# University Volunteer Terms of Reference: ToR 8

> **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 Autonóma 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:** Advocacy and Communications Volunteer

2. **Type of assignment (International University volunteer):** Spanish International University Volunteer

3. **Project Title:** N/A

4. **Duration:** Six (6) months

5. **Location, Country:** Manila, Philippines

6. **Expected starting date:** October 2009

7. **Brief Project Description:** Stand Up Take Action for the MDGs (http://www.standagainstpoverty.org/en/about-stand-up)

8. **Host Agency/Host Institute:** United Nations Population Fund (UNFPA)

9. **Organizational Context:**

The UN Country Team (UNCT) in the Philippines has a Technical Working Group on Advocacy which works on UNCT's advocacy positions in key areas for policy change and action.  Its work focuses on the outcome of the advocacy work and thus, goes beyond events organizing. This entails a combination of information/advocacy efforts and follow-through actions that would ensure the sustainability of the campaign. The advocacy group's also requires leveraging UN agency capacities to work for a more systematic approach to advocacy work within the UN system in the Philippines. In 2009, focus is on the MDGs least likely to be achieved, i.e., MDGs 2 (achieve universal access to education) and 5 (improve maternal health), within the broader context of MDG 1 (eradicate extreme poverty and hunger).

## 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*  ☐ *Global partnership for development*

The University Volunteer will undertake the following tasks:

- Assist the Chair of the Advocacy group and support the TWG in the implementation of the advocacy (inclusive of communications) plan. Related to this, actively participate in the UNCT TWG on Advocacy Meetings;
- Assist in the development and packaging of relevant advocacy materials e.g., advocacy papers, brochures, pamphlets, fact sheets on UNCT's priority issues, including those that lead to the popularization of the Millennium Development Goals;
- As an integral part of the advocacy plan, work with the UNRC/UNV web manager in the conceptualization, design, and programming of an improved UN website (www.un.org.ph) with contents cleared and approved by the UNCT and a Philippine Website for the Stand Up Take Action 2009 campaign that meets global standards;
- Provide technical support to the UN Millennium Campaign Website (www.endpoverty2015.org) by providing timely and accurate information before, during and shortly after the Stand Up Take Action campaign to the Campaign's offices in New York. Related to this, assist in the development of a prototype of the system by the creation and documentation of the underlying program for the website and application using Active Server Pages, Java, VBScript, JavaScript, HTML, Microsoft SQL Server, IIS and other development tools;
- Assist in ensuring the technical functioning and integrity of the dynamic web sites, including administration, troubleshooting, and support and that the web site meet all relevant industry standard security requirements for protection against hacking and other attacks;
- Liaise with Millennium Campaign's Headquarters' Communications Unit and overseeing module functionality and integration into overall application;
- Mobilize and manage Online Volunteers to improve design, applications, and multimedia contents of the web site;
- Identify and analyze clients' needs by designing and conducting web-based surveys and research; and
- Perform all other auxiliary functions as may be required by the Chairperson of the UNCT Advocacy Group.

In addition University volunteers are encouraged to further promote volunteerism and engage in volunteering activities:

- Strengthen 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);
- Get acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Assist with the UNV Buddy Programme for newly-arrived University volunteers;
- Promote or advise 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
- Contribute articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.

## 11. Results/Expected Output:

- UNCT Advocacy plans for 2009 and first quarter of 2010 are operationalized;
- Relevant advocacy materials are developed and packaged;
- More comprehensive, visually and functionally attractive web sites that are easy to navigate, easy to populate with information, readily upgradeable and flexible;
- Visually and functionally sound web sites that are populated with news, press releases, photos, and multimedia contents;
- Increased mobilization and utilization of Online Volunteers;
- Easy-to-operate Content Management Systems (CMS) integrated into the web sites and associated training and manuals provided to the respective staff;
- 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 post-graduate studies in Mass Communication, Journalism, Information and Communication Technology, Computer Science, or other related field.

- **Language:** Proficiency in English is required

- **Specific skills in requested area (e.g. related to education, health, environment or ICT4D):**

  Extensive knowledge of information technology, particularly in database design and programming, is required.

- **Computer/software skills:**

  Proficiency in using MS Office Applications and web development tools such as Dreamweaver; good command of ADOBE Photoshop and any flash-maker software; good working knowledge of content management systems, on-line community builder/management applications and internet security; and basic knowledge of local area network (LAN) management.

- **Additional skills:**

  - Excellent communication skills with above-average creative/technical writing ability;
  - Excellent interpersonal skills;
  - High level of professionalism;
  - Tolerance and acceptance of cultural differences different from your own;
  - Resourcefulness and creativity
  - Stress management skills;
  - Problem solving skills; and
  - Time management skills.

## 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:** UNFPA (main) and UNRC (secondary) Offices, 29/F RCBC Plaza Tower 1, Ayala Ave. cor., Gil Puyat Ave, Makati City, Philippines

- **Nearest airport:** Ninoy Aquino International Airport (Manila)

- **Type of accommodation:** Own/shared apartment. Prior to arrival of the volunteer, UNV will recommend affordable, secure apartments that are nearby office and meet Minimum Operating Security Standard (MOSS).

- **Address:** Makati City, Metro Manila (to be determined prior to arrival of the volunteer)

- **Approximate monthly cost of accommodation:** Approximately Euro 300 (cost will be lower for shared accommodation).

- **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 access during office hours; office equipment, such as desk top computer, printer, copy & fax machines. Bringing of 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:**
  Approximately Euro 30 per month for local transportation expenses

  Note: Cost of food and other expenses will depend on the preference of the candidate. However, a monthly budget of Euro 200 might be enough based on average cost of food and other personal requirements.

## 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 6 April 2009**