

Professionals doing good (1)

and

Host Organization (2)

Agreement

Dated DD/MM/YYYY

Vs. 2024

PARTIES

1. **Professionals doing good (Pdg)**
2. **Host Organization (HO)**

INTRODUCTION

Pdg is a social enterprise registered in Cambodia dedicated to building the capacity of socially conscious organizations by connecting them with international, long-term, skilled professional volunteers. Pdg offers services to help HOs select and connect with volunteers. Pdg prioritizes child safety and ethical volunteering practices.

The HO will design and execute skilled volunteer projects/internships, which Pdg will promote. Pdg will refer suitable volunteers to the HO for these projects.

DUTIES OF Pdg

Pdg will provide the following services to the HO:

1. **Volunteer Project Advertising:** Pdg will advertise volunteer projects through various channels, including website, social media, and email newsletters.
 2. **Volunteer Screening:** Pdg will review and pre-screen potential volunteers based on the project's requirements.
 3. **Volunteer Introduction:** Pdg will send an introductory email to connect the screened volunteers to the HO for interviews.
 4. **Post-Project Evaluation:** Pdg will conduct an online survey with the volunteer to evaluate the project's impact and share achievements and areas for improvement with the HO.
- Pdg's services *do not include* volunteer recruitment, onboarding, or management. However, Pdg can offer these services as a separate consulting engagement if requested by the HO.

DUTIES OF THE HO

The HO agrees to:

1. **Project Details and Timeline:** Provide Pdg with a clear volunteer project description, including required skills, time commitment, benefits, and high-resolution images, and keep the project open for 12 months to allow for a thorough candidate search.
2. **Candidate Engagement and Selection:** Promptly review Pdg-referred CVs, interview candidates of interest, and communicate the final decision to Pdg.
3. **Volunteer Management:** The HO is responsible for recruiting and managing volunteers, ensuring their well-being, and complying with labor laws.
4. **Volunteer Point of Contact:** Provide Pdg a Volunteer Management point of contact in the organization for the whole duration of the volunteer project.

IMPORTANT NOTES

- Given the limited pool of skilled volunteers and the significant time and resources invested by Pdg in identifying and screening suitable candidates, a *timely engagement by the HO with the prospective volunteer is crucial* to secure the best candidates for their project and respect the investment of time and resources Pdg is making.
- Until a volunteer candidate is officially confirmed by the HO after the interview, Pdg may refer the candidate to other Organizations that could benefit from their profile.

LEVEL OF SERVICE

The HO understands that:

- There is an average of three months lead time to source an international, skilled volunteer.
- Lead times may vary based on the specific skills and expertise required.
- Pdg will make every effort to find suitable volunteers but cannot guarantee placement.

PROJECT FEE

Pdg will provide these services pro bono for associations, foundations, NGOs, and other non-profit organizations. An expense contribution might be asked and agreed upon with social businesses and socially conscious enterprises.

HOW THE HO CAN CONTRIBUTE

To support Pdg's efforts, the HO shall:

1. **Partner Development:** Connect Pdg with potential organizations interested in partnering with Pdg to identify and recruit skilled volunteers.
2. **Partnership Recognition and Cross-Promotion:** Acknowledge Pdg as a partner in its communications and marketing materials, including social media, website, and annual reports. Allow Pdg to include the HO's logo on its website and in relevant communications, acknowledging the partnership and the impact of the collaboration.

DURATION

This Agreement is effective from the date of signing. Either party may terminate the Agreement anytime with written notice.

LIABILITY

Pdg accepts no liability for the services provided or the performance of volunteers.

[HO: Place, Date, Signature]

[Pdg: Place, Date, Signature]