UN Volunteers
inspiration in action

University volunteer TERMS OF REFERENCE: ToR 2

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:**   Assisting Programme Officer

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

3. **Project Title:**   Access to information and preservation of heritage

4. **Duration:**   6 months

5. **Location, Country:**   Bangkok, Thailand

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

7. **Brief Project Description:** APIN is the Asia Pacific Information Network under the Information for All Programme (IFAP). The latter presented a new strategy about Information Policy to the Executive Board in October 2008. Under this policy APIN caters for ICT4D and access to information.
UNESCO is engaged in the preservation of cultural heritage through three programs. Each of them is focused on a specific aspect. These programs tell the same story from different perspectives. The project focuses on analyzing data, report writing and preservation of heritage.

8. **Host Agency/Host Institute:**   UNESCO Bangkok

9. **Organizational Context:**   International. CI is a small but important unit with one professional, one national and one secretarial staff. The University volunteer will work with APIN liaison officers in different countries about the IFAP information policy and be a "bridge builder" between the field and HQ in Paris.
The University volunteer will present the outcome of the mutual heritage program either by distance (video presentation) or in person at the regional MOW meeting in Macau, China (depending on funds) in March 2010.

10. **Description of Duties:**   Analytic and narrative report writing; liaise with countries in Asia; participate in meetings and workshops

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*	**X**	*Ensure environmental sustainability*
☐ *Reduce child mortality*	**X**	*Develop a global partnership for development*

Under the direct supervision of the Adviser for Communication and Information (CI) the University volunteer will undertake the following tasks:

- Assist in: 1) the description of a common methodology for the preservation of cultural heritage through the three UNESCO programs, 2) implementing the strategy for Information for All Programme (IFAP) for ICT4D, and 3) other matters when needs arise.
  Ad 1) In Asia Pacific UNESCO relays heavily on voluntary work. The Memory of the World Committee for Asia Pacific (MOWCAP) consists almost entirely of unpaid volunteers. UNESCO provides seed money for meetings supported heavily by national MOW committees. It is a very exposed structure but the volunteers believe strongly in dedication, enthusiasm and team spirit and that development/understanding of heritage will benefit society at large.
- Participate in meetings and workshops to do advocacy for CI and to develop partnership on ICT and access to information both in the UN and the region
- Perform any other tasks as may be assigned by the Adviser for Communication and Information in Asia

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:

- The University volunteer's work will further the process of amalgamating the UNESCO heritage programmes by involving the countries in the region and thereby support environmental safeguarding.
- The University volunteer will have bearing on APINs (Asia Pacific Information Network) development and implementation of the IFAP strategy of access to information which is part of ICT4D.
- 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:**   Bachelor or Master level
- **Language:**   English
- **Specific skills in requested area:**   Social Science, Information Science and/or media science (e.g. related to education, health, environment or ICT4D)
- **Computer/software skills:**   Website design, Word, Power Point, Excel and Data Base software

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: UNESCO, Bangkok

- Nearest airport: Suvarnabhumi Int'l Airport

- Type of accommodation: Typically apartment (UNESCO Bangkok provides an information guide for new staff, interns and volunteers for downloading at: http://www.unescobkk.org/index.php?id=5982)

- Address: Usually accommodation is available close to the respective UN 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 respective UN 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: 26 March 2009