University volunteer TERMS OF REFERENCE: ToR 13

> **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 ICT

2. **Type of assignment:** International UNV Intern

3. **Project Title:** UNDP CO and UNV Unit

4. **Duration:** Six months

5. **Location, Country:** Timor Leste

6. **Expected starting date:** October 2009

7. **Brief Project Description:** Capacity building of UNDP and UNV

8. **Host Agency/Host Institute:** UNDP CO and UNV Unit

9. **Organizational Context:** UNDP and UNV Central Office

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* ☐ *Improve maternal health*
☐ *Achieve universal primary education* ☐ *Combat HIV/AIDS malaria and other diseases*
☐ *Promote gender equality and empower women* *Ensure environmental sustainability*
☐ *Reduce child mortality*

Under the direct supervision of ICT Manager and UNV Unit, the UNV volunteer will undertake the following tasks:
- Develop ICT capacity of Country Office staff,
- Design and update the UNV and UNDP Country Office Websites;
- Preparation of the content for UNV and UNDP web sites including articles/write-ups on field experiences and UNV publications/websites, newsletters, press releases, etc.;
- Strengthening knowledge and understanding of the concept of V4D among CO staff;
- Promote and advice UNDP Projects and local organizations in the use of online volunteering, or encouraging projects and organizations to use the UNV Online

Volunteering services;
- Assist the UNDP ICT Unit on all issues related to ICT issues;
- Any other activities that will contribute to enhanced capacity in the UNDP/UNV staff on ICT 4D

Promotion of Volunteerism

As a UNV volunteer intern, you will be expected to promote volunteerism and/or engage in volunteer activities. As such you are encouraged to:
- Strengthen your knowledge and understanding of the concept of volunteerism by reading relevant UNV and other publications and taking active part in UNV activities;
- Get acquainted with traditional and/or local forms of volunteerism in the host community;
- Network and build relationships with local organizations, groups or individuals and support and/or participate in local volunteering initiatives;
- Encourage and mobilize co-workers, fellow UNV volunteers and members of the local community to play an active part in the development of their community;
- Contribute articles/write-ups on field experiences and submit for UNV publications/websites, newsletters, press releases, etc.;
- Initiate and/or participate in local volunteer groups. Assist them in submitting stories, experiences to the World Volunteer Web site;
- Promote or advise local groups in the use of OV (online volunteering), or encourage relevant local individuals and groups to use OV whenever technically possible.

12. Results/Expected Output:

- An updated and operational UNV and UNDP CO websites
- Increased capacity among UNDP/UNV staff on ICT and ICT 4D
- Increased use of online volunteers by UNDP projects and local organizations

13. Qualifications/Requirements:

- **Education:**   Bachelors or Post graduate degree in ICT

- **Language:**   English language. Knowledge of Portuguese, Bahasa or Tetum will be an added advantage

  Specific skills in requested area: ICT4D

- **Computer/software skills:**   MS Office, Power Point, Excel etc.

- **Additional skills:** Interpersonal skills, cultural adaptability, team spirit

14. Other information: Over two Years ICT4D 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:** Denpensar 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, 2099