



# ***VOLUNTARIADO UNIVERSITARIO UNITeS***

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## **Información general**

### **¿Qué es UNITEs?**

El Servicio de Información y Tecnología de Naciones Unidas (The United Nations Information Technology Service, UNITEs) es una iniciativa de voluntariado, propuesta por el Secretario General de la ONU y coordinado por el programa de Voluntarios de Naciones Unidas (VNU), que se propone disminuir la brecha digital: la desigualdad existente en el aprovechamiento de las oportunidades que ofrece la revolución digital, por falta de acceso, capacidad y contenidos. Consiste en un marco de colaboración en el cual los voluntarios comparten sus conocimientos con el fin de capacitar a las personas de países en desarrollo para la utilización de las Tecnologías de Información y Comunicaciones (TIC).

Las actividades a realizar dependerán en primer lugar de la demanda que solicite el país en desarrollo. Algunas de las áreas de desarrollo que UNITEs dará prioridad son la salud, la educación, el apoyo a pequeña y mediana empresa, la igualdad de género y juventud.

Los Voluntarios bajo la iniciativa de UNITEs trabajan básicamente para contribuir a aumentar o mejorar la capacidad de las personas o instituciones en países en desarrollo para beneficiarse de las Tecnologías de Información y Comunicación (TICs), impulsando sus habilidades, proporcionando servicios directos para apoyar instituciones y comunidades.

Asimismo, los voluntarios podrán participar en proyectos más directamente orientados en TICs como, por ejemplo, instalar redes de ordenadores para las escuelas en los alrededores del perímetro urbano de una ciudad, enseñar y capacitar a los asistentes a telecentros, para mejor comprender el valor de la información que se puede obtener por Internet, así como capacitar en las TIC a capacitadores que a su vez multiplican la enseñanza a los beneficiarios de una comunidad, etc.

### **¿En qué consiste el programa?**

La Universidad Autónoma de Madrid (UAM) y el Servicio de Información y Tecnología de Naciones Unidas (UNITEs) firmaron un convenio en el 2002 (renovado explícitamente cada año desde entonces) con el objetivo de promocionar la participación de las universidades españolas en el Programa de Voluntariado de las Naciones Unidas. Dentro del marco del convenio, la UAM actúa como coordinadora del resto de universidades españolas para crear una Red Española de Universidades en apoyo a UNITEs.

La participación se hace a través del envío de voluntarios, primordialmente estudiantes universitarios, que durante seis meses se incorporarán en un proyecto de UNITEs.

La Universidad Politécnica de Madrid se ha adherido este año a dicha Red.



### **¿Quiénes participan?**

Es un convenio abierto a las universidades españolas: Red Española de Universidades en apoyo a UNITEs.

La UAM se compromete a facilitar y coordinar la participación de los voluntarios de otras universidades españolas. Para ello, la UAM asegurará que las estipulaciones del convenio (ver anexo 1) se extiendan al resto de universidades participantes. La participación de otras universidades quedará regida sobre los siguientes supuestos:

1. Los voluntarios pueden proceder de cualquiera de los sectores de la Universidad, es decir, ser estudiantes, profesores, o personal de administración y servicios, siempre que su perfil formativo y de interés se corresponda con alguna de las plazas ofrecidas.
2. La selección de los candidatos será realizada directamente por las universidades participantes de acuerdo con los criterios proporcionados por la UAM. El resultado de la selección se comunicará a la UAM, quien a su vez informará a la sede de VNU en Bonn.
3. Cada universidad asumirá con sus voluntarios seleccionados las mismas responsabilidades que la UAM respecto a sus voluntarios.







## **Puestos 2005 para la red de Voluntarios Universitarios en la iniciativa UNITEs**

### **Información**

VNU selecciona los puestos y la UAM se encarga de reenviarlos a las universidades. En estos puestos, se describen las condiciones de referencia de cada puesto, lo que se denomina TORs, Terms of Reference. En cada TOR se detalla:

1. El nombre de la organización que requiere al voluntario y sus características principales.
2. Título del puesto.
3. Tareas a desarrollar por el voluntario en la organización de acogida.
4. Habilidades o conocimientos requeridos para el puesto.
5. Duración del proyecto. En el caso de este programa la duración siempre es de 6 meses.
6. Estimación del coste de la vida en el país: alojamiento, manutención, transporte, etc.
7. Alojamiento. Desde la convocatoria anterior y por petición de las universidades españolas, las organizaciones de acogida se encargan de los costes del alojamiento para los voluntarios universitarios.
8. Otra información de interés sobre el puesto o sobre el país.

En el caso de que el candidato sea elegido definitivamente, se dispone igualmente de los datos del Responsable del proyecto (nombre, e-mail, dirección, teléfono, etc). Esta es la persona de contacto entre la universidad y la organización de acogida.





Relación de puestos	Título del puesto	Organización
Filipinas	Webpage administration	UNV-VOTY
Guatemala	IT Transition Specialist	Grupo Ceiba
Guatemala	Civil Society ICT Network Specialist	PASOC
Pakistán (CANCELADOS por falta de Oficial de Programa (27/04/05))	Building Management Information Systems (2 puestos)	WPF
Sri Lanka	ICT Resource Person	Malamulla Baudha Bala Mandalaya
Ecuador	Support Technician	Corporación Institucional de Comunicación Electrónica INTERCOM - Ecualex
India	Volunteer Trainers	Knowledge Initiative Trust (KIT)
República Dominicana	IT Technical Support Staff	Proyecto Supra Regional Juventud y SIDA en América Latina y Caribe (ProSuRe GTZ)
Colombia	Assistant in volunteerism communications strategy	Corporación Somos Más
Colombia	Assistant of projects in university volunteerism and virtual platforms management	Corporación Somos Más
Colombia	Licensed software developer for volunteerism platforms	Corporación Somos Más
Colombia	Assistant of projects in NGO volunteerism and virtual platforms management	Corporación Somos Más
Están aún pendientes de recibirse los TORs correspondientes a otros tantos puestos, por lo que se recomienda consultar esta página nuevamente en los próximos días.		



## **Condiciones generales**

### **¿Quién puede ser voluntario?**

Este proyecto está abierto tanto a estudiantes, como a profesores y Personal de Administración y Servicios (P.A.S) que estén dispuestos a aprovechar la oportunidad de vivir en el extranjero, obteniendo una irrepetible experiencia personal y una práctica de trabajo en colaboración con los diferentes organismos del sistema de Naciones Unidas de tal modo que beneficie a personas e instituciones de los países en desarrollo de las ventajas de las Tecnologías de Información y Comunicación.

En el convenio aparece que tanto P.A.S. como profesores pueden incorporarse a estos proyectos, aunque la incorporación de estos dos últimos grupos puede tener mayor dificultad interna por las condiciones del calendario. Siempre se puede contemplar la posibilidad de planificarlo acumulando la docencia en el segundo cuatrimestre. En el futuro cabe recogerlo como año sabático.

### **¿Cuáles son los requisitos?**

1. Ser estudiante, profesor o Personal de Administración y Servicios (P.A.S.) de una universidad adherida al convenio.
2. Tener gran capacidad de adaptación a un país extranjero.
3. Alto nivel del idioma requerido en el país de acogida (normalmente un nivel alto de inglés o francés).
4. Buenos conocimientos de informática y en Tecnologías de la Información y Comunicación según el perfil de cada puesto.
5. Experiencia o interés en el mundo del voluntariado, ONG y Cooperación al desarrollo.

### **¿Qué compromisos asume la Universidad con los voluntarios?**

Cada universidad se responsabiliza de los costes y problemas administrativos antes de la partida del voluntario y durante su estancia en el país de destino, excepto en lo referido al alojamiento, responsabilidad de VNU. En particular:

1. Billete de avión (ida y vuelta)
2. Costes y apoyo en trámites de visado (el pasaporte debe estar en vigor durante el período del proyecto)
3. Vacunación y seguros médico y de viaje
4. Ayuda de estancia (asignación mensual)

Las universidades mantienen contacto directo con los responsables de cada proyecto en que tienen voluntarios.





## **Proceso de selección y plazos**

### **Solicitud (hasta el 28 de abril): Documentos de solicitud:**

1. Identificación personal, según Modelo de solicitud
2. Currículo en inglés y/o en el idioma que se indique en el TOR (obligatorio VNU).
3. Carta de motivación (en inglés y/o en el idioma que se indique en el TOR) específica para el puesto que se elija. En esta carta de motivación se tiene que especificar detalladamente sus conocimientos, su experiencia en tareas similares a las solicitadas en el puesto, su interés y sus motivaciones (obligatorio VNU). Se trata de un documento de excepcional importancia en el proceso de selección.
4. En el caso de ser estudiante, copia del recibo de ingreso de la última matrícula realizada, y listado del expediente académico.
5. En el caso de ser profesor, informe firmado por el Director del Departamento, sobre la incidencia que sobre la docencia del Departamento pueda producir la ausencia durante el período de voluntariado, y las medidas que podrían ser adoptadas en su caso.
6. En el caso de P.A.S., informe firmado por el Responsable del Servicio, en relación con la incidencia en éste de la ausencia durante el período de voluntariado, y las medidas que podrían ser adoptadas en su caso.

La documentación correspondiente a los puntos 1 a 3 se enviará a VNU junto con la valoración del Comité de selección, para que se realice el proceso de selección final.

Al presentar esta documentación se debe especificar el nombre del proyecto al que se opta. Además, si el candidato así lo decide, puede presentar esta misma documentación para otro puesto vacante, que será valorado y denominado como opción 2 en su orden de preferencias y que también se enviará a VNU para la selección final en el caso de ser elegido por su universidad. La Carta de motivación para la opción 2 debe responder al perfil de dicho segundo puesto.

### **Selección por parte de cada universidad (primeros días de mayo)**

Cada universidad decide cómo seleccionar a sus candidatos. La UPM designará para ello un Comité de selección compuesto por personas que puedan valorar, según el TOR elegido, los conocimientos de idiomas del candidato, los conocimientos informáticos, el currículo, la motivación del solicitante de acuerdo a la plaza solicitada y la disponibilidad del candidato para la incorporación en el proyecto en las fechas de la convocatoria de 2005, contando con toda la información aportada por el candidato, la que considere oportuno recabar de entre la disponible en la Universidad, y tras una entrevista personal a todo candidato que pueda resultar preseleccionado.

VNU solicita a todas las universidades que participan, que examinen los conocimientos en idiomas e informática de los candidatos preseleccionados, que deberán ser enviados a la UAM como parte de la documentación para VNU.





### **Candidatos preseleccionados**

El número de candidatos preseleccionados por la UPM no será mayor que el número de puestos disponibles.

Una vez preseleccionados los candidatos por cada universidad, a principios de mayo de 2005 se enviará toda la información de cada candidato a la UAM. Esta documentación debe consistir en:

1. Currículum vitae en inglés y/o en el idioma que se indique en el TOR para cada vacante deseada.
2. Carta de motivación en inglés y/o en el idioma que se indique en el TOR.
3. Orden de preferencia de cada candidato en caso de haber elegido más de un puesto.
4. Escrito del tribunal de selección o del responsable de la selección de cada universidad, donde se haga constar que el candidato cumple los requisitos informáticos, de idiomas y cualquier otro especificado en el TOR.

El 6 de mayo, la UAM recopilará toda la información de los candidatos de todas las universidades y lo reenviará a la sede de VNU en Bonn. En ningún caso la UAM hace ninguna selección de los candidatos de otras universidades, únicamente reenvía a VNU la información que le faciliten éstas.

Cada candidato deberá firmar un compromiso de participación en el programa en caso de que al final VNU lo seleccione definitivamente.

### **La selección definitiva (de 9 a 20 de mayo)**

El 9 de mayo, VNU en Bonn reenviará toda la información de cada candidato a los Oficiales de Programa responsables de los proyectos ofertados en los países en desarrollo.

El Oficial de Programas responsable de la oferta de puestos en cada país, con toda la documentación de todos los candidatos preseleccionados en ese país, hará la selección definitiva del mejor candidato o dejará vacante el puesto si ningún candidato cumple los requisitos del puesto ofertado.

En este proceso el Oficial de Programas se podrá poner en contacto con la universidad que solicita el puesto para solicitarle más información sobre el candidato. Nunca el candidato puede ponerse directamente en contacto con el Oficial de Programas. En el proceso de selección final sólo el Oficial de Programas se podrá poner en contacto con alguno de los candidatos previo aviso a las universidades afectadas y a VNU.

El día 20 de mayo la selección será definitiva y será comunicada a cada universidad por la UAM.

### **Período de voluntariado**

La salida de los Voluntarios Universitarios se prevé a principios de julio.

Dado que el período de voluntariado es de seis meses, con dos días de licencia por mes y pudiéndose acumular la licencia al final del período, es posible programar el retorno para el período vacacional de Navidad.



## **Los voluntarios universitarios**

### **Introducción**

Una vez seleccionado definitivamente, el voluntario deberá firmar un compromiso de participación en el programa en las fechas y con las condiciones establecidas para cada puesto. Este compromiso debe servir a las universidades y a VNU como garantía de que todo el trabajo realizado por las organizaciones de destino, los oficiales de programa, VNU, la UAM y las respectivas universidades no quede frustrado por la reconsideración del voluntario seleccionado, con lo que además podría quedar algún puesto sin cubrir en perjuicio de los demás candidatos.

Los voluntarios que colaboren bajo el presente convenio no tendrán estatus de voluntarios oficiales de Naciones Unidas sino el estatus de Voluntarios Universitarios en la Iniciativa de UNITEs y a modo interno de VNU el de UNV Intern y serán parte de los datos de VNU a nivel público, debiendo firmar La Carta de Compromiso una vez aceptado el puesto por el Voluntario. Para que su contribución sea reconocida, los voluntarios que colaboren bajo el presente convenio serán, pues, oficialmente reconocidos como Voluntarios universitarios españoles en la iniciativa UNITEs.

Estos voluntarios son voluntarios universitarios, diferenciados de los otros programas de VNU. La mayor diferencia respecto a los VNU es que no tendrán remuneración de VNU sino ayuda económica de sus universidades.

### **Preparación del viaje y la estancia del voluntario**

Cada universidad se responsabilizará de todos los arreglos financieros y administrativos antes de la partida del voluntario y durante su estancia en el país de destino, excepto en lo referido al alojamiento, que lo realiza VNU.

La duración de todos los proyectos será de seis meses. La salida de los voluntarios se hará a partir del 1 de julio.

Las universidades se ponen en contacto directamente con los responsables de cada proyecto para el que tengan un candidato seleccionado, aclarando cualquier duda que surja con cada voluntario, y acordando las fechas exactas de la ida y vuelta del voluntario.

La Universidad comprueba con el responsable del programa la cuestión del alojamiento, comprobándose que la organización de acogida cuenta y costea el alojamiento para el voluntario.

Cada universidad tiene la obligación de explicar a los voluntarios sus derechos y deberes así como las condiciones del programa establecidas por cada universidad (ayuda económica, condiciones de permanencia, evaluación, etc). Los detalles referidos a la UPM se publicarán en esta página conjuntamente con la publicación de los TORs de los puestos aún no disponibles.

Modelo de documento-contrato entre VNU y el voluntario que se firma al inicio del período de voluntariado.



### **Preparación de la salida**

Algunos pasos para la preparación del viaje:

1. Billeto de avión. El voluntario estará un periodo de seis meses en el proyecto, con lo que el billete puede encarecerse por este motivo si se paga la ida y vuelta cerrada. Puede ser que en algunos países pidan un billete de vuelta cerrado para aceptar el trámite del visado. Si no es así, la opción de comprar aquí un billete de ida y allí uno de vuelta puede ser más barata.
2. Visado y pasaporte. En la mayoría de los países hace falta visado para la estancia de seis meses. La información sobre este tema se puede conseguir en la embajada o consulados del país de destino. Este trámite hay que hacerlo con tiempo, pues es probable que tarden algunos días. Además el pasaporte tiene que estar en vigor durante los seis meses de duración del proyecto.
3. Vacunas. Dependiendo del país hay algunas vacunas obligatorias y otras recomendadas. En cada caso, el voluntario, aconsejado por un médico, decidirá las vacunas imprescindibles. El teléfono del Centro de Vacunación Internacional de Madrid es el 91 4021663.
4. Seguro. El voluntario debe tener seguro médico y de viaje costado por la universidad. En muchos países es obligatorio el seguro para expedir el visado. Para estudiantes y menores de 26 años hay seguros más baratos ofrecidos por organismos públicos y privados. La UAM se hará cargo de que cada universidad que participa envíe copia del seguro médico y de vida, para que se adjunte en la información enviada a VNU antes de la confirmación y salida del Voluntario.

### **Ficha de voluntario**

Una vez conocidos todos los datos del proyecto, cada universidad remite una ficha a la UAM, que servirá como control de todos los datos de los voluntarios por parte de VNU y la UAM.







## **Solicitudes**

### **Deben presentarse, antes del 28 de abril**

Se presentarán, dirigidas al Director para Cooperación para el Desarrollo, en el Registro de cualquier Centro de la UPM, o en el del Rectorado, que lo remitirá por correo interno a la Dirección de Cooperación para el Desarrollo, Vicerrectorado de Relaciones Internacionales, Rectorado de la Universidad Politécnica de Madrid, Avenida Ramiro de Maeztu 7.

La solicitud constará de:

1. Escrito de candidatura al programa, según Modelo de solicitud
2. Sobre adjunto, conteniendo los documentos reseñados en proceso de selección.

Para agilizar la recepción, se enviará un correo electrónico dirigido a [director.cooperacion@upm.es](mailto:director.cooperacion@upm.es), en el que la línea de Asunto: (Subject:) diga literalmente Candidatura de voluntariado en el programa UNITeS conteniendo copia electrónica de la documentación presentada -en lo posible en un formato abierto-.







## **Formación de los voluntarios**

### **Formación mínima conjunta**

Las universidades organizan una acción formativa para el conjunto de los voluntarios una vez seleccionados todos ellos. Una de las universidades de la Red, a determinar anualmente (este año, y por primera vez, la Universidad Autónoma de Madrid) se compromete a organizar un Seminario de formación donde se tratarán como mínimo los siguientes temas:

1. El programa de Voluntarios Universitarios de Naciones Unidas en la Iniciativa UNITEs.
2. Derechos y deberes de los voluntarios/as.
3. El voluntariado y la cooperación internacional al desarrollo.
4. Información sobre los países de destino.
5. Aprendizaje intercultural.
6. Taller de resolución de conflictos.
7. Experiencias de anteriores voluntarios/as.

### **Otras actividades**

En función de la experiencia previa de los voluntarios seleccionados, y de las características de los puestos, pueden ser recomendables acciones adicionales, a acordar con éstos.





## **Seguimiento y evaluación**

### **Seguimiento en el terreno**

VNU Bonn proporcionará apoyo a los voluntarios que colaboren bajo este acuerdo. Los oficiales de programas de Naciones Unidas, localizados en las oficinas del Programa de Naciones Unidas para el Desarrollo (PNUD) de cada país, proporcionarán apoyo y tutorización en cada país a los voluntarios siempre que sea necesario.

Asimismo cada universidad hará un seguimiento de la estancia de su voluntario, controlando los posibles problemas con el alojamiento, pidiendo a su voluntario/a información sobre si las tareas realizadas concuerdan con las descritas en los puestos iniciales o TORs y comprobando que todo vaya correctamente entre el voluntario/a y la organización de acogida.

En el caso de que surja algún problema en la estancia del voluntario, no resuelto por el voluntario, éste se debe poner en contacto con su universidad, que le pedirá un breve informe sobre el problema, las causas y los impedimentos para su solución. Con este informe, la universidad deberá ponerse en contacto directamente con VNU para buscar una solución al problema que haya surgido.

### **Evaluación**

Al final del proyecto cada voluntario tendrá que presentar un informe con la memoria de su experiencia en el programa. En este informe se detallarán las actividades realizadas así como las conclusiones de su experiencia, haciendo un análisis crítico de todo el programa, desde la selección hasta el final de su actividad.

VNU revisará los informes periódicos presentados por los voluntarios y las instituciones de acogida. Esta documentación será usada por VNV y la UAM como base para la evaluación del programa.



*ANEXO 1.*

**CONVENIO DE COLABORACION**

**ENTRE**

**LA UNIVERSIDAD AUTONOMA DE MADRID**

**Y**

**EL PROGRAMA DE**

**VOLUNTARIOS DE NACIONES UNIDAS**

**Convenio de Colaboración entre**

**La Universidad Autónoma de Madrid (España) y**

**El Programa de Voluntarios de Naciones Unidas (Bonn)**

**REUNIDOS**

De una parte, D. Ángel Gabilondo Pujol, rector de la Universidad Autónoma de Madrid, en virtud de las atribuciones que tiene conferidas en razón de su cargo.

Y de otra parte, D. Ad de Raad, Coordinador Ejecutivo a.i. del Programa de Voluntarios de Naciones Unidas, en virtud de las atribuciones que tiene conferidas en razón de su cargo.

**EXPONEN**

**Primero.**El Programa de Voluntarios de Naciones Unidas (UNV) es una organización de las Naciones Unidas que apoya de forma global el desarrollo humano, a través de la promoción del voluntariado, incluyendo la movilización de los voluntarios. Sirve a las causas de la paz y el desarrollo aumentando las oportunidades de participación de todo el mundo. Es universal, completo y abarca las acciones voluntarias en toda su diversidad. Valora la libre voluntad, el compromiso y la solidaridad, que son los fundamentos del voluntariado.

Esto está basado en la premisa de que el voluntariado aporta beneficios tanto para la sociedad en general como al voluntario individual; hace importantes contribuciones de carácter económico y social, y contribuye a una mayor cohesión en la sociedad al construir una confianza recíproca entre los ciudadanos.

**Segundo.**Dentro de este contexto, el Programa de Voluntarios de Naciones Unidas (VNU) ha sido designado por el Secretario General de Naciones Unidas, para actuar como agencia de coordinación del Servicio de Tecnología de la Información de Naciones Unidas (UNITeS), una iniciativa anunciada en el Informe del Milenio de Abril del año 2000. El objetivo principal de UNITeS es aumentar la capacidad de



las personas e instituciones de los países en desarrollo para que puedan beneficiarse de las oportunidades de Internet y de otras tecnologías de información y comunicación (TIC), a través de la movilización de voluntarios.

**Tercero.**La Universidad Autónoma de Madrid (UAM) tiene una larga tradición en acciones sociales y de cooperación al desarrollo coordinadas y potenciadas, en la actualidad, por la Oficina de Acción Solidaria y Cooperación, dependiente del Vicerrectorado de Extensión Universitaria y Cooperación.

**Cuarto.**La Universidad Autónoma de Madrid tiene entre sus estudiantes, profesores y personal de administración y servicios, personas con las destrezas, experiencia y motivaciones necesarias para contribuir a cerrar la "brecha digital" en países en desarrollo. A este respecto, la UAM desea extender y facilitar las oportunidades a los miembros de su comunidad universitaria, y especialmente de los estudiantes a que participen en proyectos en países en desarrollo aunando la acción solidaria con una experiencia práctica como parte de su formación académica y que les permita aplicar como profesionales los conocimientos adquiridos durante su formación académica.

**Quinto.**Consecuentemente, es el deseo de ambas partes, el Programa de Voluntarios de Naciones Unidas (VNU), a través de UNITeS, y la UAM, a través de la Oficina de Acción Solidaria y Cooperación, suscribir un convenio de colaboración con arreglo a las siguientes:

## ESTIPULACIONES

**Primera.**La Universidad Autónoma de Madrid cooperará en acciones de voluntariado encaminadas a cerrar la “brecha digital” en países en desarrollo. Estas acciones incluirán la sensibilización, formación, promoción de la acción voluntaria, y la movilización de voluntarios para el desarrollo de actividades de cooperación en proyectos iniciados o ejecutados por la UAM. También será objetivo cooperar en otras áreas de mutuo interés para la UAM y VNU.

**Segunda.**La Universidad Autónoma de Madrid identificará y seleccionará de entre los miembros de la comunidad universitaria a los voluntarios que participarán en el programa de VNU, bajo la supervisión de UNITEs. VNU proporcionará a la UAM los criterios de selección de los candidatos.

**Tercera.**La Universidad Autónoma de Madrid se responsabilizará de todos los arreglos financieros y administrativos antes de la partida del voluntario y durante su estancia en el país de destino. Estos incluyen:

- identificación y selección de los candidatos
- formación previa (incluyendo formación relativa a las condiciones del programa y al código de conducta)
- seguros médico y de vida obligatorios
- envío de los voluntarios en su país de destino incluyendo asistencia en el vuelo internacional y tramitación de visas si fuese necesario
- comprobación de que el voluntario cuenta con un dinero de bolsillo suficiente para mantenerse en el país de acogida
- conocimiento de los convenios de seguridad internos del país de acogida
- monitorización y recogida de los informes de los voluntarios

Para estos propósitos, la UAM puede suscribir tantos acuerdos como se consideren necesarios con otras instituciones con el objetivo de subvencionar parte del programa.

**Cuarta.**La Universidad Autónoma de Madrid podrá proporcionar, previa consulta con VNU, material docente y de referencia de utilidad al programa UNITEs, beneficiando a todos los voluntarios involucrados en el mismo.

**Quinta.****El Programa de Voluntarios de Naciones Unidas identificará proyectos e instituciones en las cuales los voluntarios desempeñarán sus servicios bajo el programa de UNITEs. También serán considerados aquellos proyectos e instituciones que siendo identificados por la UAM contribuyan también a mitigar la "brecha digital". Asimismo, UNV asegurará un entorno adecuado donde los voluntarios pueden eficazmente llevar a cabo sus tareas y responsabilidades.**

**Sexta.**Los voluntarios bajo este convenio participarán y se beneficiarán de las redes establecidas por UNITEs.

**Séptima.**VNU proporcionará a la UAM materiales de formación y de información para su uso en la promoción de UNITEs, la selección de los voluntarios y la formación previa a la salida.

**Octava.**VNU, junto a la institución de acogida, garantizará el alojamiento de forma gratuita para

el voluntario. El alojamiento se proveerá en un hostel, residencia universitaria, en un alojamiento del proyecto o con una familia. Para ello, se solicitará a las instituciones de acogida de cada país su apoyo en la búsqueda de un alojamiento razonable, gratis o a un módico coste.

**Novena.** VNU Bonn proporcionará apoyo a los voluntarios que colaboren bajo este acuerdo. Los oficiales de programas de Naciones Unidas, localizados en las oficinas del Programa de Naciones Unidas para el Desarrollo (PNUD) de cada país, proporcionarán apoyo y tutorización en cada país a los voluntarios siempre que sea necesario.

**Décima.** VNU revisará los informes periódicos presentados por los voluntarios y las instituciones de acogida. Esta documentación será usada por VNU y la UAM como base para la evaluación del programa.

**Undécima.** La Universidad Autónoma de Madrid se compromete a facilitar y coordinar la participación de los voluntarios de otras universidades españolas dentro del marco ofrecido por el documento: “Universidad: Compromiso social y voluntariado”, aprobado por la CRUE (Consejo de las Universidades Españolas) en julio de 2001. Para ello, la UAM asegurará que las estipulaciones de este convenio se extiendan al resto de universidades participantes. La participación de otras universidades quedará regida sobre los siguientes supuestos:

1. La selección de los candidatos será realizada directamente por las universidades participantes de acuerdo con los criterios proporcionados por la UAM. El resultado de la selección se comunicará a la UAM, quien a su vez informará a VNU.
2. Cada universidad asumirá con sus voluntarios seleccionados las mismas responsabilidades que la UAM respecto a sus voluntarios, como se ha descrito en los párrafos anteriores.

**Duodécima.** A partir de la renovación del Convenio en Abril 2004, oficialmente este programa será denominado la Red de Voluntariado Universitario de UNITeS, con el Programa de Voluntarios de Naciones Unidas. La estancia mínima del voluntario en el país de acogida será de 6 meses.

**Decimotercera.** El envío de los voluntarios bajo la iniciativa de UNITeS, está sujeto a la confirmación del Oficial Designado (OD) en el país de destino, en el cual los voluntarios formarán parte del cuadro de seguridad en el país de asignación. Los voluntarios se acogerán a todas las directivas relacionadas con seguridad emitidas por el OD. En caso de emergencia debido a fuerza mayor y basado en la autorización de UNSECOORD (Coordinador de Seguridad de Naciones Unidas), para la recolocación/evacuación del personal internacional de Naciones Unidas, el OD tramitará el viaje de los voluntarios del país de asignación al territorio seguro más cercano.

## **OTRAS**

**Primera.** Los voluntarios que colaboren bajo el presente convenio no tendrán estatus de voluntarios oficiales de Naciones Unidas. Estos voluntarios serán reconocidos como participantes de la Red de Voluntariado Universitario de UNITeS, y considerados a nivel interno de VNU como “Internos VNU”. De este modo, VNU no será responsable de las acciones u omisiones de los voluntarios en el cumplimiento de sus cometidos.

**Segunda.** Para que su contribución sea reconocida, los voluntarios que colaboren bajo el presente convenio serán oficialmente reconocidos como “Voluntarios universitarios españoles de la iniciativa UNITEs”

**Tercera.** El Programa de Voluntariado de Naciones Unidas facilitará, en la medida de lo posible, los contactos entre la UAM y las universidades participantes, con otras instituciones (en el extranjero o en España) con los que compartan los mismos objetivos.

**Cuarta.** La UAM, las universidades participantes y el Programa de Voluntariado de Naciones Unidas podrán publicar las actividades llevadas a cabo dentro del marco del presente convenio. Se entiende que el texto de tales documentos será compartido y aprobado por las respectivas partes antes de la publicación.

## **TERMINACIÓN**

Este acuerdo puede ser resuelto por la UAM o el Programa de Voluntariado de Naciones Unidas. Dejará de estar en vigor noventa días después de que cada parte haya dado notificación por escrito a la otra parte de su decisión de rescindir el acuerdo.

## **ARBITRAJE**

Las partes realizarán sus mejores esfuerzos para solventar amigablemente cualquier disputa, controversia o reclamación que surja fuera o en relación con este acuerdo. Mientras las partes deseen buscar una solución amistosa y completa, la conciliación tendrá lugar de acuerdo con la normativa de conciliación de UNCITRAL (Comisión de Naciones Unidas para la ley de Comercio Internacional). Si surgieran disputas y las partes no resolvieran sus diferencias en sesenta días, cada parte puede solicitar el arbitraje de la UNCITRAL.

## **ENTRADA EN VIGOR**

Este acuerdo entrará en vigor tras la firma por las dos partes y será válido por un año después de la firma del mismo.

EN FE DE LO CUAL, los abajo firmantes, estando debidamente autorizados, firman el presente acuerdo en dos copias en inglés y dos en español.

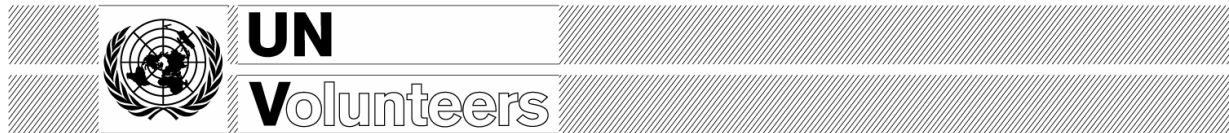


Fecha: 7 de Abril del 2004

D. Ángel Gabilondo Pujol  
Rector Universidad Autónoma  
De Madrid

Fecha: 7 de Abril del 2004

D. Ad de Raad  
Coordinador Ejecutivo a.i. del  
Programa de Voluntariado de  
Naciones Unidas



## Request for a University Volunteer under UNITeS<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.  
All assignments are for a duration of six-months

### 1. Requesting Organization

Name: [United Nations Volunteer](#)

#### 1.a. Describe the role/mandate of the organization

[The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and through the mobilization of volunteers. It serves the causes of peace and development by enhancing opportunities for people's participation. It is universal, inclusive and embraces volunteer actions in all its diversity](#)

Year of establishment

[The UNV Programme started in the Philippines in 1981](#)

Size of organization

[At the present 4 UN Volunteers are currently serving in the Philippines. Their main areas of expertise are Gender and Rural Development. 183 Filipino International UN Volunteers are currently serving abroad mainly in countries like Afghanistan, Congo, Sierra Leone, Timor L'este and Kosovo](#)

Number of staff

[2 IUNVs and 2 NUNVs are currently serving in the Philippines](#)

Other pertinent information

Field of activity [Gender and Rural Development](#)

<sup>1</sup> UNITeS = United Nations Information Technology Service

## Request for a University Volunteer under UNITEs

### 2. Assignment Terms of Reference

2.a. Assignment title:

2.b. Preamble :

This post is a University Volunteer assignment under the United Nations Volunteers Program and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

The local partner in this case is VOICE OF THE YOUTH NETWORK'S! YOUTHINK AND LINK. They believe that the media – radio, TV, newspaper, mobile phones and Internet offers an influential means to inspire, inform and involve youth. A critical component of VOTY's effort is the use of the Internet to facilitate communication and information-sharing that are once being dominated by a certain youth group.

VOTY has been collaborating very actively at the creation of the UNV Philippines website. The collaboration also extended to the participation of some radio programs where some of the UNV volunteers were promoting MDGs, volunteerism and UNV program.

Its website ([www.voty.org](http://www.voty.org)) contains information on youth participation; a calendar of local, national and international events; newsletter; relevant links and issues. E-mail discussion groups also enable youth to share what they know and network with one another.

Recently, VOTY has been involved in its initiated YOUTH POWER 2005. The biggest and most prestigious youth event ever in the country. The said event tackled issues affecting the youth with guest speakers from the corporate and the government divisions. Next year, this said event with the help of The Philippines Youth Sphere and other potential organizations will be developing as a Premiere International Summit.

The University Volunteer is expected to be a link between the both organizations, UNV and VOTY, sharing his/her time between the both organizations within the same framework.

## Request for a University Volunteer under UNITEs

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

Under the direct supervision of the UNV Program Officer and in collaboration with UN Information and Communication Center and the main partner in the Government, Philippine National Volunteer Service Coordinating Agency (PNVSCA), the University Volunteer will be responsible for the following tasks:

1. Design an online application facility on the local UNV website
2. Update and enhance the design and contents of the local UNV website and the UNV folder in the UNDP intranet. Collect, package, share and disseminate information and publications, research materials via mailing list or as may be requested by groups or individuals, successful stories, news; job vacancies and other updates and have them uploaded to the UNV website and UNDP intranet.
3. Assist in development of Internet forums and Internet research on promotion of volunteerism, particularly on-line volunteerism
4. To promote the role of volunteers in Information Communication and Technology for Development (ICT4D)
5. Update and maintain a database of activities connected to volunteerism and youth and connect with VOTY for collaborations, manpower requests and other needed specialties
6. Be a visiting or regular commentator at VOTY's Radio Program every Saturday from 12:00 to 13:00 pm. Emphasizing in the Millennium Development Goals of UN.
7. Make a VOTY online mini-website for VOTY's ICT Project, with secured direction and help from VOTY ICT Director
8. Review VOTY's Communication and promotion materials and publications and recommend necessary revisions thereon
9. Train staff members of VOTY in the production of Communication and Promotion materials and effective communication skills.

2.d. Support is requested in the following fields:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> training of staff | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input type="checkbox"/> training of students         | <input checked="" type="checkbox"/> setting up of networks              |
| <input type="checkbox"/> Train-the-Trainers           | <input type="checkbox"/> curricula development                          |
| <input type="checkbox"/> Setting up of websites       | <input checked="" type="checkbox"/> other: __ Webpage updating_____     |

2.e. Is your organization assisted/funded by other organizations/companies:  
UNDP, Spanish Government

2.f. Detailed description of the tasks to be carried out by the University Volunteer:  
As described in 2.c

2.g. Assignment target (i.e. capacity building impact): Technology transfer and capacity building impact

2.h. Required Volunteer qualification: IT graduate



## Request for a University Volunteer under UNITeS

### 2.i. Qualification Requirements:

- a) Education: University degree preferably in IT, programming
- b) Language: English
- c) Specific ICT skills: Networking, Webpage administration
- d) Software acquainted with: Knowledge of Computer use, including Microsoft Office, Adobe Photoshop
- e) Additional skills: Writing, documentation, cross cultural sensitivity, Fluent spoken and written English

2.j. Number of volunteers needed: 1

2.h. Location of assignment: Makati City, M. Manila, Philippines

2.i. Planned start of assignment:

2.j. Type of accommodation for the volunteer:

2.k. Means of local transport for the volunteer: Public transport

2.l. What other facilities will be offered to the university volunteer (s)?

The volunteer will have access to desktop in the office, internet connections, fax and telephone from UNV and references from the country.

From the side of VOTY he will be provided with desktop computer, internet, home office and radio facilities, references about the country and its youth as well

## Request for a University Volunteer under UNITEs

### General Assignment Criteria

#### ***Capacity Building and Sustainability of Assignments***

The assignments must clearly focus on capacity building on the application of ICT. Assignments concentrating on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does no qualify as a UNITEs assignment. The target group of a particular assignment should be able to independently apply ICT for their purposes after the University Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism, as well as raising awareness about digital opportunities in the country of assignment.

#### ***Host Organization and Living Conditions***

The host organization needs to demonstrate that it will provide a necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.



**Request for 2 University Volunteers under UNITEs<sup>1</sup>**  
**Ceiba Association, Guatemala**



<sup>1</sup> UNITEs = United Nations Information Technology Service

# Request for a University Volunteer under UNITEs

## Request for a University Volunteer under UNITEs<sup>2</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.  
All assignments are for a duration of six-months.

### 1. Requesting Organization

Name: Ceiba Association

#### 1.a. Describe the role/mandate of the organization

This programme promotes integrated development in a marginalised, urban-periphery of Guatemala City through the provision of community organisation training, alternative formal education, and skills training for high-risk young people from 9-18 years of age.

Ceiba's proposal is based on thematic areas, such as leadership, citizen participation, alternative types of education, incorporating ICT techniques, and strategies to work on streets. This Group provides information through the Document Center and develops technology competencies through training in information technology, integrating both a humanitarian and business perspective.

#### Year of establishment

Since 1991

#### Size of organization

Ceiba Group is a medium level NGO, that has started both national and regional processes. It is currently undergoing a transition from local area coverage to a wider regional area. Ceiba Group benefits around 3,000 direct beneficiaries and more than 10,000 in an indirect way.

#### Number of staff

- 57 local staff

#### Other pertinent information

- 140 Canadian volunteers

#### Field of activity

The main field of activity of the Ceiba Group is in marginalized areas, urban and rural sectors, that are characterized by extreme poverty conditions, violence and high social vulnerability.

### 2. Assignment Terms of Reference

#### 2.a. Assignment title: IT Transition Specialist

*“Development of technology competencies to create virtual education platforms on Intranet and internet; and to reconstruct software and hardware on second hand computers”.*

#### 2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

<sup>2</sup> UNITEs = United Nations Information Technology Service

## Request for a University Volunteer under UNITEs

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

### **2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)**

The volunteers will develop the following tasks:

- To follow up training programs on virtual platform designs.
- To design and create on-line learning modules in a way that each person can learn by themselves.
- To develop training programs on reconstruction of second hand computers, software and hardware.
- To design and implement a method based on learning and action response.
- To train the actual staff, students and teachers, in order to continue with the training programs with future groups.
- To develop a market strategy to offer the services for educational centers, NGOs and private sector companies focused on training.

### **2.d. Support is requested in the following fields:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> training of staff      | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input checked="" type="checkbox"/> training of students   | <input checked="" type="checkbox"/> setting up of networks              |
| <input checked="" type="checkbox"/> Train-the-Trainers     | <input type="checkbox"/> curricula development                          |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____                                   |

### **2.e. Is your organization assisted/funded by other organizations/companies:**

- Ceiba Group is assisted by the following donors:
- Inter-American Development Bank (IDB) – Financial aid for equipment and training
- Centre amitié de solidarité internationale de la région de l'Amiante (CASIRA) – Financial aid for training, equipment and volunteer assignments (150 volunteers annually).
- TROCAIRE Ireland – Training funds.
- Canadian International Development Agency (CIDA) – Financial aid for construction and training
- UNITERR Canada – University volunteers from Canada and South America.
- FODE Canada – Education and equipment finance.

### **2.f. Detailed description of the tasks to be carried out by the University Volunteer:**

- The main task is to develop processes and technology competencies with students and teachers.
- To design and create on-line learning modules in a way that each person can learn by themselves.
- To train the actual staff, students and teachers, in order to continue with the training programs when the UNITEs assignment is finished.



## Request for a University Volunteer under UNITEs

- To develop a market strategy to offer the services for educational centers, NGOs and private sector companies focused on training.

### **2.g. Assignment target (i.e. capacity building impact):**

National teachers and students to be accompanied in different areas, that after the volunteer assignments can develop their own strategies to train other groups and counterparts.

### **2.h. Required Volunteer qualification:**

- Knowledge of on-line training.
- To create and implement virtual platforms.
- Knowledge on networking, specifically on Intranet and Internet access.
- Experience on reconstruction of second hand computers.
- Knowledge on marketing strategies.
- Ability to work with persons on the margins of society, urban and rural.

### **2.i. Qualification Requirements:**

- a) **Education:** BA Engineer
- b) **Language:** Spanish
- c) **Specific ICT Skills:** Networks, reconstruction of computers and building of virtual platforms.
- d) **Software Acquainted With:**
- e) **Additional Skills:** Group managing

### **.j. Number of volunteers needed:**

- 2 volunteers

### **2.h. Location of assignment:**

- Guatemala city, El Limón, Zone 18

### **2.i. Planned start of assignment:**

- July, 2005

### **2.j. Type of accommodation for the volunteer:**

- Volunteer House CASIRA zona 13 Guatemala.

### **2.k. Means of local transport for the volunteer:**

- A vehicle of the organization will be for his use.

### **2.l. What other facilities will be offered to the university volunteer (s)?**

His own Workspace, a trainer, computer, internet access.

## Request for a University Volunteer under UNITEs

### General Assignment Criteria

#### ***Capacity Building and Sustainability of Assignments***

The assignments must clearly focus on capacity building on the application of ICT. Assignments concentrating on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does no qualify as a UNITEs assignment. The target group of a particular assignment should be able to independently apply ICT for their purposes after the University Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism, as well as raising awareness about digital opportunities in the country of assignment.

#### ***Host Organization and Living Conditions***

The host organization needs to demonstrate that it will provide a necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.



# Annex 1

## TIRO 2

## RETIRO 2

**El mundo no lo cambian...**

**quienes viven lamentándose del mal que existe...**

**sino quienes luchan por mejorarlo**

**1988-1992**  
 Con el apoyo de la Universidad Católica Argentina, Paz y Bien, se inicia el trabajo con un equipo de voluntarios de TIRO 2. El objetivo es promover el trabajo de TIRO 2 en la Comunidad Juvenil y promover la participación de los jóvenes en el trabajo de TIRO 2. Se integra el trabajo de TIRO 2 con las actividades de TIRO 2 y se promueve la participación de los jóvenes en el trabajo de TIRO 2.

**1993-1997**  
 Se inicia el trabajo de TIRO 2 en la Comunidad Juvenil y se promueve la participación de los jóvenes en el trabajo de TIRO 2. Se integra el trabajo de TIRO 2 con las actividades de TIRO 2 y se promueve la participación de los jóvenes en el trabajo de TIRO 2.

**1999-2004**  
 Se inicia el trabajo de TIRO 2 en la Comunidad Juvenil y se promueve la participación de los jóvenes en el trabajo de TIRO 2. Se integra el trabajo de TIRO 2 con las actividades de TIRO 2 y se promueve la participación de los jóvenes en el trabajo de TIRO 2.

**GRUPO CEIBA**

**Quiénes Somos?**

Grupo Ceiba es una Asociación Laica, no gubernamental y no lucrativa que fundamentalmente realiza un trabajo de Prevención en la Línea Fenómeno Droga y Malo en poblaciones Infantiles Juveniles en Sectores Marginales del País.

Grupo Ceiba entre todos, busca ser un Espacio Abierto para todos y todas; un lugar de encuentro en el que los Niños, Niñas, Jóvenes y Serenitas puedan convivir y relacionarse en un Ambiente de Paz.

**Objetivo Final**  
 Grupo Ceiba reconoce que su Papel en las Comunidades es de Mediador y Facilitador de Procesos, los que su Objetivo Final es "Hacer que la Valore a sí misma y asuma como suya la Problemática existente en la Comunidad, tome conciencia de su realidad, que se Valore a sí misma y organice, organizadamente, Niñez, Juventud y Población Adulta, busquen y apliquen respuestas adecuadas que les permitan reconstruir su Tejido Social y alcanzar procesos de Desarrollo Social Sostenibles".

**Áreas de Trabajo**  
 Como Estrategias Centrales de Acompañamiento, Grupo Ceiba privilegia la Educación, la Recreación, el Trabajo y la fe. En estas Estrategias se fundamentan los Cuatro Programas que promueve:

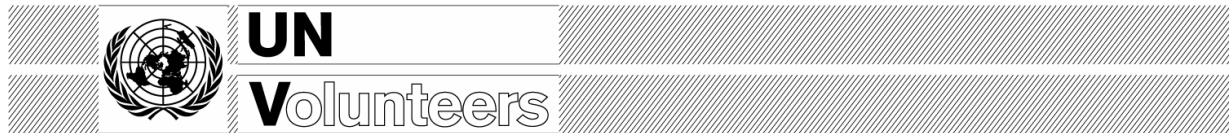
**1. Acompañamiento en la Calle**  
 Educación Formal Alternativa  
 Empresa Educativa

**2. Educación Formal Alternativa**  
 Este es un Programa que nace a partir de la necesidad de brindar, a la Población Excluida del Sistema Educativo Formal, una Opción para Reincorporarse en un Proceso Educativo, Formativo y de Promoción Humana destinada anualmente a 1.700 Beneficiarios de edades entre 2 a 20 años, cubriendo niveles de Pre-Primaria, Primaria Acelerada, Básico y Formación Tecnológica a Nivel Diversificada.

**3. Independencia de la Calle**  
 Este Espacio orientado a la Orientación e Investigación de la Comunidad de la Comunidad, la Promoción de la Educación en sus diversas formas y la Socialización de la Experiencia de Grupo Ceiba, en esta área se facilitan Asesorías a otros Grupos y a través de un Centro de Documentación, se promueve la Crítica y Autocrítica, del Acto Social. Además se busca desarrollar Reflexiones entorno al Fenómeno de Malos y Mentalidad Marginal. Este cuenta con 3.000 usuarios anualmente.

**4. Empresa Educativa**  
 Este Programa parte de la Promoción de Talleres de Capacitación Técnica, Tecnológica y Empresarial. Se lleva a cabo a través del desarrollo de Habilidades y Destrezas destinadas a la Producción, Emprendeduría de Microempresas o Empresas a Mediana Escala y Adquisición de Empleo. Dirigido a 200 Beneficiarios de edades entre los 15 a los 20 años.

**GRUPO CEIBA**



## Request for a University Volunteer under UNITEs<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.  
All assignments are for a duration of six-months.

### 1. Requesting Organization

Name: Civil Society Participation Programme, PASOC (UNDP)

#### 1.a. Describe the role/mandate of the organization

The Civil Society Participation Programme, PASOC is the continuation of efforts made by the United Nations Development, UNDP to recognize and amplify cooperation with civil society in Guatemala. Both Norway and Sweden support this programme with 6 million US\$ during the period 2004 and 2006. The principal components are a) assistance to projects formulated by civil society, b) support to activities that strengthen civil society (political advocacy, strategic alliances, and social auditing) and c) exchanges with other countries in order to contribute to the overall objective of PASOC: **To contribute the process of change for the construction of peace in Guatemala.** In this process, the contribution of civil society in a participative democracy is vital.

#### Year of establishment

2003

#### Size of organization

PASOC has 27 counterpart organizations from civil society that benefit from assistance.

#### Number of staff

3 directly, 27 organizations with varying quantities of staff.

#### Other pertinent information

Annex 1 (list of some counterparts in Spanish).

#### Field of activity

The programme stimulates dialogue between civil society and national/local authorities in three themes: national reconciliation, access to justice and transparency. In addition, it also offers, training and counseling with the objective of organizational strengthening. Finally, it stimulates strategic alliances between organization to strengthen their fund-raising and political advocacy capacities.

### 2. Assignment Terms of Reference

2.a. Assignment title: Civil Society ICT Network Specialist

#### 2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

<sup>1</sup> UNITEs = United Nations Information Technology Service

## Request for a University Volunteer under UNITeS

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

The UNITeS volunteer should elaborate a ICT needs analysis of all PASOC counterparts as a first step in order to design tailor-made training modules for the most needy and interested organizations in ICTs. The provision of such training modules will certainly strengthen organizational capacity and will also enhance the dimension of networking via ICTs between the counterparts.

It is also envisaged that the UNITeS volunteer will provide centralized training to organizations regarding the *On-line Volunteers* initiative supported by UNV headquarters.

2.d. Support is requested in the following fields:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> training of staff      | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input type="checkbox"/> training of students              | <input checked="" type="checkbox"/> setting up of networks              |
| <input checked="" type="checkbox"/> Train-the-Trainers     | <input type="checkbox"/> curricula development                          |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____                                   |

2.e. Is your organization assisted/funded by other organizations/companies:

2.f. Detailed description of the tasks to be carried out by the University Volunteer:

- Construction of a multifaceted database with information on counterparts that can be easily updated and used by project coordinators and also to feed the PASOC's future website. PASOC coordination members will be trained in the use and manipulation of this database.
- Design and execute an ICT needs analysis of counterpart organizations including current status of hardware and software available, employee capacities and strategic ICT needs.
- Design and implementation of a series of training modules based on the results and recommendations of the ICT needs analysis for counterparts focusing principally on the use of Internet, web page design, Windows, Excel y Power Point and in certain cases database design and management.
- Provide counseling and expertise to the PASCO Coordination team.
- Punctual ICT assistance for the PASOC team as required.

2.g. Assignment target (i.e. capacity building impact): Principally to train PASOC counterpart members and employees, and secondly the PASOC Coordination Team.

2.h. Required Volunteer qualification: A commitment to volunteering, a good knowledge of volunteer organizations needs and about how to absorb aspiring volunteers. Knowledge of dynamic training methods for volunteers and volunteer organizations with often limited time and limited resources. Knowledge of the Guatemalan context preferable.

2.i. Qualification Requirements:

- |                              |   |
|------------------------------|---|
| a) Education:                | Degree level Information and Technologies Communication |
| b) Language:                 | Spanish and English                                     |
| c) Specific ICT skills:      | Networking  |
| d) Software acquainted with: | Networking  |
| e) Additional skills:        | n/a   |

## Request for a University Volunteer under UNITeS

2.j. Number of volunteers needed:	1
2.h. Location of assignment: offices.	Guatemala city, UNDP Office and counterpart
2.i. Planned start of assignment:	July, 2005
2.j. Type of accommodation for the volunteer:	An adequate grant will be provided for the student to find accommodation.
2.k. Means of local transport for the volunteer: official travel is required.	Local bus, or transport will be offered when is a
2.l. What other facilities will be offered to the university volunteer (s)?	Adequate space and access to complete computer network.



## Request for a University Volunteer under UNITEs

### General Assignment Criteria

#### ***Capacity Building and Sustainability of Assignments***

The assignments must clearly focus on capacity building on the application of ICT. Assignments concentrating on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does no qualify as a UNITEs assignment. The target group of a particular assignment should be able to independently apply ICT for their purposes after the University Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism, as well as raising awareness about digital opportunities in the country of assignment.

#### ***Host Organization and Living Conditions***

The host organization needs to demonstrate that it will provide a necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.

## Request for a University Volunteer under UNITEs

### ANNEX 1 – EXAMPLES OF ASSISTANCE OF PASOC TO CIVIL SOCIETY ORGANIZATIONS (SPANISH)

#### TEMA JUSTICIA

##### **GUA/04/001/011/04 Defensoría Indígena Wajxaqib' Noj**

La Defensoría Indígena Wajxaqib' Noj ha sido contraparte en la fase anterior del programa y tiene su área de trabajo en el sur de Quiché, parte de Baja Verapaz, Jalapa y en Chimaltenango. Busca impulsar la aceptación del derecho consuetudinario como complementario a la justicia formal. Tiene una trayectoria de resolver conflictos, incluso intervenir en casos de linchamientos con la aplicación de derecho consuetudinario. El proyecto contempla fortalecer la cooperación entre autoridades indígenas, municipales y judiciales para mejorar el acceso a la justicia en 15 municipios, ofrecer servicios de resolución de conflictos a través del Derecho Maya en coordinación con operadores de justicia estatal, y generar una red de autoridades indígenas para intercambiar, sistematizar y publicar experiencias de aplicación de Derecho Maya. El proyecto tiene una duración inicial de un año con una inversión de Q. 571,200.

##### **GUA/04/001/015/04 Asociación para el Desarrollo Integral Maya Ajchmol - ADIMA**

ADIMA es una organización auténtica Maya Mam con intenciones de restituir el tejido social roto por el conflicto armado por medio de la revalorización de los conceptos tradicionales de armonía y justicia. El proyecto está dirigido hacia la oferta de mecanismos de resolución de conflictos por medio de las autoridades Mayas en calidad de mediadores y reconciliadores en cinco municipios del altiplano del Departamento de San Marcos. Promueve la interlocución entre el derecho Maya y el derecho estatal y la aplicación del Convenio 169 de OIT. ADIMA acompaña a la población de San Miguel Ixtahuacán en cuestionar reciente concesión minera. El proyecto tiene una duración inicial de un año con una inversión de Q. 690,000.

##### **GUA/04/001/006/04 Fundación Myrna Mack - FMM**

Se ha convertido en un referente para la comunidad nacional e internacional por el trabajo realizado y su capacidad profesional en la elaboración de propuestas técnicas, encaminadas a la lucha contra la impunidad, la defensa de los derechos humanos y la reforma integral de la seguridad y el acceso a la justicia. La organización está comprometida con la filosofía de los derechos humanos, los valores democráticos, el respeto a la dignidad humana y el rechazo a toda forma de discriminación y su objetivo es contribuir a la consolidación del Estado de Derecho en Guatemala. Durante la primera fase del programa, la fundación enfocó su trabajo en la independencia de jueces y magistrados y obtuvo una buena cooperación por parte del Relator Especial de las Naciones Unidas en el tema. En esta segunda fase, se concentra en la modernización y eficiencia de los servicios judiciales, evaluación de excelencia profesional y la creación de CICIACS. El proyecto tiene una duración de 36 meses con una inversión de Q. 1,833,750.

#### TEMA RECONCILIACIÓN NACIONAL

##### **GUA/04/001/003/04 Asociación del Bufete Jurídico Popular de Rabinal**

El proyecto representa a las víctimas de las masacres de Rabinal que conviven con los victimarios, pero que creen en la solidaridad, la reconciliación, el respeto mutuo y la tolerancia. El proyecto facilita el acceso efectivo de las víctimas a la justicia y al Programa Nacional de Resarcimiento con el fin de contribuir a la formación de una sociedad democrática, orientada hacia el desarrollo humano como eje central del proceso de reconciliación, basándose principalmente en el ejercicio del poder local. Es una organización dirigida hacia el cumplimiento de los Acuerdos de Paz, impulsora de la participación ciudadana y la cultura de paz. En esta fase del proyecto, se concentran los esfuerzos en métodos de resolución de conflictos y llevar a violadores de derechos humanos a justicia. El proyecto tiene una duración de 36 meses con una inversión de Q. 1,746,900.

## **Request for a University Volunteer under UNITEs**

### **GUA/04/001/005/04 Centro de Investigaciones Regionales de Mesoamérica - CIRMA**

Buscará generar debate y diálogo en diversos sectores de la población guatemalteca en torno a las relaciones interétnicas, y la discriminación y racismo que las ha caracterizado históricamente en Guatemala. Utilizará como base una exhaustiva investigación realizada entre 1998 y 2000, acerca de la historia y actualidad de las relaciones étnicas en el país. Estará compuesta de un sistema de diversas herramientas que tendrán como objetivos estimular el conocimiento, la reflexión y el debate público acerca de la historia y actualidad de las relaciones interétnicas; buscará visibilizar y desnaturalizar la concepción bipolar de la sociedad guatemalteca; y buscará desarrollar nuevas perspectivas que permitan comprender la historia del país e imaginar y construir un nuevo concepto de ciudadanía. El proyecto tiene una duración de 24 meses con una inversión de Q. 1,424,500.

### **GUA/04/001/007/04 Instancia Multiinstitucional por la Paz y la Concordia - IM**

La fortaleza principal de la organización ha sido la capacidad de articulación y coordinación interinstitucional. Este proyecto contribuirá a la construcción de la Reconciliación Nacional, a partir de la implementación y cumplimiento de las recomendaciones del informe Guatemala Memorias del Silencio de la CEH. La estrategia se impulsará a través de acciones y esfuerzos que realizarán las organizaciones de la sociedad civil en el seguimiento y participación de víctimas en el Programa Nacional de Resarcimiento y el impulso para la creación de la Comisión Paz y Concordia, acciones que contribuirán en la construcción de una nueva nación democrática, multilingüe, pluricultural y multiétnica, con justicia social y equidad de género. El proyecto tiene una duración de 36 meses con una inversión de Q. 1,589,600.

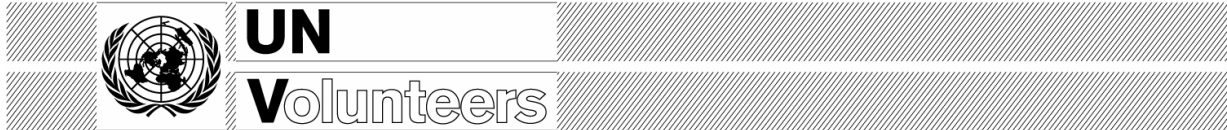
## **TEMA TRANSPARENCIA**

### **GUA/04/001/002/04 Acción Ciudadana**

La organización se ha propuesto impulsar y ejecutar las acciones orientadas a la promoción de la transparencia y lucha contra la corrupción desde varios enfoques, apoyados con la asistencia técnica y política de Transparencia Internacional. Para el presente caso, se propone reforzar las acciones que se han realizado en dos proyectos previos ejecutados para el PNUD, enfocándolo a la transparencia tanto en el ámbito del sistema de justicia por medio de una reingeniería de la Fiscalía Anti-Corrupción del Ministerio Público, como al rol que debe jugar la sociedad civil, para emprender acciones con éxito, como los esfuerzos de impulsar la aplicación de los convenios de transparencia y anti-corrupción de OEA y las Naciones Unidas, ambos firmados por Guatemala. El proyecto tiene duración de 30 meses con una inversión de Q. 1,818,820.

### **GUA/04/001/008/04 Grupo de Apoyo Mutuo GAM – Observatorio Ciudadano para el libre Acceso a la Información Pública - Centro para la Investigación en Derechos Humanos CIIDH**

La reconciliación en el país esta íntimamente relacionada con el desarrollo de la capacidad propositiva y participativa de la sociedad civil en la construcción de un Estado Democrático de Derecho y de defensa de los derechos humanos. Los acuerdos de paz establecieron que el presupuesto militar no debía exceder el .67% del PIB, algo que fue logrado con el presupuesto de la nación de 2000. A partir de 2001, los gastos militares eran muy por encima de lo aprobado, razón por lo cual este proyecto se dedicó a monitorear el presupuesto nacional durante 2002 y 2003 en colaboración con diputados del Congreso de la república. Los análisis de estos estudios han sido compartidos con periodistas investigativas. Los resultados logrados hasta el momento han superado las expectativas iniciales tanto en el logro de los objetivos como en la recepción por parte de la opinión pública, de un proceso de divulgación que pretende la disminución del gasto militar mediante un monitoreo del mismo. Con el proyecto se hace posible continuar este monitoreo también en 2004, 2005 y 2006. El proyecto tiene duración de 36 meses con una inversión de Q. 1,555,349.



## Request for a University Volunteer under UNITEs<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development. All assignments are for a duration of six-months.

### 1. Requesting Organization

Name: World Population Foundation(WPF), Pakistan

### 2. Description of the Organization

2.a. Describe the role/mandate of the organization, indicate number of staff and other pertinent information.

WPF – the global picture

=====

The World Population Foundation (WPF) was established in July 1987, as a non-profit organisation. Our global vision is that all individuals have the right to:

- a) Decide freely and responsibly the number and spacing of their children;
  - b) The means and information to make safe and healthy choices affecting their reproductive health; and
  - c) Self-determination in reproductive health matters, based on informed choices and freedom from coercion and discrimination.
- Being one of the leading independent expert organisations on reproductive health and rights, WPF is working internationally to improve health and human development. The Headquarters of the organization is in Hilversum (Netherlands) and it has two field offices in Islamabad (Pakistan) and Hanoi (Viet Nam).

WPF is not a funding agency and its main donors are Dutch Government, European Commission and UNFPA. Currently WPF is supporting more than 55 organizations in 19 countries in Africa, Asia and Latin America.

WPF Pakistan

=====

WPF operates a semi-autonomous Field Office in Pakistan, with an expatriate Country Representative and locally-recruited programmatic and support staff. Established in 1999, WPF Pakistan's mission is the advancement of reproductive health and rights for the people of Pakistan and our overall objective is a sustained improvement in their reproductive health and rights.

The purpose of the WPF Pakistan Field Office is to:

- 1. Advocate for supportive policies and resources in Pakistan;
- 2. Raise awareness of reproductive health and rights in Pakistan; and
- 3. Support reproductive health and rights projects and policies of local organisations in Pakistan.

What can WPF hope to gain from participation in this programme?

=====

This initiative offers WPF Pakistan the scope to build both our own and our partner NGOs' ICT capacity, allowing us to be better able to deliver quality programmes.

In conclusion, we trust that this brief overview of our approach to collaborating with the programme will whet your appetite to further explore how both we and your volunteers can develop a mutually-beneficial experience.

2.b. What type of accommodation will the organization provide?

**Throughout the placement, WPF Pakistan will provide accommodation free of charge to our volunteers. Initially this will be in a guest house a short distance from our office, with the final choice of domicile to be negotiated with the placed volunteer/s.**

2.c. What other facilities will be offered to the university volunteer (s)?

WPF Pakistan's office has a warm, friendly, collegial atmosphere and our approach to our work is characterised by an adaptive management style in a respectful, professional environment. We operate a small team – currently 10 staff – and can offer volunteers a focussed and well-designed set of challenges, with a level of mentoring or supervision from our experienced staff, which is appropriately tailored to an individual's specific needs. In the past we have collaborated with Australian Volunteers International (AVI) in the placement of reproductive health and development professionals seeking a developing country experience.

<sup>1</sup> UNITEs = United Nations Information Technology Service

## Request for a University Volunteer under UNITEs

3. **Assignment Terms of Reference** (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

Under the guidance of the Country Representative, volunteers will work with WPF Pakistan's Information Technology and Monitoring and Evaluation Specialists to:

- Design, implement and assess the effectiveness of a Management Information System (MIS) to support the monitoring and evaluation of our development programmes;
- Establish a library database for our resource centre; and
- Harness the power of the Internet in building our capacity to utilise online survey and analysis tools in the design of new development programmes.

4. **Work Site:** WPF Field Office, Islamabad, Pakistan with the possibility of visits to project sites with WPF staff.
5. **Language Requirements:** English required – Urdu a bonus (not essential).
6. **Number of volunteers needed:** 1 or 2 (female volunteers encouraged to apply)
7. **Qualification Requirements:**
- a) **Education:** Tertiary or post-graduate qualification in an ICT for development-related field.
- b) **Specific ICT skills:** Building Management Information Systems (MIS) We aim to be able to link logical framework matrices (LFMs) for design, monitoring and evaluation of development programmes in Adolescent Reproductive Health (ARH), however, specific ARH experience is NOT essential. Also, experience in database design - linked to web-based front end systems – for capturing information from online surveys.
- c) **Software acquainted with:** SPSS, Microsoft Access, ASP, Front Page
- d) **Additional skills:** Team player, strong work ethic, sense of humour.



**UN**

**Volunteers**

**FOR HOST ORGANIZATIONS TO FILL IN FOR UNV/UNITeS**

- Organization/Institution's Name.  
**Malamulla Bauddha Bala Mandalaya (Malamulla Buddhists Welfare and Development Foundation)**  
**Project Name: Malamulla Information Technology Training Center (MITTC)**
- Responsible person for the Project/Volunteers (with address, e-mail and all phones).
- Title of the Post.

**ICT Resource Person**

- Context of the Assignment (your project and how the assignment fits in)

**Organization:**

**Malamulla Bauddha Bala Mandalaya (MBBM)- (Malamulla Buddhists Welfare and Development Foundation) - a non-profit, community development and social services organization.**

**Status:**

**Registered under the Voluntary Social Services Organizations (Registration & Supervision) Act, No. 31 of 1980 as amended by Act, No. 8 of 1998 in Sri Lanka as a Voluntary Social Services organization. Reg. No. PN/SS/CC 25.**

**Structure:**

**Democratically elected Board of Trustees comprising 38 members, is responsible to the General body that consists of 1020 members in the villages of Malamulla, Kiriberiya, and Wanduramulla. Executive Committee of 07 members, 26 Zonal Representatives, and 05 Advisory Board members are responsible to the Board of Trustees. Two independent auditors are responsible for the General Body through Managing Secretary. Executive Committee consists of Chairman, Managing Secretary, Organizing Secretary, 02 Deputy Secretaries, Treasurer, and Additional Treasurer.**

**Public Administrators, Banking Executives, Private Sector Representatives, Representatives from NGOs and other prominent resource personnel are serving on the Advisory Board.**

**Vision:**

**Human Resource Development for Peace and Prosperity through Education and Modern Technology**



## **Mission:**

Facilitating Empowerment of the Rural Poor towards achieving Quality of Life in the 21<sup>st</sup> Century.

## **Objectives**

- ◆ Developing, organizing, and strengthening of rural human resources,
- ◆ Building awareness among the poor about their potential for development,
- ◆ Establish peace initiatives through awareness, education, and exchange of views and ideas of different cultures and nationalities,
- ◆ Empowerment of the poor,
- ◆ Youth development,
- ◆ Mainstreaming the poor.

## **Major Activity Priorities:**

Human Resource Development through modern technology, Peace building and reconciliation, ethnic and religious solidarity and conflict resolution, Social mobilization and organization of poor, Human rights, Legal rights awareness and social justice, rural community construction, Environment planning and protection, Rural credit, gender equity, equality and women empowerment.

## **Introduction:**

Malamulla Bauddha Bala Mandalaya (MBBM) or Malamulla Buddhists Welfare and Development Foundation is a non-profit and non-governmental organization formally established in 1991 as a community-based organization. Since then, membership has grown to 1020, a mixture of gender but with a preponderance of women.

MBBM has its main office at Malamulla Sudharshana Bimbarama Temple. A few buildings for health clinic, language education, rural library, Information Technology Training Center have been built at the temple premises.

The present Chairman of the MBBM is most Venerable Morakandegoda Dhammarathana Thero who dedicates his time and effort for the development of the MBBM.

## **Target Group:**

1020 School children in three rural villages, 825 students have already been registered for computer literacy training.

People in the villages, MBBM member families,

Unemployed and under-employed rural youth,(registration is in progress)

Employed people for computer literacy training.( registration is in progress)

Buddhist monks at temples in the villages. ( registration is in progress)

## **Activities Implemented So far:**

### Health

Conduct of Monthly General Health Clinics from 1991,  
Annual Blood Donation programme,  
Bi-annual primary health care awareness programme,  
Bi-annual Dental care clinics,

### Education

Computer literacy among school children,  
Conduct of English and Tamil language classes,  
Rural Library project,

### Employment and Training

Information Technology Training for Rural Youth and School Children,  
Dissemination of Career Guidance information.  
Workshops and Seminars for self-help development and Vocational Training

### Social Services and Community Help

Conduct of Seminars and Discussions on National Issues of Peace, Attitude Development, Social Discipline, and Economic Development.  
Annual Donation of Educational Equipment to Poor School Children,  
Annual Prize-giving to identified outstanding students from schools,  
Scholarship programme for poor school children.  
Funeral Assistance (Rs. 10,000 / family / occasion) Programme for the member families.

## **Resources and Sources of Funds**

### Means

Donations in kind and funds,  
Membership fees,  
Interest from the bank account,

### Human Resources

The Board of Trustees and the Advisory Board as volunteers,  
Health, Education personnel, Teachers and Trainers as volunteers,

### Physical Resources Acquired

An annex building for the Health Clinic,  
Assembly Hall for Meetings,  
Temple building for conduct of language classes,  
Two storied building for the Rural Library, and the IT Training Center.  
16 Computers with accessories,  
Books for the Library  
Email facility - [mbbmittc@slt.net.lk](mailto:mbbmittc@slt.net.lk)

### Resources in Need

- ◆ A few Volunteers to teach Information & Communication Technology.

Lodging could be managed. Identity proven volunteers are warmly welcome to the Center as trainers/ teachers of I.T. and English language. Volunteer teachers will definitely be delightful in calm and peaceful temple environment, and being with rural enthusiastic school children.

Since the task of training our school children on ICT fits within the mission of UNITEs to build ICT capacity for development, University volunteers are welcome to our Center. We have selected 10 educated school leavers to be trained as permanent trainers at our center by university volunteers. So when your university students leave, the trained youth take the responsibility of training.

- Terms of Reference (TORs) for the Tasks to be carried out/usual working hours, what % on each task.

**Task 1: Teaching/training ICT lessons to school children in a group basis at the center,**

**Task 2: To help school children to improve their logical thinking, reasoning, and reading & writing abilities,**

**Task 3: To train the educated school leavers who will continue with the training after the university volunteers have left.**

**Task 4: To develop training material to be used by the new trainers**

**Working hours: From 09.00 to 22.00 hours in shift basis.**

**09.00 - 13.00 hours ICT training for School leavers / educated youth,**

**15.00 - 17.00 hours ICT training for School children,**

**19.00 - 22.00 hours ICT training for employed personnel.**

**Each student registered will be allocated minimum 02 hour per week. Each volunteer gets 20 Students at a time on a rotation basis. Each volunteer teaches about 15 - 30 hours per week, and 01 hour at a time. The schedule will be discussed and decided together with the volunteer upon arrival. Each day of teaching is proposed to be divided to the above tasks by the trainers themselves upon the situation.**

- Specific ICT Skills, software etc... they should be acquainted with (you might fill in more). Any additional skills needed.

**Oral and written communication skills,  
Knowledge and skills in computer hardware configuration,  
Knowledge and skills in basic computer software like Operating  
Systems, Windows, MS Office, Drawing Software.  
Knowledge and skills in Educational Games, Brain teasers, etc.**

- Personal profile of Student/Volunteer you are looking for (type of person, level of commitment etc...)

**Volunteers should be physically and mentally fit/ healthy to perform the tasks**

**Skilled students/ volunteers; male volunteers will reside at the temple, which is inhabited by male monks; for female volunteers lodging can be arranged at another place, most probably with a family; young age 16-30, pleasing personality, open-hearted, learned, self-adapting personnel are required.**

**Regarding the profiles of the volunteers, it will be preferable to have at least one or two with training background, and one or two female candidates.**

- Ideal duration of Assignment for the project.

**4 volunteers for 6 months. (If possible another 4 volunteers for another 6 months after the first group left.)**

- Free Accommodation for the volunteer has to be provided by the host organization. What type of housing are you going to provide (apartment, stay with a family etc.)?

**Free accommodation is provided at the Temple premises - a calm and quiet environment. If a volunteer prefers, arrangements to stay with a family can be organized.**

- Normal living cost per month (room and board, movies, transport, drinks etc..)

**Room and board cost is not incurred since the volunteers are provided with lodging upon their choice- either stay with a family or in the temple premises.**

**USD 7 is good enough for food per day per person if he/she buy meals from a hotel, but, we can arrange the food with a family or a person with less costs.**

**Public transport mode - buses can be taken in front of the center to the nearest town of Panadura - a sea faced city, 05 Kms. away from the Center.**

**Very attractive yellow sandy beach and blue sea in the city of Panadura will definitely be attractive to the volunteers. Restaurants, guest houses, hotels and various recreational activity places can be found in the city**

and alongside the beach. USD 4 is good enough as transport cost per month per person for two way per day to the city.

As a non-profit, community organization we cannot offer salaries or allowances. We can arrange food on very reasonable terms close to the center. Since the center is located and accommodation is provided at the temple premises, drinks etc. should be avoided by the volunteers inside the premises.

Since there is thriving need of English language and ICT skills in our area, employed personnel and youth can be organized for training on payment basis. Then, volunteers can earn their living cost and additional income for additional expenses.

- Will any material/training be offered?

**Training equipment and materials are provided.**

- Please enumerate all conditions offered by Host Organization

**A trip/ excursion of volunteers with school children during their stay to see the places of interest in Sri Lanka will be offered free of charge.**

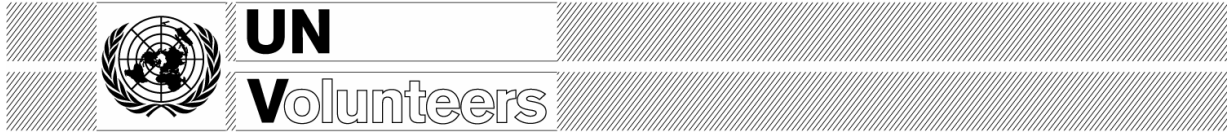
**Provision of very low-cost food of volunteers' choice will be arranged close to the center.**

**Volunteers should behave themselves in a friendly, cordial manner with other personnel at the center.**

**The safety of the volunteers is guaranteed and assured while their stay with us.**

**Medical attention when needed is provided.**





## Request for a University Volunteer under UNITEs<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.  
All assignments are for a duration of six-months.

### 1. Requesting Organization

Name:

Corporación Institucional de Comunicación Electrónica INTERCOM – EcuaneX

#### 1.a. Describe the role/mandate of the organization

The INTERCOM – EcuaneX is an organization that promotes the use of ICT for the development and the decrease of the digital divide.

Year of establishment

INTERCOM – EcuaneX was funded by some NGOs the 24 October 1990. 14 years old.

Size of organization

Small

Number of staff

**8 members**

Other pertinent information

The NGOs that funded INTERCOM work towards improving the quality of life of the society

Field of activity

Internet Service Provider (ISP), Web Service Provider, Research and support of open source software, installation and support of community telecenters (internet cafes with a social goal)

### 2. Assignment Terms of Reference

2.a. Assignment title: Support Technician

#### 2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

- Assist INTERCOM's technical staff in supporting and installing our services. This includes

<sup>1</sup> UNITEs = United Nations Information Technology Service

## Request for a University Volunteer under UNITEs

the applications supporting the operation of the ISP.

- Redesigning and improving the existing websites of the organization
- Technical support in the set up and installation of new telecenters.
- Systematization and documentation of the processes necessary to set up new telecenters.
- Research of potential open source applications to make available to the telecenters, other social organizations and small enterprises, in areas such as education, governability, health, communication, etc.
- Consulting and support in workshops to teach local staff how to assemble and repair second hand PCs, within the context of establishing reusable PCs warehouses to be used in future telecenters.

2.d. Support is requested in the following fields:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> training of staff      | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input type="checkbox"/> training of students              | <input checked="" type="checkbox"/> setting up of networks              |
| <input type="checkbox"/> Train-the-Trainers                | <input type="checkbox"/> curricula development                          |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____                                   |

2.e. Is your organization assisted/funded by other organizations/companies:

Yes, by 11 NGOs, among which Universidad Andina Simon Bolivar, Abya yala, Corape, CID, Alai, etc.

2.f. Detailed description of the tasks to be carried out by the University Volunteer:

See 2c above

2.g. Assignment target (i.e. capacity building impact): To promote the use of ICTs in other NGOs and popular neighborhoods in order to contribute to reduce the digital divide

2.h. Required Volunteer qualification: **Systems Engineer**

2.i. Qualification Requirements:

- |                              |  |
|------------------------------|--|
| a) Education:                | Systems Engineer   |
| b) Language:                 | Spanish  |
| c) Specific ICT skills:      | Network setup, WWW programming, general software and hardware skills |
| d) Software acquainted with: | Web servers, PERL, PHP, Data bases, Linux                            |
| e) Additional skills:        | Good communicative skills  |

2.j. Number of volunteers needed: 3

2.h. Location of assignment: Quito, Ecuador

2.i. Planned start of assignment: preferably April 2005, otherwise as suitable for the volunteer

2.j. Type of accommodation for the volunteer: With a local family

2.k. Means of local transport for the volunteer: Public transportation

## Request for a University Volunteer under UNITEs

2.1. What other facilities will be offered to the university volunteer (s)?

General information about the country, contacts and mainly a good atmosphere to work in

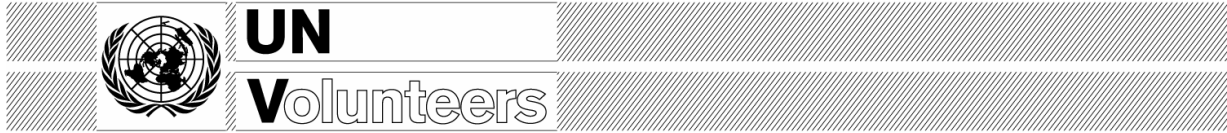
### General Assignment Criteria

#### ***Capacity Building and Sustainability of Assignments***

The assignments must clearly focus on capacity building on the application of ICT. Assignments concentrating on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does no qualify as a UNITEs assignment. The target group of a particular assignment should be able to independently apply ICT for their purposes after the University Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism, as well as raising awareness about digital opportunities in the country of assignment.

#### ***Host Organization and Living Conditions***

The host organization needs to demonstrate that it will provide a necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.



## Request for a University Volunteer under UNITEs<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.  
All assignments are for duration of six-months.

### 1. Requesting Organization

Name: Knowledge Initiative Trust

#### 1.a. Describe the role/mandate of the organization

To improve levels and use of ICT for education in rural schools and to benefit rural communities

Year of establishment

2002

Size of organization

6 Trustees,

Number of staff

4

Other pertinent information

Staff are school employees, trained by KIT

Field of activity

ICT for schools, community

### 2. Assignment Terms of Reference

2.a. Assignment title: Volunteer Trainers

#### 2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

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Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

KIT aims to change the way that computers are used in Goa schools. This involves making use each school has adequate PC's, developing curricular resources for computer assisted teaching, and then training and monitoring teachers. In the past UNV volunteers have helped with some hardware troubleshooting and teacher training. This time around, we want more help with

<sup>1</sup> UNITEs = United Nations Information Technology Service

## Request for a University Volunteer under UNITEs

curriculum development and teacher training

2.d. Support is requested in the following fields:

- |   |   |
|---|---|
| <input type="checkbox"/> * training of staff    | <input type="checkbox"/> *mainstreaming ICT into work process |
| <input type="checkbox"/> training of students   | <input type="checkbox"/> setting up of networks               |
| <input type="checkbox"/> * Train-the-Trainers   | <input type="checkbox"/> * curricula development              |
| <input type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____                         |

2.e. Is your organization assisted/funded by other organizations/companies:  
Receive grants of used equipment, some funds from local industry

2.f. Detailed description of the tasks to be carried out by the University Volunteer:  
In collaboration with staff, and under direction of KIT Trustees  
Develop curriculum resources for Computer assisted teaching  
train teachers in 4 schools in Computer assisted teaching,

2.g. Assignment target (i.e. capacity building impact):      Over 6 months - To train teachers in  
4 schools in Computer assisted teaching

2.h. Required Volunteer qualification:

2.i. Qualification Requirements:

- |                              |   |
|------------------------------|---|
| a) Education:                | Preferably college                        |
| b) Language:                 | English (fluent)                          |
| c) Specific ICT skills:      | Use of computers, linux knowledge a bonus |
| d) Software acquainted with: | Spreadsheets, word processors, internet   |
| e) Additional skills:        |   |

2.j. Number of volunteers needed:      2

2.h. Location of assignment:      Goa, India

2.i. Planned start of assignment:      As soon as possible

2.j. Type of accommodation for the volunteer:      2 bedroom apartment with kitchen

2.k. Means of local transport for the volunteer:      Public transport available, prior  
volunteers have rented scooters

2.l. What other facilities will be offered to the university volunteer (s)?  
None



## Request for a University Volunteer under UNITEs

### General Assignment Criteria

#### ***Capacity Building and Sustainability of Assignments***

The assignments must clearly focus on capacity building on the application of ICT. Assignments concentrating on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does no qualify as a UNITEs assignment. The target group of a particular assignment should be able to independently apply ICT for their purposes after the University Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism, as well as raising awareness about digital opportunities in the country of assignment.

#### ***Host Organization and Living Conditions***

The host organization needs to demonstrate that it will provide necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.

**UN****Volunteers**

## Request for a University Volunteer under UNITEs<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.

All assignments are for a duration of six-months.

### 1. Requesting Organization

Name: Supra Regional Project Youth and AIDS in Latin America and the Caribbean (ProSuRe GTZ)  
Address: Av. Romulo Betancourt#1056, Es. Los Robles, Santo Domingo, Dominican Republic  
Contact Person: John Waters  
Title: Technical Coordinator  
Telephone: 1-809-532-9532, 1-809-535-1652  
Telefax: 1-809-533-5312  
Email/Website: [Juventud.sida@internet.net.do](mailto:Juventud.sida@internet.net.do)

#### 1.a. Describe the role/mandate of the organization

*GTZ provides viable, forward-looking solutions for political, economic, ecological and social development in a globalised world. We support complex reforms and change processes. All our activities are geared to improving people's living conditions and prospects on a sustainable basis.*

*In terms of the Supra Regional Project "Youth and AIDS in Latin America and the Caribbean" (ProSuRe GTZ), the objective of the project is to contribute to the reduction of incidence of HIV/AIDS among young people through the strengthening of youth Networks and partnerships.*

*The Project emphasizes the need for Multisectorial, Gender flexible and participatory approaches. Due to the essential role youth participation plays in reaching out to the target groups and assuring an appropriate response to the needs of young people to develop healthy life-styles and the great response from the self driven youth initiatives and youth network GTZ has promoted partnerships and support the Caribbean HIV/AIDS Youth Network (CHAYN), CARICOM and PANCAP. The GTZ Supra-regional project plays a catalytic role and supports coordination of an expanded youth response to HIV/AIDS which means additional human resources in order to improve impact on behaviour development and change amongst the young people responding so positively in joining a growing net within the Caribbean .*

#### Year of establishment

*ProSuRe GTZ started in the Dominican Republic in 2002*

#### Size of organization

*ProSuRe GTZ is a project of the German Technical Cooperation (GTZ). Worldwide the GTZ is currently implementing some 2,700 development projects and programmes in over 130 countries. The GTZ in the Dominican Republic has 4 projects/programme including ProSuRe GTZ.*

#### Number of staff

*ProSuRe GTZ currently has 4 staff members (Principal Adviser, Technical Officer, 2 local staff members)*

#### Other pertinent information

#### Field of activity

*Youth and HIV/AIDS*

### 2. Assignment Terms of Reference

<sup>1</sup> UNITEs = United Nations Information Technology Service

## Request for a University Volunteer under UNITeS

2.a. Assignment title: IT Technical Support Staff

2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

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Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

*Under the direct supervision of the Principal Adviser and in collaboration with the main partner in the Government, COPRESIDA and the main youth partner CHAYN, the University Volunteer will be responsible for the following tasks:*

- 1. Design an online application facility on the local UNV website*
- 2. Update and enhance the design and contents of the current websites established by the ProSuRe GTZ (CHAYN, Tertulia, ProSuRe GTZ). Collect, package, share and disseminate information and publications, research materials via mailing list or as may be requested by groups or individuals.*
- 3. Assist in development of Internet forums and Internet research on promotion of youth participation and HIV/AIDS.*
- 4. To promote the role of Information Communication and Technology for Development (ICT4D) in an expanded youth response to HIV/AIDS*
- 5. Update and maintain a database of activities connected to volunteerism and youth and connect with VOTY for collaborations, manpower requests and other needed specialties*
- 6. Review ProSuRe GTZ and CHAYN Communication and promotion materials and publications and recommend necessary revisions thereon*
- 7. Train staff members of ProSuRe GTZ and youth representatives of CHAYN and the TERTULIA (DR) in the production of Communication and Promotion materials and effective communication skills.*

2.d. Support is requested in the following fields:

## Request for a University Volunteer under UNITeS

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> training of staff      | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input type="checkbox"/> training of students              | <input checked="" type="checkbox"/> setting up of networks              |
| <input type="checkbox"/> Train-the-Trainers                | <input type="checkbox"/> curricula development                          |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____                                   |

2.e. Is your organization assisted/funded by other organizations/companies:

*No, but we establish partnership with others, who contribute jointly with us towards activities*

2.f. Detailed description of the tasks to be carried out by the University Volunteer:

- *Installing, configuring and testing new operating software, software applications and software upgrades.*
- *Monitoring and maintaining computer systems and networks.*
- *Document installation and configuration procedures, and maintenance schedule.*
- *Troubleshooting system and network problems.*
- *Interacting with users to assess technical problems and needs.*
- *Interacting with vendors to assess technology products and resolve technical issues.*
- *Managing system resolution with users.*
- *Researching technical solution alternatives and implement solutions.*
- *Operating the computer system and networks.*
- *Running network applications to support system and users.*
- *Answering, or forwarding to appropriate personnel, user questions and feedback.*
- *Documenting user issues and make recommendations for user training.*
- *Making recommendations for system improvement.*
- *Taking part in technical reviews, staff meetings and perform appropriate communication functions*
- *Training of young people in web design and maintenance*

2.g. Assignment target (i.e. capacity building impact):


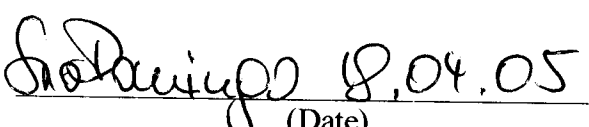
*At the end of the assignment, the UNV would have trained young people in web design and maintenance as well as Information management, including administering and maintaining a web-page.*

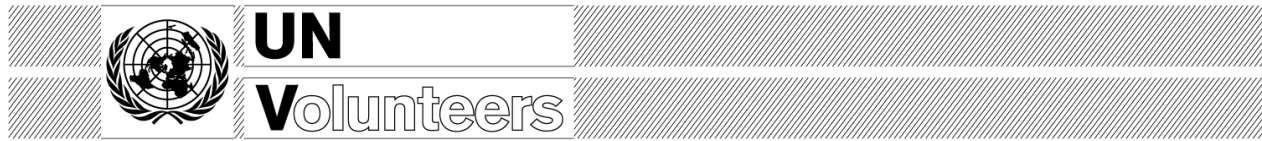
2.h. Required Volunteer qualification: *Graduate IT Engineering Technology engineering*

2.i. Qualification Requirements:

- |                              |   |
|------------------------------|---|
| a) Education:                | <i>University degree preferably in IT, programming</i>                        |
| b) Language:                 | <i>Fluent in both written and spoken English and Spanish</i>                  |
| c) Specific ICT skills:      | <i>Networking, Webpage administration</i>                                     |
| d) Software acquainted with: | <i>Knowledge of Computer use, including Microsoft Office, Adobe Photoshop</i> |
| e) Additional skills:        | <i>Excellent intercultural communication skills, Writing, documentation</i>   |

## Request for a University Volunteer under UNITeS

2.j. Number of volunteers needed:	One int'l
2.h. Location of assignment:	Santo Domingo
2.i. Planned start of assignment:	2 May, 2005
2.j. Type of accommodation for the volunteer:	
2.k. Means of local transport for the volunteer:	Public Transport
2.l. What other facilities will be offered to the university volunteer (s)? <i>The volunteer will have access to desktop in the office, internet connections, fax and telephone from ProSuRe GTZ and references from the country. From the side of the partners s/he will be provided references about the country and its youth as well</i>	
<b>3. Signature on behalf of Requesting Organization</b>	
 (Signature)	 (Date)



## Request for a University Volunteer under UNITEs<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.  
All assignments are for a duration of six-months.

### 1. Requesting Organization

Name: Corporación Somos Más  
Address: Cra 27 A N 40 70 Bogotá, Colombia

#### 1.a. Describe the role/mandate of the organization

Social Capital construction and ICTs strategic use in colombian social projects.  
Year of establishment: JAN 2001 - volunteer association / JAN 2003 ONG registered  
Size of organization: Small  
Number of staff: 9  
Other pertinent information: 4 volunteers aprox.  
Field of activity: Capacity building in national an international NGOs using ICTs, university and corporate volunteerism, building NGOs networks.

### 2. Assignment Terms of Reference

2.a. Assignment title: Assistant in volunteerism communications strategy.

#### 2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

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2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

Support in communication campaigns of volunteerism.  
Promotion of volunteerism in Colombian Universities and NGOs.

2.d. Support is requested in the following fields:

<sup>1</sup> UNITEs = United Nations Information Technology Service



## Request for a University Volunteer under UNITeS

- |   |  |
|---|--|
| <input type="checkbox"/> training of staff      | <input type="checkbox"/> mainstreaming ICT into work process |
| <input type="checkbox"/> training of students   | <input type="checkbox"/> setting up of networks              |
| <input type="checkbox"/> Train-the-Trainers     | <input type="checkbox"/> curricula development               |
| <input type="checkbox"/> Setting up of websites | X other: setting up of communications strategy               |

2.e. Is your organization assisted/funded by other organizations/companies:

Yes, by the Harbinger Foundation of Canada.

2.f. Detailed description of the tasks to be carried out by the University Volunteer:

Support in communication campaigns of volunteerism.

- Participation on design, production and evaluation of social marketing products on volunteerism.

Promotion of volunteerism in Colombian Universities and NGOs.

- Support on public presentations.
- Logistic in public distribution of information in universities and NGO places and events.
- Contact with the university and NGO media centers.
- Mailing.

2.g. Assignment target: capacity building impact.

2.h. Required Volunteer qualification: **optional**.

2.i. Qualification Requirements:

- a) Education: marketing or communication sciences.
- b) Language: good Spanish and basic English.
- c) Specific ICT skills: use of internet and office programs.
- d) Software acquainted with: web browsers, word processing and design tools.
- e) Additional skills: optional - use of basic programs on free platforms. (Linux)

2.j. Number of volunteers needed: nat'l/ 1 int'l

2.h. Location of assignment: Bogotá.

2.i. Planned start of assignment: July 2005

2.j. Type of accommodation for the volunteer: Apartment

2.k. Means of local transport for the volunteer: Public bus transportation

2.l. What other facilities will be offered to the university volunteer (s)? None.

### 3. Signature on behalf of Requesting Organization

Jefferson Ramirez

(Signature)

25/04/2005

(Date)

After completion, please return this questionnaire to UNV by fax, mail or email

Attention: Ms. Rita Tsering, Associate for UNITeS  
United Nations Volunteers, Postfach 260 111, 53153 Bonn, Germany  
Fax: +49 228 815-2001  
Email: Rita.Tsering@unvolunteers.org

## Request for a University Volunteer under UNITeS

URL: <http://www.unvolunteers.org>  
<http://www.unites.org>

### General Assignment Criteria

#### ***Capacity Building and Sustainability of Assignments***

The assignments must clearly focus on capacity building (of local beneficiaries) on the application of ICT. Assignments concentrating on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does no qualify as a UNITeS assignment. The target group of a particular assignment should be able to independently apply ICT for their purposes after the University Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism, as well as raising awareness about digital opportunities in the country of assignment.

#### ***Host Organization and Living Conditions***

The host organization needs to demonstrate that it will provide a necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.



## Request for a University Volunteer under UNITEs<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.  
All assignments are for a duration of six-months.

### 1. Requesting Organization

Name: Corporación Somos Más  
Address:  
Contact Person:  
Title:  
Telephone:  
Telefax:  
Email/Website:

#### 1.a. Describe the role/mandate of the organization

Social Capital construction and ICTs strategic use in colombian social projects.  
Year of establishment: JAN 2001 - volunteer association / JAN 2003 ONG registered  
Size of organization: Small  
Number of staff: 9  
Other pertinent information: 4 volunteers aprox.  
Field of activity: Capacity building in national an international NGOs using ICTs, university and corporate volunteerism, building NGOs networks.

### 2. Assignment Terms of Reference

2.a. Assignment title: Assistant of projects in university volunteerism and virtual platforms management.

#### 2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

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2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

Promotion of volunteerism in Colombian universities.  
Support in communication campaigns of volunteerism in universities.  
Virtual Platforms management that promotes volunteerism in universities.  
Network Promoter of actual university volunteerism networks.  
University students training that promotes volunteerism.

<sup>1</sup> UNITEs = United Nations Information Technology Service

## Request for a University Volunteer under UNITEs

2.d. Support is requested in the following fields:

- |  |   |
|--|---|
| <input type="checkbox"/> training of staff                 | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input checked="" type="checkbox"/> training of students   | <input type="checkbox"/> setting up of networks                         |
| <input type="checkbox"/> Train-the-Trainers                | <input type="checkbox"/> curricula development                          |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____                                   |

2.e. Is your organization assisted/funded by other organizations/companies:  
Yes, by the Harbinger Foundation of Canada.

2.f. Detailed description of the tasks to be carried out by the University Volunteer:

Promotion of volunteerism in Colombian universities.

- Support on public presentations.
- Logistic in public distribution of information in universities places and events.
- Contact with the university media centers.
- Mailing.

Support in communication campaigns of volunteerism in universities.

- Participation on design, production and evaluation of social marketing products on volunteerism.

Virtual Platforms management that promotes volunteerism in universities.

- Management of virtual volunteerism networks on platform such as [www.v2v.org.br](http://www.v2v.org.br)
- Generation of volunteerism reports and statistics.
- Interaction with different volunteerism platforms in universities.

Network Promoter of actual university volunteerism networks.

- Research of volunteerism networks at universities.
- Interaction with the university volunteerism promoters.
- Volunteerism promotion in local and national media.
- Interaction and support to the principal volunteerism initiatives.

University students training that promotes volunteerism.

- Knowledge transfer about techniques in volunteerism promotion.

2.g. Assignment target (i.e. capacity building impact): university capacity building impact.

2.h. Required Volunteer qualification: **yes.**

2.i. Qualification Requirements:

- a) Education: human or social sciences. (optional engineering sciences)
- b) Language: good Spanish and basic English.
- c) Specific ICT skills: use of internet and office programs.
- d) Software acquainted with: web browsers and word processing.
- e) Additional skills: optional - use of basic programs on free platforms. (Linux)

2.j. Number of volunteers needed: nat'l/ 1 int'l

2.h. Location of assignment: Bogotá.

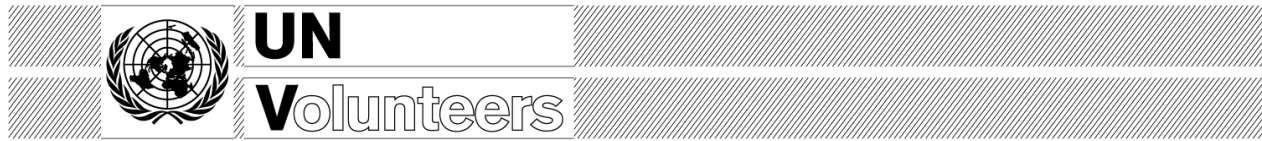
2.i. Planned start of assignment: July 2005

2.j. Type of accommodation for the volunteer: Apartment

## Request for a University Volunteer under UNITeS

2.k. Means of local transport for the volunteer:	Public bus transportation
2.l. What other facilities will be offered to the university volunteer (s)? None.	
<b>3. Signature on behalf of Requesting Organization</b>	
_____ Jefferson Ramirez (Signature)	_____ 25/04/2005 (Date)

After completion, please return this questionnaire to UNV by fax, mail or email	
Attention:	Ms. Rita Tsering, Associate for UNITeS United Nations Volunteers, Postfach 260 111, 53153 Bonn, Germany
Fax:	+49 228 815-2001
Email:	Rita.Tsering@unvolunteers.org
URL:	<a href="http://www.unvolunteers.org">http://www.unvolunteers.org</a> <a href="http://www.unites.org">http://www.unites.org</a>
<b>General Assignment Criteria</b>	
<b><i>Capacity Building and Sustainability of Assignments</i></b> The assignments must clearly focus on capacity building (of local beneficiaries) on the application of ICT. Assignments concentrating on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff <u>does no qualify as a UNITeS assignment</u> . The target group of a particular assignment should be able to independently apply ICT for their purposes after the University Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism, as well as raising awareness about digital opportunities in the country of assignment.	
<b><i>Host Organization and Living Conditions</i></b> The host organization needs to demonstrate that it will provide a necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.	



## Request for a University Volunteer under UNITEs<sup>1</sup>

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### 1. Requesting Organization

Name: Corporación Somos Más  
Address: Cra 27 A N 40 70 Bogotá, Colombia

#### 1.a. Describe the role/mandate of the organization

Social Capital construction and ICTs strategic use in colombian social projects.  
Year of establishment: JAN 2001 - volunteer association / JAN 2003 ONG registered  
Size of organization: Small  
Number of staff: 9  
Other pertinent information: 4 volunteers aprox.  
Field of activity: Capacity building in national an international NGOs using ICTs, university and corporate volunteerism, building NGOs networks.

### 2. Assignment Terms of Reference

2.a. Assignment title: Licensed software developer for volunteerism platforms.

#### 2.b. Preamble :

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Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

Software design, development and testing.  
Data base design, development and testing.

2.d. Support is requested in the following fields:

<sup>1</sup> UNITEs = United Nations Information Technology Service



## Request for a University Volunteer under UNITeS

- |   |   |
|---|---|
| <input type="checkbox"/> training of staff      | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input type="checkbox"/> training of students   | <input type="checkbox"/> setting up of networks                         |
| <input type="checkbox"/> Train-the-Trainers     | <input type="checkbox"/> curricula development                          |
| <input type="checkbox"/> Setting up of websites | other: _____  |

2.e. Is your organization assisted/funded by other organizations/companies:

Yes, by the Harbinger Foundation of Canada.

2.f. Detailed description of the tasks to be carried out by the University Volunteer:

Software design, development and testing.

- Expert development of ASP.
- High work on Windows NT platform.

Data base design, development and testing.

- Expert development of MS SQL data bases.

2.g. Assignment target: capacity building impact.

2.h. Required Volunteer qualification: **optional**.

2.i. Qualification Requirements:

- a) Education: computer or engineering sciences.
- b) Language: basic Spanish and good English.
- c) Specific ICT skills: expert in web software and data base design.
- d) Software acquainted with: ASP, MS SQL, basic MySQL, PHP and Linux.
- e) Additional skills: optional - use of .NET , knowledge in distribute data bases.

2.j. Number of volunteers needed: nat'l/ 1 int'l

2.h. Location of assignment: Bogotá.

2.i. Planned start of assignment: July 2005

2.j. Type of accommodation for the volunteer: Apartment

2.k. Means of local transport for the volunteer: Public bus transportation

2.l. What other facilities will be offered to the university volunteer (s)? None.

### 3. Signature on behalf of Requesting Organization

Jefferson Ramirez

(Signature)

25/04/2005

(Date)

After completion, please return this questionnaire to UNV by fax, mail or email

Attention: Ms. Rita Tsering, Associate for UNITeS  
United Nations Volunteers, Postfach 260 111, 53153 Bonn, Germany  
Fax: +49 228 815-2001  
Email: Rita.Tsering@unvolunteers.org  
URL: <http://www.unvolunteers.org>  
<http://www.unites.org>

# Request for a University Volunteer under UNITeS

## General Assignment Criteria

### *Capacity Building and Sustainability of Assignments*

The assignments must clearly focus on capacity building (of local beneficiaries) on the application of ICT. Assignments concentrating on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does no qualify as a UNITeS assignment. The target group of a particular assignment should be able to independently apply ICT for their purposes after the University Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism, as well as raising awareness about digital opportunities in the country of assignment.

### *Host Organization and Living Conditions*

The host organization needs to demonstrate that it will provide a necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.



## Request for a University Volunteer under UNITEs<sup>1</sup>

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.  
All assignments are for a duration of six-months.

### 1. Requesting Organization

Name: Corporación Somos Más  
Address: Cra 27 A N 40 70 Bogotá, Colombia

#### 1.a. Describe the role/mandate of the organization

Social Capital construction and ICTs strategic use in colombian social projects.

Year of establishment: JAN 2001 - volunteer association / JAN 2003 ONG registered

Size of organization: Small

Number of staff: 9

Other pertinent information: 4 volunteers aprox.

Field of activity: Capacity building in national an international NGOs using ICTs, university and corporate volunteerism, building NGOs networks.

### 2. Assignment Terms of Reference

2.a. Assignment title: Assistant of projects in NGO volunteerism and virtual platforms management.

#### 2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

Promotion of volunteerism in Colombian Universities and NGOs.

Support in communication campaigns of volunteerism in NGOs.

Virtual platforms management that promotes volunteerism and social participation in NGOs.

Network Promoter of actual NGO volunteerism networks.

University students training that promotes volunteerism.

<sup>1</sup> UNITEs = United Nations Information Technology Service

## Request for a University Volunteer under UNITeS

2.d. Support is requested in the following fields:

- |  |   |
|--|---|
| <input type="checkbox"/> training of staff                 | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input checked="" type="checkbox"/> training of students   | <input type="checkbox"/> setting up of networks                         |
| <input type="checkbox"/> Train-the-Trainers                | <input type="checkbox"/> curricula development                          |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____                                   |

2.e. Is your organization assisted/funded by other organizations/companies:

Yes, by the Harbinger Foundation of Canada.

2.f. Detailed description of the tasks to be carried out by the University Volunteer:

Promotion of volunteerism in Colombian Universities and NGOs.

- Support on public presentations.
- Logistic in public distribution of information in universities and NGO places and events.
- Contact with the university and NGO media centers.
- Mailing.

Support in communication campaigns of volunteerism in NGOs.

- Participation on design, production and evaluation of social marketing products on volunteerism.

Virtual platforms management that promotes volunteerism and social participation in NGOs.

- Management of virtual volunteerism networks on platform such as [www.hacesfalta.org](http://www.hacesfalta.org)
- Generation of volunteerism reports and statistics.

Network Promoter of actual university volunteerism networks.

- Interaction with the university volunteerism promoters.
- Volunteerism promotion in local and national media.

University students training that promotes volunteerism.

- Knowledge transfer about techniques in volunteerism promotion.

2.g. Assignment target (i.e. capacity building impact): NGOs capacity building impact.

2.h. Required Volunteer qualification: **yes**.

2.i. Qualification Requirements:

- a) Education: human or social sciences. (optional engineering sciences)
- b) Language: good Spanish and basic English.
- c) Specific ICT skills: use of internet and office programs.
- d) Software acquainted with: web browsers and word processing.
- e) Additional skills: optional - use of basic programs on free platforms. (Linux)

2.j. Number of volunteers needed: nat'l/ 1 int'l

2.h. Location of assignment: Bogotá.

2.i. Planned start of assignment: July 2005

2.j. Type of accommodation for the volunteer: Apartment

2.k. Means of local transport for the volunteer: Public bus transportation

2.l. What other facilities will be offered to the university volunteer (s)? None.

## Request for a University Volunteer under UNITeS

### 3. Signature on behalf of Requesting Organization

Jefferson Ramirez

(Signature)

25/04/2005

(Date)

# Request for a University Volunteer under UNITeS

After completion, please return this questionnaire to UNV by fax, mail or email

Attention: Ms. Rita Tsering, Associate for UNITeS  
United Nations Volunteers, Postfach 260 111, 53153 Bonn, Germany  
Fax: +49 228 815-2001  
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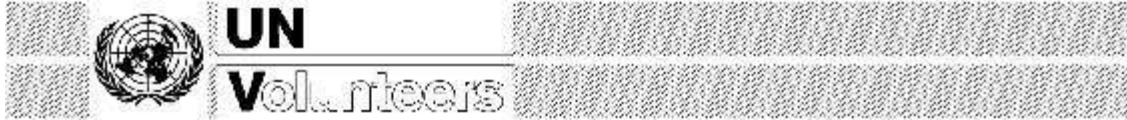
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### *Host Organization and Living Conditions*

The host organization needs to demonstrate that it will provide a necessary enabling environment for the University Volunteers so they can be productive from the start and sustain a positive performance throughout the assignment. This includes the provision of necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. Moreover, the host organization needs to provide free and secure accommodation for the University volunteers.



**Letter of Commitment for University Volunteers**  
(North-South Cooperation)

Whereas UNV Programme (UNV) desires to engage the services of \_\_\_\_\_ hereafter referred to as “the University Volunteer” in the context of the University Volunteer Network under the UNITEs (UN Information Technology Service) and on the terms and conditions set out below.

Whereas the University Volunteer has agreed to fulfil her/his assignment and has fully acquainted himself/herself with the said terms and conditions, and is willing and ready to accept this volunteer assignment with UNV on those terms and conditions described in this agreement.

**Whereas the University Volunteer of her/his own decision is willing to offer her/his services to carry out the specified tasks and does not consider the present assignment as a career in any manner.**

**Whereas the University Volunteer and UNV regard the present agreement as an instrument for collaboration for a specific period in the above-mentioned context, and not as an employment contract as understood in the legal context.**

**Whereas the University Volunteer agrees to give her/his services for the purpose of contributing to human development, and to uphold the ideals of the United Nations.**

Now, therefore, UNV and the University Volunteer agree as follows:

**Assignment**

- a) PostTitle: .....
- b) Post n<sup>o</sup> ..... Roster n<sup>o</sup> .....
- c) Host Agency/Duty station: .....
- d) Effective Date of Assignment: .....  
(Date of arrival in the country of assignment)

**Terms of Reference**

The University Volunteer shall work in accordance with the terms of reference (see Annex) prepared by the Host Agency as well as any other instructions that may be given from time to time by the Host Agency.

**Duration of Assignment**

This assignment is for a period of six months and will commence on the \_\_\_\_\_ day of \_\_\_\_\_ (month and year) and shall end on the \_\_\_\_\_ day of \_\_\_\_\_ (month and year), subject to the provision of paragraph 8 below.

**Allowances and Benefits**

- i. The University Volunteer shall receive assistance from his/her University in preparing for his/her assignment (briefing, visa, health certificate, vaccination, etc...)
- ii. The University Volunteer is responsible to cover all assignment costs, including pre-departure expenses, international travel, health and disability insurance as well as the cost of living in the country of assignment. S/he can finance these costs him/herself or receive funding (in part or in full)



from his/her university or a donor institution s/he or the university has identified.

iii. The University Volunteer shall be entitled to security arrangements as per the applicable UNV evacuation measures.

iv. The Host Agency shall provide simple but safe accommodation at duty station, either in a hostel, university residence, housing within the project or with a family when the culture and tradition permit.

v. The University Volunteer shall not be entitled to any benefit, payment, subsidy, compensation or allowance from UNV except as expressly provided for in this agreement. UNV undertakes no liability for taxes, duty or other contribution payable by the University Volunteer in his/her home country. S/he will be solely responsible for such taxes levied on monies received under this agreement.

vi. The University Volunteer is expected to serve unaccompanied. Any dependant who joins him/her at the duty station, will be at the University Volunteer's full responsibility (i.e. travel, health insurance, security and medical evacuation).

vii. The University Volunteer shall be solely liable for any third-party claims arising from his/her own negligent acts or omissions in the course of performing services under this agreement. UNV shall not be held liable for such claims by third parties.

#### **Report**

The University Volunteer is expected to fill in the UNV online end-of-assignment report.

#### **Working Hours and Holidays**

i. The University Volunteer shall adhere to the working hours specified by Host Agency. Normally, the working hours of the University Volunteer shall be the same as those of the local office and/or the host agency.

ii. The University Volunteer is entitled to annual leave at the rate of two working days a month which s/he shall be required to take during the assignment period.

#### **Termination of Agreement**

Either party may rescind the agreement at any time by giving the other party a written notice of three weeks to that effect.

#### **Standards of Conduct**

**The University Volunteer shall not engage in any activity that is incompatible with the discharge of his/her duties with UNV or with his/her relationship with UNV and the Host Agency under this agreement. In this regard, the University Volunteer shall seek appropriate guidance from UNV and/or the Host Agency.**

The University Volunteer shall not, without prior approval of UNV, undertake any outside activities or issue statement to the press, radio or other public information agencies or take part in communication activities such as film, radio or television production or release visual information for publication or submit articles, books or other material for publication which are in any way related to project activities or interest of the United Nations or the host country.

The University Volunteer shall not communicate to any person, government, or other entity external to UNV any unpublished information made known to the University Volunteer by reason of his/her association with UNV except as required by this assignment or upon written authorisation from UNV.

#### **Settlement Claims of Disputes**

**Any claim or dispute arising out of the interpretation or application of this agreement, which cannot be settled by negotiation between the Host Agency and the University Volunteer, may be referred to UNV for appropriate action. UNV's decision shall be final and binding on the University Volunteer.**

**Special Conditions**

**The University Volunteer's rights are strictly limited to the terms and conditions of this agreement.**

Signed by:

\_\_\_\_\_  
The University Volunteer

\_\_\_\_\_  
UNDP Resident Representative  
(on behalf of the Executive Co-ordinator of UNV-

HQ)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Three copies distributed as follows:

- UNV office (country of volunteer assignment)
- UNV HQ, Bonn
- University Volunteer

Attachments:

- Terms of reference (Annex)