

Terms of Reference

Consultant for the Review and Revision of the Global Volunteering Standard
January 2024

The [International Forum for Volunteering in Development \(Forum\)](#) is seeking to engage a consultant or consultants to support us in reviewing and revising the Global Volunteering Standard.

Background and Rationale

The [Global Volunteering Standard](#), established in 2018–19 through a global consultation involving hundreds of stakeholders, was launched in October 2019. It is a standard for organisations that work with volunteers to achieve sustainable development, and is designed to promote and support responsible, impactful, and ethical volunteering.

In 2020, 18 volunteer-involving organisations piloted the Global Standard through a Self-Assessment and action planning process. Based on insights from the pilot, the Standard was revised and re-launched in 2021. The updates prioritised areas such as Duty of Care, Environmental Protection, Volunteer and Community Diversity and Inclusion, Accessible Language, and Online Volunteering.

Forum aims to regularly review and revise the Global Volunteering Standard to ensure that it remains relevant and responsive to evolving challenges and good practice across the volunteering in development sector. This ongoing commitment reflects Forum's dedication to fostering continuous improvement towards responsible and impactful practices for its members and the wider volunteering community. It is important that, in reviewing the Standard, we maintain the credibility that comes from the broad consultation and pilot process through which the Standard was developed.

For the 2024 review, we want to focus on making the Global Volunteering Standard simpler and easier to use. We also want to make sure that it keeps pace with developments in areas like safeguarding and security.

Objectives

Forum has identified the following objectives for the review and revision of the Standard -

- Revise the opening and closing narratives, recreating these to be clear and concise.
- Assess the content of the Global Volunteering Standard to ensure its ongoing relevance and alignment with the latest good practice developments, with particular attention to the Duty of Care and Measuring Impact themes.
- Explore opportunities to reduce the number of Key Actions, and revise these to be clearer and more concise.

- Review and revise the indicators to ensure that they effectively align with each Key Action, creating a simpler and more user-friendly assessment experience. Consider not only processes and documents as evidence but also incorporate feedback from partners, communities, and volunteers for a more comprehensive and true assessment against the Global Volunteering Standard.
- Support the development of a guidance document which is being developed by Forum to help organisations to use the Standard and its [online Platform](#).

Scope of Work

The deliverables for the consultancy are as follows –

Project Design and Management

Work with the Forum team and the Standards Working Group to create a plan for the review. This will likely include designing a consultation with Forum members and users of the Standard and preparing for interviews with subject experts.

Content Assessment and Simplification

Carry out a consultation with users of the Standard and the Self-Assessment Tool, subject matter experts and members of the Forum Team and Standards Working Group. Based on this consultation, and desk research, provide an in-depth assessment of the content within the Global Standard, focused on its relevance and alignment with current good practice. Deliver a brief report highlighting areas for improvement and proposing changes to the text.

Simplification of Opening and Closing Narratives

Produce a review and revised opening and closing narratives for the Global Standard, making them clearer and more concise.

Streamlining of Key Actions

Produce a revised, reduced set of Key Actions without reducing the scope of the Standard.

Indicators Review and Enhancement

Assess the existing Indicators and produce a revised set of Indicators that align with the new Key Actions. In doing this, consider new types of evidence that users of the Standard could share that go beyond what processes and documentation they have in place, including insights from partners, communities, and volunteers.

User Guide Development

Support the development of a narrative on how organisations can effectively utilise the Global Volunteering Standard. This deliverable will include a user-friendly guide that outlines best practices, step-by-step instructions, and practical tips. Incorporate this as a feature within the Standard document for easy reference and implementation.

Timeframe

This work should be completed by the end of June 2024. The consultant will be invited to present initial findings at the Forum Standards Working Group Meeting in April 2024. A detailed timetable will be agreed with the consultant in the inception phase.

Management

The Forum Executive Director and the Coordinator of the Standards Working Group will jointly be responsible for managing the process and be the primary points of contact for the consultant.

Experience Required

The consultant must be able to demonstrate through their application:

- A track record of crafting procedural guidelines, and instructional documentation.
- Experience of designing and carrying out collaborative processes with a diverse range of stakeholders
- Expertise in desk research, assessing and analysing information, coupled with the ability to provide concrete, actionable recommendations.
- Proficiency in both spoken and written English, and experience in the creation of documents tailored for a global audience.
- Familiarity with volunteering in development is an advantage.

Expressions of interest

The Forum Standards Working Group invites proposals from consultants to carry out this work.

To be considered, please submit your CV and an expression of interest, no more than two pages please. The expression of interest should set out your relevant skills and experience, and a brief proposal of how you will approach the work, the stakeholders you will involve and how you will involve them, as well as an indicative timetable and budget.

The deadline for proposals is midnight GMT on Sunday, 10th March 2024. Please email them to Katharine Brown at kbrown@forum-ids.org.