



## **University volunteer TERMS OF REFERENCE: ToR 7**

### **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: IT Volunteer Trainer**
- 2. Type of assignment (International University volunteer): Spanish International University Volunteer**
- 3. Project Title: Computer Literacy Training for Children and Young People**
- 4. Duration: 6 months**
- 5. Location, Country: Navotas, Metro Manila, Philippines**
- 6. Expected starting date: October 2009**

### **7. Brief Project Description:**

The project aims to empower community members (especially out-of-school and child laborers) by increasing their awareness on their rights and responsibilities, developing their abilities and computer literacy including access to internet, enhancing their self-confidence and ability to make decisions to improve their lives.

For purposes of this project, children and young people will involve 10- 24 year olds from the urban poor areas (especially out-of-school young people and child laborers – at least high school graduates – from Manila, Navotas, Malabon and Kalookan City of the National Capital Region) and also the adult members of the communities committed to learn. This Computer Learning Center is based in Kalookan City District 2, beside the Tambayan Youth Center established by ZOTO.

### **Objectives**

1. To provide access to quality computer education to the out-of-school young people and child laborers.
2. To increase the capacity of the out-of-school young people for more employment opportunities.
3. To increase the capacity of the adult members of the communities especially the young mothers.



**8. Host Agency/Host Institute:** Zone One Tondo Organization (ZOTO)

**9. Organizational Context:**

Founded in 1970, ZOTO is a federation of 646 urban poor local organizations in twenty-eight (28) relocation sites in Metro Manila and nearby areas.

ZOTO, on its third decade, continues to carry on its mission of economically and politically empowering the urban poor in relocation sites through:

- Organizing and citizenship in communities;
- Increasing awareness in gender equality;
- Conducting a continuing education and training of leaders, members of the organization and the community;
- Improving the economic condition of the membership and all the citizens;
- Providing early education to the children;
- Communicating with the different sectors, organizations, institutions and individuals locally and internationally; and
- Forging alliances to advance the welfare of the urban poor.

Brochure: <http://www.undp.org.ph/UNV/Photo/ZOTO/ZOTO.pdf> (718KB)

Programme photos: <http://www.undp.org.ph/UNV/Photo/ZOTO/ZOTO Program Areas with Pictures.doc> (4.59MB)

Executive Director Rodelio Ablir (left): [www.undp.org.ph/UNV/Photo/ZOTO/ZOTO 038.jpg](http://www.undp.org.ph/UNV/Photo/ZOTO/ZOTO 038.jpg)

Computer Literacy Training Program: <http://www.undp.org.ph/UNV/Photo/ZOTO/ZOTO 049.jpg>

Pre-School Program: <http://www.undp.org.ph/UNV/Photo/ZOTO/ZOTO 072.jpg>

Youth musical program: <http://www.undp.org.ph/UNV/Photo/ZOTO/ZOTO 095.jpg>

**10. Description of Duties:**

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

- |   |   |
|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Promote gender equality and empower women | <input type="checkbox"/> Ensure environmental sustainability        |
| <input type="checkbox"/> Reduce child mortality                               | <input type="checkbox"/> Global partnership for development         |

Under the guidance and direct supervision of Executive Director, the University Volunteer will undertake the following tasks:

- Assist ZOTO's existing **Computer Literacy Training for Children and Young People** in supporting and coaching children and youth learning desktop software applications (word processing, databases, spreadsheets, internet and email, presentations and desktop publishing);
- Develop and maintain positive relationships with learners in order to monitor and resolve learners concerns and provide quality services;
- Identify and recommend most practical open-source graphic, animation, and multimedia tools for learners;
- Prepare the learning environment and resources, including setting up IT equipment;
- Develop and implement training modules for graphic, animation, and multimedia tools;
- Design course materials and other documents such as handouts, manuals, and exercises;
- Develop and implement training modules that meet the demands of contemporary job market, including teaching on online job search, resume and cover letter writing, and ;
- Evaluate the effectiveness of training and course outcomes;
- Keep up to date with relevant systems, software and online training technology;
- Organize trainings for the designated staff and volunteers on graphic, animation, and multimedia tools; and



- Perform all other auxiliary functions as may be required in the pursuit of the organization's functions.
- **To maintain gender balance of instructors, preference is given to female candidates.**

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; and
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.

#### **11. Results/Expected Output:**

- Training modules developed and implemented;
- Course materials designed and in use in Computer Literacy Training;
- 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:** Enrolment in undergraduate or post-graduate studies in Education, Social Work, Computer Science, Information Technology, or other related field.
- **Language:** Proficiency in English is required
- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):**

Experience working in educational programs, especially those with youth and/or in informal, community-based settings, is highly valued and desired.

Teaching experience in job training programmes, computer courses, and other educational programmes is highly desired.

- **Computer/software skills:**

Working knowledge of latest software, especially MS Office software (Word, Excel, PowerPoint, Publisher, and Outlook) and graphic, animation, and multimedia software.

- **Additional skills:**

- Excellent interpersonal skills;
- Diplomacy;
- Tolerance and acceptance of cultural differences different from your own;
- Stress management skills;
- Problem solving skills; and
- Time management skills.

**Patience, endurance, and, most importantly, passion are required at all aspects of day-to-day operations.** Candidates should have a good understanding of poverty and how it negatively



affects individuals, families, and societies at large. Expect to work with occasionally impatient youth and adults. Pre-exposure to poor urban communities is thus highly desirable.

The community the volunteer is working in is close to the infamous **Smokey Mountain**, a huge dump site officially shut down over 10 years ago, and today known as a site for sprawling urban slum. You are expected not only to transfer technical skills and knowledge but also to empower out-of-school youth (those who cannot afford to go to school) who aspire for a better future by serving as a role model.

#### 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 (UNV Philippines will arrange visa for the volunteer)**

##### B) Accommodation

- **Location of assignment:** ZOTO Tambayan Youth Center located in Navotas, Metro Manila  
Photo [Tambayan Youth Center]:
- **Nearest airport:** Ninoy Aquino International Airport (Manila)
- **Type of accommodation:** Own apartment. Prior to arrival of the volunteer ZOTO will identify affordable, secure apartments that meet Minimum Operating Security Standard (MOSS).
- **Address:** 31 Lot C 1-3 Maya-Maya Street, Phase 2, Dagat-Dagatan, Navotas, Metro Manila, Philippines  
Tambayan Youth Center: [http://www.undp.org.ph/UNV/Photo/ZOTO/ZOTO\\_014.jpg](http://www.undp.org.ph/UNV/Photo/ZOTO/ZOTO_014.jpg)  
**Approximate monthly cost of accommodation:** \$200 to \$450 per month, less when shared with other volunteers.
- **Security provision and approximate costs:** To be determined following assessment conducted by UN Department of Security and Safety.
- **Means of local transport for the volunteer:** Public transportation, such as bus, taxi, jeepney (<http://en.wikipedia.org/wiki/Jeepney>), train, and tricycle.
- **What other facilities will be offered to the University volunteer(s)?** Telephone, internet, desk top computer, printer, and copy & fax machines, all shared by other staff members. Bringing own laptop computer is highly recommended.

##### C) Local transportation

- **Means of local transportation for the volunteer:** Public transportation, such as bus, taxi, jeepney (<http://en.wikipedia.org/wiki/Jeepney>), train, and tricycle.
- **Approximate monthly cost:** \$50 per month for personal use, such as shopping, dining, etc.

##### D) Security provision

- **Security provision and approximate costs:** To be determined following assessment conducted by UN Department of Security and Safety.

#### 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 16 March 2009