



## **University volunteer TERMS OF REFERENCE: ToR 10**

### **Preamble:**

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development, and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, University volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, University volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as University volunteers even more rewarding and productive.

The “**University Volunteer Network**” provides human resources and knowledge resources, through the recruitment of students 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 27 Spanish universities. To date, 155 assignments have been carried out. This year, it is envisaged to field 45 volunteers to work towards achieving the MDGs in selected areas of education, health, environment and Information and Communication Technologies for Development (ICT4D). 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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- 1. UNV Assignment Title: IT Assistant**
- 2. Type of assignment (International University volunteer): International UNV volunteer**
- 3. Project Title: FAO Administration in Cambodia**
- 4. Duration: 6 months**
- 5. Location, Country: Phnom Penh, Cambodia**
- 6. Expected starting date: October 2009**
- 7. Brief Project Description:**

The Food and Agriculture Organization of the United Nations (FAO) leads international efforts to defeat hunger. Serving both developed and developing countries, FAO acts as a neutral forum where all nations meet as equals to negotiate agreements and debate policy. FAO is also a source of knowledge and information. We help developing countries and countries in transition modernize and improve agriculture, forestry and fisheries practices and ensure good nutrition for all. Since our founding in 1945, we have focused special attention on developing rural areas of the poor and hungry people.

- 8. Host Agency/Host Institute: FAO-Cambodia**

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<sup>1</sup> **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.



**9. Organizational Context:**

The FAO's context can be seen as medium to large scale projects comprising:

- Support to food security through the development of supporting food security information systems, direct interventions at the village level and the initiative of soaring food prices programmes.
- Support to increasing agricultural productivity through extension methodology (farmers' field schools) and integrated pest management technology consistent with the interventions in food security.
- Provision of management services in the areas of community based natural resources management focusing on forestry and fisheries.
- Provision of overall coordination and management of interventions in the livestock sector to create preparedness for HPAI as well as the management of a smallholder livestock production projects.

**10. Description of Duties:**

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.

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|--|--|
| <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>                               |  |

Under the direct supervision of Assistant FAO Representative (Administration) the University volunteer will assist the following tasks:

- Improve the FAO virtual and physical reference library;
- Maintain record of all publications stored at the FAO Representation;
- Receive, maintain and catalogue physical and electronic publication, periodicals and reference documents;
- Maintain the FAO Country Office Internet Home Page, using the organization standard template and toolkit;
- Provide relevant trainings within his/her educational background to local staff; and
- Perform other related duties as required.

In addition University volunteers are encouraged to further promote volunteerism and engage in volunteering activities:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD);
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Assisting with the UNV Buddy Programme for newly-arrived University volunteers;



- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;

**11. Results/Expected Output:**

- FAO virtual and physical reference library improved;
- Publications stored at the FAO representation maintained; and
- FAO Country Office Internet Home Page maintained.

**12. Qualifications/Requirements:**

- **Education:** University degree;
- **Language:** English
- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):** Information Technology and Communication
- **Computer/software skills:** Ability to maintain records and database
- **Additional skills:** Communication and management

**14. Other information:**

**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:** Phnom Penh Capital City, Cambodia
- **Nearest airport:** Phnom Penh International Airport
- **Type of accommodation:** Guest House
- **Address:** Phnom Penh, Cambodia
- **Approximate monthly cost of accommodation:** US\$ 300 – US\$ 400
- **Security provision and approximate costs:** n/a
- **Means of local transport for the volunteer:** Tuk tuk and motordup (you sit behind a driver of a motorbike)



- **What other facilities will be offered to the University volunteer(s)? Office space and facilities, and transportation means to support his/her field missions will be offered by FAO Representation in Cambodia**

**C) Local transportation**

- **Means of local transportation for the volunteer: motordup (you sit behind a driver of a motorbike) or tuk tuk**
- **Approximate monthly cost: US\$ 100 to US\$ 150**

**D) Security provision**

- **Security provision and approximate costs: n/a**

**15. Conditions of Service**

Monthly volunteer stipend (intended to cover housing, basic needs and local transport), equivalent to EUR 683 per University volunteer; visa fees, life and health insurance; return airfares.

**Date 27 March 2009**