



University volunteer TERMS OF REFERENCE: ToR 3

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:** Programme Assistant
- 2. **Type of assignment:** International University volunteer
- 3. **Project Title:** Thailand GEF SGP
- 4. **Duration:** 6 months
- 5. **Location, Country:** Duty station Bangkok, Thailand, but with travel to provinces which are locations of GEF SGP-supported projects
- 6. **Expected starting date:** October 2009

7. Brief Project Description:

Thailand GEF SGP (Global Environment Facility Small Grant Programme) has been operational since 1994 and has accumulated experience and lessons learnt outstandingly. However, knowledge management, networking and dissemination of these experience and lessons learnt has been comparatively limited thus require enhancement. In addition, documentation of site visits/SGP Global database is an issue raised by the Joint Evaluation at global level. In order to advance in knowledge management, maintaining quality of SGP global database, and making the programme more visible experience and support in those areas are most welcome.

8. Host Agency/Host Institute: UNDP Thailand, GEF SGP

9. Organizational Context: Thailand GEF SGP is hosted by the Environment unit in UNDP Thailand. The team has 3 staff members and a volunteer (occasionally) from the National Steering Committee.

10. Description of Duties:

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 | <input type="checkbox"/> Develop a global partnership for development |

Under the direct supervision of the National Coordinator Thailand GEF SGP the University volunteer will undertake the following tasks:

- Documentation of supported project outcomes, editing reports and other knowledge products written up by the National Coordinator and National Steering Committee
- Maintaining GEF SGP Thailand data & information on the SGP global database



- Knowledge building, sharing & networking of the Thailand program:
 - Piloting use of interactive, multi-media mapping as new communications strategy; efforts will be designed to:
 - better demonstrate GEF SGP Thailand's activities to potential partners or co-financiers
 - facilitate online networking amongst GEF SGP grantees, so as to create a 'learning community' where SGP-relevant expertise is cultivated and shared

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.;
- *While travelling for site visits to communities that work on GEF SGP supported projects point out the importance of volunteerism and volunteering spirit and give recognition to existing forms of volunteerism. Use good examples to show to other communities.*

11. Results/Expected Output:

- Improved knowledge management (creation of knowledge products, documentation and dissemination)
- Up-to-date global database with data & information from GEF SGP Thailand
- Project documents and reports of project site visits and other major events of GEF SGP
- 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:** Environmental or Social Science
- **Language:** Good command of written and spoken English and ability to communicate effectively
- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):**
 - Experience in community based and rural development/activities would be an asset
 - Knowledge management skills (create, document, report, disseminate etc) and (virtual) communication and networking skills would be assets too.
- **Computer/software skills:** Computer literate (MS-Office and internet/email)
- **Additional skills:** team working and cultural sensitivity

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: Bangkok, with occasional travel to project sites
- Nearest airport: Suvarnabhumi Int'l Airport
- Type of accommodation: Typically apartment
- Address: Accommodation close to UN building
- 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: 27 March 2009