University volunteer TERMS OF REFERENCE: ToR 4

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: UNV Programme Associate

2. Type of assignment: International University volunteer

3. Project Title: Communication for Development

4. Duration: 6 months

5. Location, Country: Bangkok, Thailand

6. Expected starting date: October 2009

7. Brief Project Description: The University volunteer will be part of a multidisciplinary governance practice team to carry out research and knowledge management work in relation to ICT4D, e-Governance and Access to Information.

8. Host Agency/Host Institute: UNDP Regional Centre Bangkok (RCB)

9. Organizational Context: UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are 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.

World leaders have pledged to achieve the Millennium Development Goals, including the overarching goal of cutting poverty in half by 2015. UNDP's network links and coordinates global and national efforts to reach these Goals. Our focus is helping countries build and share solutions to the challenges of:
- Democratic Governance
- Poverty Reduction
- Crisis Prevention and Recovery
- Environment and Energy
- HIV/AIDS

UNDP Regional Centre in Bangkok serves 21 country offices in the South and South-East Asia region. It also supports the Suva Regional centre in providing services to developing countries in the Pacific as required. The overall priorities of the UNDP Asia-Pacific Regional Centers are to help countries in the regional better achieve development results through:
- The provision of policy advisory, programme development and technical support services to UNDP country offices in the Asia and the Pacific
- The implementation of regional programmes
- The building of partnerships and the promotion of regional capacity development initiatives

The Regional Centers are organized along the lines of UNDP practice areas. Both Regional Centers service the whole region and divide practice areas between them. The Regional Centre Bangkok hosts the following practice areas, teams, and advisors:
- Democratic Governance
- Energy & Environment
- Crisis Prevention and Recovery
- Management Practice

The Democratic Governance Programme work of the RCB is supported through two flagship regional programmes – The Asia Regional Governance Programme (ARGP) and the Regional Indigenous Peoples' Programme (RIPP). The ARGP implements programmes and funds development activities in all six UNDP Governance Service Lines: Parliamentary Development; Electoral Systems; Access to Justice and Human Rights; Access to Information and E-Governance; Decentralization and Local Governance; and Public Administration Reform and Anti-Corruption. The RIPP Programme specializes in promoting and advancing the rights and development aspirations of indigenous peoples in Asia and works towards enhancing policy dialogue between indigenous peoples and governments.

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 supervision of the Programme Specialist, the University volunteer will carry out two principle functions in support of the programme:

1. Research
   a) Provide substantial research assistance in relation to projects on Communication for Development, Media Development and e-Governance for the Millennium Development Goals;
   b) Carry out research tasks in relation to Access to Information policy work in Asia and the Pacific. A key area will be to assist in implementing an Access to Information monitoring tool.
   c) Contribute to the regional projects on e-governance, media development and access to information by conducting research on different aspects of Communication for development including pro-poor e-governance applications, e-parliaments, e-justice, community radio, journalism education, community information centers, m-governance, Web 2.0 and its impact on disadvantaged group's participation in democratic governance processes

2. Communication and Knowledge management support
   a) Providing assistance in compiling documents on Communication for Development, Access to Information in Asia, the situation of ICT and media for indigenous peoples and pro-poor e-governance applications – and working with the knowledge services team on creating a database and uploading these on the RCB's web sites on democratic governance.
   b) Regularly updating and maintenance of the website for the area of access to information, e-governance and media development
   c) Assist in creating and maintaining a Community of Practice on Communication 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:

- Content and relevant information uploaded on the UNDP regional centre website
- One background research on a specific area in relation to Communication for Development in agreement with the supervisor
- 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:** Masters (or equivalent) degree in communications, international development studies, media, journalism, or a related discipline.

- **Language:** Fully proficient in written and spoken English

- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):** Knowledge of the Communication for Development field, web writing and content provision skills

- **Computer/software skills:** Fully proficient in common computer applications and particularly applications for web content development and photo editing.

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: Usually accommodation available close to the 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 UNDP RCB

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: 31 March 2009