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## Call for Consultancy – human resources support for the VCF

The Vulture Conservation Foundation (VCF) ([www.4vultures.org](http://www.4vultures.org)) is an international NGO working on vulture conservation in Europe. Originally born as the Foundation for the Conservation of the Bearded Vulture, and solely focussed on the reintroduction of the bearded vulture in the Alps, the Foundation changed name and status in 2009 to work on all the 4 European species. In 2013 acquired professional staff, and today it is the leading European organisation on vulture conservation, implementing 10+ large-scale projects across the continent, with staff distributed in 6 countries (Portugal, Spain, Switzerland, United Kingdom, Serbia and Holland).

With a growing portfolio of projects and ever more complex operations, the VCF is now looking for a consultant that will help it find tangible solutions to establish a legally solid, socially just and professional set up in multiple countries. This includes the potential establishment of payrolls and optimized taxations regimes.

**Location:** Home based, flexible. Need to make several interviews via Skype with different individuals (staff and board members).

**Vacancy Type:** Consultancy

**Posting Date:** 23rd October 2018

**Closing Date:** 2<sup>nd</sup> November 2018

**Potential interviews of 2 or 3 shortlisted consultants:** Week of 5th November 2018

**Final decision of recruitment : 9th November 2018**

**Delivery of final report: 10th December 2018**

**Estimated duration: 7-12 full working days**

## Job summary

- **Legal review** of the current staff contracts, including established pay-rolls (Netherlands/1 staff and Switzerland/1 staff) and self-employed contracts (Portugal/1 staff, Spain/3 staff, UK/2 staff and Serbia/1 staff), and provision of suggestions to improve them. Advice on the acceptability of the self-employed status and the differences (social contributions and compensations as well as respective cost price) between employees and self-employed staff.
- Suggestions about the **development of a contractual policy and human resources system (e.g. payroll)**, to provide fair and equitable contracts to all staff members in the different geographies, including aspects related to different taxation regimes and social contributions.
- Development of a consistent and fair **salary policy for the VCF**, considering salary bands where expertise and experience, responsibility and place of residence are taken in consideration.
- Evaluation of the legal, financial and operational conditions **to establish the VCF as a legal organisation in Spain** where many of our operations (and 3 of our self-employed staff) are based. The establishment of an organisation (branch) in Spain has eventually to do with the above-mentioned review of contracts and social status/regime of Spanish staff.
- Advice on the preparing the **VCF to comply with EU and national public procurement rules** and financial audits.

Applications should contain:

- Expression of interest
- CV
- Proposed budget and schedule for the consultancy

Shortlisted candidates will be required to undergo an interview.

Applications should be sent to [recruitment@4vultures.org](mailto:recruitment@4vultures.org) before **2<sup>nd</sup> November 2018** COB.