University volunteer TERMS OF REFERENCE: ToR 20

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:**   Information and Communication Assistant

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

3. **Project Title:**   Developing Database for Monitoring Urban Observatories in Arab Region (DUOAR).

4. **Duration:**   6 months

5. **Location, Country:**   Amman, Jordan

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

7. **Brief Project Description:**

UN HABITAT established the Global Urban Observatory in response to a decision of the United Nations Commission on Human Settlements, which called for a mechanism to monitor global progress in implementing the Habitat Agenda and to monitor and evaluate global urban conditions and trends. Currently UN-HABITAT is supporting a number of Urban Observatories around the world with the objective to develop an integrated network of Regional, National and Local Urban Observatories. The beneficiaries are Mayors, Cities managers and policy-makers at all levels and organizations of the civil society participating in sustainable urban development.

In the Arab Region UN-HABITAT is supporting the establishment of Urban Observatories in different countries such as Saudi Arabia, Syria, Jordan, Lebanon, Yemen and Egypt. The establishment of a database at regional level will aim at monitoring the Urban Observatories in Arab Region and creating a regional network for exchanging experience, producing, analyzing and monitoring indicators that reflect collectively prioritized issues on sustainable urban development.

8. Host Agency/Host Institute: United Nations Human Settlement Programme-HABITAT, Amman Office.

9. Organizational Context:

The United Nations Human Settlements programme, UN-HABITAT, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

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 Chief and of the Urban Specialist Programme Officer of UN-HABITAT, Amman Office, the candidate will undertake the following tasks:

- Design a special questionnaire and contact Institutions hosting National and Local Urban Observatories database and make the inventory of existing indicators;
- Review existing National and Local Urban Observatories database with emhasis on Habitat Agenda's indicators particularly related to poverty reduction, environment, good governance and social equity;
- Design and develop the database on Urban Observatories in Arab Region (DUOAR);
- Developing the DUOAR's user interface;
- Select indicators from National and Local Urban Observatories databases and include them in the DUOAR;
- Run tests to ensure a proper function of the DUOAR prototype; and
- Propose and develop appropriate procedures and standards for constant updating and monitoring of data and indicators within DUOAR.

In addition the candidate is 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.;
- Collaborating with other international volunteers on promoting volunteerism for Development in Jordan; and
- Contributing to strength the network between national and international volunteers.

11. Results/Expected Output:
- Set-up of Database on Urban Observatories in Arab Region (DUOAR);
- Final report describing DUOAR structure;
- DUOAR user manual; and
- 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:** Major in Information and Communications or other relevant fields

- **Language:** Excellent communication and writing skills in English. Arabic languge is an asset but not a must.

- **Specific skills in requested area:** experience (paid or non-paid) in database development and data management is considered to be an asset

- **Computer/software skills:** Excellent IT knowledge and computer skills are required. Excellent knowledge of MS Access or other database software.

- **Additional skills:** 1) Ability to work in a team and strong networking skills; and 2) A positive attitude and enthusiasm about the general UN work and the Urban Development Projects.

13. Other information:

A) <u>Visa</u>

The candidate can get one month single entry visa upon arrival at the airport. Then, UNDP Jordan, in coordination with the host UN agency, will assist the candidate to attain a residency permit during the duration of the assignment.

B) <u>Accommodation</u>

- **Location of assignment:** Amman / Jordan

- **Nearest airport:** Queen Alia Airport, Amman

- **Type of accommodation:** Apartment building

- **Address:** Building 40, Hay Iben Yaqthan Street, Al Shmesani, Amman, Jordan

  Al Shmesani is 10 to 15 minutes away from UN-HABITAT office and 15 minutes away from downtown and main shopping mall / restaurant areas.

- **Approximate monthly cost of accommodation:** 400 – 500 JOD (approximately, 424 - 530[1] EUR)
  *Note: The apartment has two bedrooms.
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- **What other facilities will be offered to the University volunteer(s)?** An office desk, a computer, an internet connection, stationary and other necessary support for the assignment

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[1] Converted based on the currency exchange rate as of 27 March 2009

C) Local transportation

- **Means of local transportation for the volunteer:** Though there are public transportations, taxi is the most popular transport mean in Jordan.

- **Approximate monthly cost:** Usually as per the taxis, it costs around 500 fils to 3 JOD (approximately, 0.530 – 3.18 EUR[2])

D) Security provision

- **Security provision and approximate costs:** The building has a 24/7 guard/reception

According to the investigation of the building which was conducted by United Nations Department of Safety and Security on 25th March 2009, the apartment building has a solid main gate which can only be accessed by residents and door of each flat is secured well with an eye viewer. Also, the windows on the ground floor are secured and well protected with grill bars. Based on these, the apartment has been approved, pending a need of a fire extinguisher in the kitchen, to be compliant with the MORSS (UN Minimum Operating Residential Security Standards).

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: March 26, 2009

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[2] Converted based on the currency exchange rate as of 27 March 2009