to the Human Resources Department of MdM.

### 4) *Graphic template/interface*

Define a graphic template/interface in line with the institutional image of MdM's network. This interface should include: a home screen, content presentation screens, button styles and icons, pop-up window styles, images (photos and/or illustrations) and sequence navigation.

### 5) *Multimedia objects*

Develop graphic objects and multimedia resources using Flash technology to be integrated in the approved interface. These multimedia objects must be designed and constructed in modules to be delivered in independent packages.

### 6) *SCORM packages of created multimedia objects*

Package the multimedia objects created in SCORM 1.2 format to be installed on Moodle Platform.

#### **To that end, the external consultant should:**

- Ensure that the tools and contents of briefing and trainings are linked between the international MdM Road Map (Security Task Force) and the EU Aid Volunteers Initiative
- Work closely with MdM Technical HR and Security Focal points in order to identify and define on desired learning achievements and trainings multimedia design
- Coordinate and coach the MdM partners in the design and implementation of the common Security Briefing/Training.

## **5. Profile:**

*All applicants (person/s or legal entity) submitting proposal must meet the following requirements*

### **Education/Degree**

Required: IT degree and/or related, International Humanitarian Law studies, knowledge of Safe and Security tools and management.

Desirable: Diploma or training in Third NGOs sector, knowledge of European Union programs and/or Volunteering programs, Knowledge of dealing with medical /safe and security issues. A different academic orientation may be accepted if combined with demonstrated field experience in NGO security management. Demonstrated experience in working with NGO partners and other stakeholders in emergency crises and/or working in unsafe and challenging international environment



## Professional experience

Required: Minimum 5 years experience in similar position within Third sector. Experience on the field for at least 2 categories (ex: a field in a war zone and a field of a natural disaster zone).

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

## Other requirements

Language proficiency: Fluency in English.

Software: Office package, PowerPoint, web formats tools, flash player presentations, html5, videos, SCROM

## Essential skills

- Demonstrated commitment to MdM's vision, values and principles
- Demonstrated experience in managing security aspects of an international mission/program, experience in drafting security and evacuation plans, properly assessing threats and risks, understanding and applying security related protocols (e.g. kidnappings, hibernation etc)
- Previous experience in security management in the framework of an international emergency crisis and/or in NGOs security management
- 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 a team
- Availability to travel occasionally to others countries members of the MdM international network

## 6. Selection process:

*In coordination with the MdM-Spain's Security EUAV Focal point and in collaboration with MdM-Greece:*

- Publication of the Terms of Reference in Spain and others MdM European delegations
- Deadline for the reception of offers: 31<sup>st</sup> of July 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 18.000 € (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 product/s.

## 8. How to apply

Applicants should submit **in ENGLISH**, their business proposal, budget, motivation letter and CVs to [laure.salies@medicosdelmundo.org](mailto:laure.salies@medicosdelmundo.org) and [angelo.pirola@medicosdelmundo.org](mailto:angelo.pirola@medicosdelmundo.org) by **31/07/2017**.

### **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, or socially excluded or discriminated, to apply to become a part of our organization.*