



## University volunteer TERMS OF REFERENCE: ToR 27

### **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:** Project Coordination Assistant

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

**3. Project Title:** Communication and Information

**4. Duration:** 6 months

**5. Location, Country:** Quito, Ecuador

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

**7. Brief Project Description:**

The three principal strategic objectives of the Communication and Information Sector of UNESCO-Quito are:

- Promoting the free flow of ideas and universal access to information
- Promoting the expression of pluralism and cultural diversity in the media and world information networks
- Promoting access for all to ICTs

In addition to the Regular Programme, the CI Sector working in Quito implements various inter-regional, regional and national projects with extra-budgetary funding in the Andean countries. It collaborates with UN agencies, bilateral development agencies, international and regional non-governmental agencies. It also implements projects funded by two intergovernmental programmes: the International Programme for the Development of Communication (IPDC) and the Information for All Programme (IFAP).

**8. Host Agency/Host Institute:** United Nations Educational, Scientific and Cultural Organization (UNESCO)



**9. Organizational Context:**

The United Nations Educational, Scientific and Cultural Organization (UNESCO) functions as a laboratory of ideas and a standard-setter to forge universal agreements on emerging ethical issues. The Organization also serves as a clearinghouse – for the dissemination and sharing of information and knowledge – while helping its 193 Member States to build their human and institutional capacities in the fields of education, science, culture and communication.

Through its strategies and activities, it actively pursues the Millennium Development Goals, especially those aiming to: halve the proportion of people living in extreme poverty in developing countries, achieve universal primary education in all countries, eliminate gender disparity in primary and secondary education, help countries implement a national strategy for sustainable development, reverse current trends in the loss of environmental resources.

**10. Description of Duties:**

Support to UNESCO-Quito’s project implementation in the field of Communication and Information.

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

- |   |   |
|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Promote gender equality and empower women | <input type="checkbox"/> Ensure environmental sustainability        |
| <input type="checkbox"/> Reduce child mortality                               |   |

Under the direct supervision of the Director of UNESCO-Quito the University volunteer will undertake the following tasks:

- Provide assistance to the implementation and follow up of UNESCO’s Regular Programme activities in the Andean region, in the area of communication and information.
- Provide assistance to the formulation, execution and evaluation of projects financed by the International Programme for the Development of Communication (IPDC) and the Information for All Programme (IFAP) in the Andean region.
- Provide assistance to the formulation and submission of communication and information related proposals from the Andean countries to potential extra-budgetary funding sources at world-wide level.
- Undertake other responsibilities within the incumbent’s competence as may be assigned by the Director of the office and the Adviser in Communication and Information for the Andean countries.

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:**

- Assistance to the timely and proper implementation of on-going projects provided.
- Assistance to the formulation of new projects in the Latin American region provided.
- 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:** B.A. in Communication or a related field
- **Languages:** Spanish, English
- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):** ICT4D
- **Computer/software skills:** Microsoft Office
- **Additional skills:**

**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** Yes (12-III)

**B) Accommodation**

- **Location of assignment:** Quito, Ecuador
- **Nearest airport:** Quito, Ecuador
- **Type of accommodation:** Not provided
- **Address:** TBD
- **Approximate monthly cost of accommodation:** US\$300
- **Security provision and approximate costs:** **\$300 (department alarm) for internationals.**  
Unesco is not able to provide it
- **Means of local transport for the volunteer:** Public transportation
- **What other facilities will be offered to the University volunteer(s)?**

**C) Local transportation**

- **Means of local transportation for the volunteer:** Public transportation
- **Approximate monthly cost:** US\$30

**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** 20 March 2009