



University volunteer TERMS OF REFERENCE: ToR 12

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.

- 1. **UNV Assignment Title:** UNV Volunteer Intern Environment
- 2. **Type of assignment (International University volunteer):** UNV Intern
- 3. **Project Title:** UNDP Country Office, Poverty and Environment Unit
- 4. **Duration:** 6 months
- 5. **Location, Country:** DILI, Timor Leste
- 6. **Expected starting date:** October 2009
- 7. **Brief Project Description:** Support the UNDP Country Office Environmental Unit in the planning, implementation, monitoring and reporting on environmental projects in the country
- 8. **Host Agency/Host Institute:** UNDP, Environment Unit
- 9. **Organizational Context:** UNDP Country Office and Programmes
- 10. **Type of Assignment Place:** Family Duty Station
- 11. **Description of Duties:**

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

XXX Eradicate extreme poverty and hunger

Achieve universal primary education

Promote gender equality and empower women

Reduce child mortality

Improve maternal health

Combat HIV/AIDS malaria and other diseases

XXX Ensure environmental sustainability

Duties and Responsibilities

Under the direct supervision of the Head of the Environment Unit, the UNV Intern will undertake the following tasks:

- Support the Environmental Unit in the monitoring and reporting of the programmes;
- Participate in Programme Steering Committee meetings and prepare minutes and reports for the UNDP Environmental Unit;



- Support in the implementation of the UNDP, UNEP and UNV Joint Programme in Poverty Environmental Initiative;
- Work closely with the communications and Media Officer in the development of a media strategy environmental management, writing press releases and project fact sheets;
- Support the Unit in resource mobilization including preparation of concept notes and proposals documents for donors;
- Any other activities and support to the planning, implementation, monitoring and reporting of environmental programmes in the country office

Promotion of Volunteering

In addition the above responsibilities, the volunteer will be 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.;

12. Results/Expected Output:

- Concept notes and project proposals prepared and resources mobilized for environmental projects
- Environmental programme monitoring and reporting improved and contributes to overall UNDP CO delivery on environment and poverty;
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

13. Qualifications/Requirements:

- **Education:** Bachelors or Post graduate degree in environmental sciences
- **Language:** English language. Knowledge of Portuguese, Bahasa or Tetum will be an added advantage

Specific skills in requested area: Environmental Management and Poverty

- **Computer/software skills:** MS Office, Power Point, Excel etc.
- **Additional skills:** Interpersonal skills, cultural adaptability, team spirit

14. Other information: Over two years international experience in developing countries as an asset.



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 will be provided upon arrival**
- Visa before departure**

B) Accommodation

- **Location of assignment:** UNDP Country Office, Dili, Capital City
- **Nearest airport:** Denpasar in Bali and Darwin in Australia
- **Type of accommodation:** Modest
- **Address:** Dili, Timor Leste
- **Approximate monthly cost of accommodation:** USD 400
- **Means of local transport for the volunteer:** Taxi
- **What other facilities will be offered to the University volunteer(s)?** Office space, Computer etc.

C) Local transportation

- **Means of local transportation for the volunteer:** Taxi
- **Approximate monthly cost:** USD 100

D) Security provision

- **Security provision and approximate costs:** Security briefing will be provided

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: 6th April, 2009