



University volunteer TERMS OF REFERENCE: ToR 1

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: Programme Assistant, Education for Sustainable Development

2. Type of assignment: International University volunteer

3. Project Title: Education for Sustainable Development (ESD), within the framework of the UN Decade of Education for Sustainable Development, 2005-14

4. Duration: 6 months

5. Location, Country: Bangkok, Thailand

6. Expected starting date: October 2009

7. Brief Project Description: UNEP is supporting the implementation of the UN Decade of Education for Sustainable Development (DESD), 2005 -14. As part of the efforts in the Asia-Pacific region, a joint institute has been set up at Tongji University in Shanghai. Regular activities related to education (curriculum), outreach (leadership programmes) and research are conducted at this joint institute, in partnership with other UN agencies such as UNESCO and UNU. The ESD group works with different colleagues based in the region, who works across diverse areas in the environment ranging from climate change, biodiversity, marine conservation to ozone layer protection.

8. Host Agency/Host Institute: UNEP – ROAP (United Nations Environment Programme, Regional Office for Asia and the Pacific)

9. Organizational Context:

Year of establishment: 1972

Size of organization: Annual budget of over US\$30 Million in voluntary environment fund contributions, and close to US\$250 Million in trust fund and counterpart contributions, including resources through the Global Environment Facility (GEF).

Number of staff: Around 500 professional staff worldwide, with around 50 staff at the UNEP Regional Office for Asia and the Pacific in Bangkok

Other pertinent information: UNEP has six regional offices all over the globe. The Regional Office for Asia and the Pacific (ROAP) covers over 40 countries, and delivers its activities on a sub-regional basis comprising 5 distinct sub-regions: Central Asia, South Asia, Southeast Asia, Northeast Asia, and the South Pacific. UNEP's focus areas include Climate Change, Disasters and Conflicts, Ecosystem Management, Environmental Governance, Resource Efficiency, and Toxic and Hazardous Wastes. Civil society engagement and strengthening of the environmental community is a key strategic direction for UNEP in the Asia Pacific region. UNEP has partnerships with governments, international organizations, NGOs, civil



society and private sector companies on a global and regional basis. More information online at: www.unep.org and www.roap.unep.org

10. Description of Duties:

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

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| <input type="checkbox"/> Eradicate extreme poverty and hunger | <input type="checkbox"/> Improve maternal health |
| <input type="checkbox"/> Achieve universal primary education | <input type="checkbox"/> Combat HIV/AIDS malaria and other diseases |
| <input type="checkbox"/> Promote gender equality and empower women | <input checked="" type="checkbox"/> Ensure environmental sustainability |
| <input type="checkbox"/> Reduce child mortality | <input checked="" type="checkbox"/> Develop a global partnership for development |

Under the direct supervision of Mr. Mahesh Pradhan, Regional Environmental Affairs Officer and Interim Director of the UNEP/AIT Regional Resource Centre for Asia and the Pacific, the University volunteer will undertake the following tasks:

Documents

- Provide assistance in compiling background documents for meetings of the UN Interagency Committee on ESD www.desdap.org
- Assist in the coordination of resource manual for annual leadership programme at Tongji University in Shanghai
- Compile resource materials and curriculum guidelines related to ESD
- Prepare summary reports of research activities

Leadership Programme

- Assist in compiling and assessing applications from the region
- Assist with the development of a weeklong schedule for the Leadership Programme
- Liaison with resource persons from the Regional University Consortium
- Organize and execution of the annual Leadership Programme in Shanghai

Web-site

- Identify and prepare new material for inclusion in website for the Leadership Programme: www.rrcap.unep.org/leadership

Proposals

- Assist in follow up and preparation of proposals related to ESD

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:

- Successful leadership programme on environment for sustainable development at Tongji University
- Coordinated Regional University Consortium Network on Environment for Sustainable Development
- Functional interagency website on DESD
- 2 new proposals on ESD for consideration of donors
- 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:** Final year in MA study programme, preferably in Environmental Studies, Political Science, or related media, arts and science fields
- **Language:** Fluency of English is required
- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):** Strong knowledge and interest in environmental issues, especially, environmental education. Work experience in preparing and organizing international forums or conferences on environment is desirable.
- **Computer/software skills:** Proficiency in Microsoft Office
- **Additional skills:** Strong oral and written communication skills in English. Any experience in the Asia Pacific region would be helpful, though not mandatory

13. Other information:

A) Visa

According to our information:

- Student Volunteer submits passport details or (scanned) copy of passport to UNDP
- UNDP obtains the 'ED' type (education visa) from MOF for Student Volunteer to pick up in her/his home country. The visa for valid 90 days.
- When Student Volunteer arrives in the country, (s)he reports to UNDP visa unit.
- For 1st extension Student Volunteer has to go immigration (payment 1900 baht; valid 1-2 months)
- The 2nd extension can be done by someone else (payment 1900 baht; valid 1-2 months)

B) Accommodation

- Location of assignment: Bangkok, with occasional travel to project sites
- Nearest airport: Suvarnabhumi Int'l Airport
- Type of accommodation: Typically apartment
- Address: Usually accommodation available close to the office
- Approximate monthly cost of accommodation: 5,000 – 20,000 baht (depending on type and location; exchange rate 30 March 2009: 1 EUR = ca 46 baht)
- Security provision and approximate costs: Security is usually provided by apt building
- What other facilities will be offered to the university volunteer(s)? As will be available in UNDP office

C) Local transportation

- Means of local transportation for the volunteer: Skytrain (BTS), Metro (MIT), Bus, Taxi/motorbike, Tuk Tuk, Boat service
- Approximate monthly cost: 2,000 – 3,000 baht (depending on distance)

D) Security provision

- Security provision and approximate costs: Bangkok, Thailand, has no security phase

14. 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: 31 March 2009