



## EXTERNAL CONSULTANCY:

# Software Database / Platform Development for Management of Volunteers and HR of the EU Aid Volunteers Initiative of Doctors of the World (Médecins du Monde-MdM)

## EU Aid Volunteers We Care, We Act



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

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

**Starting date:** 1<sup>st</sup> of August 2017

**Duration:** maximum 6 months

**Contract:** External Consultancy

**Job title:** Software Database / Platform Development for Management of Volunteers and HR of the MdM EU Aid Volunteers Initiative

**Location:** Madrid (Spain) – Occasional travels to other MdM Consortium 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) 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 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.

As MdM participates as a Consortium to the EU Aid Volunteer Initiative, and is therefore planning to deploy volunteers in the next 18 months, it is necessary to design and develop a common Database Software / Platform for Volunteers and HR management for all 6 MdM Consortium Partners Organisations.

The mentioned Database Software / Platform should comply with EU and MdM European countries' regulations in terms of Protection and Security Data and with Gender and LGTBI approach for the disaggregation of data.

### 2. Timetable:

- 6 months starting from 1<sup>st</sup> of August 2017
- Free schedule with regular contact with MdM-Spain headquarters in Madrid with specific plan and definite timetable for the final deliverables (desirable: December 2017).
- If possible to be present in the Third Quarterly Meeting in Sweden (18-20 September) and present the general plan and timetable of the project and also to have the chance to gather recommendations and answer the questions of the members of the MdM Consortium.

### 3. Final product / services

**A common Software Database / Platform for Volunteer and HR Management for all 6 MdM Consortium Partners Organisations**

*To that end, the Consultant should:*

- Carry out the technical and functional design and implement the Database Software / Platform of Volunteer and HR management



- Adjust the Database Software / Platform of Volunteer and HR management, to the technical requirements of each MdM member of the Consortium (Inventory of requirement staff information system)
- For the MdM members of the Consortium that ask for it, migrate contents of existing Database Software to the Software Database / Platform created
- Provide guidance/training post-implementation of the Software Database /Platform to the members of MdM Consortium.

#### 4. Profile:

*All applicants submitting proposal must meet the following requirements:*

##### **Education/Degree**

Required: University degree in Computer Science or relative field

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

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

##### **Other requirements**

Language proficiency: Fluency in English

##### **Appreciated skills**

- Demonstrated commitment to MdM's vision, values and principles
- Ability to organize and plan effectively
- Ability to work independently and to take initiatives
- Excellent communication skills
- Interest in the humanitarian field or volunteer programs
- Ability to work in team and communicate effectively
- Availability to travel occasionally to others countries members of the MdM international network



## 5. Selection process:

*In Coordination with the IT/System and Volunteers Units of MdM-Spain and in collaboration with MdM-Netherlands:*

- 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

## 6. Conditions:

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

- Product defined to be delivered (see point 3)
- 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

## 7. How to apply:

Applicants should submit their proposal, budget and CV of the person/s **in ENGLISH** to [laure.salies@medicosdelmundo.org](mailto:laure.salies@medicosdelmundo.org) and [jaimeluis.diaz@medicosdelmundo.org](mailto:jaimeluis.diaz@medicosdelmundo.org) [rafael.alba@medicosdelmundo.org](mailto:rafael.alba@medicosdelmundo.org) by **31<sup>st</sup> of July 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 part of our organization.*