University volunteer TERMS OF REFERENCE: TOR 14

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 Autonóma 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.

1. **UNV Assignment Title:**   Online Volunteering Programme Assessor

2. **Type of assignment (International University volunteer):** Spanish University volunteer - UAM

3. **Project Title:**   support to Online Volunteering Programme

4. **Duration:**   6 months

5. **Location, Country:**   Florianópolis, SC - BRAZIL

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

7. **Brief Project Description:**   The Online Volunteering Portal (www.voluntariosonline.org.br) is an online portal recently developed and launched by IVA. Its development was possible through a number of local, national and international partnerships to offer the first online volunteering portal in Brazil. The Online Volunteering Portal takes advantage of the Internet and its new technologies to promote Volunteerism as a way for social transformation as well as to support local community development in order to achieve the Millennium Development Goals (MDGs).

The Portal links organizations that would like to receive volunteer help and volunteers who would like to help. There are two types of volunteer opportunities: on site and online. Within only a few months of its launch date, the Portal has helped link a remarkable number of organizations and volunteers for on site projects.

The online volunteering project area of the Portal, although available to Portal users, hasn't reached the desired number of organizations and volunteers. IVA, as the sole entity responsible for promoting and managing the Portal, would like to focus its attention to improving the structure to support this area of the Portal, increasing the number of enrollments in this type of project. IVA sees the UNV university volunteer as a distinctive asset in conducting research, developing an improved programme and promoting online volunteering projects in its Portal. In addition, an important task of the volunteer is the direct support of registered host organizations that reported difficulties in using the Portal.

8. Host Agency/Host Institute: Instituto Voluntários em Ação - IVA

9. Organizational Context:

The Instituto Voluntários em Ação (IVA) was the first volunteer centre in the Brazilian state of Santa Catarina. From a modest start in 1998 with 125 Volunteers, IVA has grown and serves more than 6000 Volunteers nowadays. IVA works in close partnership with more than 313 NGOs which are registered partners and receive volunteers through a placement mechanism offered by IVA. The main objective is to promote volunteerism, to create awareness of the importance of volunteerism, to mobilize volunteers and to link between people who wish to offer their skills, time and talent to non governmental organizations and the third sector. Besides managing volunteers, IVA provides also training to volunteers and the receiving organizations.

10. Description of Duties:

- Conduct research about the online volunteering subject. Research will include documents available at IVA and at UNV sites, as well as other online references;
- Support the development of manuals / guides for organizations that would like to receive help with online volunteering;
- Support the development of manuals / guides for volunteers that would like to help organizations through online volunteering;
- Support the design of an ongoing training program for both organizations and volunteers interested in online volunteering;
- Support the promotion of online volunteering projects within the Portal and other websites and online publications;
- Help coordinate the enrollment of organizations and volunteers in Florianópolis in the online volunteering program;
- Support the training of organizations and volunteers in using the online facility;
- Perform regular visits to local organizations listed on the program.

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

☐ *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*	☒ *Develop a global partnership for development*

Under the direct supervision of Ana Maria do Vale Pereira the University volunteer will undertake the following tasks:
- Online research about Online Volunteering
- Development of supporting material for a successful online volunteering programme
- Participate in training of local organizations and volunteers in online volunteering

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:

- Formal research on the subject Online Volunteering
- Development of supporting documents, including manuals, guides, flyers
- Host organizations supported through direct training

12. Qualifications/Requirements:

- **Education:**

Enrolled in one of the following majors**:**

- Communication
- Advertising
- Business Administration
- Social Science

- **Language:**

Knowledge of Portuguese and English is a plus.

- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):**

- Outstanding networking and communication skills
- Ability to perform researches and data analysis
- Ability to prepare and present reports
- Experience with Online Volunteerism and/or University Volunteerism is a plus

- **Computer/software skills:**

- Computer savvy (proficient in MS Office, Outlook, Internet);
- Online research skills;
- Knowledge in online applications.

- **Additional skills:**
  Interested in volunteer work

14. Other information:

A) <u>Visa</u>

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
- **X Visa before departure**

B) Accommodation

- **Location of assignment:**

Florianópolis – Santa Catarina – BR

- **Nearest airport:**

Hercilio Luz Airport – Florianópolis SC BRASIL

- **Type of accommodation:** Two clean and safe youth hostels are located at walking distance of the premises of the partner organization.

  Small furnished apartments can be rent throughout the city, however during the summer months prices tend to rise extremely.

  1. Albergue da juventude - Hostelling Internacional - Rua Duarte Schutel, 227 Centro Fpolis Phone 48 - 32253781 alberguesfloripa@uol.com.br www.floripahostel.com.br Valor diária 37,00 - estudante 34,00
  2. House Hotel Rua Clemente Rôvere, 36 Centro Fpolis Phone 48 – 30241103 contato@househostel.com.br, www.househostel.com.br

- **Approximate monthly cost of accommodation:** youth hostels cost around R$ 35,00 day which corresponds to approximately USD 15,00. The average cost of a furnished apartment is USD 350,00 during low season.

- **Security provision and approximate costs:** Florianópolis is considered a very safe city. However host organization and UNV Country Office Team will assist the UNV university volunteer in choosing accommodation compliant with security standards.

- **Means of local transport for the volunteer:** public transport

- **What other facilities will be offered to the University volunteer(s)?** desk, telephone, computer with internet access, support by local team to integrate into the new surrounding

C) Local transportation

- **Means of local transportation for the volunteer:** public transport

Approximate monthly cost: The transport costs of the volunteer, to conduct research, training, training of NGOs, will be paid by IVA – Instituto Voluntários em Ação

D) Security provision

- **Security provision and approximate costs:** The UNV university volunteer is expected to receive security training developed by UNDSS in Brasília previous to the start of his/her assignment. Costs relate to air ticket and accommodation (São Paulo – Brasília – Florianópolis; two days accommodation)

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 march 10, 2009