



University volunteer TERMS OF REFERENCE: ToR 11

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: Assistant Programme Officer**
- 2. Type of assignment International University volunteer**
- 3. Project Title: Empowerment of Local Women and Children**
- 4. Duration: 6 months**
- 5. Location, Country: Prerana (NGO) , Kathmandu, Nepal**
- 6. Expected starting date: October 2009**

7. Brief Project Description:

Prerana, a non governmental and not profit Nepal-based organization, is established to work for the development and improvement of conditions for women, children, elderly and the handicapped by developing a mechanism to give a special care for children, women and elderly population. It aims to create an independent resource pool, which can be used for such facilities as children and elder's home away from home and the establishment of market place for household product of middle class. Any financial surplus generated from the running programs is to be utilized for more poor population activities.

Prerana is currently engaged in three major programmes,

- 1. Running kindergarten for working women
- 2. Providing trainings for capacity development of women (ex. income generation activities, beads handicraft training)
- 3. Providing care for the elderly

The organization is run by group of women and intends to be run in the future also by women. As a start-up funding, the founder and other members of the organization have lend certain funding to the organization in order to meet the establishment cost.



8. Host Agency/Host Institute: Prerana, Nepal

9. Organizational Context:

Prerana is member based organization with secretarial support functions under its chair. Chair is advised by the executive committee members elected from among members periodically.

Prerana has 125 plus members and 20 plus young volunteers engaged in the different activities of the organization focusing on women and children. They come and work in the organization on a need basis or when executive committee calls up on them for some specific programs or projects.

Currently 11 executive committee members are involved in the day to day management of the Prerana. These executive members are taking care of all management of the organization including child care, child club and income generation activities.

10. Description of Duties:

Under the direct supervision of Chair of the Prerana, the Programme Associate will undertake the following tasks in collaboration with other staff members of Prerana:

- Advising suggestions and strategies for effective development of the organisation's activities.
- Overseeing early child development works in the kindergarten administered by the organisation.
- Assisting in designing and implementing programmes for local women groups.
- Assisting in developing networks with international and national organisations with similar objectives.
- Assisting and supporting in preparing program work plans and action plans for effective implementation of the planned and the ongoing activities.
- Assuming any other tasks/responsibilities as deemed necessary by the organization.

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

- Achieve universal primary education
- Promote gender equality and empower women
- Reduce child mortality

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:

Diversified programs: Volunteer's work may lead to development of a more creative Organization by incorporating women working in a larger number of different fields.



Expanded programs:

At the end of the volunteer's assignment it is expected that the organization will be able to achieve its objectives to empower women and promote welfare of children with an expanded resource base and program diversification.

12. Qualifications/Requirements:

- **Education:** Advanced studies in Education, Social Science or related field.
- **Language:** Fluency in English both written and spoken
- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):**
 1. Profound interests in the field of early child development works and empowering women.
 2. Drafting skills for proposals and reports
- **Computer/software skills:** Basic knowledge of MS office (MS Word, Power Point and Excel) and web-based applications. Web design and hosting is added advantage
- **Additional skills:** Music playing, singing and dancing with children

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)**
 Visa before departure

B) Accommodation

- **Location of assignment:** Lalitpur
- **Nearest airport:** Tribhuvan International, Kathmandu
- **Type of accommodation:** Rented flat to be found by the Prerana with consultation of UNV Nepal
- **Address:** Lalitpur, Nepal (to be confirmed later)
- **Approximate monthly cost of accommodation:** USD 200
- **Security provision and approximate costs:** USD 1000
- **Means of local transport for the volunteer:** Taxi, Bus
- **What other facilities will be offered to the University volunteer(s)?** First Aid Kit

C) Local transportation

- **Means of local transportation for the volunteer:** Bus, taxi
- **Approximate monthly cost:** USD 50/month

D) Security provision

- **Security provision and approximate costs:**

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 4 April 2009