Summary

The Humanitarian Leadership Academy ("the Academy") is seeking proposals from individual organisations to help create and continuously improve an effective and connected global workplace. Through reviewing and advising on the optimisation of current communications and information systems tools, virtual workspaces, and information and document management practices, the assignment will culminate in the creation of an advisory paper on practical actions to support the ‘Enable Pillar’ of our High Performing Organisation Strategy, as well as an Information Management Good Practice Guide.

About the Humanitarian Leadership Academy

The Humanitarian Leadership Academy is a global learning initiative set up to facilitate partnerships and collaborative opportunities to enable people to prepare for and respond to crises in their own countries. We are working with local, national, regional and global organisations, communities and individuals to develop learning resources and tools. By supporting people at the grassroots level, we will enable them to be better prepared for a disaster, respond quicker and to have increased resilience after a crisis.

By working in collaboration, we are building a network of expertise that will be shared and utilised immediately when a disaster strikes. Through this people will be able to continuously share their experiences.

Scope of Work

The Academy has recently identified strategic areas to develop in order to become a High Performing Organisation and therefore better meet its mission to enable people around the world to prepare for and respond to crises in their own countries.
The focus for this assignment will be on the ‘Enable’ pillar of the High Performing Organisation (HPO) Strategy, whose objective is to ‘create and continuously improve an effective and connected global workplace’. The Academy is looking to commission an advisory paper on this pillar to enable the organisation to provide global virtual workspaces, tools, and systems that promote highly efficient and well-connected working across the Network. This strategy document is to include a full review of current systems; recommendations for improvements; and a timeframe and workplan for implementation. An Information Management Good Practice Guide should also be produced as part of the assignment.

**Key Deliverables**

The key deliverables of the assignment will include the following elements:

1. **To advise on the virtual office environment**, including optimising our current digital tools to enhance productivity and network coherence, streamline travel booking, and track travel and annual leave.

2. **To advise on the most effective technological implementation of the Academy’s proposed Internal Communications Strategy.**

3. **To review the Academy’s current information and document management behaviours**, and advise on best practice to retain institutional knowledge and enhance efficiency, resulting in the creation of an Information Management Good Practice Guide.

4. **To scope and advise on possible outsourced information systems support** for the Academy’s bespoke SharePoint sites, account management system (MAPS), management reporting system (built on Power BI), and other tools based on the Academy’s Office 365 suite.

5. **To review and advise on Office 365 Group management**, including security groups and permissions configurations.

**Submission of Expression of Interest / Process Timeline**

Expressions of Interest should be no longer than 2 pages and should include the following information:

- C.V./ personal profile of consultants working on information management and systems optimisation, with particular focus on Office 365 and SharePoint.

- Examples of previous assignments that demonstrate your ability to undertake work of a similar nature to that of the panel you are applying.

Please submit completed Expressions of Interest to Rob Hammaren, Network Operations Coordinator (r.hammaren@humanitarian.academy), and Nicolas Kroger,
Head of Business Operations (nkroger@humanitarian.academy) by **Monday 26th March 2018.**

Deadline for submission of Expressions of Interest: Monday 26th March 2018

Notifications of shortlisting: Wednesday 28th March 2018

Deadline for submission of final proposal: 2nd April 2018

Expected date of completion of project/assignment: 27th April 2018

**Contracting Arrangements**

A contract [for consultancy services] will be put in place, based on the Academy’s standard terms and conditions and these TORs.