



## University volunteer TERMS OF REFERENCE: ToR 34

### **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:** Volunteer assistant in art organization management
2. **Type of assignment (International University volunteer):** Spanish University Volunteer
3. **Project Title:** Culture and Art Development
4. **Duration:** 6 months
5. **Location, Country:** Karasava Street 1 Bishkek, Kyrgyzstan
6. **Expected starting date:** October 2009
7. **Brief Project Description:** Culture and Art Development help and encourage Kyrgyz Artists to propose public artworks in either the interior building facilities or the courtyard space of the Center itself.
8. **Host Agency/Host Institute:** NGO “B’Art” Bishkek Art Center

### **9. Organizational Context:**

Bishkek Art Center opened in September 2006 in the artists’ expanse. B’Art’s mission is to promote innovative collaborations between established and emerging artists who work in the fields of traditional and contemporary art. We aim to evolve into an innovative space which cultivates open dialogue between local and international artists, as well as other creative stakeholders and the local community. Bishkek Art Center is a No-Profit organization accommodated in a historical building of a former art factory from Soviet Union times. The whole complex is made up of seven parts varying in size and form. It is a harmonious arrangement which provides space for about 80 studios of leading Kyrgyz artists. Further it includes two exhibition halls, a smaller and a bigger one to answer any kind of needs i.e. exhibitions, workshops, seminars, presentations, performances, etc. Offices and a warehouse are located in the same complex.

Capacity building impact seeks to increase the organizational efficacy of the Center in its efforts to realize its mission. Post-independence business practices in this region have created a recruitment and employment



pattern not focused primarily on educational preparedness or job experience. Thus, it is very difficult to find adequately educated and experienced individuals to perform at the level necessary to contribute substantially to a young NGO. The development of staff competence is not only critical in ensuring the sustainability of projects, but of the organization itself. Resources such as modern, industry-relevant software and operating systems are also important in providing the organization with tools to carry out its goals on a level which can be instructional locally, and respected internationally – bolstering possibilities for future collaborations and increasing credibility for community penetration.

**10. Description of Duties:**

Under the direct supervision of Mr. Shaarbek Amankul: Director of the Centre, the University volunteer will undertake the following tasks:

- 1 Assists Director with strategic planning & general concept development.
- 2 Advises and facilitates to organizational & staff development.
- 3 Researches and coordinates organizational development opportunities w/ capacity building NGOs.
- 4 Assists with project development.
- 5 Assists with grant writing and researching funding opportunities.
- 6 Assists with social enterprise development.
- 7 Provides guidance and capacity building on project design.

1. Resource Development: development of a financial base and operating resources.

Objectives: Provide market competitive salaries for employees to compensate work performance; purchase art business software, computer, scanner, internet service; pay monthly bills (utilities, phone); repair office equipment (computer, printer, scanner); and purchase office inventory.

2. Staff Development: Training on basic and intermediary business competencies and industry product knowledge for staff and managerial training for director.

Objectives: Provide one hour training sessions for staff on: time management; project development and management); computer, art business software & internet literacy; public speaking, communication, and leadership.

3. Management in the art and culture sphere, organization, and carrying out of public cultural actions.

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 checked="" 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 type="checkbox"/> Ensure environmental sustainability                     |
| <input type="checkbox"/> Reduce child mortality                         | <input checked="" type="checkbox"/> Develop a global partnership for development |

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:**



Expected Results: Increased confidence among staff to carry out tasks and take on new challenges; increased ability of director to make industry-wise decisions for organization and to manage and lead staff successfully; increased ability of staff to make sound cost-benefit decisions; and increased capacity of staff and organization to practice industry-relevant best practices and fulfill mission of the organization.

Expected Results: Reduction in turnover; increase in employee incentive and moral; 90% reduction in organization expenditures due to reduced need for outside printing agencies; ability to design and print invitations and brochures for various projects and events; skill development; increased competence in management and implementation of events and projects.

**12. Required Volunteer qualifications:**

- Education: **Management, marketing**
- Language: **English**
- Specific skills in requested area: **Management**
- Computer/software skills: **MS Office, MS Project.**
- Additional skills: **Critical thinking**

**13 Other Information:**

**A) Visa**

- Please specify type of visa needed to enter your country:
  - Tourist visa (if yes, return ticket needed)
  - **X No visa or visa upon arrival at airport**
  - Visa before departure

**B) Accommodation**

- Location of assignment: **Bishkek**
- Nearest airport: **Manas Airport**
- Type of accommodation<sup>1</sup>: **Apartment**
- Address: **to be identified**
- Approximate monthly cost of accommodation: **400 US\$**
- Security provision and approximate costs: **none**
- Means of local transport for the volunteer: **mini-bus and taxi**

**C) Local transportation**

- Means of local transportation for the volunteer: **\$ 0.5 (for routing mini-bus in Bishkek)**
- Approximate monthly cost: **\$ 15 (for routing mini-bus in Bishkek)**

**D) Security provision**

- Security provision and approximate costs:

**E) Other**

- What other facilities will be offered to the university volunteer?

<sup>1</sup> The accommodation for university volunteers has to be compliant with the Minimum Operating Residential Security Standards (MORSS). It needs to be cleared by the UN Field Security Officer prior to the fielding of the volunteers.



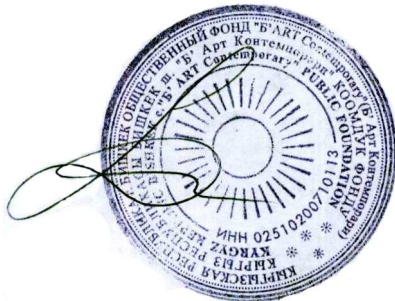
- In case of projects outside Bishkek means of transportation and accommodation will be covered by our organization
- In exclusive cases our organization will provide taxi
- Culture programs for the volunteer will be provided by our organization.
- Services of a translator for the volunteer if it is necessary will be provided by our organization.

**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: 06 April 2009**

**Signature on behalf of requesting Organization**



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(Signature)