



University volunteer TERMS OF REFERENCE: ToR 23

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 Autónoma 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:** Environment UNV
2. **Type of assignment:** International University volunteer
3. **Project Title:** MDGF Climate Change Risk Management in Egypt
4. **Duration:** 6 months
5. **Location, Country:** Cairo
6. **Expected starting date:** ASAP

7. Brief Project Description:

UNDP has started initial discussions with the Egyptian Government on expanding the support of the Global Environment Facility (GEF) to Egypt. This aims to increase the size of the portfolio in Egypt under the various GEF thematic areas such land degradation, climate change, biodiversity, etc, thus promoting Egypt’s engagement in addressing global environmental issues and delivering significant benefits to local communities. Meanwhile, UNDP is leading five UN Agencies in a Joint Programme with four Ministries on the management of Climate Change Risks in Egypt that includes activities on mitigation and adaptation that is funded by the UNDP-Spanish MDG Achievement Fund.

A number of GEF project concepts will be prepared at the central level with the involvement of key national stakeholders. The concepts will be submitted to the GEF for funding preparatory phases aiming to prepare a GEF Medium Size and Full Size project documents. The incumbent should contribute to this effort from UNDP side with the involvement of all concerned sectors and institutions including representatives from NGOs, civil society and businesses. In this respect the UNV is expected to assist UNDP Egypt Country Office in the formulation and development of new projects and in the direction of some of the ongoing GEF-UNDP Projects including the Climate Change Joint Programme.

8. **Host Agency/Host Institute:** United Nations Development Programme

9. **Organizational Context:** United Nations Development Programme



10. Description of Duties:

The UNV is expected to assist UNDP Egypt Country Office in the formulation and development of new projects and in the direction of some of the ongoing GEF-UNDP Projects including the Climate Change Joint Programme.

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

- | | |
|--|---|
| <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 | |

Under the direct supervision of Environment Team Leader, the University volunteer will undertake the following tasks:

- Support the UNDP focal point for the partnership with UNDP-Spanish MDG Achievement Fund all aspects of the programme cycle,
- Draft, in coordination with stakeholders, the Environment Team Leader project documents and concept notes in a clear and concise manner.
- Provide ad-hoc support to the Environment Team Leader and Programme Associate on a wide range of issues and topics.
- Participate in developing and formulating projects, elaborating work plans, report writing and conducting background research.
- Ensure high quality information is available at short notice.
- Perform various other duties as they arise.

2. Monitoring and Reporting:

- Report regularly to the National Officer on the status of the assigned tasks.
- Keep a file with materials and information of relevance to the environment portfolio
- Complete as required performance appraisal and UNV periodic reports (Initial, Annual and Final).
- Promote the spirit of Volunteerism through participation in UNV meetings, activities and events.

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:

- Draft Project documents and concept notes
- Projects, work plans, reports and background research.
- Report regularly to the National Officer on the status of the assigned tasks
- 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:** Enrolled in Bachelor Degree in natural resources, engineering, environmental studies or relevant topics.
- **Language:** Fluent in verbal and written English (Excellent writing skills);
- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):**.
- **Computer/software skills:** IT literate with knowledge of MS Office;
- **Additional skills:**
 - Very strong communication skills in different social contexts;
 - Very strong networking skills;
 - A flexible and versatile team player;
 - Ability to learn;
 - Proactive self-starter who can work with minimum supervision;
 - Creative problem solver;
 - Excellent interpersonal and communication skills;
 - Willingness and ability to travel within Egypt.
 - Strong former volunteering experience

14. Other information:

A) Visa

Please specify type of visa needed for nationals from Spain to enter your country:

Visa upon arrival at airport, renewal will be granted with the help of UNDP.

B) Accommodation

- **Location of assignment:** Cairo, Egypt
- **Nearest airport:** Cairo, Egypt
- **Type of accommodation:** Rental, not provided by UNDP.
- **Address:**.
- **Approximate monthly cost of accommodation:** 2500 L.E, approximately \$500, not provided by UNDP.
- **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.