University volunteer TERMS OF REFERENCE: ToR 33

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:**   **University UNV IT Developer (A)**

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

4. **Duration:**   **6 months**

3. **Project Title:**   **Youth Social Inclusion for Civic Engagement in Ukraine**

5. **Location, Country:**   **Kiev, Ukraine**

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

7. **Brief Project Description:**

Youth Social Inclusion for Civic Engagement in Ukraine is a three years project aimed to support youth inclusion in Ukraine and to foster democratic reforms and youth civic engagement. The project, launched in 2008, will build the capacities of more than 50 youth centers and youth community organizations. Via an inclusive approach, young women and men will gain competencies necessary for their pro-active involvement in social and decision-making processes. The project will help promoting and practicing volunteerism as a tool for achieving local development goals, particularly those identified by youth. Through this process the capacities of volunteers and volunteer-involving organizations will be strengthened creating, at the same time, an environment for social community projects

The project addresses the issue of youth inclusion with the introduction of innovative approaches such as introducing Web 2.0 as a tool for youth social activism in order to bridge the gap between young people from rural and urban areas. For this reason a particular emphasis is placed in the creation of a Learning and Knowledge Transfer Hub an internet social network that will develop youth social competencies and promoting youth participation in the development and implementation of socially important projects.

The usage of ICT models will also support Project sustainability. Courses, materials and libraries established in an internet environment will be permanently accessible virtually to all people. The innovative Web 2.0 and wiki technology integrated into the Project will encourage interactivity and creativity, allowing the e-communities to grow and evolve independently beyond the Project duration.

8. Host Agency/Host Institute: UN Development Programme in Ukraine

9. Organizational Context:

UN Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.

In Ukraine, four development focus areas define the structure of UNDP's assistance activities. These include *democratic governance; prosperity, poverty reduction and MDGs; local development and human security; and energy and environment.* In each of these thematic areas, UNDP tries to ensure balance between policy and advocacy work, capacity building activities and pilot projects.UNDP established its presence in Ukraine in 1993.

The 2 University UNV IT developers will work within local development and human security cluster in the Youth Social Inclusion for Civic Engagement in Ukraine. Under the supervision of the E-communities Coordinator, they will provide IT capacity building training to Ukrainian students and others National UNVs.

The 2 U-UNVs will lease with the Living Heritage Coordinator to design a database to collect students' researches conducted in the project framework.

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 E-Communities Coordinator and the IUNV Project Manager University volunteers will undertake the following tasks:

- Act as Team Leader(s) working together with Ukraine IT students to design and code components for the Learning and Knowledge Transfer Hub, with an emphasis on maintainability and sustainability. The components include:
  - e-Communities, which will provide work groups with the ability to exchange information and documents and to facilitate the sharing of expertise;
  - e-Learning, to provide training in problem-solving, conflict resolution, project management; Web 2.0 tools and other topics;
  - leveraging the use of the Hub with social community networks;
  - Living Heritage, a database of inter-generational interviews to be used both for ethnological research and to provide information and interest in generational changes and experiences.
- Assist in providing trainings and presentations on the information available and use of the Hub to schools, universities, Youth Centers, government and non-governmental and community agencies.
- Encourage youth interest in social community projects and volunteering

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:

- Completion of one or more components of the Learning and Knowledge Transfer Hub
- Completion of a plan for maintenance and sustainability of the Hub
- 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:** degree or enrolled in the last year of a computer sciences degree

- **Language:** English fluent, Russian will be an asset

- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):** experience with web 2.0 tools

- **Computer/software skills:** previous experience with internet platform and e-communities, ability in web design, site administration, online databases including audio and video materials

- **Additional skills:** ability to work in a cross cultural team, good training 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**

x **Visa before departure**

B) Accommodation

- **Location of assignment:** Kiev, Ukriane

- **Nearest airport:** Borispol, Kiev

- **Type of accommodation:** Flat

- **Address:**   N/A

- **Approximate monthly cost of accommodation:** 400 USD for a one bedroom flat, 550 USD for a two bedroom flat in the city centre.

- **Security provision and approximate costs:** No cost.

- **Means of local transport for the volunteer:** Urban local transport

- **What other facilities will be offered to the University volunteer(s)?** Possibility to participate to the entire designing and implementation phases of an internet social network.

C) Local transportation

- **Means of local transportation for the volunteer:**   metro/bus

- **Approximate monthly cost:** 15 USD per month

D) Security provision

- **Security provision and approximate costs:** no 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 30/03/2009