



Request for a Volunteer from a university

BOLIVIA 006 UNIDO MDG

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.

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.

Requesting Organization

Name: UNIDO

Describe the role/mandate of the organization

Year of establishment: 1988 (in Bolivia)
Size of organization: small
Number of staff: One permanent and 4 temporary

Other pertinent information: UNIDO's mission is to improve the quality of life of the world's poor through sustainable industrial development. We work with developing countries and economies in transition, where we promote and accelerate industrialization as a source of economic growth needed to fight poverty. At the same time, we help protect the environment by supporting clean and sustainable industrial development. Within this context, UNIDO mobilizes knowledge, skills, information and technology to deliver on the mandate given by its Member States and to contribute to the achievement of the Millennium Development Goals

United Nations Volunteers

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



(MDGs). In keeping with its mandate, UNIDO focuses its resources on projects designed to help the poorest nations and the most vulnerable members of their societies.

Field of activity: Industrial Development

Is your organization assisted/funded by other organizations/companies: UNDP, MDG Fund

Terms of Reference

Assignment title: Volunteer in Programme Management

Expected starting date: June 1st, 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.)

The Volunteer in Programmed Management will support the UNIDO Bolivian Team in monitoring the various projects within the MDG-F Programmes in Bolivia

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 type="checkbox"/> <i>Improve maternal health</i> |
| <input type="checkbox"/> <i>Achieve universal primary education</i> | <input 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 type="checkbox"/> <i>Reduce child mortality</i> | <input type="checkbox"/> <i>Develop a global partnership for development</i> |

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



- Support the implementation of MDG-F Programmes in Bolivia, particularly gender and private sector development.
- Support the inclusion of needs of rural youth entrepreneurs in UNIDO Programmes in Bolivia and promote culture of foresight and innovation among the young agricultural producers and entrepreneurs in rural areas.
- Strengthening communication and exchange of information between Programme management, counterparts, and beneficiaries.
- Provide technical assistance to woman entrepreneurs in rural areas in managing their business and improving techniques of production
- Support rural producers in marketing their products and creating linkages with markets

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

- Improve the implementation of MDG-F Programmes especially regarding gender and youth aspects
- Improved business management and technical skills of woman entrepreneurs and ecological producers in rural areas

Required Volunteer qualifications:

- Education: Advanced first degree or postgraduate student in development studies, business administration and marketing, rural development, agriculture, food processing, or related field.
- Language: Fluency in Spanish and English
- Specific skills in requested area: Project management / gender / private sector development or youth issues, organic agriculture.
(e.g. related to youth, education, health, environment or ICT4D):
- Computer/software skills: Proficiency with Microsoft Office (Word, Excel, Powerpoint)
- Additional skills: Good interpersonal and communication skills, ability to work with people from different backgrounds, especially those living in rural areas, ability to travel to distant locations in rural areas

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:
 - ☐ Tourist visa (if yes, return ticket needed)
 - ☒ No visa or visa upon arrival at airport
 - ☐ Visa before departure

B) Accommodation

- Location of assignment: La Paz, with frequent travel within Bolivia
- Nearest airport: JF. Kennedy International Airport, El Alto (LPB)
- Type of accommodation¹: The UNIDO Office may assist the Volunteer in finding suitable accommodation.
- Address: n/a

¹ 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.



- Approximate monthly cost of accommodation: US \$200- 300 per month
- Security provision and approximate costs: n/a
- Means of local transport for the volunteer: Local transport costs are to be covered by the volunteer
- What other facilities will be offered to the university volunteer(s)? n/a

C) Local transportation

- Means of local transportation for the volunteer: Public transportation
- Approximate monthly cost: US \$80

D) Security provision

- Security provision and approximate costs: n/a

E) Other

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

Signature on behalf of requesting Organization

Cesar Cevilla
(Signature)

April 23rd 2010
(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!