



## Request for a Volunteer from a university

The “**University Volunteer Network**” provides human resources and knowledge resources, through qualified and experienced volunteers from partner universities. These volunteers serve for six months in developing countries.

**The Universidad Autónoma de Madrid (UAM)** acts as the coordinating university of the Spanish University Volunteer Network currently comprising 24 Spanish universities. To date, 198 assignments have been carried out. This year, it is envisaged to field 45 volunteers to work towards achieving the MDGs in selected areas of Youth, education, health, environment and Information and Communication Technologies for Development (ICT4D) **with a relevant youth component**. The volunteers are to primarily support host institutions supported by UNV’s MDG Facility as well as UN Projects and Programmes engaged in MDGs-related activities. The focus of these assignments will be on capacity building.

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### Instructions for completing this form

- The form should be completed as detailed as possible bearing in mind that the Terms of Reference are aimed at student volunteers and not professionals.
- Host organizations should retain a copy of the form.
- The goal of this form is to provide pertinent information on the qualifications requested in order to recruit the best possible candidate for this student volunteer assignment.

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### Requesting Organization

Name: IIDAC - International Institute for Development of the Citizenship

### Describe the role/mandate of the organization

With a special focus on youth, IIDAC implements programs and projects to promote citizenship and human sustainable development. In partnership with international organizations, public institutions, private sector initiative and civil society actors, and relying on national and international technical cooperation, the organization seeks to promote participatory and integral approaches to development.

Year of establishment: 1998

Size of organization: Through its many programs and projects IIDAC acts in all of the 27 states of Brazil and may be considered a medium size national institution.

Number of staff: 35

Other pertinent information: Relying on a multidisciplinary team, constituted by technical staff and a group of youth consultants in diverse areas, the principal field of activity is the empowerment of youth and adolescents, specifically through the promotion of rights, social capital, solidarity and citizenship.

Field of activity: Human Sustainable Development

### United Nations Volunteers

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Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)



Is your organization assisted/funded by other organizations/companies: Unicef, IDB, Brazilian federal, state and municipal governments

## Terms of Reference

**Assignment title:** Journalist

**Expected starting date:** October 2010

### Preamble:

As a United Nations Volunteers (UNV) assignment, this post is based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

**Detailed Terms of Reference:** (Please describe in as much detail as possible the services required from the university volunteer(s) and how his/her/their contribution will fit into the organization's plans.)

### Support is requested in the following fields:

Volunteers in **education** can provide assistance in teaching and tutoring. Typically, volunteers in **ICT4D** can help to develop and set-up websites and networks as well as databases, e.g. through the provision of training. In Panama, volunteers have helped to promote capacity building activities in the area of disaster-related education activities. University volunteers in **health** have helped to educate and raise awareness among Cape Verdian mothers in HIV/AIDS. In the area of **environment**, they have developed information material in disaster-related management.

### The volunteer will be supporting the following area(s) of the MDGs.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <i>Eradicate extreme poverty and hunger</i>      | <input checked="" type="checkbox"/> <i>Improve maternal health</i>                      |
| <input checked="" type="checkbox"/> <i>Achieve universal primary education</i>       | <input checked="" type="checkbox"/> <i>Combat HIV/AIDS malaria and other diseases</i>   |
| <input checked="" type="checkbox"/> <i>Promote gender equality and empower women</i> | <input checked="" type="checkbox"/> <i>Ensure environmental sustainability</i>          |
| <input checked="" type="checkbox"/> <i>Reduce child mortality</i>                    | <input checked="" type="checkbox"/> <i>Develop a global partnership for development</i> |

### Detailed description of the tasks to be carried out by the University Volunteer:

- Accompany IIDAC's programmes and projects in order to feature stories;
- Prepare stories for radio, television and web;
- Direct technical staff and camera operators;
- Edit the footage or audio into a news story.



**Assignment target (i.e. capacity building impact):**

- Promotion of the MDGs

**Required Volunteer qualifications:**

- Education: University degree or currently enrolled in any of the following majors or other relevant area: Communication, Journalism/Media or Public Relations
- Language: Spanish, English
- Specific skills in requested area: Web programming and management
- Computer/software skills: Windows, Word, Excel, Corel, Photoshop, Flash
- Additional skills: those candidates with some earlier experience with youth (volunteerism, project, programs, etc.) will be given preference

**Other Information:** All below fields are mandatory prior to clearance

**A) Visa**

- Please specify type of visa needed for nationals from Spain to enter your country:
  - ☐ **Visa before departure to volunteer work**

**B) Accommodation**

- Location of assignment: Anapolis-Goiias Brazil
- Nearest airport: Santa Genoveva Airport in Goiania
- Type of accommodation<sup>1</sup>: Apartment or house
- Address: variety of apartments and houses available to rent
- Approximate monthly cost of accommodation: U\$ 400.00
- Security provision and approximate costs: The UNV university volunteer is expected to receive security training developed by UNDSS in Brasília previous to the start of his/her assignment. Arrival can be organized via Brasília. Costs in this case relate to accommodation (one night) and bus ticket Brasília – Anápolis (3 hours)
- Means of local transport for the volunteer: Public transport system
- What other facilities will be offered to the university volunteer(s)? Desk, telephone, computer with internet access and e-mail

**C) Local transportation**

- Means of local transportation for the volunteer: Public transport system
- Approximate monthly cost: U\$ 50.00

**D) Security provision**

- Security provision and approximate costs: U\$ 100.00

**E) Other**

- What other facilities will be offered to the university volunteer(s)?

The volunteer will gain additional experience while participating at executive operations of IIDAC and at its broader programmes and projects. These activities occur in-line with the technical cooperation of the Institute in

<sup>1</sup> The accommodation for university volunteers has to be compliant with the Minimum Operating Residential Security Standards (MORSS). It needs to be cleared by the UN Field Security Officer **prior** to the fielding of the volunteers.



the elaboration and implementation of solutions to challenges in the realization of the Millennium Development Goals (MDGs), in close cooperation with local partners and international development organizations.

The volunteer will have access to a team of specialists responsible for the planning and management of IIDAC's projects. This team is composed of Brazilian professional specialists who are dedicated to the development of social technologies for capacity development and the strengthening of institutions in the service of citizenship.

**Signature on behalf of requesting Organization**

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(Signature)

08, April 2010

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(Date)

**General Assignment Criteria**

***Capacity Building and Sustainability***

The assignment(s) must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. An assignment which concentrates on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does not qualify. The target group of a particular assignment should be able to independently apply e.g. ICT for their purposes after the university volunteer leaves. Ensuring sustainability, further promoting volunteerism, as well as raising awareness about the Millennium Development Goals in the country of assignment are key criteria, which are common to all assignments.

***Host Organization and Living Conditions***

The host organization needs to demonstrate that it will provide a necessary enabling environment for the university volunteers so they can be productive from the start and sustain a positive performance throughout their assignment. This includes the provision of necessary (e.g. computing) equipment and if need be, connectivity. It also includes the identification of a direct supervisor for the volunteer.

After completion, please return this questionnaire to your UNV Country Office by fax, mail or email. Thank you!