University volunteer TERMS OF REFERENCE:ToR 19

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:**   **ICT and Media Officer**

2. **Type of assignment:**   **International University volunteer**

3. **Project Title:**   **Gender Equality and Women's Empowerment**
4. **Duration:**   **6 months**

5. **Location, Country:**   **occupied Palestinian territory (oPt)**

6. **Expected starting date:**   **15 April 2009**

7. **Brief Project Description:**

UNIFEM in the occupied Palestinian territory is engaged in many activities related to gender equality and women's empowerment, in accordance with four strategic goals, namely: reducing women's poverty and exclusion; ending violence against women; reversing the spread of HIV/AIDS among women and girls; and supporting women's leadership in governance and post-conflict reconstruction. UNIFEM in the oPt works towards these strategic goals, whether it is through a bottom-up approach of community-based women's empowerment, as in the SABAYA programme, or through policy-level initiatives in direct support of the strategic plan of the Ministry of Women's Affairs, such as in the MDG Trust Fund Programme on Gender Equality and Women's Empowerment. Media and ICTs are essential tools to be used in the promotion of gender equality and women's empowerment; these tools can be used to promote information exchange at the grassroots level, raise the voices of the marginalized communities and groups, change social attitudes, or to advocate for policy/legal change at the highest decision-making levels.

8. **Host Agency/Host Institute:**   **UNIFEM**

9. **Organizational Context:**   **Technical Lead within the UNCT on Gender Equality and Women's Empowerment**

10. Description of Duties:

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 the UNIFEM Representative in the oPt, the University volunteer will undertake the following tasks:

- Develop and draft a media strategy for UNIFEM in the oPt, including a media strategy for special events, which can be used as a template for organizing media coverage;
- Compile and organize media materials that UNIFEM oPt already has and can capitalize on, including photographs, data, testimonies, videos, etc.;
- Develop and implement a training programme for UNIFEM staff on media and ICT skills and tools;
- Develop a training programme on using media and ICT for advancing gender equality and women's empowerment, targeting UNIFEM partners;
- Create a UNIFEM oPt website and publicly launch it, in coordination with the UNIFEM Arab States Regional Office and UNIFEM Headquarters;
- Maintain regular submissions for the UNIFEM and other UN websites;
- Regularly review and ensure updated content on websites managed by UNIFEM oPt;
- Provide technical assistance on the information, communications and media components of UNIFEM projects in the oPt;
- Identify media opportunities;
- Support special events/ media campaigns based on UNIFEM, national and international themes;
- Establish working contacts with media representatives (national, regional and international);
- Coordinate regularly with the gender equality monitoring officer;
- Perform other duties as required and as discussed and agreed upon with the UNIFEM Representative.

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.;
- Supporting dissemination of information on the SABAYA programme, which promotes community-based women's volunteers;
- Supporting UNIFEM in their efforts to promote volunteerism though the MDG Trust Fund Programme on Gender Equality and Women's Empowerment.

11. Results/Expected Output:

- Media and ICT strategy for the UNIFEM programme in the oPt

- Updated ICT tools for the UNIFEM oPt office, including the SABAYA portal and the SABAYA database;
- A website for the UNIFEM oPt office, including information on the interagency MDG Programme on Gender Equality and Women's Empowerment in the oPt;
- Updated and catalogued media resources at the UNIFEM office in the oPt;
- Trained staff at the UNIFEM office who can implement the media and ICT strategy;
- Knowledge product on the uses of media and ICTs in the promotion of gender equality and women's empowerment;
- Improved dissemination of information on gender equality and women's empowerment issues in the oPt;
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

12. Qualifications/Requirements:

- **Education:**
    - A bachelor degree in ICT, media, journalism or related fields
    - Preferably an advanced degree and/or work experience in related fields
    - Working knowledge of gender or women's studies an asset
    - Excellent English language skills.

- **Language:**   English (full oral and writing fluency)

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

- **Computer/software skills:** MS-Office (essential), website design (essential), familiarity with database management (preferable)

- **Additional skills:**   good analytical skills, good communication skills, very good writing skills and working knowledge of gender or women's studies would be considered an asset

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:** JERUSALEM
- **Nearest airport:**
- **Type of accommodation:**
- **Address:**
- **Approximate monthly cost of accommodation:**
- **Security provision and approximate costs:**
- **Means of local transport for the volunteer:**
- **What other facilities will be offered to the University volunteer(s)?**

C) Local transportation

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

- **Approximate monthly cost:**

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