



## University volunteer TERMS OF REFERENCE: ToR 40

### **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

- 1. UNV Assignment Title: IT Specialist for Development**
- 2. Type of assignment (International University volunteer): International University Volunteer**
- 3. Project Title: Volunteer National Programme**
- 4. Duration: 6 months**
- 5. Location, Country: Cape Verde**
- 6. Expected starting date: October 2009**
- 7. Brief Project Description:**

The project “Support to the implementation of a national volunteer programme in Cape Verde” aims at establishing a Volunteer National Programme to support the structure and reinforce the social impact of volunteer mobilization by the different actors in the country, governmental or in civil society, particularly regarding the main strategic areas for development in Cape Verde. It will take place in 4 pilot islands: Santiago, São Vicente, Fogo et Santo Antão.

---

### <sup>1</sup> Instructions for completing this form

- The form should be completed as detailed as possible bearing in mind that the Terms of Reference are aimed at student volunteers and not professionals.
- Host organizations should retain a copy of the form.
- The goal of this form is to provide pertinent information on the qualifications requested in order to recruit the best possible candidate for this student volunteer assignment.



Development goal: to contribute to community inclusion, in particular the most vulnerable groups (youth, women) in the social-economic development process in the country (UNDAF 2), by promoting, developing and improving the quality of volunteer commitment by citizens.

Two specific goals:

- 1 - To create a positive environment for the development of the national volunteerism;
- 2 - To establish a "Volunteer National Programme" in Cape Verde: national information, training and supporting system to local organisations that mobilize volunteers.

**8. Host Agency/Host Institute:** United Nations Volunteer Programme/ Ministry of Youth and Sports.

**9. Organizational Context:**

The project is integrated in the 'One UN Programme au Cap Vert'. It contributes to the objectives of *axe thématique 4*, sub-programme 7 « Participation of Youth ».

**10. Description of Duties:**

Under the direct supervision of the Project Coordinator, and in cooperation with the Communication Specialist, the International University Volunteer is responsible for all technical aspects of IT management and maintenance, and undertakes the following:

- Creation of a database on volunteering topics - such as national and local civil society organisations; volunteer assignment proposals and volunteer applicants, etc.
- Creation of a sample format for a regular news bulletin;
- Maintenance and updating the data base during the assignment period;
- Provision of technical consultation and support to the Communication Specialist.

Volunteers in education can provide assistance in teaching and tutoring. Typically, volunteers in ICT4D can help to develop and set-up websites and networks as well as databases, e.g. through the provision of training. In Panama, volunteers have helped to promote capacity building activities in the area of disaster-related education activities. University volunteers in health have helped to educate and raise awareness among Cape Verdean mothers in HIV/AIDS. In the area of environment, they have developed information material in disaster-related management.

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

- |   |  |
|---|--|
| <input type="checkbox"/> <i>Eradicate extreme poverty and hunger</i>      | <input type="checkbox"/> <i>Improve maternal health</i>                    |
| <input type="checkbox"/> <i>Achieve universal primary education</i>       | <input type="checkbox"/> <i>Combat HIV/AIDS malaria and other diseases</i> |
| <input type="checkbox"/> <i>Promote gender equality and empower women</i> | <input type="checkbox"/> <i>Ensure environmental sustainability</i>        |
| <input type="checkbox"/> <i>Reduce child mortality</i>                    |  |

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:

- Creation of a database on volunteer topics – such as national and local civil society organisations, volunteer assignment proposals and volunteer applicants;
- Creation of a sample format for a regular news bulletin;
- 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:** academic studies in IT or related field.
- **Language:** very good Portuguese; working knowledge of English and/or French.
- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):**
  - Knowledge and/or experience in IT field;
  - Knowledge of all essential IT tools and programming language;
  - Knowledge of Multimedia design software;
  - Knowledge of data base creation and maintenance;
  - Experience in ICT for Development is an asset.
- **Computer/software skills:** (please see 'specific skills')
- **Additional skills:**
  - Team work ability and in building good working relations with supervisor and colleagues;
  - Ability to communicate in a clear and objective way and ability to listen the others;
  - Ability to work in a multicultural environment and respect for diversity;
  - Flexibility and capacity in adapting to a different environment;
  - Initiative, creativity and ability to find solutions;
  - Capacity in working under pressure and in delivering good quality results;
  - Sharing actively knowledge and experiences;
  - Experience with UN and/or with an international organization is an asset;
  - Experience in volunteering and/or promoting volunteerism;
  - Honesty: respect and promotion of UNV values and guiding principles.

#### 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

**B) Accommodation**

- **Location of assignment:** Praia, Santiago Island
- **Nearest airport:** Praia
- **Type of accommodation:** local apartment
- **Address:** Praia
- **Approximate monthly cost of accommodation:** 300 Euros
- **Security provision and approximate costs:** N/A
- **Means of local transport for the volunteer:** public bus or taxi
- **What other facilities will be offered to the University volunteer(s)?** N/A

**C) Local transportation**

- **Means of local transportation for the volunteer:** public bus or taxi
- **Approximate monthly cost:** public bus – 27 Euros (single trip 0,33 Euro);  
Taxi single trip - 1,50/ 2 Euros.

**D) Security provision**

- **Security provision and approximate costs:** N/A

**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**