



VOLUNTARIADO UNIVERSITARIO DE NACIONES UNIDAS ANTE LOS OBJETIVOS DE DESARROLLO DEL MILENIO (2006)

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Información general

¿Qué es el Voluntariado Universitario de Naciones Unidas ante los Objetivos de Desarrollo del Milenio?

Se trata de un programa convenido entre la organización de Voluntarios de Naciones Unidas y la Universidad Autónoma de Madrid, que actúa de coordinadora de una actividad abierta a todas las universidades españolas que se adhieran al mismo.

El programa da a los universitarios la oportunidad de participar como voluntarios en puestos seleccionados por Naciones Unidas en países en desarrollo.

El programa se inició en 2002 bajo la iniciativa UNITeS (área de las TIC, ver más abajo) pero, a partir de 2006, una vez evaluada la experiencia, se inicia un nuevo enfoque del programa centrado en los Objetivos de Desarrollo del Milenio y extendiéndose a otras áreas.

¿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).

Desde 2006 la organización de UNITeS se encarga de la gestión del programa de Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio.

¿En qué consiste el programa y quiénes participan?

Se trata de un convenio firmado anualmente entre la Universidad Autónoma de Madrid (UAM) y el Programa de Voluntarios de Naciones Unidas con el objetivo de promocionar la participación de las universidades españolas en dicho programa de Naciones Unidas. Dentro del marco del convenio, la UAM actúa como coordinadora del resto de universidades españolas que se adhieren explícitamente para crear una Red Española de Universidades en apoyo al voluntariado universitario.

La participación se hace a través del envío de voluntarios, que hasta el momento han sido primordialmente estudiantes universitarios. Estos, y durante seis meses, se incorporan en un proyecto de desarrollo seleccionado por Naciones Unidas.

La Universidad Politécnica de Madrid está adherida desde 2005 a dicha Red que este año integra un total de 24 universidades:

- 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.
- La selección de los candidatos se realiza directamente por las universidades participantes de acuerdo con los criterios proporcionados por la UAM. El resultado de la selección se traslada a la UAM, quien a su vez lo remite a la sede de VNU en Bonn, donde se hace la selección definitiva.
- Todos los voluntarios participan en condiciones análogas, acordadas por convenio.



Los puestos corresponden a las áreas de TIC, educación, salud, y medio ambiente, tal como están definidas en los ODM.

Las actividades a realizar dependerán de la demanda formulada por el país en desarrollo, y se concretan en los TOR (Terms of reference) de los puestos seleccionados.

Los Voluntarios bajo esta iniciativa trabajan básicamente para contribuir a aumentar o mejorar la capacidad de las personas o instituciones en países en desarrollo, impulsando sus habilidades, y proporcionando servicios directos para apoyar a instituciones y comunidades.

En el área de las TIC, origen del programa, los voluntarios podrán participar en proyectos de características técnicas más precisas 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.

Los participantes trabajan con la consideración de "expertos en misión" enviados por Naciones Unidas, con la correspondiente carta de identificación durante la duración de dicha misión, y reciben de esta organización un certificado de servicio al final de éste y tras la presentación del informe final de la actividad realizada.

¿Cómo se financia el programa?

Las universidades obtienen ayuda de la Agencia Española de Cooperación Internacional a través de las convocatorias de ayuda anuales. En 2006 el apoyo corresponde a la dotación para 30 puestos de voluntariado.

Adicionalmente algunas Comunidades Autónomas apoyan el programa mediante la dotación de puestos adicionales. La Comunidad de Madrid apoya en 2006 la dotación de 10 puestos.

Más detalles

Pueden consultarse todos los detalles en el Convenio UAM-VNU (en inglés, incluye la carta de compromiso del voluntario con VNU), la Carta de adhesión de la UPM y el Protocolo de funcionamiento 2006.





Puestos 2006 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.
8. Otra información de interés sobre el puesto o sobre el país.

En el caso de que el candidato sea elegido definitivamente, dispondrá 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.





Puestos	País	Título del Puesto	Organización
1 y 2	Cabo Verde	Training on database and creation of a website for the Federation of the Youth Association and the Center of Youth in Santa Cruz.	The mandate of the Federation of Youth's Associations in the Council of Santa Cruz.
3	Vietnam	Website Design and Development.	Education for Development (EFD).
4 y 5	Ecuador	Geomatics Assistant.	Municipalidad de Cuenca.
6	Ecuador	Trainer and developer in web-site graphic design and architecture.	Agencia Latinoamericana de Información – ALAI.
7	Ecuador	Programador en páginas WEB.	Gobierno municipal del Cantón Chunchi.
8 (ANULADO)			
9 y 10	Rep Dominicana		
11	Vietnam	University Volunteer under UNiTeS for IOM Vietnam Website Development.	International Organization for Migration (IOM).
12 y 13	Guatemala	UNV Focal Point for VIOs Project Identification an Data Base Organizer.	United Nations volunteers.
14	Brasil	Information & Communication technologies Specialist - Web Master.	Natal Voluntarios.
15	Brasil	Community development - MDG Team.	Natal Voluntarios.
16 y 17	Brasil	ICT Officer.	Secretaria de Estado de Planejamento e Desenvolvimento Economico.
18	Brasil	UNiTeS = United Nations Information Technology Service.	Conexão de Integração Social.
19 y 20	Honduras	Website Design and Development.	Fundación Española para la Cooperación Solidaridad Internacional.
21	República Dominicana	Técnico de Tecnología y Contenido.	Alianza ONG.



22	República Dominicana	ICT Volunteer in El limon, Dominican Republic.	Centro Alternativo Rural El Limón.
23	(restringido)		
24	Ecuador	Asesor de Educación para capacitación y seguimiento técnico a los voluntarios del proyecto Quito Joven Voluntario.	Fundación Servicio Ignaciano de voluntariado SIGVOL.
25 y 26	Cabo Verde	Enhancing the Capacity of the CINSAUDE Center of Praia (training the staff and the local and the local volunteers in communication on Sexual Health for Youth living in vulnerable quarters).	VERDEFAM Associacao Cabo-verdiana para a Proteccao da Familia.
27 y 28	Cabo Verde	Assistance technique à la plate-forme des ONGs cap verdiennes et à ses partenaires en NTIC. (Diagnosticque de situation, formation, et création d'une base de donnes des ONGs cap-verdiennes et d'une page web de la Plate-forme).	Plataforma DAS ONG's de Cabo Verde.
29	Mauritania	ICT specialist.	UNDP country office in Mauritania.
30 y 31	Colombia	Voluntariado Universitario para los Objetivos del Milenio.	Asociación Internacional de Esfuerzos Voluntarios IAVE Colombia.
32	Guatemala	Experto en educación virtual y manejo de plataformas educativas en línea.	Asociación Grupo Ceiba.
33	(restringido)		
34	Panamá	Information Management and Public Awareness Assistant.	United Nations International Strategy for Disaster Reduction – UNISDR.
35	(restringido)		
36	Panamá	Education and Learning (for Disaster Reduction) Tools Assistant.	United Nations International Strategy for Disaster Reduction – UNISDR.
37	Senegal	Site Web Development and formation.	Child Education and Development (EDEN).



38	Senegal	Formation en TICs.	Corps des Volontaires du 3e Age Section régionale de Diourbel.
39	Guatemala	Profesional en informática para el procesamiento, análisis y sistematización de información de la Comisión de Reconstrucción, la Unidad Técnica del Consejo de Desarrollo y la red de oficinas municipales de Planificación.	Municipalidad de Pachalum, Quiché.

Están aún pendientes de recibirse los TORs, 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 apoye a personas e instituciones de los países en desarrollo en la consecución de los Objetivos de Desarrollo del Milenio a través de acciones en Tecnologías de Información y Comunicación, Educación, Salud, o Medio Ambiente.

Dado que la incorporación al puesto se produce en octubre, la estancia puede planificarse y compatibilizarse con el ritmo del curso académico. En el caso de los estudiantes, pueden formalizar ese curso una matrícula mínima y podrían solicitar, de acuerdo a la regulación propia de su Plan, el reconocimiento de la actividad como créditos de libre elección. Para alumnos en proceso de realización de PFC se realizaría matrícula en éste aun cuando no se prevea su presentación y defensa. En el caso de profesores o PAS, deberán contar con autorización previa del responsable de su unidad.

¿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, así como las cualidades personales de responsabilidad, respeto y discreción apropiadas a la misión a desempeñar.
3. Alto nivel del idioma requerido en el país de acogida y en el sistema de Naciones Unidas (Un nivel alto de inglés o francés es imprescindible incluso en países de habla hispana).
4. Buenos conocimientos de las materias requeridas según el perfil de cada puesto.
5. Experiencia o interés en el mundo del voluntariado y la Cooperación al desarrollo.

¿Qué compromisos asume la Universidad con los voluntarios?

Cada universidad (con o sin apoyo adicional) se responsabiliza de los costes y problemas administrativos antes de la partida del voluntario y durante su estancia en el país de destino. En particular:

1. Billeto de avión y transporte al puesto de destino (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 (de vida y estancia, médico y de viaje).
4. Costes de formación -en Madrid y en Bonn- incluyendo traslados y estancias.
5. Ayuda de estancia (asignación mensual) para alojamiento, manutención y otros gastos. Para ello, la Universidad se hace cargo de los gastos de formación, y se dota una ayuda de viaje de 6000€ por voluntario por la totalidad del resto de los costes.

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



Proceso de selección y plazos

Solicitud (hasta el 30 de mayo): 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. Carta de compromiso para el caso de ser seleccionado de acuerdo al modelo
5. En el caso de ser estudiante, copia del recibo de ingreso de la última matrícula realizada, y listado del expediente académico.
6. 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.
7. 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 posteriormente por la Universidad 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 por duplicado 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 la universidad. La Carta de motivación para la opción 2 debe responder al perfil de dicho segundo puesto.

Selección por parte de cada universidad (días 1 y 2 de junio)

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 técnicos requeridos, 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 2006, 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 que se desarrollará en alguno de los días 1 o 2 de junio.

VNU solicita a todas las universidades que participan que examinen los conocimientos en idiomas y técnicos de los candidatos preseleccionados. Los correspondientes informes deberán ser enviados a la UAM como parte de la documentación para VNU.



Candidatos preseleccionados

El número de candidatos preseleccionados por la UPM se adecuará a los límites establecidos por la Red de Universidades participantes en el programa en atención a las condiciones de coordinación acordadas. Estas se ajustarán en función del número de candidatos en toda España, pero, de modo indicativo, el límite inicial está en 6 candidatos.

Una vez preseleccionados los candidatos por cada universidad, el 5 de junio se pondrá toda la información de cada candidato a disposición de la UAM. Esta documentación consiste 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, específica para el puesto elegido.
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 de idioma, técnicos o cualquier otro especificado en el TOR.

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.

La selección definitiva (de 9 a 20 de junio)

El 8 de junio, 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 junio 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 octubre.

El período de voluntariado es de 6 meses, pudiendo ser mayor o menor en casos particulares por acuerdo entre las partes.



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 de Naciones Unidas sino el estatus de expertos en misión en los términos legales aplicables a dicha condición por Naciones Unidas. Formarán parte de los datos de VNU a nivel público, debiendo firmar La Carta de Compromiso con Naciones Unidas una vez aceptado el puesto por el Voluntario. Su labor será reconocida mediante un certificado de la misión realizada por parte del Programa de Voluntarios de Naciones Unidas, 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 las universidades, hecha posible con el apoyo económico de AECI y, en el caso de Madrid, de la CAM.

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.

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

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 apoya la búsqueda de 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.

Puede descargarse aquí el 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. Billete 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. Alguna de las vacunas exigen procesos que deben iniciarse más de un mes antes del día de la partida.
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

Pueden presentarse hasta el 30 de mayo

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, en el que la línea de Asunto: (Subject:) diga literalmente Candidatura de voluntariado en el programa VUNU_ODM 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 la Universidad Autónoma de Madrid) organiza un Seminario de formación donde se tratan como mínimo los siguientes temas:

El programa de Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio.

1. Derechos y deberes de los voluntarios/as.
2. El voluntariado y la cooperación internacional al desarrollo.
3. Información sobre los países de destino.
4. Aprendizaje intercultural.
5. Taller de resolución de conflictos.
6. Experiencias de anteriores voluntarios/as.
7. Este seminario tendrá lugar en julio o, más probablemente, en septiembre (aún por definir).

Se realizará además un breve período de formación específicamente referida a Naciones Unidas en la sede de VNU en Bonn, de una duración de 3 días. En esta formación complementaria se profundizará en las cuestiones relativas al Sistema de Naciones Unidas y los protocolos de seguridad establecidos en el marco de sus actividades en los países de acogida.

Esta formación tendrá lugar a continuación del seminario en Madrid.

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.



1. Requesting Organization

Name: Federation of Youth's Association from the Council of Santa Cruz
 Address: Porto Abaixo – Pedra badejo – Concelho de Santa Cruz – Cabo Verde

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

The mandate of the Federation of Youth's Associations in the Council of Santa Cruz is to:

- Constitute a space for dialog, exchange of ideas and point of views between the youth's organizations of the Council of Santa Cruz,
- Promote the aspirations of youths, through debates and discussions on their situation and problems,
- Contribute to the development of youth's associations,
- Be the interlocutor for the public powers, especially the municipality e request consultation for all the activities related to Youths,
- Help technically and scientifically the youth's organizations,
- Have a position of dialog and exchange with youth's organizations,
- Publish and help for the publication of works on youth's questions,
- Develop and help to make researches and promotion of cape verdian culture,
- Contribute to the development of psychological identity of youths,
- Develop and valorize trainings and capacity building of youths in the different areas of day-to-day life,
- Contribute to the reinforcement of youth's organizations dynamic in Cape Verde,
- Contribute to the promotion of the development of the Council of Santa Cruz.

Year of establishment: The Federation has been created in 2004 by the Secretary of Youth to regroup all the Youth's Associations of the Council of Santiago (around 40) Including the Center of Youth's Initiatives created in 2005. Both Offices are in Pedra Badejo. There are 4 Federations of Youth's Associations in Santiago Island: Praia, Assomada, Tarrafal and Santa Cruz.

Size of organization: The Federation of Youth Association groups around 100 volunteers. The Center of Youth Initiatives in Pedra Badejo 50.

Number of staff: Two persons work for the Federation of Youth Association: the President and the Vice-president. Five persons work for the Center of Youth's Initiatives: the director and ITC specialist and 3 specialist entertainers. All are full time. The ITC specialist work also with a comity of 7 volunteers in different activities related to ITC as the creation of the web page of the centre. All of them need a training and support on ITC especially in database.

Other pertinent information: The two organizations work together in Pedra Badejo, so both of them would benefit from the UNITEs Programme. The President of the Federation of Youth's Associations and the Director of the Youth's Initiative Centre will supervise the work closely with the ITC management. There are other international cooperations working with both institutions, Federation and the Centre, as the Luxemburg or the French cooperation.

Field of activity: Cultural activities, trainings, exchange with youth's organizations of other regions.

2. Assignment Terms of Reference

2.a. Assignment title: Training on database and creation of a website for the Federation of the Youth Association and the Center of Youth in Santa Cruz.

Request for a University Volunteer under UNITeS. TOR#1 Y 2

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.)

The Federation of Youth's Associations in the Council of Santa Cruz, created in 2004 is working in partnership with the Centre of Youth's Initiatives in Pedra Badejo (opened in 2005) with an objective of strengthening the capacities and the coordination of youth's associations in the Council of Santa Cruz. One of the activities foreseen for strengthening the coordination of the youth's actors is the creation of websites.

Therefore the Federation of Youth's Associations and the Centre of Youth's Initiatives are both in the process of creation of websites in order to improve their communication and coordination tools.

The team working on the creation of the 2 websites is composed by: the President of the Federation of Youth's Associations, the Director of the Center of Youth Initiative's in Santa Cruz, the ICT Officer of the Youth Initiative's Center and a thematic comity regrouping 7 volunteers working on the creation of the websites.

To complete the work on the creation of the websites, the team requires the services from a University Volunteer for the following tasks:

1. Training of youths on the creation of websites.
2. Training on management of websites
 - Training of the IT Officer of the management of websites;
 - Training of 2 webmasters ;
 - Training of members of the thematic comity on management of websites;
 - Training on sustainability and security of the website.
3. Creation and design of a website for the Center of Youth's Initiatives and a website for the Federation of Youth's Associations in the Council of Santa Cruz in partnership with the IT Officer of the Center and the volunteer's thematic comity on "creation of a website".

Moreover, there is as well a need in the field of training of trainers on database. The ICT Officer, in charge in the Youth's Initiative Centre, gives ICT trainings. In order to improve his skills, he needs trainings on use and management of database and training for the 7 volunteers working with him.

Request for a University Volunteer under UNITeS. TOR#1 Y 2

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

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

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

Department of Development Cooperation of Luxembourg.
FAO
French Ministry of Foreign Affairs

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

1. Training of youths on the creation of websites.
2. Training on management of websites
 - a. Training of the IT Officer of the Center on management of websites;
 - b. Training of a webmaster;
 - c. Training of members of the thematic comity « Information and communication » on management of websites;
 - d. Training on sustainability of the website;
 - e. Training on security of the website.
3. Training on data base
 - a. Training of trainers on use and management of database (training of the ICT Officer of the Centre.
4. Creation and design of a website for the Centre of Youth Initiative and for the Federation of Youth's Associations in the Council of Santa Cruz in partnership with the IT Officer of the Centre and the volunteers thematic comity on "creation of a website".

In order to complete the work and all along their mission, the volunteers will work in close cooperation with the ICT Officer and the thematic comity on "creation of a website" of the Youth's Initiatives Centre. The President of the Federation of Youth's Associations and the Director of the Youth's Initiative Centre will supervise the work.

2.g. Assignment target (i.e. capacity building impact): Capacity building of the ICT Officer and the team of the Federation of Youth's Associations and the Youth's Initiatives Center.

2.h. Required Volunteer qualification: ICT knowledge, last years of University with specialization in websites design and management of database.

2.i. Qualification Requirements:

- | | |
|------------------------------|---|
| a) Education: | last years of ICT |
| b) Language: | Portuguese - Spanish |
| c) Specific ICT skills: | Websites - database |
| d) Software acquainted with: | ASP – HTML – PHP – Javascripts – Photoshop – Corel Draw – Flash – Database – Delphi – Visual Basic... |
| e) Additional skills: | Good communication skills - pedagogy |

2.j. Number of volunteers needed: 2

2.k. Location of assignment: Pedra Badejo – Cape Verde

2.l. Type of accommodation for the volunteer: Apartment (2 rooms one bathroom)

Request for a University Volunteer under UNITeS. TOR#1 Y 2

2.m. Means of local transport for the volunteer: Bus – Project car

2.n. What other facilities will be offered to the university volunteer (s)? All the facilities of the Federation of the Youth Association and the Youth's Initiative Centre in Pedra Badejo (access to computers, internet, library, cultural activities, ...)

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.

1. Requesting Organization

Name: Education for Development

Address: Tan Binh District, Vietnam

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

Established in 1996, Education for Development is a small international organisation that works with Vietnamese partners to improve and expand their educational services for disadvantaged children and youth. We do this primarily by providing funding and training to local organisations. By supporting services to be effective and self-reliant, we can help children develop themselves to their full potential and make a positive contribution to the future of Vietnam.

Education for Development (EFD) believes that education improves the quality of life for disadvantaged children. EFD strengthens and empowers local social organisations, enabling them to improve and expand their educational services for disadvantaged children. Through their development, disadvantaged children can gain fair and equal access to education and training thereby developing themselves to their full potential. We also believe that services that assist local children and youth directly should be implemented by local organisations. Accordingly, EFD identifies areas where we can assist local service providers so that the local organisations can plan and develop these activities independently.

EFD is guided by the following principles:

- Sustainability: All projects that EFD starts should have the potential to continue serving the disadvantaged children after EFD stops its support.
- Participation: All projects of EFD should include the participation of the stakeholders, and of the children in particular. For EFD, participation includes project identification, planning and decision-making.
- Empowerment: All projects of EFD try to empower the beneficiaries and stakeholders. They are encouraged to share their opinions and think autonomously.
- Information Sharing: EFD will share its experience, being it good or bad, with all interested parties.
- Rights of the child: In all its projects, EFD stresses the rights of the child, especially the right to go to school.

EFD promotes the use of volunteers both within EFD, as well as in local organizations.

EFD has no political or religious affiliations.

Year of establishment: 1996

Number of staff: 4 permanent staff (3 Vietnamese, 1 Dutch) , 2 full-time international officebased volunteers, many online volunteers (vietnamese and international)

Field of activity: providing funding and training to local organizations that provide educational services to disadvantaged children and youth.

2. Assignment Terms of Reference.

2.a. Assignment title: Website Design and Development

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

Request for a University Volunteer under UNITeS: TOR #3

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 University Volunteer will have the following tasks:

- To improve the website of the Social Development Training Centre (SDTC):** SDTC is a training centre that has been set up in 2004 by EFD in collaboration with the Ton Duc Thang University (local partner). SDTC provides high quality, needs-based, affordable trainings to staff of social organizations. SDTC currently has a very basic website. However, as this is considered one of SDTC's main marketing and communication tools, SDTC wants to improve its website. The UNITeS volunteer would be expected to develop a website with a more attractive design and more functions (e.g. registration of participants online, etc)
- To train staff of SDTC on updating and promoting the new website:** The UNITeS volunteer would be expected to train at least one staff member of SDTC on how to update and promote the newly designed website, in order to make sure that the tool will be used effectively after the departure of the UNITeS volunteer.
- To organize at least one workshop on internet searching for staff of organizations that work directly with disadvantaged children and youth (to be confirmed):** Many staff from local organizations are unaware of the great resource that the internet is. They are unfamiliar with using search engines to find information that can be beneficial to their work. It is therefore proposed that the UNITeS volunteer would give a brief workshop for staff of local social organizations on how to conduct an effective web search.
- To update and promote the EFD website:** Education for Development has a website with the purpose to widen its base of support and to inform people worldwide about the problems of disadvantaged children in Vietnam. The website was set up by a volunteer who has since left EFD. Thanks to the work of previous Vietnamese university volunteers, EFD's administrative assistant is now capable of updating the current website. However she needs some support in creating new web-pages and changing the current 'lay-out' of the website; the UNITeS volunteer would be expected to deliver this support. Furthermore, the UNITeS volunteer is expected to increase the number of visitors to the website and to increase its appearance in different search engines.
- To promote volunteerism:** EFD is currently implementing a project to enhance volunteer contributions in local social organizations. As part of this project awareness raising and information sharing material is developed, stories of volunteers are shared on the EFD website, and training is given at SDTC on volunteer management and involvement. The UNITeS volunteer will be actively involved – where possible – in these activities (e.g International Volunteer Day, etc)

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

- x training of staff
- x mainstreaming ICT into work process
- x training of students
 - setting up of networks
 - Train-the-Trainers
 - curricula development
- x Setting up of websites
- other:

Request for a University Volunteer under UNITeS: TOR #3

2.e. Is your organization assisted/funded by other organizations/companies: EFD gets funding from many different sources. EFD has fundraising units in Belgium, Switzerland and the Netherlands. We work with corporate sponsors, development agencies and individual sponsors (e.g. Cortina, Province of West Flanders, Enfants Terre Monde, Hansje Sillevis Foundation, UNV, etc).

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

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

- **Websites of EFD and SDTC are made more attractive and user-friendly:** Websites are considered an essential tool in promoting the work of EFD and SDTC. Through its website EFD has been able to develop a broad network of support and provide information on its activities. SDTC has not yet ‘marketed’ its website. By further developing attractive, user-friendly websites the work of EFD and SDTC can be promoted more effectively and the number of participants attending training at SDTC is expected to rise (more awareness on the available training courses and easy registration procedures).

- **Staff of SDTC is trained on managing and promoting the website:** For SDTC the development of a more advanced and attractive website is expected to result in greater awareness of the training centre amongst its target participants. By training staff of SDTC on how to update the website this is expected to continue to be one of SDTC’s most important marketing and communication tools.

- **Increased web-searching skills amongst staff of local organizations:** By training staff of local organizations on how to effectively search the web for relevant information, they will be better able to benefit from the vast source of knowledge and information that could positively impact their work.

- **Promotion of Volunteerism for Development:** The UNITeS volunteer will take part in EFD’s volunteer promotion activities and will be asked to share his/her experience of volunteering, in order to further raise awareness on the impact that volunteerism can have towards achieving the MDGs.

2.h. Required Volunteer qualification: See below

2.i. Qualification Requirements:

a) Education:

- * Essential Bachelor’s degree (or equivalent technical qualification) in Computing (software and hardware) or related area

- * Desirable: Master’s degree (or equivalent technical qualification) in IT systems and management, or in related area

b) Languages: English

c) Specific ICT skills: (advanced) website-design skills

d) Software acquainted with: Dream weaver, java

e) Additional skills/experiences: cross cultural awareness and sensitivity, patience, previous training experience (providing training), able to work relatively independently (although volunteer will be supervised), proactive.

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Ho Chi Minh City, Vietnam. The UNITeS volunteer will be based in the EFD office, but will also be working at the Social Development Training Centre, which is based at the Ton Duc Thang University (Local partner of EFD) in HCMC.

Request for a University Volunteer under UNITeS: TOR #3

2.l. Type of accommodation for the volunteer: Education for Development generally does not provide accommodation, as housing requirements are different from volunteer to volunteer. We will assist the volunteer in finding safe and comfortable accommodation. As EFD has a limited budget for allowance to volunteers, it would be preferred that the respective University covers for the costs of accommodation.

2.m. Means of local transport for the volunteer: public transport (motorbike or taxi)

2.n. What other facilities will be offered to the University Volunteer (s)? The UNITeS volunteer will be able to use all office facilities (including computer with LAN) (it is however still advisable for the volunteer, if possible, to bring his/her own laptop, as this makes the volunteer more flexible). EFD will assist the volunteer in finding safe and comfortable accommodation. The volunteer will be supervised by the Country Coordinator. Furthermore the volunteer will be part of the multi-cultural EFD/SDTC-team in HCMC, which means great lunches, lots of fun, touring through HCMC and above all exchange of culture and ideas!

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.** The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹ Costs for accommodation may be covered by the respective University, in case the host institution cannot provide MORSS-compliant housing.



UN

Volunteers

1. Requesting Organization

Name: Municipalidad de Cuenca

Address: Cuenca, Ecuador

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

According to the Law for Municipal Regime, the Municipality of Cuenca is an autonomous political society that pursue “the local common well” and according to the Art. 12, it establish as a its main objective “the promotion of the development of economy, society, environment and culture within its jurisdiction”.

Year of establishment: 1557

Number of staff: 689 employees

Field of activity: local government (Municipal).

2. Assignment Terms of Reference.

2.a. Assignment title: Geomatics Assistant

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.)

According to the Law for Municipal Regime, the Municipality of Cuenca is an autonomous political society that pursue “the local common well” and according to the Art. 12, it establish as a its main objective “the promotion of the development of economy, society, environment and culture within its jurisdiction”.

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

- x training of staff
- x mainstreaming ICT into work process
 - training of students
 - setting up of networks
 - Train-the-Trainers

Request for a University Volunteer under UNITEs. TOR # 4 y 5

curricula development

x Setting up of websites

other: _____

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

Yes, we collaborate with volunteers from the Canadian NETCORPS organization and occasionally other volunteers from programs funded by the European Union. Actually all volunteers are gone and we are recruiting new ones.

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

- Processing of geographic information usgin GIS.
- Electronic publication of maps using Map Servers.
- Training for employees of the municipality in the use of electronically published maps.

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

The municipality of Cuenca is working in a process of strengthening its capacity building in the use of geographic information for the management of the territory. This will improve dramatically the management of the city.

2.h. Required Volunteer qualification:

We require a volunteer with an academic background in the application of TICS in Geographic Information Systems.

2.i. Qualification Requirements:

- a) Education: University.
- b) Languages: English, optionally Spanish or French.
- c) Specific ICT skills: (advanced) GIS, geomatics.
- d) Software acquainted with: ESRI products if possible.
- e) Additional skills/experiences: php programming.

2.j. Number of volunteers needed: 2

2.k. Location of assignment: Cuenca, Ecuador.

2.l. Type of accommodation for the volunteer: small department near the Municipality.

2.m. Means of local transport for the volunteer: almost all facilities are at a walking distance

2.n. What other facilities will be offered to the University Volunteer (s)? it is better if the volunteer can bring his/her laptop

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

Request for a University Volunteer under UNITeS. TOR # 4 y 5

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.

1. Requesting Organization

Name: Agencia LATinoamericana de Información- ALAI

Address: Quito, Ecuador

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

The Agencia Latinoamericana de Información – ALAI – is a communications organization committed to the full implementation of human rights, gender equality and the people’s participation in orienting the development of Latin America. Its action is directed towards the democratization of communication, considered a basic prerequisite for democratic society and social justice. ALAI’s mission is to formulate and develop responses to the many challenges of communication as a strategic element of social action. For the past 28 years, it has developed a model of alternative communication that aims at the formation of a new communications fabric that is democratic, widespread, decentralized and multicultural, in tune with the processes of social transformation.

Year of establishment: Canadá, 1977. Ecuador (legally established), 1991.

Size of organization: ALAI has an international advisory council of 12 members, who formally constitute the assembly. In operational terms, it includes a broad circle of organizational, institutional and individual collaborators, from many countries, who regularly contribute on a voluntary basis.

Number of staff: 9

Field of activity: Information and communication

2. Assignment Terms of Reference

2.a. Assignment title: Trainer and developer in web-site graphic design and architecture

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.)

i) ALAI runs one of the most complete websites on social issues in Latin America: "América Latina en Movimiento" (www.alainet.org), with a database of more than 8000 documents and steadily growing. This site urgently needs an overhaul of its design and navigation system, to accommodate new options and deal with the increased volume of documents. ALAI's present staff does not have all the necessary skills, and needs to acquire them. The Volunteer will advise and collaborate in developing a new graphic design for the website and in possible improvements to the system for navigating around the site. S/he will work

Request for a University Volunteer under UNITEs. TOR # 6

in close collaboration with ALAI's technical team and will provide training through team-work and training sessions.

ii) ALAI, in agreement with several regional networks and coordinating bodies (rural, indigenous, women's, urban, afro organizations, among others), is developing an initiative designed to strengthen the capacity of these organizations to improve their communications skills and strategies, including effective use of the Internet for dissemination and networking. This initiative, know as the "Web Community of Social Movements" includes collective development of a web site, (www.movimientos.org), collaborative information coverage of common actions (through the *Minga Informativa de Movimientos Sociales*) training, counseling and exchange of ideas and experiences among the participating organizations. This portal also needs an overhaul and improved architecture. Moreover, the training program for social movements requires development of a basic module on web design and navigation issues and options. The volunteer will propose and develop a new graphic design and architecture for the portal, in collaboration with ALAI's technical team, and where appropriate, with the people responsible in the participating organizations. S/he will also develop elements for a basic-level training module in website graphic design and navigation for people's organizations and networks.

ALAI's technical team includes two full-time informatics engineers. Also, a member of the information team contributes to graphic design. These will be the main staff members who will receive training. The experience will also be a learning opportunity for the volunteer, given that ALAI's staff has broad experience in information management and many aspects of website development.

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 checked="" type="checkbox"/> other: Advanced Web-site design and navigation systems |

2.e. Is your organization assisted/funded by other organizations/companies: Yes. Among others, Hivos (Netherlands), Development and Peace (Canadá), CCFD (France)

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

- Study the present design and architecture of the two websites
- Propose alternatives for improvement in graphic design and navigation systems
- Participate in the development of these improvements
- Work with a team of 3 people and provide on-the-job training through group-work. Also distance advisory work with people responsible for the organizational websites on the www.movimientos.org portal.
- Compile a bibliography of basic and advanced training materials in website graphic design and architecture.
- Write up elements for a training module on these issues.

2.g. Assignment target (i.e. capacity building impact): Direct hands-on training for 3 staff members; counselling for ALAI's directors and information staff (3-4 people); contribution to a capacity building program for 6 regional networks of people's organizations and in particular their information officers.

2.h. Required Volunteer qualification: Practical experience and know-how is more important than formal qualifications.

2.i. Qualification Requirements:

a) Education:

Language: Reasonable ability to communicate in and read Spanish. Ability to read other languages

Request for a University Volunteer under UNITEs. TOR # 6

would be an advantage (English, Portuguese).

- b) Specific ICT skills: Excellent and up-to-date skills in Web-page design and navigation systems.
- c) Software acquainted with: Operating systems: Windows and Linux
Programming and data base tools: PHP, Perl, MySQL, HTML, CSS, Javascript, XML
Design tools: Adobe Photoshop, Adobe Illustrator, Flash
- d) Additional skills: The volunteer will have excellent graphic design skills. S/he will be sensitive to adapting to the specific technical needs of developing countries and will have a good grasp of the requirements of websites that are essentially geared to providing information: eg. low bandwidth requirements, low-key graphics, clear presentation of content, priority to easy navigability and information finding, etc. S/he will understand that s/he will be working in an organization that has a clear conception of its information priorities, and will seek to adapt his/her skills, and pool them with those existing in the organization, in the furtherance of those goals.

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Quito

2.l. Type of accommodation for the volunteer: Family or room according to preference.

2.m. Means of local transport for the volunteer: Bus

2.n. What other facilities will be offered to the university volunteer (s)? Computer, dedicate Internet line at the office.

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.

**UN****Volunteers****1. Requesting Organization**

Name: Gobierno Municipal del Cantón Chunchi

Address: Chunchi, Chimborazo, Ecuador

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

1. Planificar, coordinar, ejecutar y evaluar programas integrales en las áreas estratégicas de educación, salud, económica productiva, turismo, vialidad, para su población, con énfasis en los grupos de mayor riesgo social, garantizando la participación activa de la comunidad;
2. Construir, dotar, equipar y mantener la infraestructura física de los servicios de atención de las áreas estratégicas de salud, educación, fomento actividades agropecuarias, planificación urbana y obras de saneamiento básico;
3. Coadyuvar a la preservación y conservación de los bienes patrimoniales culturales y naturales en coordinación con los organismos competentes y en función de las políticas correspondientes y de acuerdo con la Ley de Patrimonio Cultural;
4. Controlar, preservar y defender el medio ambiente.
5. Administrar el catastro rural cantonal con sujeción a las disposiciones legales vigentes;
6. Las demás que le correspondan conforme a la Ley.

Year of establishment: 1945**Number of staff:** 60 empleados.**Field of activity:** servicio público.**2. Assignment Terms of Reference.****2.a. Assignment title:** Programador en Páginas Webs

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.)

Request for a University Volunteer under UNITeS. TOR #7

- Elaboración de un módulo para la administración de una Base de datos Académica de los beneficiarios del proyecto Centro de Apoyo Integral.
- Elaboración de un módulo para establecer comunicación virtual entre los padres e hijos de migrantes.

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

training of staff
mainstreaming ICT into work process
training of students

setting up of networks

Train-the-Trainers
curricula development

x Setting up of websites

other: _____

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

Si, por el UNFPA, UNESCO, UNICEF , INNFA, Red de Movilidad Humana, Consejo Provincial

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

- Elaboración de páginas WEB, para establecer una base de datos académica y social de los beneficiarios del proyecto que tenga a sus padres en otros países.
- Elaboración de páginas WEB que contengan información relevante del Proyecto.
- Elaborar configuraciones y el entorno para realizar conferencias virtuales entre padres e hijos migrantes.
- Alojamiento de la pagina WEB en ciberespacio.

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

- Infraestructura física, Red de Computadoras, Conexión satelital de Internet.
- Alimentación para los voluntarios, suministros de oficina

2.h. Required Volunteer qualification: Experto/a en diseño y programación de páginas web.

2.i. Qualification Requirements:

- a) Education: Superior
- b) Languages:
- c) Specific ICT skills:
- d) Software acquainted with:
- e) Additional skills/experiences:

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Aula Virtual del Proyecto “Centro Integral de Apoyo Estudiantil”, Municipio de Chunchi – Chimborazo, Ecuador.

2.l. Type of accommodation for the volunteer: alimentación, hospedaje.

Request for a University Volunteer under UNITeS. TOR #7

2.m. Means of local transport for the volunteer: movilización interna dentro del Canton.

2.n. What other facilities will be offered to the University Volunteer (s)? Las que fueran necesarias para la implementación del modulo de comunicación.

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.

1. Requesting Organization

Name: Institute for Small Farms and Industries-Ateneo de Davao University
Address: Davao City, Filipinas

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

The Institute for Small Farms and Industries or ISFI is one of the outreach arms of the Ateneo de Davao University which aims at the formation of self-reliant communities among the urban and rural poor in Mindanao. The Institute was organized in January 1981 with the assistance from the Government of Belgium and the University of Louvain through the Association of Catholic Universities of the Philippines. It is a member of a network of small business institutes operating all over the country and likewise a member of various NGO Networks: Partnership of Philippine Support Service Agencies (PHILSSA), Small Economic Enterprise Development (SEED), Mindanao Coalition of Development NGOs (MINCODE) and Mindanao Environment Forum (MEF).

The Institute was originally known as Institute for Small Scale Industries or ISSI. Its name has been change to ISFI to emphasize the fact that it was and is also concerned with the small farmers and fisher folks aside from the small business entrepreneurs.

ISFI has been implementing various projects that cater both the rural and urban poor. Most of these projects are livelihood in nature, which are geared towards increasing the income of the project participants. While almost all projects are focused on livelihood improvement, some projects are coupled with distinct features like farm productivity, preservation and protection of the environment and promotion of use of indigenous materials available in the locality.

Year of establishment: 1981

Size of organization: 25 year in development work

Number of staff: 6 core staff & 15 Project based

Other pertinent information: See attached Capability Statement of ISFI & Brochure

Field of activity: See Attached location Map

2. Assignment Terms of Reference

2.a. Assignment title:

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, including 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

Request for a University Volunteer under UNITEs. TOR # 8

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.)

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

- | | |
|--|--|
| <input checked="" 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 |
| 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

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

- Conduct, or in the case of outside resource persons, facilitate the conduct of relevant technical training sessions for the Fisherfolks/Peoples Org and the communities, particularly on organizational development (as a whole and individually); enterprise development (technological and business skills); gender and population management.
- Conduct regular coaching and mentoring, with focus on enterprise development, and organizational development within the context of the enterprise;
- Conduct coaching and mentoring, Barangay Councils and Other partners, in preparation for their role in the proposed post-project Coordinative and Implementing Structure;
- Identify support institutions, and assist the F/POs in linking with them for different types of assistance;
- Conduct market matching to link F/POs with possible customers for their products;
- Conduct advocacy to gain popular and active support.

2.g. Assignment target (i.e. capacity building impact): Capability building, Women's empowerment and Youth

2.h. Required Volunteer qualification: 1

1. Graduate of any course
2. With above 1 year experience or potential in community organizing
3. Willing to assigned in remote areas
4. Has basic skills in technical writing, bookkeeping and planning
5. Have strong linkages with LGUs and locally based NGOs, Pos or CBOs and other development stakeholders
6. With effective communications, interpersonal and teamwork abilities
7. Adaptability, sound judgment and ability to prioritize workload effectively
8. Physically fit
9. Computer literate

2.i. Qualification Requirements:

- a) Education: College graduation any course
- b) Languages: English
- c) Specific ICT skills: Must have excellent skills

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- d) Software acquainted with: Must be literate
- e) Additional skills/experiences: Community Organizing

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Region XI, Philippines

2.l. Type of accommodation for the volunteer: Room Rental (Boarding house or dormitory type)

2.m. Means of local transport for the volunteer: Jeepney, Motorcycle and Bus, Ferry

2.n. What other facilities will be offered to the University Volunteer (s)? Computer used, Internet and Office

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹

1. Requesting Organization

Name: "Disaster Prevention Preparedness Project" Civil Defence, Santo Domingo
 Address: Santo Domingo, Dominican Republic

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

Since 17 April 2006, Civil Defence has started the "Disaster Prevention and Preparedness" project as a contribution towards the strengthening the national capacity for disaster prevention and preparedness in the Dominican Republic. The overall objective is to improve the security and quality of life of most vulnerable segments of population and ensure sustained socio-economic development for the country. The specific objective is to reduce the risks of natural disasters in the Dominican Republic, with a special focus on the North-eastern region by reducing vulnerability of exposed groups and elements to natural hazards, by strengthening the overall national capacity for disaster response and, at regional level, focusing the north-eastern region.

Year of establishment:

Number of staff:

Field of activity:

2. Assignment Terms of Reference.

2.a. Assignment title: ICT adviser

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.)

Request for a University Volunteer under UNITEs. TOR #9 y 10

The Dominican Republic is exposed to several natural hazards, particularly hurricanes and tropical storms, floods, landslides, forest fires and earthquakes. Dominican Republic has in particular a high vulnerability to hurricanes in the region, second only to Haiti. The island of Hispaniola is the most susceptible to storms within the Caribbean region. 2004 and 2005 have been the worst years for the Caribbean in terms of natural disasters in decades, and the Dominican Republic was among the countries most affected, and the 2006 hurricane season is expected to be once again very active.

An evaluation of the national capacity to respond to disasters, conducted in March 2005 by the United Nations at the request of the Government clearly identified key recommendations extremely critical in what concerns the deficiencies in preparation at local level, the need of national and local emergency and contingency plans, the inconsistency of the warning and communication systems. The authorities were invited to develop emergency and contingency plans, establish procedures to manage disasters, mainstream risk management in workplans, coordinate existing information resources, improve the capacity to respond to disasters through better needs assessments, training of staff and education of the public. A better use of information and communication technologies is essential to attain these goals.

In the context of the UN Millennium Declaration, [A/RES/55/2] which suggests to "adopt in all our environmental action a new ethic of conservation and stewardship and, as first steps, resolves to intensify cooperation to reduce the number and effects of natural and man-made disasters" [paragraph 23] and in the framework of the United Nations Technology Service as a global initiative to involve volunteers to apply information and communication technologies to human development, the volunteer will support capacity-building of the National Response System to Natural Disasters in the Dominican Republic.

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

- x training of staff
- x mainstreaming ICT into work process
 - training of students
 - setting up of networks
 - Train-the-Trainers
- x curricula development
- x Setting up of websites
- 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:

To assist relevant ICT officers of the Civil Defence in: the re-establishment of the Civil Defence Web page; the maintenance of equipment and software; and the technical training of ICT help-desk officers.

To build IT capacity within the Civil Defence, including development and configuration of network and servers, the development of an ICT strategy for the Civil Defence, and the development of a general IT training programme for users including tuition and training material.

To assist Civil Defence with the establishment of its Disaster Preparedness project and in particular with procurement of IT equipment in line with UNDP and EC standards.

To perform other relevant tasks agreed with the Chief Training Section.

Request for a University Volunteer under UNITeS. TOR #9 y 10

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

It is expected that all core staff of Civil DEfence will directly benefit from this assistance, which may be extended to staff of other institutions pertaining to the National Emergency Commission, such as the Red Cross and the Ministry of Health. On the other hand, this assistance will also benefit indirectly to volunteer staff of the Civil Defence.

2.h. Required Volunteer qualification:

Strong commitment to assist developing countries. Ability to cope with stress.

2.i. Qualification Requirements:

- a) Education: Final-year student in BA or MA study programme, preferably in ICT or related field
- b) Languages: Fluency of Spanish is a requirement.
- c) Specific ICT skills: A strong interest in delivering ICT strategies and implementation plans to government departments, preferably in the developing world. Some working experience in ICT system design, project management and system analysis of ICT projects is desirable
- d) Software acquainted with: Proficiency in Microsoft Project desirable.
- e) Additional skills/experiences: Excellent communication and presentation skills. Experience in developing countries preferred. Excellent written and communication skills in Spanish is highly desirable.

2.j. Number of volunteers needed: 2

2.k. Location of assignment: Santo Domingo.

2.l. Type of accommodation for the volunteer: Bunk bed in dormitory in the Civil Defence Headquarters, Santo Domingo. Dormitory is fully equipped and air conditioned. Accommodation is provided free-of-charge, but its value is around 400 €.

2.m. Means of local transport for the volunteer: transport of local business will be provide by the institution. Otherwise, there is a functioning public transport system (a bus ride costs 0.40 € and a taxi ride costs 3.00 €)

2.n. What other facilities will be offered to the University Volunteer (s)? Computer equipment while in the office access to telephone for business calls. Workstation and office supplies.

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. The target group of a particular assignment should be able to independently apply ICT for their purposes after the University

Request for a University Volunteer under UNITeS. TOR #9 y 10

Volunteer leaves. All assignments have a number of common tasks, e.g. ensuring the sustainability of the assignment, further promotion of volunteerism in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹

1. Requesting Organization

Name: International Organization for Migration (IOM)

Address: Ho Chi Minh City, Vietnam

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

The International Organization for Migration (IOM) is the international organization focused on migration and mobility issues. IOM is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the International Community to:

- Assist with the growing operational challenges of migration management
- Advance understanding of migration issues
- Encourage social and economic development through migration, and
- Uphold the human dignity and well-being of migrants.

IOM in Vietnam is working towards facilitating the movement of Vietnamese, especially in time of growing economic development and considerable social and cultural change, recognizing the various factors that trigger, develop, and intensify mobility and migration, and working to ensure safe and healthy migration movement and improved quality of life. IOM will improve the quality of care and access to social services and will work in partnerships to build capacity, transfer technology, and ensure sustainability.

Year of establishment: 1951

Size of organization: 280 field locations globally

Number of staff: 5,400 globally/ 83 in Vietnam

Other pertinent information: Headquarters in Geneva, Switzerland

Field of activity: Migration management

2. Assignment Terms of Reference.

2.a. Assignment title: University Volunteer under UNITeS for IOM Vietnam Website Development

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.

Request for a University Volunteer under UNITEs: TOR #11

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.)

01 University Volunteer is requested, to be based in Ho Chi Minh City, Vietnam. The work undertaken will include:

- Evaluating, choosing and customizing an open source CMS (content management system) and DMS (document management system) that meets the website requirements
- Expanding, updating, revising, and improving the IOM Vietnam internet website, based on the IOM HQ web templates, to reflect IOM programme activities using static and dynamic web-design methods
- Creating a user-friendly content management system for website maintenance/updates, to ensure sustainability once the assignment ends
- Establishing an information management system for electronic and paper documents, video and photographs on migration issues, linked to the IOM Vietnam website
- Training of staff to operate above systems
- Assisting other IOM staff as required
- Other duties as assigned by IOM's Chief of Mission/Head of Office

How this contribution will fit into IOM's plans:

- The core of IOM's work is information sharing and coordination of immigration management activities. Electronic media continues to be an important part of this work. The University Volunteer will make a direct and substantial contribution to this work.
- Mobility and migration issues are becoming a higher priority in Vietnam, and there is an urgent need to improve information sharing within IOM, and with other groups and agencies within the working area

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

- | | |
|--|--|
| <input checked="" 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 checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____ |

other cont.:

2.e. Is your organization assisted/funded by other organizations/companies: IOM receives funding from migrants, governments, as well as private sector contributions.

2.f. Detailed description of the tasks to be carried out by the University Volunteer: The University Volunteer will revise, design and implement a website to reflect IOM's activities in Vietnam based on IOM global template. See above terms of reference.

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

The assignment, namely website revision, design, and implementation, will target IOM staff in Vietnam by

Request for a University Volunteer under UNITeS: TOR #11

ensuring that local IOM staff are able to revise website content in order to ensure sustainability. Furthermore, the University Volunteer may work with government partners (such as the Vietnam Women's Union) in order to develop websites related to other IOM projects (capacity building). It is hoped that the IOM Vietnam website will become a resource for persons interested in migration issues pertaining to Vietnam.

2.h. Required Volunteer qualification: Previous experience in web design as well as IT skills.

2.i. Qualification Requirements:

- a) Education: Final year university student or recent graduate
- b) Languages: Good English, speaking and writing
- c) Specific ICT skills: HTML, Javascript, PHP or JSP/Servlets/Java, Apache administration, website deployment and troubleshooting, graphics and multimedia development, version control
- d) Software acquainted with: Macromedia Dreamweaver 4.0, MS Office, Adobe, Quark Xpress, SVN
- e) Additional skills/experiences: Communication ability, ability to work in a team environment, cultural sensitivity and understanding.

2.j. Number of volunteers needed: 1

2.k. Location of assignment: IOM Sub-Office, Ho Chi Minh City, Vietnam

2.l. Type of accommodation for the volunteer: IOM may assist volunteer in finding adequate lodging.

2.m. Means of local transport for the volunteer: Air, car

2.n. What other facilities will be offered to the University Volunteer (s)? IOM will provide a monthly stipend of US\$300, workspace, computer and other necessary resources for completion of the assignment. IOM will pay for University Volunteer's in-country duty travel.

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Request for a University Volunteer under UNITeS: TOR #11

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹ Costs for accommodation may be covered by the respective University, in case the host institution cannot provide MORSS-compliant housing.



1. Requesting Organization

Name: United Nations Volunteers

Address: Tegucigalpa, Honduras

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

The United Nations Volunteers programme (UNV) is the volunteer arm of the United Nations. It was created by the UN General Assembly in 1970 to serve as an operational partner in development cooperation at the request of UN member states. It reports to the United Nations Development Programme (UNDP) and works through UNDP's country offices around the world.

2. Assignment Terms of Reference.

2.a. Assignment title: UNV Focal Point for VIOs Project Identification and Data Base Organizer

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.)

- Attainment of the Millennium Development Goals (MDG's) through local organizations capacity building.
- Support to the Programme Officer in identifying and writing new proposals prone to be submitted to possible donors in order to be financed and implemented.
- Identification of possible projects in coordination with local organizations in which voluntarism is an asset.
- Identification of project proposals where voluntarism contributes to development and capacity building.
- Identification of project proposals oriented to contribute to the MDG's achievement.
- Identification of Volunteer Involving Organizations (VIOs) to partner with.
- Creation of a data base of the existing VIOs in the country and role to maintain a fluent communication and collaboration with them.
- Support to and training of local organizations on project cycle management (identification, preparation, implementation, monitoring and evaluation)
- Special support for the running of projects in Honduras.
- Support to the International Volunteer Day organization.

Request for a University Volunteer under UNITeS: TOR #12 Y 13

- Training of local organizations and staff on ICT technologies.
- Promotion of the role of voluntarism in the country.
- Any other task related with the assignment and requested by the Programme Officer.

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> training of staff | <input type="checkbox"/> mainstreaming ICT into work process |
| <input checked="" 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 type="checkbox"/> other: promotion of voluntarism and MDG's |

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

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

- Assess the existence of VIOs working on development, identify their mission and vision as well as the activities they conduct.
- Reinforce the knowledge of the Millennium Development Goals (MDG's) and promote projects proposals oriented to achieve the MDG's.
- Prepare a data base of VIOs that work promoting the MDGs in Honduras.
- Coordinate with local organizations to identify possible areas of collaboration.
- Draft concept papers and project proposals together with local organizations.
- Assist local organizations to conceive project proposals that include contribution to the MDGs. (otherwise these last two points are equal, or look so!)
- Hold meetings when required.
- Assist to develop volunteer campaigns.

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

Students will work for six months in the country and earn college credit while gaining practical work experience and technical skills. The volunteers will bring the needed assistance to the countries of assignment but at the same time they will contribute to strengthen their own skills and capacities. The idea is to exchange knowledge and gain experience basing on reciprocal work and support. It is important to enhance the contribution that volunteers can provide to local development processes working hand-in-hand with people, organizations or governmental institutions of the country.

It is important to highlight that many Volunteer Involving Organizations need especial assistance to develop some skills and capacities in order to improve the positive impact of their activities and projects. The volunteer can contribute to this process while absorbing and understanding the local needs and along with the experience of working in developing countries, the knowledge and the skills of the volunteers in their field of study will be increased.

Contribution to the UN Volunteer Programme:

The UN Volunteer programme in Honduras will benefit from having a database of VIOs and a list of projects ready to be submitted in case any call for proposals comes up. A better knowledge of the volunteer sector in Honduras and their activities is also an outcome, as well as the contribution to fostering voluntarism in the country.

Contribution to VIOs:

Request for a University Volunteer under UNITeS: TOR #12 Y 13

Improve their skills on project identification, preparation and design.

Special assistance for the preparation of new proposals using the Logical Framework Approach will be rendered to local organizations when needed.

Highlighting the importance of the contribution that voluntarism is bringing to their activities.

It will be possible to make an assessment on the training needs of the VIOs and the fields where the volunteer can contribute to improve the impact of VIOs activities and projects.

Contribution to volunteer:

Gain experience working together with the local organizations and with the UNV programme. This is a chance to face the reality of the development process in Honduras. The volunteers will see how the experience of serving in Honduras will be concrete and tangible in many fields, especially those of their expertise.

2.h. Required Volunteer qualification:

Previous experience in voluntarism either abroad or in home country especially in those areas related with International Cooperation and Development.

Knowledge of the Logical Framework Approach and experience in project design.

2.i. Qualification Requirements:

- a) Education: Social Sciences (Economics, Sociology, Politics, etc.) or any ICT related careers (engineer, marketing, computers)
- b) Languages: Fluency in Spanish and English is a must.
- c) Specific ICT skills: Capacity for developing a data base and to train local institutions in the use of office packages and internet.
- d) Software acquainted with: Office package (Word, Excel, Power Point), internet.
- e) Additional skills/experiences: Previous experience in voluntarism.

2.j. Number of volunteers needed: 2

2.k. Location of assignment: United Nations Volunteer Office in Tegucigalpa, Honduras.

2.l. Type of accommodation for the volunteer: To be provided by the University.

2.m. Means of local transport for the volunteer: UNV will provide transport of working for any working activity of the volunteer.

The volunteer will cover the cost of personal transport. In Tegucigalpa there is a good taxi service and the average per service is \$ 2,5 to \$ 3,00. There is a Radio Taxi service a little bit more expensive with a better quality service from \$ 3,5.

2.n. What other facilities will be offered to the University Volunteer (s)? Office facilities (computer, desk, office supplies and equipment)

General Assignment Criteria

Request for a University Volunteer under UNITeS: TOR #12 Y 13

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹ Costs for accommodation may be covered by the respective University, in case the host institution cannot provide MORSS-compliant housing.



UN

Volunteers

1. Requesting Organization

Name: Natal Voluntarios

Address: Natal, Brazil.

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

Natal Voluntários started its activities on April 6th, 2000. Its **mission** is to contribute with the improvement of the quality of life in the Brazilian federal Unit of Rio Grande do Norte; in particular, through the promotion of voluntary actions and by linking people, community based organizations, governmental agencies and companies together.

Natal Voluntários follows a world tendency of awareness with the social welfare, in which people are more and more conscious of their responsibility with the community. In the last six years, over thirty Volunteers Centers have been opened in Brazil. These Centers play a significant role in disseminating a new volunteering culture.

Year of establishment: 2000

Number of staff: 18

Field of activity: Volunteer mobilization and social corporate responsibility promotion

Natal Voluntários focus areas:

- Promotion of the culture of volunteerism, in particular Youth Volunteering
- Promotion of local leaderships' development and empowerment;
- Promotion of awareness and mobilization of the business community;
- Development of policies and a structure for fundraising.

Main actions and activities of Natal Voluntários:

- Coordinating the UNV/UNDP project "Levar os Objetivos do Milênio para a Comunidade – Bringing the Millennium Development Goals to the People" in Natal.
- Coordinating Global Youth Service Day (GYSD) nationally.
- Promoting TEMPO Program in the community.
- Promoting editions of the Forum on Social Responsibility and Seminars on the same subject.
- Organizing training courses for NGOs and workshops for volunteers.
- Elaborating and /or disseminating public awareness campaigns on TV and newspaper.
- Guiding people in volunteering by organizations as well as in developing community actions.
- Promoting lectures on Volunteerism and Social Responsibility to more than 10,000 people.
- Delivering orientation to different publics such as private companies, university and governmental sector.
- Participating to several national and international networks: Fórum de Líderes Sociais do Brasil, Conselho de Ética da UFRN, Pólo Costa das Dunas, Rede de Centros de Voluntários, ABDL, GYSD, Natal Solidária.

2. Assignment Terms of Reference.

2.a. Assignment title: Information & Communication technologies Specialist - Web Master

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

Request for a University Volunteer under UNITEs: TOR #14

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.)

Natal Voluntarios is using its website as a specific tool to reach population in general, this promoting volunteerism and community participation.

As part of Natal Voluntarios communication strategy, the NGO staff is seeking to actualize the website in order to make it easy friendly. As ITCs are in always changing and modernizing themselves, the NGO needs a specialist who could be able to manage the website, as well as to suggest and develop new specific tools and strategies for it.

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 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 checked="" type="checkbox"/> other: Upload /maintaining websites |

2.e. Is your organization assisted/funded by other organizations/companies: W.H. Kellogg Foundation and other local companies. United Nations Volunteers / UNDP Brazil

2.f. Detailed description of the tasks to be carried out by the University Volunteer: Website management and development. Planning strategies for increasing of the informational network system in terms of hardware and software in order to improve the productivity of the staff in promoting Volunteerism. The UNV might be well versed on protecting the IT equipment form virus attacks and developing software for helping daily tasks such is storing helpful information, guiding volunteers, data base administration and e-mailing administration. In particular divulgation of MDGs activities through the ITCs.

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

2.h. Required Volunteer qualification: See below

2.i. Qualification Requirements:

- Education: Information Systems, Web site management
- Languages: Portuguese (desirable)
- Specific ICT skills: Network, firewall, programming and websites; Corel Draw, Corel Photo Paint, Page Maker and other graphic programs.
- Software acquainted with: Strong knowledge of software and programs to accomplish the above mentioned tasks.
- Additional skills/experiences: Previous volunteering experience (advantage), commitment and positive attitude

2.j. Number of volunteers needed: 1

Request for a University Volunteer under UNITEs: TOR #14

2.k. Location of assignment: Natal, Brazil.

2.l. Type of accommodation for the volunteer: host family or house (to be negotiated).

2.m. Means of local transport for the volunteer: public transport (motorbike or taxi)

2.n. What other facilities will be offered to the University Volunteer (s)? The UNITEs volunteer will be able to use all office facilities (including computer with LAN) (it is however still advisable for the volunteer, if possible, to bring his/her own laptop, as this makes the volunteer more flexible). EFD will assist the volunteer in finding safe and comfortable accommodation. The volunteer will be supervised by the Country Coordinator. Furthermore the volunteer will be part of the multi-cultural EFD/SDTC-team in HCMC, which means great lunches, lots of fun, touring through HCMC and above all exchange of culture and ideas!

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITEs shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.** The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹ Costs for accommodation may be covered by the respective University, in case the host institution cannot provide MORSS-compliant housing.

**UN****Volunteers****1. Requesting Organization**

Name: Natal Voluntarios

Address: Natal, Brazil.

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

Natal Voluntários started its activities on April 6th, 2000. Its **mission** is to contribute with the improvement of the quality of life in the Brazilian federal Unit of Rio Grande do Norte; in particular, through the promotion of voluntary actions and by linking people, community based organizations, governmental agencies and companies together.

Natal Voluntários follows a world tendency of awareness with the social welfare, in which people are more and more conscious of their responsibility with the community. In the last six years, over thirty Volunteers Centers have been opened in Brazil. These Centers play a significant role in disseminating a new volunteering culture.

Year of establishment: 2000**Number of staff:** 18**Field of activity:** Volunteer mobilization and social corporate responsibility promotion

Natal Voluntários focus areas:

- Promotion of the culture of volunteerism, in particular Youth Volunteering
- Promotion of local leaderships' development and empowerment;
- Promotion of awareness and mobilization of the business community;
- Development of policies and a structure for fundraising.

Main actions and activities of Natal Voluntários:

- Coordinating the UNV/UNDP project "Levar os Objetivos do Milênio para a Comunidade – Bringing the Millennium Development Goals to the People" in Natal.
- Coordinating Global Youth Service Day (GYSD) nationally.
- Promoting TEMPO Program in the community.
- Promoting editions of the Forum on Social Responsibility and Seminars on the same subject.
- Organizing training courses for NGOs and workshops for volunteers.
- Elaborating and /or disseminating public awareness campaigns on TV and newspaper.
- Guiding people in volunteering by organizations as well as in developing community actions.
- Promoting lectures on Volunteerism and Social Responsibility to more than 10,000 people.
- Delivering orientation to different publics such as private companies, university and governmental sector.
- Participating to several national and international networks: Fórum de Líderes Sociais do Brasil, Conselho de Ética da UFRN, Pólo Costa das Dunas, Rede de Centros de Voluntários, ABDL, GYSD, Natal Solidária.

2. Assignment Terms of Reference.**2.a. Assignment title:** Community development – MDG Team

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

Request for a University Volunteer under UNITEs: TOR #15

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.)

Natal Voluntarios, in partnership with UNV/UNDP Brazil, is implementing the pilot project "Bringing The Millennium Development Goals to the People". The UNV MGD Team of Natal is working together with Natal Voluntarios' staff in order to mobilize various community sectors in the achievement of the MDGs targets, literally bringing the MDGs to the real situation of local communities. A promotion campaign has been developed and the MDG team is using it for local and national mobilization, mainly directed to some target sectors, people in general, private firms, schools, universities and local communities. In this contest, the UNV would work together with a local volunteer in order to mobilize communities and groups of the city engaging themselves in implementing activities for MDGs.

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 checked="" type="checkbox"/> other: Community mobilization and project implementation |

2.e. Is your organization assisted/funded by other organizations/companies: W.H. Kellogg Foundation and other local companies. United Nations Volunteers / UNDP Brazil

2.f. Detailed description of the tasks to be carried out by the University Volunteer: Promotion of MDGs among local communities and groups. Planning strategies for community mobilization and empowerment. Project development and implementation.

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

2.h. Required Volunteer qualification: See below

2.i. Qualification Requirements:

- a) Education: Communication, social sciences, public policies
- b) Languages: Portuguese (desirable)
- c) Specific ICT skills: Windows Office package; mailing programs
- d) Software acquainted with:
- e) Additional skills/experiences: Previous volunteering experience (advantage), commitment and positive attitude

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Natal, Brazil.

2.l. Type of accommodation for the volunteer: host family or house (to be negotiated).

Request for a University Volunteer under UNITEs: TOR #15

2.m. Means of local transport for the volunteer: public transport (motorbike or taxi)

2.n. What other facilities will be offered to the University Volunteer (s)? The UNITEs volunteer will be able to use all office facilities (including computer with LAN) (it is however still advisable for the volunteer, if possible, to bring his/her own laptop, as this makes the volunteer more flexible). EFD will assist the volunteer in finding safe and comfortable accommodation. The volunteer will be supervised by the Country Coordinator. Furthermore the volunteer will be part of the multi-cultural EFD/SDTC-team in HCMC, which means great lunches, lots of fun, touring through HCMC and above all exchange of culture and ideas!

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITEs shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.** The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹ Costs for accommodation may be covered by the respective University, in case the host institution cannot provide MORSS-compliant housing.

1. Requesting Organization

Name: Secretaria de Estado de Planejamento e Desenvolvimento Economico

Address: Manaus, Brasil

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

Year of establishment:

Number of staff: 300 employees only in this State Secretary. 1 Executive Secretary, 3 Auxiliar Executive Secretaries, 9 Department Directors

Field of activity: Information System

2. Assignment Terms of Reference.

2.a. Assignment title: ICT Officer

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.)

- a. System Analyst for Planning – it helps people from Planning to achieve better results through informational systems, loaded in the local servers and government servers;
- b. Monitor Analyst – helps people to use forms, and other search machines to get information required to find possible latent problems in the public service, so we may create better ways to solve them;
- c. User guidance – helps users to improve their job by counseling on statistic, information, data, or other instrument for planning to guide users for better use of computer system.

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

- training of staff mainstreaming ICT into work process

Request for a University Volunteer under UNITeS: TOR #16 y 17

- | | |
|--|--|
| <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: _____ |

other cont.:

2.e. Is your organization assisted/funded by other organizations/companies: not directly.

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

- a. support computer staff with our system planning group;
- b. support users on planning for forms and statistics;
- c. help to develop other material for improve researches at Seplan;
- d. help to develop tools to help public servers to achieve our goals;
- e. share knowledge to open our mind on new technologies for helping.

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

- a. increase speed of response time;
- b. open new possibilities for other techniques by using computer models;
- c. new tools for planning;
- d. increase the possibility of result analysis to reach goals to achieve BI (Business Intelligence)
- e. increase our capacity of gain different experience of computer applications.

2.h. Required Volunteer qualification: Open mind, motivated, smile (sympathy), friendship, kind, like people, like to serve, like to computer, like teamwork, computer skills.

2.i. Qualification Requirements:

- a) Education: computer degree;
- b) Languages: Portuguese, Spanish or even English;
- c) Specific ICT skills: computer management applications, or other;
- d) Software acquainted with: Windows, SQL, Adobe, Crystal Report...
- e) Additional skills/experiences: programming desirable but mandatory,

2.j. Number of volunteers needed: 2

2.k. Location of assignment: Seplan – SEAP (Secretaria Executiva Adjunta de Planejamento) – Manaus – Amazonas. Brazil

2.l. Type of accommodation for the volunteer: A room at the University or family house.

2.m. Means of local transport for the volunteer: public transport.

2.n. What other facilities will be offered to the University Volunteer (s)? Gather them to our local people to get them closest as possible to our people, make themselves like home.

General Assignment Criteria

Request for a University Volunteer under UNITeS: TOR #16 y 17

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.** The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹ Costs for accommodation may be covered by the respective University, in case the host institution cannot provide MORSS-compliant housing.

**UN****Volunteers****1. Requesting Organization**

Name: Conexão – Serviço de Integração Social

Address: São Paulo, Brazil

1.a. Describe the role/mandate of the organization:**Mission:**

“To contribute, through direct action, to the improvement in quality of life of people and communities.

To promote the strengthening of links between people, communities and the most diverse sections of society in search of solutions which minimize social differences.”

Vision:

“We believe in the possibility of promoting understanding between, and integration of, diverse sections of our society, seeking to reduce the social tensions which can exist within communities”.

Principles and Values:

Our conduct in all fields of activity should:

- Respect human beings and their differences.
- Respect and defend social, civil and human rights.
- Respect and promote diversity in all ways possible.
- Display integrity and transparency in our personal actions, as well as in interpersonal and institutional relations.
- Maintain a professional approach in our actions, and transparency in their results.

History:

Conexão – a Taskforce for Social Integration – arose from the concerns of a group of professionals who set up the first Council for Youngster Tutelage in the municipality of Carapicuíba, São Paulo in 1994

The group was determined that there was a need for work directed towards youths and adolescents in the municipality, especially those in a situation of social risk, who, even with the advent of the ECA (Statute for Children and Adolescents), still had no access to the minimum rights and services necessary for their education.

Year of establishment: June, 2000

Size of organization: Conexão assist over 400 (four hundred) people monthly throughout a variety of programmes. For more information please visit our website: www.conexao.org.br

Number of staff: Taskforce (13 workers)

Other pertinent information: Conexão has as its aims the development of the individual and inclusion of all members into society through programmes directed towards community action and social entrepreneurship in a form, which yields benefits both for the individual and for the community. These programmes provide for the formation of social cooperatives with professional standing, preparing its members for entry into the labour market.

In order to achieve these objectives, Conexão works hand in hand with its partners in government, industry and society at large in both the creation and maintenance of the products of its social endeavors.

Field of activity: The Conexão - Serviço de Integração Social (Connection - Service of Social Integration), is an Social Organization that accomplishes a work of social and economic inclusion for students, youth, women, their families and community in the poorest city of São Paulo state - Brazil.

Request for a University Volunteer under UNITEs: TOR #18

2. Assignment Terms of Reference.

2.a. Assignment title: UNITEs = United Nations Information Technology Service

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.)

Volunteer tasks: To elaborate communication material in partnership with other local volunteers professionals' focused on Millenium Development Goals, participate in social actions developed by our organization on the communities.

Is desirable to have a strong knowledge in social marketing, knowledge in graphic computer programs and good 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 checked="" 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:

PARTNERSHIPS: With the partnership and financial support of government institutions, companies and of society at large, Conexão develop its programmes. With this in mind, we need the continual support of partners and the participation of new people for the maintenance and extension of the existing programmes, as well as for creation and implementation of new programmes, which bring improvements in the quality of life of people and society.

Partners: CIEE, SERASA, ONU/UNV, BNDES, Comunitas, Workshop Project, GSEA, Carapicuiiba-SP Municipal Prefecture, Federal Government, Senac, State Schools, Blood Donors Volunter Organization, Rotary Club, Kavallet Communication Service, University of Sao Paulo among others.

2.f. Detailed description of the tasks to be carried out by the University Volunteer: The main idea is to teach and qualify youth from our capacity skill program and other local NGO's to create communication materials as folder, newsletter, promotional material and websites focus on the

Request for a University Volunteer under UNITeS: TOR #18

Millennium Development Goals, principles and activities.

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

Communication is a handicap for poor communities and small NGO's and we strongly believe by improve it their projects and social programs will gather visibility, respect, recognition and potential partnerships both for the Community and UN/MDG's.

Our Millenium Development Goals programme offers different opportunity for its participants to work as social activists, or rather, agents of transformation of the reality within which they live, having as their central goal the principle of social inclusion.

2.h. Required Volunteer qualification: The project stimulate creative thought and an attitude of social responsibility and good sense of citizenship, fostering a team spirit and awakening latent leadership skills.

2.i. Qualification Requirements:

- a) Education: Marketing/Communication/I.T.
- b) Languages: Spanish/Portuguese
- c) Specific ICT skills: Some knowledge in social marketing
- d) Software acquainted with: Some knowledge in computer programs, flash, web design.

- f) Additional skills/experiences: Good communication skills.

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Carapicuíba, São Paulo, Brazil

2.l. Type of accommodation for the volunteer: A room in a Family house near by or a room in a University student house.

2.m. Means of local transport for the volunteer: Public transport (Train, Underground and Bus service)

2.n. What other facilities will be offered to the University Volunteer (s)? Computer machine and technical support, internet fast connection, telephone facilities, lunch at work place, vast range of literature, welcoming staff group, and social integration activities.

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.** The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. The

Request for a University Volunteer under UNITEs: TOR #18

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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹ Costs for accommodation may be covered by the respective University, in case the host institution cannot provide MORSS-compliant housing.

**UN****Volunteers****Request for a University Volunteer under UNITEs: TOR #19 y 20****1. Requesting Organization**

Name: Fundación Española para la Cooperación Solidaridad Internacional
Address: Tegucigalpa, Honduras

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

Solidaridad Internacional es una organización privada, plural e independiente, sin ánimo de lucro, creada en 1986. Su actividad se centra en la identificación y ejecución de proyectos de cooperación al desarrollo y de ayuda humanitaria en los países menos avanzados. También realiza actividades de educación al desarrollo, presión política y de sensibilización de la opinión pública española y europea.

Year of establishment: 1986

Number of staff: 15 personas en la sede en España y en las 22 en las oficinas del exterior.

Field of activity: Cooperación Internacional al Desarrollo y Ayuda Humanitaria

2. Assignment Terms of Reference.

2.a. Assignment title: Website Design and Development

2. b. Preámbulo: Este puesto es una asignación como Voluntario de Naciones Unidas y esta basado en los siguientes valores fundamentales del voluntariado: libre albedrío, compromiso, servicio y solidaridad. El voluntariado ofrece beneficios al voluntario como persona, realiza importantes contribuciones tanto económica como socialmente. Asimismo, contribuye a crear cohesión social y de patrimonio, construyendo un clima de confianza y reciprocidad entre los ciudadanos.

El Programa de Voluntarios de Naciones Unidas es una organización de las NNUU que apoya el desarrollo humano sostenible global a través de la promoción del voluntariado y de la movilización de voluntarios. Ayuda a las causas de la paz y del desarrollo aumentando las oportunidades de participación de toda la población. Es universal, inclusivo y engloba las acciones voluntarias en toda su diversidad.

El voluntariado es diverso y esta enraizado en todas las culturas y tradiciones. En este contexto, como Voluntariado de las Naciones Unidas, le animamos y esperamos que usted se relacione directamente con el voluntariado local y que se identifique con este concepto. Esperamos que usted considere a sus colegas nacionales como iguales y mantenga el espíritu de voluntariado entre ustedes, tanto en el seno de las comunidades, como en la organización a la cual está asignado.

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.)

Request for a University Volunteer under UNITeS: TOR #19 y 20

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

Bajo la supervisión de Representante en Honduras el voluntario será responsable de la sistematización de los procedimientos administrativos y la implementación de protocolos de gestión en la oficina de Tegucigalpa.

El voluntario será responsable de la sistematización de procedimientos de Auditoría y Control Interno.

El voluntario asistirá al representante en el desarrollo del trabajo que SI desarrolla en Honduras en el campo de fortalecimiento institucional de Municipalidades Locales.

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

Sí, Solidaridad Internacional recibe fondos de la Unión Europea, Agencia Española de Cooperación Internacional (AECI), Gobiernos Regionales y Municipales de España así como aportaciones de empresas, aportaciones privadas y de socios.

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

- Diseñar un sistema de gestión administrativa de las organizaciones locales que incluya gestión de los fondos, recursos humanos, logística y un manual de procedimientos administrativos.
- Capacitar y apoyar en el proceso de diseño a las organizaciones contraparte de Solidaridad Internacional (SI).
- Elaboración de un manual de gestión de proyectos aplicable tanto a SI Honduras como a las contrapartes.
- Desarrollar y organizar talleres de capacitación sobre administración económica y financiera de proyectos con administradores de contrapartes de Solidaridad Internacional en Honduras.
- Apoyar en la elaboración de un software o adaptar alguno de los existentes para la oficina de Solidaridad Internacional en Honduras.
- Capacitación a contrapartes en la preparación de informes económicos, intermedios y finales de proyectos.
- Compilación de los documentos necesarios requeridos por donantes para la presentación de los informes.
- Trabajar con contrapartes para el cierre económico de los proyectos.
- Capacitar a organizaciones locales en el manejo de paquetes de office y hojas de cálculo.
- Apoyar al representante en el fortalecimiento institucional de organizaciones locales y en el desarrollo de las Municipalidades Locales con las que se trabaja.
- Cualquier otra tarea que se le asigne en el marco del puesto.

Request for a University Volunteer under UNITeS: TOR #19 y 20

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

Dentro del objetivo o línea estratégica de crear o fortalecer capacidades locales uno de los aspectos que determina la buena ejecución de los proyectos es la buena administración de los fondos. En Honduras el espectro de organizaciones que trabajan en Cooperación internacional al desarrollo es muy amplio y podemos encontrar organizaciones de todo tipo, tamaño y especialidad. Algunas de estas organizaciones se ven limitadas por la falta de capacidad para cumplir con los requisitos administrativos y financieros de algunos de los donantes a los que pueden acudir para conseguir fondos con los que financiar sus iniciativas. De este modo quedan fuera de algunas de las posibilidades para poner en marcha proyectos que técnicamente pueden ser ejecutados sin mayor problema pero en los que la carga administrativa puede ser un handicap para su ejecución.

En este sentido y con el objetivo de fortalecer institucionalmente a organizaciones locales se plantea la iniciativa de colocar voluntarios/as que puedan apoyar a estas organizaciones a desarrollar un manual de gestión y a capacitar a los equipos de administración con el fin de poder prestar un mejor servicio a las comunidades o grupos de personas con las que trabajan.

Los objetivos de la asignación son:

- Que los/as administradores/as conozcan y manejen apropiadamente los procedimientos administrativos y financieros de justificación de proyectos.
- Que Solidaridad Internacional mejore la justificación económica de los proyectos ejecutados.
- Que los/as administradores/as conozcan los procedimientos y que se apliquen a la presentación de informes para mejorar la presentación de informes y la calidad de la ejecución lo cual tendrá un impacto positivo en la ejecución de los proyectos.
- Diseño de un sistema informático de gestión administrativa y financiera.

2.h. Required Volunteer qualification:

training of staff

training of students

Train-the-Trainers

Setting up of websites

mainstreaming ICT into work process

setting up of networks

curricula development

other: _____

Solidaridad Internacional trabaja activamente tanto en el exterior como en España por la difusión y consecución de los Objetivos de Desarrollo del Milenio ODMs y sus proyectos están orientados a contribuir a su consecución en el medio plazo. Los voluntarios harán eco de la importancia de los ODMs y harán incidencia en las organizaciones con las que compartirán trabajo.

<http://www.solidaridad.org/imagenes/publicaciones/71revista/revista45.pdf> (Ver página 18)

Promover el trabajo voluntario y el fortalecimiento de capacidades locales por medio del voluntariado, organizando talleres dónde puedan participar voluntarios de otras organizaciones para formarse en el tema de gestión de entidades sin fines de lucro.

2.i. Qualification Requirements:

Request for a University Volunteer under UNITeS: TOR #19 y 20

- a) Educación: Estudiante de Economía, Empresariales o Administración de Empresas.
- b) Idiomas: Español y nociones de inglés.
- c) Destrezas específicas en las TICS: Manejo de paquetes informáticos y se valorará el conocimiento de paquetes informáticos de contabilidad.
- d) Conocimientos sobre un software en particular: Contaplus (deseable).
- e) Destrezas/ experiencias adicionales: Experiencia previa en actividades de voluntariado en España o en el exterior. Conocimiento del sector de Cooperación Internacional.

2.j. Number of volunteers needed: 2

2.k. Location of assignment: Tegucigalpa, Honduras

2.l. Type of accommodation for the volunteer: a proveer por la Universidad.

2.m. Means of local transport for the volunteer:

El transporte debe cubrirlo la Universidad. La organización Solidaridad Internacional puede apoyar en el transporte para actividades de trabajo, lo cual quedaría completamente cubierto.

El transporte personal corre por cuenta del voluntario.

2.n. What other facilities will be offered to the University Volunteer (s)?

El/la voluntario/a contará con un puesto de trabajo, escritorio, computadora, papelería y fungibles así como acceso a servicios de comunicación (teléfono, fax, Internet, etc)

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.** The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹ Costs for accommodation may be covered by the respective University, in case the host institution cannot provide MORSS-compliant housing.

Request for a University Volunteer under UNITeS: TOR #19 y 20

**UN****Volunteers****Request for a University Volunteer under UNITeS. TOR#21****1. Requesting Organization**

Name: Alianza ONG
Address: Santo Domingo, Republica Dominicana

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

Alianza ONG es una red multisectorial de organizaciones sin fines de lucro. Impulsa iniciativas de fortalecimiento de la sociedad civil realizando proyectos entre los sectores privados, publicos y sociales.

Year of establishment: 1995

Number of staff: 11

Field of activity: Fortalecimiento Institucional, Voluntariado, Responsabilidad Social, Relación Estado-ONGs.

2. Assignment Terms of Reference.

2.a. Assignment title: Técnico de Tecnología y Contenido

2.b. Preamble : Este puesto es una asignación como Voluntario de Naciones Unidas y esta basado en los siguientes valores fundamentales del voluntariado: libre albedrío, compromiso, servicio y solidaridad. El voluntariado ofrece beneficios al voluntario como persona, realiza importantes contribuciones tanto económica como socialmente. Asimismo, contribuye a crear cohesión social y de patrimonio, construyendo un clima de confianza y reciprocidad entre los ciudadanos.

El Programa de Voluntarios de Naciones Unidas es una organización de las NNUU que apoya el desarrollo humano sostenible global a través de la promoción del voluntariado y de la movilización de voluntarios. Ayuda a las causas de la paz y del desarrollo aumentando las oportunidades de participación de toda la población. Es universal, inclusivo y engloba las acciones voluntarias en toda su diversidad.

El voluntariado es diverso y esta enraizado en todas las culturas y tradiciones. En este contexto, como Voluntariado de las Naciones Unidas, le animamos y esperamos que usted se relacione directamente con el voluntariado local y que se identifique con este concepto. Esperamos que usted considere a sus colegas nacionales como iguales y mantenga el espíritu de voluntariado entre ustedes, tanto en el seno de las comunidades, como en la organización a la cual está asignado.

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.)

Servicios para la creación de directorios y bases de datos: Estos servicios se corresponden con los propósitos de fortalecimiento institucional de ONGs, y de promoción del voluntariado. Se crearía un directorio de ONGs que podrá ser consultado en línea, así como también en una base de datos de voluntarios a fin de mantenerles actualizado sobre informaciones de interés para este sector.

Servicios de Capacitación: La Capacitación seria en dos vía: 1) Capacitación a personal de Alianza ONG sobre mantenimiento y actualización del directorio y la base datos. 2) Capacitación a personal de ONG en búsqueda de fondos el línea, esta capacitación tiene como recurso principal la base Foundation Center (www.fconline.fdncenter.org).

Request for a University Volunteer under UNITEs: TOR #21

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Capacitación de personal. | <input checked="" type="checkbox"/> Transversalización del uso de las TICS en el trabajo |
| <input checked="" type="checkbox"/> Capacitación de estudiantes. | <input type="checkbox"/> Instalación de redes. |
| <input type="checkbox"/> Capacitación de multiplicadores. | <input type="checkbox"/> desarrollo curricular |
| <input type="checkbox"/> Creación de páginas web. | <input type="checkbox"/> otros: _____ |

Otras contribuciones:

Actualización de paginas web

2.e. Is your organization assisted/funded by other organizations/companies: Secretaria de Estado de Educación, Programa de Naciones Unidas para el Desarrollo, Kellogg Foundation, Fundacion Falconbridge, Banco Interamericano de Desarrollo

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

- Facilitar talleres sobre búsqueda de fondos a través de Internet. (Esta actividad se ajusta con los planes de brindar oportunidades de fortalecimiento a ONGs, mediante la ampliación de la información de oportunidades y fuentes de cooperación)
- Elaborar un directorio en línea sobre asociaciones sin fines de lucro en la Republica Dominicana. (Esta actividad se ajusta con los planes de fortalecimiento de ONGs, al dar la oportunidad a organizaciones de dar a conocer sus áreas de trabajo y formas como pueden ser contactadas por otras ONGs, Donantes, otros)
- Elaborar una base de datos de voluntarios. (Esta actividad se enmarca en el área de voluntariado, la misma seria un medio para llevar a los voluntarios informaciones de actividades, recursos, eventos)
- Diseñar un boletín y preparar directorios para su distribución electrónica. (A través de la red de voluntariado Sirve Quisqueya se comparte información de interés para el movimiento voluntario, este boletín seria el órgano informativo de Sirve Quisqueya)
- Buscar información de relevancia nacional e internacional sobre desarrollo, salud, educación, medio ambiente, para su distribución a través del Portal Impulsar. (Esta actividad apoyaría la distribución de información de técnicas y oportunidades para ONGs)
- Mantener y actualizar la sección sobre voluntariado en el Portal Impulsar.

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

Creación de Directorios y Bases de Datos, Boletín:

- Ofrecer recursos informativos para fortalecer el acceso a información y oportunidades para voluntarios y ONGs.
-

Capacitaciones Propósito:

- Apoyar los programas de desarrollo de las ONGs mediante la diversificación de los medios de búsqueda de apoyo para se ejecución
- Dejar capacidad instalada en el personal de Alianza ONG para el manejo y actualización de bases de datos y directorios.

2.h. Required Volunteer qualification: Ver abajo.

Request for a University Volunteer under UNITeS: TOR #21

2.i. Qualification Requirements:

- a) Educación: Informática
- b) Idiomas: Español
- c) Destrezas específicas en las TICS: Creación de Bases de datos, y directorios
- d) Conocimientos sobre un software en particular: Preferiblemente manejadores de contenido, Photoshop, bases de datos.
- e) Destrezas/ experiencias adicionales: Se valoraría experiencia en organizaciones sin fines de lucro.

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Santo Domingo, Republica Dominicana.

2.l. Type of accommodation for the volunteer: Alianza ONG solicita el apoyo de la universidad para los gastos del alojamiento del voluntario.

2.m. Means of local transport for the volunteer: Carros públicos, guaguas.

2.n. What other facilities will be offered to the University Volunteer (s)? Oficina, equipos de computación, conexión Internet, teléfono, mobiliario de oficina

Crterios Generales de las Asignaciones

Creación de capacidades y sostenibilidad de las Asignaciones

Los Voluntarios Universitarios Españoles VNUs asociados dentro de la iniciativa UNITeS deben de servir en instituciones (organizaciones internacionales, organizaciones no gubernamentales, asociaciones locales, e instituciones académicas), que apoyen programas relacionados con los ODMs incluyendo aquellos relacionados con el MDG facility de VNU con el objetivo de contribuir a la creación de capacidades. La promoción del voluntariado estará integrada en cada una de las asignaciones. **Los sectores comprometidos deben de ser TICs para el Desarrollo, educación, salud y desarrollo.**

Las asignaciones se deben de enfocar claramente en creación de capacidades (de beneficiarios locales) por ejemplo en la aplicación de las TICs. *Ejemplo:* Asignaciones concentradas en obtener un producto de TICs, como instalar una red o la creación de una página web, sin la colaboración de personal local no califican como asignaciones. El grupo objetivo de una asignación particular debería de poder suplir sus necesidades relacionadas con las TICs despues de la marcha del Voluntario Universitario. Todos las asignaciones tienen un numero común de tareas, por ejemplo, asegurarse de la sostenibilidad de la asignación, además de la promoción del voluntariado en el país en el que sirve el voluntario.

Institución receptora y condiciones de vida

La institución de acogida tiene que demostrar que va a proporcionar el ambiente adecuado para los Voluntarios Universitarios, para que puedan ser productivos desde el principio y puedan servir positivamente durante toda su asignación. Esto incluye la provisión por ejemplo del equipo informático necesario y la conexión necesaria. Esto también incluye la identificación de un supervisor directo del voluntario. La institución receptora debe de proveer de alojamiento que cumpla con MORSS¹.

¹El costo del alojamiento puede ser cubierto por la Universidad respectiva, en el caso de que la institución receptora no pueda proveer un alojamiento que cumpla con MORSS.

Request for a University Volunteer under UNITEs: TOR #21



UN

Volunteers

Request for a University Volunteer under UNITEs. TOR#22

1. Requesting Organization

Name: Centro Alternativo Rural El Limon
Address: El Limon de Ocoa, Dominican Republic

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

Year of establishment 2000 (incorporated 2004)

Size of organization 40 members, 10 active volunteers, youth group of 30

Number of staff currently no paid staff

Other pertinent information community NGO based in rural village of 300 residents

Field of activity Sustainable rural development

2. Assignment Terms of Reference

2.a. Assignment title: ICT Volunteer in El Limon, Dominican Republic

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.)

Provide ICT training and support for children, youth, and adults in the context of a multisectoral development project. This will be both general technical capacity building, and helping with specific projects including telemedicine and producing educational materials. Volunteers have played a vital role in this area, and current need is particularly strong, since at this time there is nobody available to work with village children and youth

Request for a University Volunteer under UNITeS. TOR # 22

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> training of staff | <input 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 checked="" 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: not currently funded; expecting small (\$ 20,000) UNDP contract soon

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

1. Teaching introductory and specialized computer classes for children, youth, and adults
2. Providing support and structure for the youth group, through meetings and working with participants
3. Occasionally traveling to three nearby villages (connected to our wireless network) to teach and solve technical problems
4. Helping develop curriculum and educational materials, particularly on-line

2.g. Assignment target (i.e. capacity building impact): Prepare village youth to:

1. train local residents in basic computer use
2. guide new users in the selection and use of self-teaching materials

2.h. Required Volunteer qualification: Willing to work in relatively isolated rural village.

2.i. Qualification Requirements:

- a) Education: No specific level
- b) Languages: Spanish
- c) Specific ICT skills: Can be easily learned, Web page and small network experience desirable
- d) Software acquainted with: Windows mostly used , some Linux would be desirable
- e) Additional skills/experiences: Experience working with youth

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Rural village of El Limon, two hours from Santo Domingo

2.l. Type of accommodation for the volunteer: Rented room with local resident, comfortable but no indoor plumbing.

2.m. Means of local transport for the volunteer: Motorbike-taxi

2.n. What other facilities will be offered to the university volunteer (s)? CAREL has 5 computers, high

Request for a University Volunteer under UNITeS. TOR # 22

speed Internet. Meals available from the host family at modest additional cost.

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.

**UN****Volunteers****Request for a University Volunteer under UNITeS. TOR#24****1. Requesting Organization**

Name: Fundación Servicio Ignaciano de Voluntariado SIGVOL.
Proyecto Quito Joven Voluntario (MDG Facility)
Address: Quito, Ecuador

1.a. Descripción del rol/mandato de la organización:

Fundación sin fines de lucro

Año de fundación: 2001

Tamaño de la organización: SIGVOL trabajo con casi 1000 voluntarios anualmente.

Numero de empleados: 8 de manera directa

Otra información pertinente:

Campo de actividades: Inserción de voluntarios en proyectos de Educación, Salud, Desarrollo comunitario, etc. Específicamente es para el proyecto Quito Joven Voluntario que se realiza conjuntamente con El Municipio del Distrito Metropolitano de Quito, SIGVOL, el Consejo Nacional de Educación Superior y UNV.

2. Términos de Referencia de la Asignación

2.a. Título de la asignación: Asesor de Educación para capacitación y seguimiento técnico a los voluntarios del proyecto Quito Joven Voluntario

2. b. Preámbulo: Este puesto es una asignación como Voluntario de Naciones Unidas y esta basado en los siguientes valores fundamentales del voluntariado: libre albedrío, compromiso, servicio y solidaridad. El voluntariado ofrece beneficios al voluntario como persona, realiza importantes contribuciones tanto económica como socialmente. Asimismo, contribuye a crear cohesión social y de patrimonio, construyendo un clima de confianza y reciprocidad entre los ciudadanos.

El Programa de Voluntarios de Naciones Unidas es una organización de las NNUU que apoya el desarrollo humano sostenible global a través de la promoción del voluntariado y de la movilización de voluntarios. Ayuda a las causas de la paz y del desarrollo aumentando las oportunidades de participación de toda la población. Es universal, inclusivo y engloba las acciones voluntarias en toda su diversidad.

El voluntariado es diverso y esta enraizado en todas las culturas y tradiciones. En este contexto, como Voluntariado de las Naciones Unidas, le animamos y esperamos que usted se relacione directamente con el voluntariado local y que se identifique con este concepto. Esperamos que usted considere a sus colegas nacionales como iguales y mantenga el espíritu de voluntariado entre ustedes, tanto en el seno de las comunidades, como en la organización a la cual está asignado.

2. c. Términos de Referencia detallados (Por favor describe lo más detalladamente posible los servicios que se requieren del Voluntario Universitario y como su contribución se ajusta a los planes de la organización.)

El voluntario para el proyecto Quito Joven Voluntario tendrá que apoyar al encargado del departamento de proyectos en lo referente a la capacitación técnica y monitoreo y seguimiento técnico de los voluntarios que dentro del proyecto Quito Joven Voluntario se inserten en actividades de educación a niños y jóvenes;

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para esto tendrá que realizar un diagnóstico de la realidad de los beneficiarios de los proyectos de educación y definir jornadas de capacitación para los voluntarios para optimizar su desempeño.

2. d. Se requiere apoyo en los siguientes temas:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Capacitación de personal | <input type="checkbox"/> Transversalización del uso de las TICS en el trabajo |
| <input checked="" type="checkbox"/> Capacitación de estudiantes | <input type="checkbox"/> Instalación de redes |
| <input type="checkbox"/> Capacitación de multiplicadores | <input type="checkbox"/> desarrollo curricular |
| <input type="checkbox"/> Creación de páginas web | <input checked="" type="checkbox"/> otros: diagnóstico de proyectos de educación |

Otras contribuciones: Diagnóstico y acompañamiento en el campo con los proyectos de educación

2. e. Su organización recibe asistencia/fondos de otras organizaciones/empresas: SI

2.f. Descripción detallada de las tareas que tendrá que llevar a cabo el Voluntario Universitario:

- Diagnóstico de la situación de los beneficiarios de proyectos de educación y de temas que deben saber los voluntarios para trabajar en esa realidad.
- Seguimiento técnico de los proyectos de educación del Quito Joven Voluntario
- Capacitación técnica a los voluntarios que se insertan en proyectos
- Diseño de planes y contenidos de formación para voluntarios que se encuentran en proyectos de educación

2.g. Objetivo de la asignación (por ejemplo impacto de la capacitación):

Fortalecer los proyectos educativos por medio de la capacitación de los voluntarios que trabajan en los mismos desde la potenciación de las herramientas que requieren los mismos para el trabajo de campo.

2.h. Calificaciones requeridas del voluntario:

- a) Educación: Pedagogía, psicología
- b) Idiomas: Español
- c) Destrezas específicas en las TICS: Manejo de grupo, niños y jóvenes
- d) Conocimientos sobre un software en particular:
- e) Destrezas/ experiencias adicionales:

2.i. Número de voluntarios necesarios: 1

2.j. Lugar de asignación: Fundación Servicio Ignaciano de Voluntariado- Proyecto Quito Joven Voluntario (MDG Facility), Quito, Ecuador.

2.k. Tipo de alojamiento para el voluntario: alquiler de apartamento que puede compartir con el segundo voluntario UNV UNITES, solicitado en TICS.

2.l. Medios de transporte local para el voluntario: trolebús, taxi.

2. m. Con que otras facilidades va a contar el voluntario?: SIGVOL proporcionará un espacio apropiado para el trabajo, el proyecto Quito Joven voluntario facilitará el acceso a una computadora para el trabajo las etapas que sean necesarias.

Request for a University Volunteer under UNITeS. TOR # 24

Criterios Generales de las Asignaciones

Creación de capacidades y sostenibilidad de las Asignaciones

Los Voluntarios Universitarios Españoles VNUs asociados dentro de la iniciativa UNITeS deben de servir en instituciones (organizaciones internacionales, organizaciones no gubernamentales, asociaciones locales, e instituciones académicas), que apoyen programas relacionados con los ODMs incluyendo aquellos relacionados con el MDG facility de VNU con el objetivo de contribuir a la creación de capacidades. La promoción del voluntariado estará integrada en cada una de las asignaciones. **Los sectores comprometidos deben de ser TICs para el Desarrollo, educación, salud y desarrollo.**

Las asignaciones se deben de enfocar claramente en creación de capacidades (de beneficiarios locales) por ejemplo en la aplicación de las TICs. *Ejemplo:* Asignaciones concentradas en obtener un producto de TICs, como instalar una red o la creación de una página web, sin la colaboración de personal local no califican como asignaciones. El grupo objetivo de una asignación particular debería de poder suplir sus necesidades relacionadas con las TICs despues de la marcha del Voluntario Universitario. Todos las asignaciones tienen un numero común de tareas, por ejemplo, asegurarse de la sostenibilidad de la asignación, además de la promoción del voluntariado en el país en el que sirve el voluntario.

Institución receptora y condiciones de vida

La institución de acogida tiene que demostrar que va a proporcionar el ambiente adecuado para los Voluntarios Universitarios, para que puedan ser productivos desde el principio y puedan servir positivamente durante toda su asignación. Esto incluye la provisión por ejemplo del equipo informático necesario y la conexión necesaria. Esto también incluye la identificación de un supervisor directo del voluntario. La institución receptora debe de proveer de alojamiento que cumpla con MORSS¹.

¹El costo del alojamiento puede ser cubierto por la Universidad respectiva, en el caso de que la institución receptora no pueda proveer un alojamiento que cumpla con MORSS.

**UN****Volunteers**

Request for a University Volunteer under UNITeS. TOR#25 y 26

1. Requesting Organization

Name: VERDEFAM Associacao Cabo-verdiana para a Proteccao da Familia
Address: Palmarejo, Praia. Cabo Verde

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

Year of establishment: VERDEFAM was established on 25th March 1995 by a group of Cape Verdians citizens engaged with the promotion of the family rights, especially defending women and children's rights. It's creation was motivated by the necessity of continuing the activities of family promotion related to family planning and improving reproductive health USAID funds that at this moment was pulling out the country.

Size of organization: VERDEFAM is a nationwide non governmental and non-profit association counting more than two hundred members in the most populated islands of the country: Santiago, S. Vicente, Fogo, S. Antão et Sal.

Number of staff: (All nationals), 16 technical staff, 11 administrative.

Other pertinent information: The main goal of VERDEFAM is the promotion of Cape Verdians family rights, enhancing it as the core of Society. The family is the natural framework of development and well-being for STI own members in society; equitable development requires that individuals are able to exercise control over their sexual and reproductive lives. The Association has 250 volunteers, 150 with less than 24 years old.

The Director of VERDEFAM's Centre CINSAUDE in Praia, will be on charge of supervising the volunteers. The volunteers will also periodically report the Executive Director of VERDEFAM about the trainings, the results achieved and the new activities to be implemented. All the documents delivered will be supervised by the Executive Director of the Association, and share with the others CINSAUDE centers in Sal, San Vicente, Tarrafal etc.

VERDEFAM specifics goals:

- Advocacy, dissemination, promotion and sensitisation about family rights
- Reproductive decision-making, family formation and determination of the number, timing and spacing of one's children
- To enable couples and individuals to decide freely and responsibly the number and spacing of their children; to have the information and means to do so; to ensure informed choices;
- Sexual and reproductive security avoiding maternal mortality and the number of abortions worldwide that are unsafe.
- Provide information and services to families, particularly related to sexual education, maternal health and reproductive health, in agreement with the WHO.

VERDEFAM is a member of the NGOs Platform in Cape Verde and is and active member of the International Planned Parenthood Federation IPPF. The Association has in this moment 6 information Centre of Sexual and reproductive Health called CINSAUDE, where is offering different service among others family planning, free distribution of contraceptive, pregnancy test, clinic consultancy on paediatric, gynaecologic psychology, echo scans etc.

Field of activities:

Request for a University Volunteer under UNITeS. TOR # 25 y 26

Family Rights
Population
Sexual and reproductive Health
Youth

2. Assignment Terms of Reference

2.a. Assignment title: Enhancing the Capacity of the CINSAUDE Center of Praia (training the staff and the local volunteers in communication on Sexual Health for Youth living in vulnerable quarters).

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, including 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 be on charge of three main activities related with training, community information, and creation of new materials to work sexual health with youth.

Related to VERDEFAM they will train the staff of the CINSAUDE center in Praia in communication, information and education skills of young people, linked to reproductive and sexual health. They will work also enhancing the capacities of the Center on family planning activities and prevention of the Sexually Transmitted Infections (STI). They will also work with the CINSAUDE staff to improve the relationship with youths in these aspects, and they will support them to created new material to best communicate and spread the health message.

Related to the communities, It's the goal of VERDEFAM, to decentralize the family planning and prevention of STI services and to offer them in the communities, specially the poorest ant more vulnerable, where people does not have access to this important service, as a human right and a fundamental way to fight poverty. In this sense, the volunteers will assist the staff members visiting different communities in Santiago island; they will organize information sessions with the staff in different communities to improve their operational skill. Specifically they will train the best volunteers of CINSAUDE Center in Praia to train other youth volunteers in sexual health and prevention of STI.

The target people will be urban and rural. Praia is the main city of Cap Verde but still have many rural quarters where the most vulnerable people live. The volunteers must have communication ability and skills and demonstrates commitment to development and social mission, vision and values to work with youth. They must also be acquainted with system of HIV/AIDS and other sexual transmissible disease

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prevention.

The UNITeS volunteers are expected to bring new approaches and methodologies of information and communication in the field of sexual and reproductive health. The training and the materials produced for the training would contemplate this as a main goal. For the organization, this Programme is an excellent opportunity to exchange experiences and to improve the performance.

The volunteers must undertake the following actions.

1. Training the staff of CINSAUDE centers of Praia and Tarrafal in relevant aspects concerned sexual and reproductive health.
2. Create the materials for the staff workshop
3. Chose the best volunteers between the young volunteers of the communities and train them to train others in life skills and community education in sexual health and prevention of STI.
4. Create the materials to train the volunteers and to sensitized the communities
5. Organize a workshop in collaboration with the youth association of the communities on information about a sexual disease transmission and prevention and family planning.
6. To assist the staff and the volunteers in the information session on reproductive and sexual health in every quarter and to make recommendations to improve their results
7. To evaluate the actions undertaken in the CINSAUDE center of Praia in sexual health communication for youth and suggest new measures to improve the activities.
8. Collaborate with local partners and institutions on youth education on sexual and reproductive health.
9. Any other relevant action related to communication, information and education of youngsters highlight in the evaluation of the communities and the CINSAUDE activities.

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

- training of staff** mainstreaming ICT into work process
 training of students setting up of networks
 Train-the-Trainers curricula development
 Setting up of websites other: Information and communication

2.e. Is your organization assisted/funded by other organizations/companies: VERDEFAM organization is financing some activities of the CINSAUDE Centers from the Ministry of Health

2.f. Detailed description of the tasks to be carried out by the University Volunteer: The three main tasks will be: training, information and communication. The detailed activities are:

- Train the Staff of the CINSAUDE Center of Praia and Tarrafal in communication, information and education skills of young people related to Reproductive and Sexual Health, improving their capacities and knowledge.
- Train the best local volunteers of the communities to train others in life skills and community education in sexual health and prevention of STI.
- Organized several workshops on family planning, sexual health, STI prevention etc for the communities and the youth organizations
- Create the materials for the workshop and the trainings
- Assist the staff and the volunteers selected in the information mission to the communities
- Make evaluation, recommendations of the activities undertaken and improve them.
- Evaluate the results of the activities developed in the CINSAUDE center of Praia in communication for youth and improve them with new approaches
- The volunteers will help VERDEFAM creating new material of reproductive and sexual health and life skills for the Centers but also other material for the local Associations as poster or stickers

Request for a University Volunteer under UNITeS. TOR # 25 y 26

with easy educational message for the communities

2.g. Assignment target (i.e. Reinforcement des capacities /capacity building impact): VerdeFam expect to improve STI capacity and ability to intervene on sexual and reproductive health subject in general and on STI specifically. Making communication on sexual health and prevention of STI more easy to understand for the communities and doubling-up the message.

2.h. Required Volunteer qualification:

Knowledge in:

Young people's health issues, particularly sexual health, life skills and well-being.

Primary health care and health promotion principles. Train the trainers.

Youth communication

Planning and evaluation processes.

2.i. Qualification Requirements:

- a) Education: social background: sociology, education, psychology nursery etc. with experience in sexual and reproductive health and youth. Knowledge on Behavior Change Communication applied to sexual health, family planning and Sexually Transmitted Infections.
- b) Languages: Spanish or Portuguese
- c) Specific ICT skills: Microsoft Office
- d) Software acquainted with: Microsoft Office
- e) Additional skills/experiences:
 - Demonstrates commitment to development and social mission, vision and values
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
 - Shares knowledge and experience and provides helpful advice.
 - Ability to training
 - Ability to communicate used to work with youth people in sexual issues.
 - Adaptability to work in team and in a different country

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Praia, Cabo Verde.

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

2.m. Means of local transport for the volunteer: CINSAUDE Car

2.n. What other facilities will be offered to the University Volunteer (s)? The volunteers will be working with youth all the extra activities of VERDEFAM in Santiago will include the volunteers.

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and**

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environment.

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹

**UN****Volunteers**

Request for a University Volunteer under UNITeS. TOR# 27 y 28

1. Requesting Organization

PLATAFORMA DAS ONG'S DE CABO VERDE

Name:

Address:

Praia, Cabo Verde

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

La Plate forme des ONG du Cap Vert est apparue dans le contexte d'un processus dynamique d'organisation et de participation de la société civile eut pour illustrations principales l'accession du pays a l'indépendance en 1975, la publication de la loi sur les associations en 1987 et l'ouverture politique en 1991. Le rôle de l'organisation est de construire un espace de communication et de concertation permanentes, dans une perspective d'auto promotion et de renforcement mutuel pour les ONGs du Cap Vert.

Year of establishment: 16 juin 1996

Size of organization: 101 associations faisaient partie de la plate-forme des ONG

Number of staff: 7 tous nationaux

Other pertinent information: Les objectifs de la Plate-forme :

- Représenter les ONG affiliées et défendre leurs intérêts
- Contribuer au renforcement de la concertation et de la coopération entre les ONG et leurs partenaires, ainsi qu'avec le Gouvernement, les ONG du Nord et les organisations communautaires
- Promouvoir la connaissance mutuelle, l'échange d'expérience, la concertation et collaboration entre les ONG et les autres organisations de la société civile
- Améliorer progressivement sa capacité institutionnelle afin de répondre aux nécessités des ONG et des autres organisations

La Plate-forme est gérée par trois organes

- L'Assemblée Générale est l'organe de délibération qui a pour rôle de formuler les recommandations et de définir les grandes lignes d'action.
- Le Conseil Général qui remplace l'Assemblée Générale dans l'intervalle de leurs réunions triennal ;
- Le Conseil de Direction est l'organe exécutif il est responsable de la gestion de la Plate-forme entre chaque Assemblée et pendant la durée de son mandat
- Le Conseil de Surveillance comporte trois membres dont la fonction est de veiller à la fiscalisation des activités de la plate-forme

Le secrétariat exécutif est dirigé par un Secrétaire Exécutif dont la fonction est de gérer le personnel du Secrétariat et de garantir le fonctionnement quotidien de la plate-forme. Peuvent être de la plate-forme toutes les associations nationales, internationales et étrangers légalement reconnues et qui exercent leurs activités de manière régulière au Cap Vert

Field of activity

1. Représentation et promotion de partenariats : diffusion d'informations sur les ONG cap – verdiennes auprès des partenaires, études et recherches, recherche de financements et divulgation des programmes et projets

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2. Information et Communication : édition de la feuille informative mensuelle « Dinamic » et du bulletin informatif trimestriel « Caminhar », actualisation de la Guide des ONG cap verdiennes
3. Formation/renforcement des capacités : actions de formation sous la forme d'ateliers et/ou de séminaires, assistance technique dans le montage de projets, visites d'étude/échanges, rencontres de réflexion

Renforcement institutionnel partenaires comme les entités centrales et locales capverdiennes, la coopération multilatérale, la coopération bilatérale, les ONG internationales.

2. Assignment Terms of Reference

2.a. Assignment title: Assistance technique à la plate-forme des ONGs cap verdiennes et à ses partenaires en NTIC. (Diagnostic de situation, formation, et création d'une base de données des ONGs cap-verdiennes et d'une page web de la Plate-forme)

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, including 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.)

En prenant compte de l'importance des nouvelles technologies de l'information et de la communication (NTIC) dans le processus de dynamisation et d'action des acteurs non gouvernementaux au Cap Vert, la Plate-forme a décidé à faire des investissements dans ce domaine. Par la, elle veut favoriser l'accès à l'information des ONGs et des associations de la société civile, dynamisent ainsi le processus de communication entre elles et avec leurs partenaires, permettant également de faciliter la mobilisation des partenariats et des ressources nécessaires pour atteindre leurs objectifs.

Dans ce contexte, la Plate-forme voudrait demander deux volontaires UNITEs, qui prendront en charge les besoins des associations de la société civile capverdienne en la matière et plus spécifiquement dans les trois domaines suivants:

1. Diagnostic de la situation de la Plate-forme et des associations partenaires dans le domaine des NTIC :
 - Recueillir des documents de support pour la création d'une base de données qui serait active dans la future page internet de la plate-forme : rapports, projets, activités de la plate-forme...
 - Concevoir des fiches pour recueillir l'information nécessaire de la plate-forme mais aussi des partenaires. Faire des entretiens avec les associations basées a Santiago et recueillir par voie électronique l'information des associations localisées sur les autres îles de l'archipel.
 - Faire le traitement des informations recueillies et intégrer la base de données dans la future page

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- web de la plate-forme
- Elaborer un rapport sur le diagnostique en matière des NTIC pour les partenaires de la plate-forme et concevoir un résumé avec des conseils simples et pratiques sur les NTIC qui sera partagé avec les ONG et associations mais aussi accessible sur la page web.
 - Elaborer des outils de formation pour les associations et les ONG sur la base des recommandations de formation issues de l'étude diagnostique
2. Ateliers de formation au siège de la plate-forme à Santiago
- Faire un atelier de travail au siège de la plate-forme sur le diagnostique et aussi sur les recommandations pertinentes.
 - Faire des outils pratiques pour la formation
 - a. Organiser un atelier pour le staff de la plate-forme où d'une façon simple les résultats du diagnostique ainsi que la base de données finale seront exposés. L'utilisation et l'accès à la page internet de la plate-forme seront également présentés.
 - b. Faire deux ateliers à Praia :
 - Le premier, une fois le diagnostique fini qui exposera les résultats du diagnostique et les recommandations pertinentes
 - Un deuxième à la fin de la mission ou une formation au personnel des ONG et des associations sur les logiciels les plus couramment utilisés sera donnée.
3. Assistance technique à la plate-forme dans le domaine des NTIC et conception d'une page web
- Conception et élaboration du site web pour la plate-forme que permettra une meilleure connaissance des activités développées par elle.
 - Elaborer la mise en place la page web la moins onéreuse possible et rechercher une maintenance des services réseaux gratuits etc.
 - En particulier les volontaires feront les travaux en coordination avec le volontaire en charge de l'appui technique pour l'informatique au sein de la plate-forme, de manière à ce que lors du départ du volontaire, la personne en charge peut continuer son travail au sein du siège
 - Appui technique à la plate-forme pour en cas d'éventuelles difficultés techniques
 - A la fin du séjour la plate-forme aura une page web élaborée incluant la base de données des ONG du Cap Vert

Le deux volontaires travailleront en étroite collaboration avec le département de communication de la plate-forme gérée par la chargée de communication et aussi avec le volontaire en charge de l'informatique. Les deux volontaires rapporteront directement au directeur exécutif de la plate-forme qui sera en charge de leur supervision.

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

- | | |
|--|--|
| <input checked="" 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 checked="" type="checkbox"/> Train-the-Trainers | <input type="checkbox"/> curricula development |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____ |

other cont.:

2.e. Is your organization assisted/funded by other organizations/companies: La plate-forme des ONGs est soutenue par un projet de la Commission européenne qui finira en juillet 2006

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

Etude diagnostique de la situation en NTIC pour les associations cap-verdiennes
Rapport de situation

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Mettre en place une base de données
Concevoir / dessiner une page web
Formation du staff de la plate-forme et des associations intéressées
Formation de formateur

2.g. Assignment target (i.e. capacity building impact): La Plate-forme des ONGs cap-verdiennes espère que le travail effectué par les volontaires ira renforcer la capacité institutionnelle des associations au niveau des NTIC.

2.h. Required Volunteer qualification:

- **Personne Communicative, habilité en travailler en équipe**
- Dynamique (capable de chercher et présenter des solutions aux problèmes retrouvés)
- Capacité d'adaptation au milieu
- Partage connaissance et expertise et que donne conseil pratiques.
- Capable de mettre en place une base de données et concevoir un page web

2.i. Qualification Requirements:

- a) Education: étudiants des NTIC
- b) Language: Espagnol – Français*
- c) Specific ICT skills: Websites - database
- d) Software acquainted with: ASP – HTML – PHP – Javascripts – Photoshop – Corel Draw – Flash – Database – ERR- Delphi – Visual Basic...
- e) Additional skills: Bonnes attitudes de communication - pédagogie

*Avoir une connaissance de français moyen est nécessaire pour travailler en la conception et dessin de la base de données et de la page internet que seront en français et portugais.

2.j. Number of volunteers needed: 2

2.k. Location of assignment: Praia, Cabo Verde.

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

2.m. Means of local transport for the volunteer: Les transports communs or de l'Institution ou cas il y aura besoin de se déplacer

2.n. What other facilities will be offered to the University Volunteer (s)? Les volontaires seront part active dans les activités développées par la plate-forme à Praia.

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and**

Request for a University Volunteer under UNITeS. TOR # 27 y 28

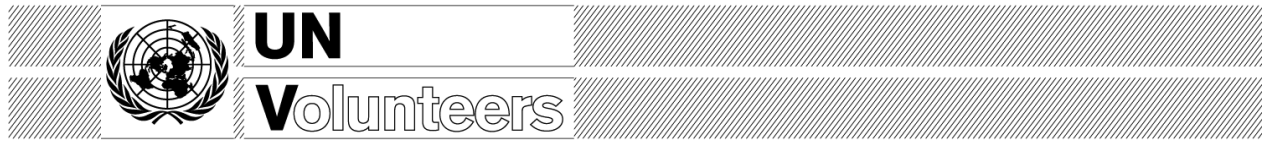
environment.

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹



Request for a University Volunteer under UNITeS. TOR# 29

1. Requesting Organization

Name: UNDP country office in Mauritania
Address: Nouakchott, Mauritania.

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

UNDP is the UN's global development network.

Year of establishment: 1981

Size of organization: 25 year in development work

Number of staff: 6 core staff & 15 Project based

Other pertinent information: See attached Capability Statement of ISFI & Brochure

Field of activity: Development, capacity building

2. Assignment Terms of Reference

2.a. Assignment title: ICT 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, including 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.)

Job summary: This volunteer will work with diverse entities (local authorities, schools, NGOs, etc.) so they can make the best use of cybercommune services in regards to their institutional and organizational capacity. He will advice and train them on how to make best use of information management to serve their specific needs.

This volunteer will carry out technical issues, as he will basically help cybercommune to design and develop its software tools and structure. The volunteer will also provide technical training for and training for trainers.

Request for a University Volunteer under UNITeS. TOR # 29

The volunteer should demonstrate a very good ability to work with minimum of supervision.
Specific duties include :

1. Support to strengthening Civil Society and Public Organizations activities

In particular, the volunteer will be involved in tasks related to:

- Creating and maintaining databases
- Networking among local communications.
- organizing communities, establish new organizations, develop group dynamics,
- Access to general reference libraries and on-line repositories
- Public information about government institutions and services
- Access to national and international newspapers, magazines, websites
- Access to information on jobs and employment opportunities

2. developing media tools

- Design Websites using languages and programming tools.
- Link up databases to web browsers.
- Design and create high quality graphic images for use on a website or in any other application
- Develop products which take pictures and/or existing video, compiled along with sound to create digital video files
- Oversee translation of website content into Arabic for various applications
- Conduct training sessions for individuals or groups, in a wide range of software training, including basic office applications, operating systems, and internet applications and website creation tools.
- Carry out training program on basic PC and other hardware maintenance and repair

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: _____ |

other cont.:

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

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

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

2.h. Required Volunteer qualification: Master and above

2.i. Qualification Requirements:

- a) Education: master and above in ICT fields
- b) Languages: French, Arabic is an asset

Request for a University Volunteer under UNITeS. TOR # 29

- c) Specific ICT skills: web design and networking
- d) Software acquainted with: MS windows, Ms suite (Access, Excel, Word, Powerpoint),

Additional skills/experiences:

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Kiffa (Mauritania) with frequent travels within the country

2.l. Type of accommodation for the volunteer: villa (may be shared with other volunteers)

2.m. Means of local transport for the volunteer: car

2.n. What other facilities will be offered to the University Volunteer (s)? laptop, cellular phone

General Assignment Criteria

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The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

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The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing.

**UN****Volunteers**

Request for a University Volunteer under UNITeS. TOR#30 y 31

1. Requesting Organization

Name: Asociación Internacional de Esfuerzos Voluntarios IAVE Colombia

Address: Bogotá- Colombia

1.a.Descripción del rol/mandato de la organización:

IAVE Colombia es una organización de la sociedad civil que se rige por los principios de IAVE Internacional. Orienta su acción a promover, facilitar, divulgar y celebrar la acción voluntaria en el ámbito nacional e internacional y a apoyar la construcción de la capacidad local para administrar adecuadamente la acción voluntaria.

Año de fundación: IAVE está presente en Colombia como grupo informal desde agosto 1.996. En diciembre del 2005 se vio la necesidad de legalizar el grupo, se definieron los estatutos y se constituyó mediante escritura pública No.0006715 otorgada en la Notaria 42 de Bogota el 22 de Diciembre de 2005. Se inscribió, de acuerdo a la ley, en la Cámara de Comercio de Bogota el 28 de diciembre del mismo año con el No.0009358.

Tamaño de la organización: IAVE COLOMBIA cuenta con 20 miembros individuales y 10 miembros institucionales.

Numero de empleados: 0

Otra información pertinente: IAVE ha dedicado su esfuerzo desde diciembre de 1.999 a trabajar para hacer posible el logro de los objetivos del Año Internacional de los Voluntarios, definidos por UNV y la Junta Directiva Mundial de IAVE y, a la divulgación de la AGENDA GLOBAL. Después del 2001 continuó trabajando para apoyar la conformación de la RED NACIONAL DEL VOLUNTARIADO. Actualmente ocupa la vicepresidencia de la RED.

Campo de actividades

- Promoción de la acción Voluntaria en distintas instancias del Estado y la sociedad civil.
- Capacitación a grupos de voluntarios,
- Reconocimiento “Vida Voluntaria Plena “que se otorga anualmente en tres categorías.
- Espacios de participación de IAVE en distintos eventos nacionales e internacionales.
- Apoyo en la conformación y fortalecimiento de la RED Nacional del Voluntariado

2. Términos de Referencia de la Asignación

2.a. Título de la asignación: Voluntariado Universitario para los Objetivos del Milenio

2. b. Preámbulo: Este puesto es una asignación como Voluntario de Naciones Unidas y esta basado en los siguientes valores fundamentales del voluntariado: libre albedrío, compromiso, servicio y solidaridad. El voluntariado ofrece beneficios al voluntario como persona, realiza importantes contribuciones tanto económica como socialmente. Asimismo, contribuye a crear cohesión social y de patrimonio, construyendo un clima de confianza y reciprocidad entre los ciudadanos.

Request for a University Volunteer under UNITEs. TOR # 30 y 31

El Programa de Voluntarios de Naciones Unidas es una organización de las NNUU que apoya el desarrollo humano sostenible global a través de la promoción del voluntariado y de la movilización de voluntarios. Ayuda a las causas de la paz y del desarrollo aumentando las oportunidades de participación de toda la población. Es universal, inclusivo y engloba las acciones voluntarias en toda su diversidad.

El voluntariado es diverso y está enraizado en todas las culturas y tradiciones. En este contexto, como Voluntariado de las Naciones Unidas, le animamos y esperamos que usted se relacione directamente con el voluntariado local y que se identifique con este concepto. Esperamos que usted considere a sus colegas nacionales como iguales y mantenga el espíritu de voluntariado entre ustedes, tanto en el seno de las comunidades, como en la organización a la cual está asignado.

2. c. Términos de Referencia detallados (Por favor describe lo más detalladamente posible los servicios que se requieren del Voluntario Universitario y como su contribución se ajusta a los planes de la organización.)

En septiembre de 2005, el fondo de UNV para MDG's facility aprobó el proyecto VuMm (Voluntario Universitario para las Metas del Milenio) en la ciudad de Bogotá. Un proyecto que cuenta con el apoyo de PNUD, DANSOCIAL y la Alcaldía Mayor de Bogotá por el cual se están capacitando en ODM's aproximadamente 2.000 voluntarios de las 41 universidades que firmaron el acuerdo de voluntades con la Alcaldía Mayor de Bogotá. Además, este proyecto espera apoyar a la Alcaldía Mayor para constituir antes de septiembre de 2006, la Red de Voluntariado Universitario para la ciudad de Bogotá.

Debido a la importancia de los voluntarios y del papel que las organizaciones de voluntariado juegan en el cumplimiento de los ODM's, para esta designación se ha establecido una alianza entre tres entidades:

1.- **IAVE** como entidad de voluntariado ha venido divulgando las recomendaciones de la Conferencia Mundial de Barcelona realizada en el 2004, especialmente en lo que hace referencia a la contribución de los voluntarios para que se cumplan las Meta de Desarrollo del Milenio, a la necesidad de que el voluntariado se capacite para que incluyan en su programación cotidiana algunas de esas metas, y al aprovechamiento de las TICs para que su trabajo tenga un mayor impacto.

2.- **La Corporación Somos Más** (corporación que el año pasado recibió a 4 voluntarias UNITEs) entidad sin ánimo de lucro interdisciplinaria que tiene como **misión** construir capital social mejorando la capacidad de las Organizaciones de la Sociedad Civil (OSC) y Organizaciones de Cooperación Internacional (OCI) en:

- *Gestión:* brindar herramientas de documentación, presentación, monitoreo y evaluación de proyectos sociales.
- *Participación:* promover la interacción entre organizaciones sociales y fomentar la participación ciudadana en iniciativas sociales.
- *Conocimiento:* aprovechar herramientas y prácticas de aprendizaje organizacional y gestión del conocimiento, utilizando como herramienta que permite el desarrollo de esta labor las Tecnologías de Información y Comunicación (TICs)

3.- La Red Nacional de Voluntariado cuyo Objetivo General es fortalecer el Voluntariado mediante el diseño e implementación de estrategias orientadas a su desarrollo entre las que destacan:

Request for a University Volunteer under UNITeS. TOR # 30 y 31

- Promover y Difundir la Acción Voluntaria, con el fin de Ampliar el número de organizaciones y actores en la Sociedad, involucrados en Voluntariado
- Establecer canales de comunicación entre distintos sectores sociales, con el fin de fortalecer la acción voluntaria
- Promover el Marco Legal del Voluntariado; su conocimiento por parte de la Sociedad, y su aplicación concreta por parte del Estado
- Fomentar en las organizaciones y actores involucrados en Voluntariado, la identificación de objetivos, estrategias, y mecanismos de medición de impacto, con el fin de desarrollar adecuadamente la acción social
- Fortalecer, Representar y Ampliar el número de organizaciones y actores involucrados en la RNV

Estas tres entidades han decidido unirse en una estrategia común de capacitación en ODM's siguiendo la réplica de los talleres realizados por el proyecto VuMm de UNV- Colombia.

Esta estrategia sería puesta en marcha por los dos voluntarios UNITeS junto a las instituciones antes mencionadas en la ciudad de Bogotá. El impacto que se espera con la misma es la capacitación a más de 60 Entidades de Voluntariado para un total de 600 Voluntarios aproximadamente.

2. d. Se requiere apoyo en los siguientes temas:

- Capacitación de personal
- Capacitación de estudiantes
- Capacitación de multiplicadores
- Creación de páginas web

2. e. Su organización recibe asistencia/fondos de otras organizaciones/empresas: NO IAVE se sostiene con una pequeña suma de dinero que aportan sus miembros y aprovecha, para eventos especiales, sus contactos

2.f. Descripción detallada de las tareas que tendrá que llevar a cabo el Voluntario Universitario:

- 1.- Capacitarse con el equipo del VuMm en la realización de los talleres que sobre ODM's se están desarrollando actualmente en más de 41 universidades de Bogotá
- 2.- Ser replicador de los mismos en las organizaciones que forman parte de IAVE, de Somosmás, de UNV-PNUD, de la Red Universitaria de Voluntariado de Bogotá y de la Red Nacional de voluntariado
- 3.- Gestión con las entidades, elaboración de cronograma y calendario de esas capacitaciones.
- 4.- Seguimiento y actualización de la página web de la Red Nacional de Voluntariado

2.g. Objetivo de la asignación (por ejemplo impacto de la capacitación):

Por la experiencia del proyecto VuMm, la necesidad de una mayor información y capacitación entre el

Request for a University Volunteer under UNITeS. TOR # 30 y 31

movimiento voluntario en ODM's, debe ser aún mayor ya que existen muchos vacíos respecto al papel que tanto las entidades de voluntariado como los voluntarios, deben y pueden aportar al cumplimiento de los Objetivos del Milenio.

En base a esto, UNV- Colombia junto al equipo del proyecto del VuMm vio la necesidad de una "continuación" a esos talleres que se están realizando en las Universidades y expresó su deseo de hacerlo en entidades de voluntariado y así fue aceptado y diseñado junto a IAVE, SOMOSMÁS y La RED NACIONAL DE VOLUNTARIADO.

Se espera que una vez realizada la gestión con dichas entidades para la elaboración de un cronograma y calendario de los talleres a realizar, el impacto con los mismos sea la capacitación a más de 60 Entidades de Voluntariado para un total de 600 Voluntarios aproximadamente.

2.h. Calificaciones requeridas del voluntario:

- a) Educación: Estudiante universitario en ciencias sociales o informática
- b) Idiomas: Español y preferencia con conocimientos en inglés
- c) Destrezas específicas en las TICS: uso de Internet y office programs.
- d) Conocimientos sobre un software en particular: web browsers and word processing
- e) Destrezas/ experiencias adicionales: use of basic programs on free platforms. (Linux)

2.i. Número de voluntarios necesarios: 2

2.j. Lugar de asignación: Bogotá- Colombia

2.k. Tipo de alojamiento para el voluntario: Apartamento con dos habitaciones y baño.

2.l. Medios de transporte local para el voluntario: Dispone del servicio público de transporte de Bogotá.

2. m. Con que otras facilidades va a contar el voluntario?: Acompañamiento en el proceso. Contactos, conexiones, apoyo y búsqueda de alojamiento.

Crterios Generales de las Asignaciones

Creación de capacidades y sostenibilidad de las Asignaciones

Los Voluntarios Universitarios Españoles VNUs asociados dentro de la iniciativa UNITeS deben de servir en instituciones (organizaciones internacionales, organizaciones no gubernamentales, asociaciones locales, e instituciones académicas), que apoyen programas relacionados con los ODMs incluyendo aquellos relacionados con el MDG facility de VNU con el objetivo de contribuir a la creación de capacidades. La promoción del voluntariado estará integrada en cada una de las asignaciones. **Los sectores comprometidos deben de ser TICs para el Desarrollo, educación, salud y desarrollo.**

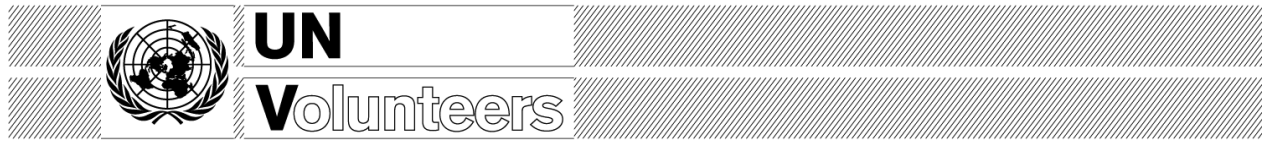
Las asignaciones se deben de enfocar claramente en creación de capacidades (de beneficiarios locales) por ejemplo en la aplicación de las TICs. *Ejemplo:* Asignaciones concentradas en obtener un producto de TICs, como instalar una red o la creación de una página web, sin la colaboración de personal local no califican como asignaciones. El grupo objetivo de una asignación particular debería de poder suplir sus necesidades relacionadas con las TICs despues de la marcha del Voluntario Universitario. Todos las

Request for a University Volunteer under UNITeS. TOR # 30 y 31

asignaciones tienen un número común de tareas, por ejemplo, asegurarse de la sostenibilidad de la asignación, además de la promoción del voluntariado en el país en el que sirve el voluntario.

Institución receptora y condiciones de vida

La institución de acogida tiene que demostrar que va a proporcionar el ambiente adecuado para los Voluntarios Universitarios, para que puedan ser productivos desde el principio y puedan servir positivamente durante toda su asignación. Esto incluye la provisión por ejemplo del equipo informático necesario y la conexión necesaria. Esto también incluye la identificación de un supervisor directo del voluntario. La institución receptora debe de proveer de alojamiento que cumpla con MORSS.



Request for a University Volunteer under UNITEs. TOR#32

1. Requesting Organization

Asociación Grupo Ceiba

Name:

Address:

Ciudad de Guatemala, Guatemala

1.a. Descripción del rol/mandato de la organización:

Trabajar la prevención de la droga y mara a través de programas educativos, capacitación en tecnología informática, organización social y democratización de las TICs.

Año de fundación: 1989

Tamaño de la organización:

Numero de empleados: 72

Otra información pertinente: Cuenta con infraestructura física propia, 200 computadoras, 4 bibliotecas, 4 centros de desarrollo humano, más de 5000 beneficiarios, 1 oficina central administrativa...

Campo de actividades: Educación alternativa, Educación Virtual, Programa de Inglés, Desarrollo Comunitario, Empresa Educativa(capacitación y empleo), Democratización de la información,

2. Términos de Referencia de la Asignación

2.a. Título de la asignación: Experto en educación virtual y manejo de plataformas educativas en línea.

2. b. Preámbulo: Este puesto es una asignación como Voluntario de Naciones Unidas y esta basado en los siguientes valores fundamentales del voluntariado: libre albedrío, compromiso, servicio y solidaridad. El voluntariado ofrece beneficios al voluntario como persona, realiza importantes contribuciones tanto económica como socialmente. Asimismo, contribuye a crear cohesión social y de patrimonio, construyendo un clima de confianza y reciprocidad entre los ciudadanos.

El Programa de Voluntarios de Naciones Unidas es una organización de las NNUU que apoya el desarrollo humano sostenible global a través de la promoción del voluntariado y de la movilización de voluntarios. Ayuda a las causas de la paz y del desarrollo aumentando las oportunidades de participación de toda la población. Es universal, inclusivo y engloba las acciones voluntarias en toda su diversidad.

El voluntariado es diverso y esta enraizado en todas las culturas y tradiciones. En este contexto, como Voluntariado de las Naciones Unidas, le animamos y esperamos que usted se relacione directamente con el voluntariado local y que se identifique con este concepto. Esperamos que usted considere a sus colegas nacionales como iguales y mantenga el espíritu de voluntariado entre ustedes, tanto en el seno de las comunidades, como en la organización a la cual está asignado.

Request for a University Volunteer under UNITeS. TOR # 32

2. c. Términos de Referencia detallados (Por favor describe lo más detalladamente posible los servicios que se requieren del Voluntario Universitario y como su contribución se ajusta a los planes de la organización.)

- Coordinar el manejo de la plataforma educativa de Grupo Ceiba.
- Capacitar al equipo nacional responsable de la plataforma en nuevas técnicas que mejoren el manejo y actualización de la misma.
- Investigación y acción dirigida a la actualización y mejora de la plataforma existente.

2. d. Se requiere apoyo en los siguientes temas:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Capacitación de personal | <input checked="" type="checkbox"/> Transversalización del uso de las TICS en el trabajo |
| <input type="checkbox"/> Capacitación de estudiantes | <input checked="" type="checkbox"/> Instalación de redes |
| <input checked="" type="checkbox"/> Capacitación de multiplicadores | <input checked="" type="checkbox"/> desarrollo curricular |
| <input type="checkbox"/> Creación de páginas Web | <input type="checkbox"/> otros: _____ |

2. e. Su organización recibe asistencia/fondos de otras organizaciones/empresas: Recibimos apoyo de agencias cooperantes

2.f. Descripción detallada de las tareas que tendrá que llevar a cabo el Voluntario Universitario:

- Coordinar el manejo de la plataforma educativa de Grupo Ceiba.
- Capacitar al equipo nacional responsable de la plataforma en nuevas técnicas que mejoren el manejo y actualización de la misma.
- Investigación y acción dirigida a la actualización y mejora de la plataforma existente.
- Apoyar en el desarrollo de módulos infoaprendizaje ínter disciplinares

2.g. Objetivo de la asignación (por ejemplo impacto de la capacitación): Fortalecer el programa de Educación Virtual dirigido a niñez y juventud marginal de zonas urbanas de la ciudad de Guatemala.

2.h. Calificaciones requeridas del voluntario:

- a) Educación: educación virtual
- b) Idiomas: español e inglés
- c) Destrezas específicas en las TICS: alto nivel
- d) Conocimientos sobre un software en particular: programación Oracle y diseño de materiales educativos, manejo de programas de diseño y construcción paginas Web.
- e) Destrezas/ experiencias adicionales:

2.i. Número de voluntarios necesarios: 1

2.j. Lugar de asignación: Ciudad de Guatemala, Guatemala

2.k. Tipo de alojamiento para el voluntario: residencia particular

2.l. Medios de transporte local para el voluntario: Vehículo automotor

Request for a University Volunteer under UNITeS. TOR # 32

2. m. Con que otras facilidades va a contar el voluntario? Equipo necesario para el trabajo y espacio físico para desarrollar el proceso.

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The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

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The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹



UN

Volunteers

Request for a University Volunteer under UNITeS. TOR# 34

1. Requesting Organization

Name: United Nations International Strategy for Disaster Reduction – UNISDR
Regional Unit for Latin America and the Caribbean of the United Nations
International Strategy for Disaster Reduction (UNISDR-LAC)

Address: Panamá

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

Year of establishment – 2000 as a sucesor of the IDNDR

Size of organization – around 50 persons presently

Number of staff – see above; but at regional unit we have presently 1 regional coordinator, 1 regional policy advisor, 1 public awareness officer, 2 fellows (local volunteers), and 1 secretary/recepcionist.

Other pertinent information – please visit <http://www.unisdr.org>

Field of activity - The ISDR aims at building disaster resilient communities by promoting increased awareness of the importance of disaster reduction as an integral component of sustainable development, with the goal of reducing human, social, economic and environmental losses due to natural hazards and related technological and environmental disasters.

Request for a University Volunteer under UNITEs. TOR # 34

Recognising that natural hazards can threaten any one of us, the ISDR builds on partnerships and takes a global approach to disaster reduction, seeking to involve every individual and every community towards the goals of reducing the loss of lives, the socio-economic setbacks and the environmental damages caused by natural hazards. In order to achieve these goals, the ISDR promotes four objectives as tools towards reaching disaster reduction for all:

Increase public awareness to understand risk, vulnerability and disaster reduction globally

The more people, regional organizations, governments, non-governmental organizations, United Nations entities, representatives of civil society and others know about risk, vulnerability and how to manage the impacts of natural hazards, the more disaster reduction measures will be implemented in all sectors of society. Prevention begins with information.

Obtain commitment from public authorities to implement disaster reduction policies and actions

The more decision-makers at all levels commit themselves to disaster reduction policies and actions, the sooner communities vulnerable to natural disasters will benefit from applied disaster reduction policies and actions. This requires, in part, a grassroots approach whereby communities at risk are fully informed and participate in risk management initiatives.

Stimulate interdisciplinary and intersectoral partnerships, including the expansion of risk reduction networks

The more entities active in disaster reduction share information on their research and practices, the more useful the global body of knowledge and experience will progress. By sharing a common purpose and through collaborative efforts we can ensure a world that is more resilient to the impact of natural hazards.

Improve scientific knowledge about disaster reduction

The more we know about the causes and consequences of natural hazards and related technological and environmental disasters on societies, the more we are able to be better prepared to reduce risks. Bringing the scientific community and policy makers together allows them to contribute to and complement each other's work.

The ISDR combines the strengths of many key players through the **Inter-Agency Task Force on Disaster Reduction (IATF/DR)** and the **Inter-Agency Secretariat of the ISDR (UN/ISDR)**.

The **IATF/DR** is the principal body for the development of disaster reduction policy. It is headed by the UN Under-Secretary General for Humanitarian Affairs and consists of 25 UN, international, regional and civil society organizations. It meets twice a year in Geneva, Switzerland. Working Groups reporting to the IATF/DR bring together specialists and organisations to discuss issues of common and global relevance to disaster reduction such as climate variability, early warning, vulnerability and risk analysis, wildland fires and drought.

The **UN/ISDR** is the focal point in the UN System to promote links and synergies between, and the coordination of, disaster reduction activities in the socio-economic, humanitarian and development fields, as well as to support policy integration. It serves as an international information clearinghouse on disaster reduction, developing awareness campaigns and producing articles, journals, and other publications and promotional materials related to disaster reduction.

Short background as regards the work of the Regional Unit for Latin America and the Caribbean

In the past years, many types of disasters, large and small, have affected the region. Practically all countries in the region experienced a variety of hazards, often with (locally) devastating consequences.

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The reduction of vulnerability and the creation of local, national and regional capacities to better manage risk will remain essential areas of work for years to come. The current project proposal builds on initiatives undertaken in the past while at the same time promoting the application of new classes of activities with the aim to promote disaster risk reduction in the region through several means, on the basis of the Hyogo Framework for Action 2005-2015. Particularly, the Regional Unit will undertake activities to strengthen national platforms for disaster reduction, public awareness and education, information management and dissemination as well as inter-institutional cooperation with (other) UN agencies, IGOs, NGOs and other. Additionally, longer term capacity building activities will be formulated through action plans and projects. Special attention will also be given to identifying good practices and appropriate technologies that will be promoted as viable local solutions. Last but not least, the Regional Unit will work on helping create inter-regional consultation mechanisms between regional bodies such as CEPREDENAC, CDERA and CAPRADE.

Specific objectives (of the regional outreach unit in Latin America and the Caribbean)

For achieving the desired impact in the above areas of work, the following sets of activities are implemented in accordance with those priorities set out in the Hyogo Framework for Action.

a.- Strengthening of regional strategies in several areas of knowledge (policies, education and other as defined on the Hyogo Framework), in partnership with regional and sub-regional organizations including CAPRADE, CEPREDENAC, CDERA, FEMICA and other, as appropriate.

b.- Aid in the cross-fertilization between countries and regions through promoting (sub)regional bodies to share knowledge, lessons learnt, experiences of unresolved issues (such as mistakes in mitigation or response) and best practices. As an example, the above entails aiding CEPREDENAC and CAPRADE to establish some kind of an institutional partnership or establish other means of sharing information, knowledge and opinions.

c.- Ensure sharing of disaster reduction information, planning and joint problem-solving with UN agencies, NGOs and GOs (through national platforms and designated focal points) in the context of DRR.

d.- An important measure to help create long term national capacities in disaster reduction in a more holistic fashion, is to foster the creation and strengthening of national platforms, as required, through policy advice, lobbying and training. Special emphasis will be given to do this with the support of the appropriate regional bodies.

e.- Easy access to timely and relevant information is an important ingredient in the creation of long term capacities and in building resilience. Furthermore, exchange of (technical) information and networking among countries and organizations, and the reinforcement of the Regional Disaster Information System, through the Regional Disaster Information Center for Latin America and the Caribbean (CRID).

f.- Offer advice and expertise for the regional approaches to public awareness and information management and dissemination, in coordination with relevant technical officers of ISDR-Geneva and partner organizations.

g.- With the aim to stimulate specific processes and innovative developments in the region, the regional unit will aid in the development and dissemination of specific information products and services, such as thematic interactive CDs, geospatial information mapping (based on open source standards), and other information technology products and issues.

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h.- Facilitate the information exchange through disaster reduction networks and exchange between the countries, through the production of information material, mainly the 'ISDR Informs' magazine (twice yearly).

i.- Act as a catalyzing agent for enhancing the disaster reduction agenda in priority areas, in particular those related to urban risk reduction and education. Activities in this regard include bringing relevant actors together, promote work on substantive policies, training and related implementations.

j.- Contribute to the early warning agenda in the region, in coordination with other regional initiatives in the region as well as with ongoing initiatives that are being coordinated by the ISDR Secretariat.

k.- Provide technical advice and support to regional bodies and partner organizations as regards the formulation on long-term strategies and initiatives through the production of at least five project documents aimed at addressing specific needs as related to the building of institutional capacities in priority areas, including public awareness initiatives, information management and mobilizing resources for the set-up of national platforms.

l.- Together with one or more regional bodies, promote the initiative of a Think-Tank of selected experts and practitioners in order to help define new priorities, propose new ways of sharing insights and lobbying for disaster reduction internationally.

2. Assignment Terms of Reference

2.a. Assignment title: Information Management and Public Awareness Assistant

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.

Main objective of the placement is to contribute to disaster reduction in the region. This is to be achieved through helping to promote capacity building activities in the area of disaster-related information management. This includes promoting the capacities to collect, index, manage, store, disseminate, and share information related to disasters, mainly from a risk reduction and prevention perspective. There exists a distinct need for the regional unit to streamline its information technology and management resources, which are very modest but need to be functional in order to have sufficient capacities to act as

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reliable information providers to a host of other users in the region.

In the longer term, the above should facilitate the development of improved disaster prevention and mitigation policy and planning in the region.

Experience in working together with person from different social and cultural backgrounds will be appreciated, due to the importance of assuring candidate's sensitivity to political, cultural and national differences and adaptability to multicultural environments, and to sensitive political circumstances.

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.)

Role in Capacity Building: The candidate will help to strengthen capacities in disaster-related information management and some aspects of (the use of) technology, mainly in the UN/ISDR Regional Unit and for the benefit of several (institutional) partners. She/he will assist to help ensure that useful information on disasters is available on the Internet and other media. This will be of benefit of thousands to users of information generated and/or disseminated through the UNISDR LAC website or partner organizations. Furthermore, the candidate will contribute to the development of internet-based applications or content (this depends on the background and experience of the Volunteer) that will be implemented in accordance with institutional needs. Another important aspect of the placement involves the building and maintaining of institutional networks as the information generated and/or published will help in strengthening partnerships and may also serve as a substantive input to training and other local or international events such as seminars and workshops. Last but not least, the Volunteer's assistance in monitoring some of CRID's activities will be paramount to helping to make sure several inter-agency projects (in which UNISDR plays a coordinating or otherwise facilitating role) remain on track._

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 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 checked="" type="checkbox"/> other: Assist in making information products (CDs/DVDs), Review and modify contact database(s), Follow up inter-agency work (mainly monitoring) with the Regional Disaster Information Center (CRID) |

other cont.: See above.

2.e. Is your organization assisted/funded by other organizations/companies: Yes, as a UN secretariat it received earmarked contributions from several donors.

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

- i. Assist in the development of information products (website, CD-ROMs, and printed).

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ii. Assist in expanding and maintaining our network of contacts within the context of the Regional Disaster Information System.

iii. Monitoring of UNISDR LAC website performance and contents.

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

Several (components of) web-based and non-web-based finished information products, including CD-ROMS and other (digitized) information resources.

Increased number of contacts and working relationships with other actors that have a stake or interest in disaster risk reduction (DRR) information.
--

A better contact database for use of the Regional Unit.

A functional and user-friendly website for a variety of users, many of which have very limited access to technology.
--

2.h. Required Volunteer qualification: See under 2.i.

2.i. Qualification Requirements:

Education: The candidate should be studying towards a first degree (B.Sc.) or have equivalent experience in information, communication science or journalism; with good knowledge of information technology and/or computer science. Some knowledge of basic internet programming (x/html) is required. Knowledge of information theory or journalism (how to transmit messages that are clear and understood by a broad public) will be of much use.

Experience: Some relevant experience in information related activities are required. This may be as a participant in developing, modifying or fine-tuning software, as a project developer or other information (management) duties, including development and/or the implementation of (educational) services, content or software. Cross-cultural experience or the desire to understand other cultures, is desirable.

Personal Qualities: The candidate must have a positive attitude to new experiences and different cultures. Ability to easily adapt to different situations is an advantage. She/he must also be willing to learn from other professionals. The candidate is expected to work as a member of a team as well as independently. Especially important is the ability and desire to communicate clearly.

Experience in working together with persons from different social and cultural backgrounds will be appreciated, due to the importance of assuring candidate's sensitivity to political, cultural and national differences and adaptability to multicultural environments, and to sensitive political circumstances.

Language Skills: Fluency in Spanish and intermediate/advanced knowledge of English.

Specific ICT skills: Programming in at least one main computer language (Perl, Java, VB, Python or any other similar language). Knowledge of SQL. Publication of web-based content. Some (x)html knowledge. Windows and some Linux knowledge.

Software acquainted with: Windows Office. Database managers (Access), DreamWeaver or similar (open source) web production. Use of at least one Developers Kit (be it Java or any other environment such as Python, Perl).

2.j. Number of volunteers needed: 1

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2.k. Location of assignment: Panama (City).

2.l. Type of accommodation for the volunteer: one shared office (two persons in a 3 by 4 meter office).

2.m. Means of local transport for the volunteer: Bus, taxi are available and of reasonable cost.

2.n. What other facilities will be offered to the University Volunteer (s)? Office space, computer equipment.

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹



UN

Volunteers

Request for a University Volunteer under UNITeS. TOR# 36

1. Requesting Organization

Name: United Nations International Strategy for Disaster Reduction – UNISDR
Regional Unit for Latin America and the Caribbean of the United Nations
International Strategy for Disaster Reduction (UNISDR-LAC)

Address: Panamá

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

Year of establishment – 2000 as a successor of the IDNDR

Size of organization – around 50 persons presently

Number of staff – see above; but at regional unit we have presently 1 regional coordinator, 1 regional policy advisor, 1 public awareness officer, 2 fellows (local volunteers), and 1 secretary/receptionist.

Other pertinent information – please visit <http://www.unisdr.org>

Field of activity - The ISDR aims at building disaster resilient communities by promoting increased awareness of the importance of disaster reduction as an integral component of sustainable development, with the goal of reducing human, social, economic and environmental losses due to natural hazards and related technological and environmental disasters.

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Recognising that natural hazards can threaten any one of us, the ISDR builds on partnerships and takes a global approach to disaster reduction, seeking to involve every individual and every community towards the goals of reducing the loss of lives, the socio-economic setbacks and the environmental damages caused by natural hazards. In order to achieve these goals, the ISDR promotes four objectives as tools towards reaching disaster reduction for all:

Increase public awareness to understand risk, vulnerability and disaster reduction globally

The more people, regional organizations, governments, non-governmental organizations, United Nations entities, representatives of civil society and others know about risk, vulnerability and how to manage the impacts of natural hazards, the more disaster reduction measures will be implemented in all sectors of society. Prevention begins with information.

Obtain commitment from public authorities to implement disaster reduction policies and actions

The more decision-makers at all levels commit themselves to disaster reduction policies and actions, the sooner communities vulnerable to natural disasters will benefit from applied disaster reduction policies and actions. This requires, in part, a grassroots approach whereby communities at risk are fully informed and participate in risk management initiatives.

Stimulate interdisciplinary and intersectoral partnerships, including the expansion of risk reduction networks

The more entities active in disaster reduction share information on their research and practices, the more useful the global body of knowledge and experience will progress. By sharing a common purpose and through collaborative efforts we can ensure a world that is more resilient to the impact of natural hazards.

Improve scientific knowledge about disaster reduction

The more we know about the causes and consequences of natural hazards and related technological and environmental disasters on societies, the more we are able to be better prepared to reduce risks. Bringing the scientific community and policy makers together allows them to contribute to and complement each other's work.

The ISDR combines the strengths of many key players through the **Inter-Agency Task Force on Disaster Reduction (IATF/DR)** and the **Inter-Agency Secretariat of the ISDR (UN/ISDR)**.

The **IATF/DR** is the principal body for the development of disaster reduction policy. It is headed by the UN Under-Secretary General for Humanitarian Affairs and consists of 25 UN, international, regional and civil society organizations. It meets twice a year in Geneva, Switzerland. Working Groups reporting to the IATF/DR bring together specialists and organisations to discuss issues of common and global relevance to disaster reduction such as climate variability, early warning, vulnerability and risk analysis, wildland fires and drought.

The **UN/ISDR** is the focal point in the UN System to promote links and synergies between, and the coordination of, disaster reduction activities in the socio-economic, humanitarian and development fields, as well as to support policy integration. It serves as an international information clearinghouse on disaster reduction, developing awareness campaigns and producing articles, journals, and other publications and promotional materials related to disaster reduction.

Short background as regards the work of the Regional Unit for Latin America and the Caribbean

In the past years, many types of disasters, large and small, have affected the region. Practically all countries in the region experienced a variety of hazards, often with (locally) devastating consequences.

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The reduction of vulnerability and the creation of local, national and regional capacities to better manage risk will remain essential areas of work for years to come. The current project proposal builds on initiatives undertaken in the past while at the same time promoting the application of new classes of activities with the aim to promote disaster risk reduction in the region through several means, on the basis of the Hyogo Framework for Action 2005-2015. Particularly, the Regional Unit will undertake activities to strengthen national platforms for disaster reduction, public awareness and education, information management and dissemination as well as inter-institutional cooperation with (other) UN agencies, IGOs, NGOs and other. Additionally, longer term capacity building activities will be formulated through action plans and projects. Special attention will also be given to identifying good practices and appropriate technologies that will be promoted as viable local solutions. Last but not least, the Regional Unit will work on helping create inter-regional consultation mechanisms between regional bodies such as CEPREDENAC, CDERA and CAPRADE.

Specific objectives (of the regional outreach unit in Latin America and the Caribbean)

For achieving the desired impact in the above areas of work, the following sets of activities are implemented in accordance with those priorities set out in the Hyogo Framework for Action.

a.- Strengthening of regional strategies in several areas of knowledge (policies, education and other as defined on the Hyogo Framework), in partnership with regional and sub-regional organizations including CAPRADE, CEPREDENAC, CDERA, FEMICA and other, as appropriate.

b.- Aid in the cross-fertilization between countries and regions through promoting (sub)regional bodies to share knowledge, lessons learnt, experiences of unresolved issues (such as mistakes in mitigation or response) and best practices. As an example, the above entails aiding CEPREDENAC and CAPRADE to establish some kind of an institutional partnership or establish other means of sharing information, knowledge and opinions.

c.- Ensure sharing of disaster reduction information, planning and joint problem-solving with UN agencies, NGOs and GOs (through national platforms and designated focal points) in the context of DRR.

d.- An important measure to help create long term national capacities in disaster reduction in a more holistic fashion, is to foster the creation and strengthening of national platforms, as required, through policy advice, lobbying and training. Special emphasis will be given to do this with the support of the appropriate regional bodies.

e.- Easy access to timely and relevant information is an important ingredient in the creation of long term capacities and in building resilience. Furthermore, exchange of (technical) information and networking among countries and organizations, and the reinforcement of the Regional Disaster Information System, through the Regional Disaster Information Center for Latin America and the Caribbean (CRID).

f.- Offer advice and expertise for the regional approaches to public awareness and information management and dissemination, in coordination with relevant technical officers of ISDR-Geneva and partner organizations.

g.- With the aim to stimulate specific processes and innovative developments in the region, the regional unit will aid in the development and dissemination of specific information products and services, such as thematic interactive CDs, geospatial information mapping (based on open source standards), and other information technology products and issues.

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h.- Facilitate the information exchange through disaster reduction networks and exchange between the countries, through the production of information material, mainly the 'ISDR Informs' magazine (twice yearly).

i.- Act as a catalyzing agent for enhancing the disaster reduction agenda in priority areas, in particular those related to urban risk reduction and education. Activities in this regard include bringing relevant actors together, promote work on substantive policies, training and related implementations.

j.- Contribute to the early warning agenda in the region, in coordination with other regional initiatives in the region as well as with ongoing initiatives that are being coordinated by the ISDR Secretariat.

k.- Provide technical advice and support to regional bodies and partner organizations as regards the formulation on long-term strategies and initiatives through the production of at least five project documents aimed at addressing specific needs as related to the building of institutional capacities in priority areas, including public awareness initiatives, information management and mobilizing resources for the set-up of national platforms.

l.- Together with one or more regional bodies, promote the initiative of a Think-Tank of selected experts and practitioners in order to help define new priorities, propose new ways of sharing insights and lobbying for disaster reduction internationally.

2. Assignment Terms of Reference

2.a. Assignment title: Education and Learning (for Disaster Reduction) Tools Assistant

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.

Main objective of the placement is to contribute to disaster reduction in the region. This is to be achieved through helping to promote capacity building activities in the area of disaster-related information management. This includes promoting the capacities to collect, index, manage, store, disseminate, and share information related to disasters, mainly from a risk reduction and prevention perspective. There exists a distinct need for the regional unit to streamline its information technology and management resources, which are very modest but need to be functional in order to have sufficient capacities to act as

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reliable information providers to a host of other users in the region.

In the longer term, the above should facilitate the development of improved disaster prevention and mitigation policy and planning in the region.

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.)

Role in Capacity Building: The candidate will help to strengthen capacities in disaster prevention education through the region and to help maintain/update a number of educational tools. She/he will assist to help ensure that useful information on disasters reduction education experiences, games and tools will be available on the Internet (Education Link) and by other means. Furthermore, the candidate will contribute to collect and analyze children's testimonies after disasters experiences in the region, and will also help to select those histories that convey the most positive and/or empathic messages . These messages will be compiled and disseminated with the aim to involve the school community (administrative staff, teachers, students, and parents) in order to learn more about the importance of this theme and to support the Disaster reduction begins at school - International Strategy for Disaster Reduction (ISDR) International Campaign 2006-2007. Another important aspect is to assist in the the development of learning materials as well as to assist in updating the some currently used toold. An important aspect also relates to promoting above mentioned tools for their use by the school community, according to local needs.

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

- | | |
|---|---|
| <input type="checkbox"/> training of staff | <input type="checkbox"/> setting up of networks |
| <input type="checkbox"/> Train-the-Trainers | <input type="checkbox"/> mainstreaming ICT into work process |
| <input type="checkbox"/> training of students | <input checked="" type="checkbox"/> curricula development |
| <input type="checkbox"/> Setting up of websites | <input checked="" type="checkbox"/> other: Assist in making learning tools (manuals, games/DVDs), Review and modify contact education database(s), Follow up inter-agency work (mainly monitoring) with the Regional Disaster Information Center (CRID) |

other cont.: See above.

2.e. Is your organization assisted/funded by other organizations/companies: Yes, as a UN secretariat it received earmarked contributions from several donors.

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

- i. Assist in the collecting of children's testimonies/stories after disaster experiences in the region.
- ii. Assist in the development of NEW learning materials as well as the updated existed ones
- iii. Help monitor the educational links of the ISDR website and its contents (twice monthly).
- iv. Provide assistance in the collecting and diffusion of educational activities in disaster reduction carried

Request for a University Volunteer under UNITeS. TOR # 36

out in the region.

v. Assist in reviewing and updating the in-house education contact database

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

Several (components of) web-based and non-web-based finished information products, including CD-ROMS and other (digitized) information resources.

Increased number of contacts and working relationships with other actors that have a stake or interest in disaster risk reduction (DRR) information.
--

Recommendations and follow up regarding educational (for Disaster Risk Reduction) issues.

A better education contact database for use of the Regional Unit.

A functional and user-friendly webpage for a school community users and several other materials available by other information means.

2.h. Required Volunteer qualification: See under 2.i.

2.i. Qualification Requirements:

Education: The candidate should have worked several years (minimum two years) towards a first degree (B.Sc.) or equivalent experience in education or social fields; with good knowledge of school programmes such as curriculum development and learning strategies. Some knowledge of basic computer skills is required. Knowledge of educational systems and social programmes could be useful.

Experience: Some relevant experience in education related activities are required. This may be as a participant in developing, modifying or updated learning tools and implementation of learning strategies through web page. Cross-cultural experience or the desire to understand other cultures, is desirable.

Personal Qualities: The candidate must have a positive attitude to new experiences and different cultures. Ability to easily adapt to different situations is an advantage. She/he must also be willing to learn from other professionals. The candidate is expected to work as a member of a team as well as independently. Especially important is the ability and desire to communicate clearly.

Experience in working together with person from different social and cultural backgrounds will be appreciated, due to the importance of assuring candidate's sensitivity to political, cultural and national differences and adaptability to multicultural environments, and to sensitive political circumstances.

Language Skills: Fluency in Spanish and intermediate/advanced knowledge of English.

Specific Computer skills: Good knowledge of Windows Office programs.

2.j. Number of volunteers needed: 1

2.k. Location of assignment: Panama (City).

2.l. Type of accommodation for the volunteer: one shared office (two persons in a 3 by 4 meter office).

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2.m. Means of local transport for the volunteer: Bus, taxi are available and of reasonable cost.

2.n. What other facilities will be offered to the University Volunteer (s)? Office space, computer equipment.

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing¹.

¹



Request for a University Volunteer under UNITeS. TOR# 37

1. Requesting Organization

Name: Child Education and Development (EDEN)
Address: Dakar Sénégal

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

The association 'Education and Development of the child' works in the field of promotion, protection and defending human rights at large and the child's right in particular. To that end, it intervenes in areas such as education, training, environmental, health and citizenship.

Year of establishment: EDEN is created in 1995.

Size of organization/Number of staff: EDEN have more than fifty members but the organisation works with an executive committee which counts twelve persons. Three persons ensure the permanent secretariat.

Other pertinent information

Field of activity: Human right / children rights / Education

2. Assignment Terms of Reference

2.a. Assignment title: Site web Development and formation

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, including 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

The job of the University Volunteer will consist first to develop the website of the organization. Since many years, some volunteers have helped the organization to set up a web site but this one is not very performing. Considering the development of the organization in national and international level, It's important nowadays to up date this web site in order to inform the national and international partners to

Request for a University Volunteer under UNITEs. TOR # 37

have enough information, at right time, on the organization. This will be also a way for EDEN to promote throughout the world its experience in the field of child right and child participation.

Also, the university volunteer will help the members of the organization to develop their capacities about information and communication technology.

With the volunteer, EDEN plan to identify specific needs about *base de données*. He will then help it to develop some software to improve the internal Management of the organization

All this services will be very useful for the national and international development of the organization. EDEN nowadays works with many partners, in Senegal and overseas, and a performing technologic system will be very useful for the organization.

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> raining 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: _____ |

other cont.:

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

EDEN organization works with many partners, in Senegal and throughout the world.

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

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

A performing web site of the organization is setting up

The internal network of the organization is improve

2.h. Required Volunteer qualification: Web site Developer

2.i. Qualification Requirements:

- Education:
- Languages: French
- Specific ICT skills: capacity to work in group
- Software acquainted with:
- Additional skills/experiences: experience on voluntarism and some ideas about humain right or child right could be useful

2.j. Number of volunteers needed: 1

2.k. Location of assignment: EDEN office, Guédiawaye, Dakar Senegal

2.l. Type of accommodation¹ for the volunteer: room

Request for a University Volunteer under UNITeS. TOR # 37

2.m. Means of local transport for the volunteer: public transportation services

2.n. What other facilities will be offered to the University Volunteer (s)?

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing.

¹ Accommodation of the University Volunteer needs be compliant with the Minimum Operating Residential Security Standards (MORSS). Clearance prior to assignment start by the FSO is needed.



Request for a University Volunteer under UNITeS. TOR# 38

1. Requesting Organization

Name: Corps des Volontaires du 3e Age Section régionale de Diourbel

Address: Diourbel - Sénégal

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

Participer au développement durable du pays et non être un poids pour la société

- Valoriser l'expérience et la sagesse des anciens
- Promouvoir la solidarité entre génération et la coopération entre nations

Year of establishment : Octobre 2003

Size of organization : 130 volontaires

Number of staff : 9 membres du bureau et 45 membres de commission spécialisée

Other pertinent information : Existence de 9 commissions qui sont la santé, droit humain et assistance humanitaire, environnement, décentralisation, éducation-formation-culture, communication, relations extérieures, développement rural et finances

Field of activity : santé, éducation, formation, développement rural, environnement, décentralisation et dialogue intergénérationnel

2. Assignment Terms of Reference

2.a. Assignment title: Formation en TICs

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, including 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.

Request for a University Volunteer under UNITeS. TOR #38

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.)

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.)

Formation des membres du staff et des élèves en TICs du lundi au vendredi de 15h00 à 19h00.

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> training of staff | <input type="checkbox"/> mainstreaming ICT into work process |
| <input checked="" type="checkbox"/> training of students | <input 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 checked="" type="checkbox"/> other: services |

Other contributions:

2.e. Is your organization assisted/funded by other organizations/companies: oui notre association est assistée par la gouvernance, le conseil régional et l'hôpital. Mais pour le moment, elle n'est encore financée par aucune organisation/entreprise. Nos seuls revenus proviennent des cotisations des membres (volontaires).

2.f. Detailed description of the tasks to be carried out by the University Volunteer: initiation en information (Word, Excel, Access, Internet), formation des formateurs à choisir parmi les mieux formés, création de site Web, maintenance informatique.

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

- Sortir les membres de l'Association du nouvel analphabétisme que constitue la méconnaissance de l'outil informatique
- Utiliser les TICs dans l'élaboration, le suivi et l'évaluation de nos projets
- Faire bénéficier les personnes âgées des avantages qu'offrent les TICs dans nos différents champs d'activités

2.h. Required Volunteer qualification:

- a) Education: Etudes supérieures
- b) Languages: français parlé et écrit
- c) Specific ICT skills: aptitudes à mener les tâches définies ci-dessus
- d) Software acquainted with:
- e) Additional skills/experiences:

2.i. Number of volunteers needed: 1

2.j. Location of assignment: Diourbel - Senegal

2.k. Type of accommodation¹ for the volunteer:

Request for a University Volunteer under UNITeS. TOR #38

2.l. Means of local transport for the volunteer: Non applicable (logement proche)

2.m. What other facilities will be offered to the University Volunteer (s)?

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing.

¹ Accommodation of the University Volunteer needs be compliant with the Minimum Operating Residential Security Standards (MORSS). Clearance prior to assignment start by the FSO is needed.



Request for a University Volunteer under UNITEs. TOR#39

1. Requesting Organization

Name: Municipalidad de Pachalum, Quiché
Address: Palacio Municipal, Municipio de Pachalum, Departamento de Quiché

1.a. Descripción del rol/mandato de la organización:

La Municipalidad de Pachalum tiene a su cargo la administración del Gobierno Municipal del municipio.

Año de fundación: Elevado a la categoría de municipio en el año 1985.

Tamaño de la organización: Municipio de 100 Km² de 13,000 habitantes. El equipo de la administración Municipal presidido por la Corporación Municipal, ésta a su vez por el Alcalde Municipal. La administración está estructurada en diferentes unidades administrativas, las que responden al modelo administrativo oficial.

Numero de empleados: Laboran 42 personas en total.

Otra información pertinente: Consideramos que es una organización cuyos avances en algunos procesos de tipo administrativo son importantes. En relación a otros gobiernos municipales de la Región, ha ganado y mantiene una posición de liderazgo, promoviendo una mancomunidad de municipios en la que todos participan; incluyendo los municipios pertenecientes a 4 diferentes departamentos, esto es la zona centro y noroccidental del país.

El actual equipo administrativo está conformado por personas capacitadas para la función que desempeñan y mantienen una actitud de apertura hacia nuevas iniciativas que beneficien al municipio. El tema de la tecnología de la informática es uno de los aspectos que se trata de promover sobre todo dirigido al campo pedagógico, el mismo es motivo de especial preocupación por su incidencia en la educación de la niñez.

Campo de actividades: Con enfoque multiplicador de la formación al recurso humano. Iniciativas creativas para diseño de herramientas pedagógicas.

2. Términos de Referencia de la Asignación

2.a. Título de la asignación: Profesional en informática para el procesamiento, análisis y sistematización de información de la Comisión de Reconstrucción, la Unidad Técnica del Consejo de Desarrollo y la red de oficinas municipales de Planificación.

2. b. Preámbulo: Este puesto es una asignación como Voluntario de Naciones Unidas y esta basado en los siguientes valores fundamentales del voluntariado: libre albedrío, compromiso, servicio y solidaridad. El voluntariado ofrece beneficios al voluntario como persona, realiza importantes contribuciones tanto económica como socialmente. Asimismo, contribuye a crear cohesión social y de patrimonio, construyendo un clima de confianza y reciprocidad entre los ciudadanos.

El Programa de Voluntarios de Naciones Unidas es una organización de las NNUU que apoya el desarrollo humano sostenible global a través de la promoción del voluntariado y de la movilización de voluntarios. Ayuda a las causas de la paz y del desarrollo aumentando las oportunidades de participación de toda la

Request for a University Volunteer under UNITEs. TOR # 39

población. Es universal, inclusivo y engloba las acciones voluntarias en toda su diversidad.

El voluntariado es diverso y esta enraizado en todas las culturas y tradiciones. En este contexto, como Voluntariado de las Naciones Unidas, le animamos y esperamos que usted se relacione directamente con el voluntariado local y que se identifique con este concepto. Esperamos que usted considere a sus colegas nacionales como iguales y mantenga el espíritu de voluntariado entre ustedes, tanto en el seno de las comunidades, como en la organización a la cual está asignado.

2. c. Términos de Referencia detallados (Por favor describe lo más detalladamente posible los servicios que se requieren del Voluntario Universitario y como su contribución se ajusta a los planes de la organización.)

- Capacitaciones y asesorías a:
 - Encargados de Escuelas de computación que están bajo la responsabilidad de la municipalidad.
 - Fortalecer a los maestros encargados de dichos centros con herramientas pedagógicas.
 - Fortalecer las capacidades de los encargados con nuevas herramientas
 - Capacitación en uso y manejo de recursos audiovisuales: video cámaras y cámaras, etc.
- Diseño de página web de la municipalidad.
- Diagramación y edición de materiales de información impresos y en línea.
- Conocimientos básicos para reparar fallas técnicas de los aparatos.
- Conversión de bases de datos de otros programas a Access.

2. d. Se requiere apoyo en los siguientes temas:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Capacitación de personal | <input type="checkbox"/> Transversalización del uso de las TICS en el trabajo |
| <input type="checkbox"/> Capacitación de estudiantes | <input type="checkbox"/> Instalación de redes |
| <input checked="" type="checkbox"/> Capacitación de multiplicadores | <input type="checkbox"/> desarrollo curricular |
| <input checked="" type="checkbox"/> Creación de páginas web | <input type="checkbox"/> otros: _____ |

Otras contribuciones:

Ayudar a aprovechar mejor los recursos existentes.

Abierto a otras demandas, dentro de su campo, que puedan solicitarse en el terreno.

Disponibilidad y apertura para contribuir con otros municipios de la mancomunidad si fuera requerido.

2. e. Su organización recibe asistencia/fondos de otras organizaciones/empresas: Recibe asistencia del Cuerpo de Paz.

2.f. Descripción detallada de las tareas que tendrá que llevar a cabo el Voluntario Universitario:

- Capacitaciones y asesorías a:
 - Encargados de Escuelas de computación que están bajo la responsabilidad de la municipalidad.
 - Fortalecer a los maestros encargados de dichos centros con herramientas pedagógicas.

Request for a University Volunteer under UNITeS. TOR # 39

- Fortalecer las capacidades de los encargados con nuevas herramientas
- Capacitación en uso y manejo de recursos audiovisuales: video cámaras y cámaras, etc.
- Diseño de página web de la municipalidad.
- Diagramación y edición de materiales de información impresos y en línea.
- Conocimientos básicos para reparar fallas técnicas de los aparatos.
- Conversión de bases de datos de otros programas a access.

2.g. Objetivo de la asignación (por ejemplo impacto de la capacitación):

Lograr mayor capacidad instalada en el municipio, fortaleciendo al recurso humano, explorando y dotándolos de nuevas herramientas en el campo de la tecnología de información y comunicación social.

2.i. Calificaciones requeridas del voluntario:

- a) Educación: Profesional Universitario en Ingeniería de Sistemas o ciencias afines.
- b) Idiomas: Español
- c) Destrezas específicas en las TICS: página web, edición y diagramación de materiales impresos y en línea.
- d) Conocimientos sobre un software en particular: Manejo de paquetes para emisora radial en FM y diseño de herramientas pedagógicas.
- e) Destrezas/ experiencias adicionales:

2.j. Número de voluntarios necesarios: 1

2.k. Lugar de asignación: Municipio de Pachalum, Departamento de Quiché, Guatemala, CA

2.l. Tipo de alojamiento ¹ para el voluntario: Residencia donde ya están instalados dos Voluntarios médicos cubanos, subsidiados por el Gobierno municipal.

2.m. Medios de transporte local para el voluntario: Vehículo que utiliza la organización para movilización hacia las comunidades. Transporte urbano para uso personal.

2. n. Con que otras facilidades va a contar el voluntario?: Computadora, escritorio y acceso a los servicios de la oficina.

General Assignment Criteria

Capacity Building and Sustainability of Assignments

The Spanish University Volunteers associated with UNV under UNITeS shall be placed with host institutions (international organizations, non-governmental organizations, local associations, and academic institutions), which support MDG programmes including those related to UNV's MDG Facility with the

¹ El alojamiento de los Voluntarios Universitarios tiene que cumplir con los Estándares Mínimos de Seguridad Residencial (MORSS). Se requiere aprobación del FSO previa a la llegada del voluntario.

Request for a University Volunteer under UNITeS. TOR # 39

aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments. **The sectors of engagement shall be ICT for Development, education, health and environment.**

The assignments must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. *Example:* Assignments concentrating on ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff do not qualify as assignments. 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 in the country of assignment.

Host Institution and Living Conditions

The host institution 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 e.g. necessary computing equipment and connectivity, as needed. It also includes the identification of a direct supervisor for the volunteer. The host institution is also expected to provide MORSS compliant housing².

2



Memorandum of Understanding
between
the Universidad Autónoma de Madrid
and
the United Nations Volunteers programme

Preamble

The signatories to this Memorandum of Understanding (MoU) are the Universidad Autónoma de Madrid, located at Edificio Rectorado 3ª Planta Ctra. Colmenar km.15 28049 Madrid, Spain (hereinafter referred to as "UAM") on the one hand, and the United Nations Volunteers, a programme established by a resolution of the United Nations General Assembly, located at 10 Hermann-Ehlers-Strasse, 53113 Bonn, Germany (hereinafter referred to as "UNV") on the other hand.

The Universidad Autónoma de Madrid is an independent institution for higher education, offering Bachelor's, Master's, and Doctoral degrees in over 215 different disciplines to a student body of about 35,251, including approximately 1,270 foreign students.

UNV, established in 1971 and administered by the United Nations Development Programme (UNDP), is the UN organization that supports sustainable human development globally through the promotion of volunteerism, including the 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 action in all its diversity. It values free will, commitment, engagement and solidarity, which are the foundations of volunteerism.

Within this context, the UNV has been designated by the Secretary-General of the United Nations, to act as the lead coordinating agency for the United Nations Information Technology Services (UNITeS), an initiative announced in the Millennium Report of April 2000. The central aim of UNITeS is to help build the capacity of people and institutions in developing countries to benefit from opportunities on the Internet and other information and communication technologies (ICTs) through the mobilization of volunteers.

In recognition of the opportunities that the UNITeS framework provides for faculty and students to combine social action with practical experience by applying their professional knowledge and skills, UAM and UNV signed a one-year agreement in 2003 which was since renewed twice.

While recognizing ICTs as cross-cutting tools to help attain the Millennium Development Goals (MDGs), the new phase of this partnership shall also include other areas within the MDGs as outlined under point 2. Assignments under this partnership shall highlight the contribution of universities, through volunteerism, towards the attainment of the MDGs.

The following terms have been agreed to by the two Parties:

1. Objective of the partnership

UAM and UNV shall continue to explore opportunities to work together with a view to matching UAM's students (hereinafter referred to as Spanish University Volunteers associated with UNV under UNITeS) with volunteer assignments related to bridging the digital divide in developing countries and towards achieving the Millennium Development Goals. These shall include awareness-raising and promotion of volunteer action and the mobilization of Spanish University Volunteers associated with UNV under UNITeS for development cooperation activities. They shall also aim to cooperate in other areas of mutual interest to UAM and UNV.

The partnership will be for a period of one (1) year (see clause 6 Duration of the Memorandum of Understanding) and shall focus on developing countries. During this period, it is envisaged that forty (40) Spanish University Volunteers associated with UNV under UNITeS shall be placed. Depending on the funding mobilized this number may vary.

UNV shall facilitate, whenever possible, contacts between UAM and other institutions (abroad or in Spain) which share the same objectives.

2. Assignments

While UNV shall endeavor to identify requests for volunteer assignments corresponding to the needs of the UNDP-UNV programmes including their counterparts (international organizations, non-governmental organizations, local associations, academic institutions), UAM shall endeavor to identify the corresponding expertise among UAM and UAM-affiliated students. It is envisaged to place the Spanish University Volunteers associated with UNV under UNITEs with host institutions, which support MDG programmes including those related to UNV's MDG Facility with the aim to support capacity building. The promotion of volunteerism will be an expectation integrated into all assignments.

The volunteer assignments shall be driven by efficiency and quality of impact and will also respect the principles of ethical values and international solidarity.

Spanish University Volunteers associated with UNV under UNITEs selected under this MoU and assigned to work on projects shall do so in accordance with the Terms of Reference (TORs) as defined below and as submitted through UNV.

2.1. Areas of cooperation and duration of assignments

It is anticipated that volunteer assignments undertaken pursuant to this MoU shall focus on utilizing specific areas of UAM expertise to support development projects within the framework of the Millennium Development Goals (MDGs). These areas shall include ICT, education, health, and environment.

The typical duration of the assignments is expected to be six months, depending on the volunteer support needed and as defined and agreed upon in specific TORs. However, shorter term or extensions assignments may also be considered.

Consideration shall be given to those projects, institutions and priority country interests identified by UAM which contribute to bridging the digital divide and to helping achieve the MDGs. In so doing, UNV shall ensure an enabling environment for the Spanish University Volunteers associated with UNV under UNITEs to effectively carry out their responsibilities.

2.2. Assignments and selection of candidates

UNV shall submit TORs (or requests) to UAM. The TORs shall (i) provide relevant background information about the host institution and all essential information required for the successful completion of the assignment; and (ii) describe the tasks to be completed by the Spanish University Volunteers associated with UNV under UNITEs. Upon endorsement by UAM, the TORs shall be advertised internally among UAM students and other participating universities to attract suitable candidates. For each request, candidates whose expertise best corresponds to the prerequisites outlined in the TORs shall be proposed via UAM. They shall be selected on the basis of their suitability in terms of qualifications, language skills, (overseas) experience and personal skills. UNV shall submit the candidates' CV to the host institution for approval.

UAM may also propose candidates' CVs to UNV prior to any existing TORs. UNV shall in turn submit them to potential host institutions that require the expertise of Spanish University Volunteers associated with UNV under UNITEs and subsequently formulate adequate TORs.

Upon acceptance of the candidates, UNV shall provide UAM with all appropriate information regarding the country of assignment, including the necessary formalities associated with obtaining a visa, and all vaccinations required.

UAM shall confirm to UNV availability and date of departure of the Spanish University Volunteers associated with UNV under UNITEs. UAM shall also liaise with the candidates for pre-departure preparations (including, but not limited to, pre-assignment briefing with a view to preparing the Spanish University Volunteers associated with UNV under UNITEs for their assignment, making them aware of the issues related to working in the specific country, e.g. conditions of service, code of conduct, in-country security arrangements, and guidance on reporting procedures, medical examinations, vaccinations, visas, travel arrangements, etc.).

In such cases where candidates are no longer available or have not been accepted by the host institution, UAM shall endeavour, within reason, to find suitable alternative candidates.

The final decision regarding the assignments shall rest with UNV, the executing entity/implementing partner of the project or host institution to which the individuals are to be assigned and the government of the programme country. The final decision is subject to medical clearance by a registered physician.

UNV shall make available to UAM training and briefing materials for the engagement of Spanish University Volunteers associated with UNV under UNITEs and for pre-departure training.

The Spanish University Volunteers associated with UNV under UNITEs will receive a Certificate of Service from UNV once their assignments are completed and the final report submitted.

UAM is committed to facilitating and coordinating the participation of Spanish University Volunteers associated with UNV under UNITEs from other Spanish universities. In that role, UAM shall be responsible for all administrative arrangements with the universities and for ensuring that these arrangements conform with the terms and principles of this agreement. UAM shall assume responsibility for all students made available under this MoU on the same terms as their own students. All arrangements with other universities shall be between UAM and such universities, and UNV shall have no involvement therein or responsibility therefor.

2.3. Legal Status of the Spanish University Volunteers associated with UNV under UNITEs – Obligations and Accountability

Before leaving on assignment, the Spanish University Volunteers associated with UNV under UNITEs will receive from UNV a Letter of Undertaking describing the terms of the assignment. The Spanish University Volunteers associated with UNV under UNITEs shall duly sign and return said document to UNV and provide copy to UAM. The Spanish University Volunteers associated with UNV under UNITEs shall not be considered in any respect as being officials or staff of the United Nations. While performing functions for UNV/UNDP, they may be considered as "experts on mission" within the meaning of the United Nations legal operating framework. These "experts on mission" will be issued a UNV identification letter for the duration of the mission. They shall not sign any contract with UNV and shall not have the status of a UN Volunteer.

UAM agrees with the terms and obligations specified below and shall ensure that the Spanish University Volunteers associated with UNV under UNITEs performing services under this MoU comply with the following:

- Perform their functions under the authority, and in full compliance with the instructions of UNV, UNDP and host institutions;
- Undertake to respect the impartiality and independence of the United Nations;
- Refrain from any conduct that would adversely reflect on the United Nations and/or UNV/UNDP and shall not engage in any activity that is incompatible with the aims and objectives of the United Nations and UNV/UNDP;

- Comply with all regulations, rules, instructions, procedures or directives issued by UNV and by UNDP in the country of assignment;
- Exercise the utmost discretion in all matters relating to their functions and shall not communicate, at any time, without the authorization of host institutions and UNV to the media or to any institution, person, government or other authority external to UNV, any information that has not been made public, and which has become known to them by reason of their association with UNV. They shall not use any such information without the written authorization of the host institutions and/or UNV, and in any event, such information shall not be used for personal gain. These obligations do not lapse upon expiration of the present MoU;
- Sign a Letter of Undertaking prior to assignments in the form as set out here;
- Provide UNV with a report upon completion of their assignment.

Unsatisfactory performance or failure to conform to the standards of conduct set out above may lead to termination of the assignment, for cause, at the initiative of UNV/UNDP. Two-weeks notice shall be given in such cases.

Any serious breach of the duties and obligations that, in the view of UNV/UNDP, would justify separation before the end of the notice period will be immediately reported to UAM, with a view to obtaining agreement on an immediate cessation of the assignment.

2.4. Management of assignments

UNV shall ensure that the Spanish University Volunteers associated with UNV under UNITEs know the names and contact details of the UNV/UNDP personnel in each country of assignment prior to their travel. Under the overall authority of the UNDP Resident Representative, the UNV Country Office Team shall be responsible for backstopping the assignment.

The host institution shall be responsible for providing office space and logistical support as required, and shall assist the Spanish University Volunteers associated with UNV under UNITEs in preparing and finalizing their work plan.

In the case of an emergency due to force majeure, (i.e. an accident to an individual, major health issue or an uprising in the country of assignment) which would necessitate evacuation or repatriation of the Spanish University Volunteers associated with UNV under UNITEs, the UNV/UNDP office shall organize and execute the evacuation of the Spanish University Volunteers associated with UNV under UNITEs as if they were UN Volunteers. UAM shall be informed promptly of the procedures being put in place and shall endeavour to provide assistance as requested in relation to Spanish University Volunteers associated with UNV under UNITEs, in full coordination with UNDP.

Full details on the UNV/UNDP safety and security protocols are available in the booklet "Security in the field – information for staff members of the United Nations system", 1998 - Office of the UN Security Coordinator, which has been remitted to UAM.

3. Conditions of Service and coverage of costs

The Spanish University Volunteers associated with UNV under UNITEs shall be made available by UAM to carry out assignments. During any assignment undertaken pursuant to this MoU, UAM shall maintain participating students or ensure that such students are maintained in any existing academic programmes in which the Spanish University Volunteers associated with UNV under UNITEs are participating at the time of departure.

It is agreed that UAM shall cover all costs associated with the assignment including, but not limited to, the costs indicated below (points 3.1.1 to 3.1.5), and shall either pay or arrange for payment of such costs:

3.1. Assignment Costs

3.1.1 Complete travel costs including repatriation, local transportation and transfers within the country of departure and the Spanish University Volunteers associated with UNV under UNITEs destination as well as emergency and security evacuation travel, if required, and costs of official travel during the assignment;

3.1.2 Costs associated with the preparation of the assignment: including pre-assignment briefings, visa, photocopies, vaccination costs;

3.1.3 An allowance to cover expenses such as accommodation, food and other necessities connected with the completion of the assignment. This allowance shall be determined according to the average cost of living in the assignment location. UNV shall provide UAM with an estimated budget per assignment, if required. Accommodation of the Spanish University Volunteers associated with UNV under UNITEs shall be compliant with the Minimum Operating Residential Security Standards (MORSS). UNV will provide assistance in locating reasonably priced (where feasible) and MORSS-compliant housing. In some cases, the host institution may provide free and MORSS compliant housing. Notwithstanding UNV's reasonable assistance, the responsibility for identifying and ensuring MORSS-compliant housing rests with the Spanish University Volunteers associated with UNV under UNITEs and/or UAM;

3.1.4 Medical insurance, life and permanent disability insurance, personal liability insurance, covering events which may arise during the assignment or subsequent thereto;

3.1.5 UNV does not accept any liability for claims for compensation in respect of illness, injury or death of the Spanish University Volunteers associated with UNV under UNITEs arising out of or related to the provision of services under the present MoU.

3.2 Support Costs

UAM shall contribute to UNV a 10% off the top recovery fee on contributions received by UAM from third parties (e.g. governments, cities, municipalities, etc.) to fund Spanish University Volunteer associated with UNV under UNITEs assignments. This recovery fee is currently estimated at 15,705.00 € for the first year of the collaboration as indicated in Annex 2 (Detailed Budget). Should there be any increases to the budget, it will be adjusted accordingly. These fees are to recover part of the administrative costs associated with the development of TORs and administration of UAM volunteer assignments, including security briefing, and other facilities and services provided to the Spanish University Volunteers associated with UNV under UNITEs during the course of their assignment.

4. Liability and Indemnification

UAM shall reimburse UNV or the host institutions for financial loss or for damage to UNDP/UNV and/or the host institutions owned equipment or property caused by the Spanish University Volunteers associated with UNV under UNITEs if such loss or damage (a) occurred outside the performance of services with UNDP/UNV or the host institutions, or (b) arose or resulted from gross negligence or wilful misconduct or violation or reckless disregard of applicable rules and policies by the Spanish University Volunteers associated with UNV under UNITEs.

UAM shall be responsible for dealing with claims by third parties where the loss of or damage to their property, or death or personal injury, was caused by the actions or omissions of the Spanish University

Volunteers associated with UNV under UNITEs in the performance of services to UNV under the MoU. At the request of UAM, UNV may provide reasonable assistance in connection with such claims, at the cost of UAM.

5. Publicity and use of logos

If either UAM or UNV wishes to inform the public about an assignment or the cooperation between the two partners, one Party shall inform the other Party in advance. No document mentioning the cooperation between UNV and UAM shall be used without the expressed consent of both Parties. Neither the name nor the emblem of the UNV programme or the UNDP may be used in advertisements or any other public information campaign without the prior written consent of UNV or UNDP. For its part, UNV shall not use any UAM logo in its publications without the prior consent of UAM.

Information obtained by Spanish University Volunteers associated with UNV under UNITEs during the course of their assignment shall be considered confidential by all parties including the Spanish University Volunteers associated with UNV under UNITEs themselves and shall not be used in activities which may prove to be detrimental to the interests of the host institution.

6. Duration of the Memorandum of Understanding

This MoU will remain in force for one (1) year from the date of signing by both Parties.

7. Consultation

UNV and UAM shall consult with each other in respect of any matter that may arise in connection with the present MoU.

8. Evaluation and continuation

At the end of the term, both Parties to this MoU shall jointly undertake an evaluation of their collaboration. On this basis, they will decide jointly on how to proceed further. The Parties may agree to extend this agreement. If the Parties hereto do not extend this MoU and if this MoU has not been terminated before under its clause 9, then it shall terminate automatically at the end of the term as per clause 6.

9. Termination

This MoU shall remain in force for the agreed upon duration, unless notice of termination in writing is given by either Party to the other, and shall terminate two months after receipt by the other Party of such notice. In the event of termination, all activities in progress shall be concluded in an orderly manner.

10. Settlement of disputes

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this agreement or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with United Nations Commission on International Trade Law (UNCITRAL) Conciliation Rules in force.

Any dispute, controversy or claim between the Parties arising out of or relating to this agreement or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then in force. The arbitral tribunal shall not have authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

11. Privileges and Immunities

Nothing in or relating to this MoU shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

12. Amendment

The present MoU may be amended by written agreement of both Parties. Each Party shall give full consideration to any proposal for an amendment made by the other Party.

13. Entry into force of the Memorandum of Understanding

The present Memorandum of Understanding shall enter into force upon signature by authorized officials of both Parties and shall supersede the previous MoU.

Signed in two copies in English,

Ángel Gabilondo Pujol

Rector

Universidad Autónoma de Madrid

Ad de Raad

Executive Coordinator

United Nations Volunteers

At Madrid, on

At Bonn, on

Annex 1: Letter of Undertaking
Annex 2: Detailed Budget

Mr./Ms.
c/o Mr./Ms.

28 March 2006

Letter of Undertaking

Dear _____,

UNV-UAM/ (Country of assignment) – (sector of activity)

Thank you for your willingness to travel to (country of assignment) as a Spanish University Volunteer associated with UNV under UNITeS to support (name of the host institution or UNDP/UNV/UN agency) under a UNDP/UNV project reference ... by providing advisory services in (service to be provided) .

Your mission will take place in (month/year) according to the schedule you arrange with the UNDP/UNV local office or (name of the host institution) .

As you are aware, your services are provided in accordance with the provisions under the MoU between UNV and the Universidad Autónoma de Madrid (UAM).

As stipulated in the MoU with UAM, all costs related to your mission will be covered by UAM.

In preparing for your mission, please note the recommended inoculations on the attached sheet.

Upon arrival in the country, please visit the United Nations Development Programme's (UNDP) Resident Representative and the Programme Officer (name) or UNV Country Operations Assistant FORMTEXT (name) in order to brief them about your mission (see the attached contact information sheet). During your stay in (name of country) , you will be under the administrative authority of the Resident Representative of UNDP.

Finally, on returning from your mission, please fill in and submit the enclosed evaluation form to UNV HQ. Also remember to include a few photos of yourself together with counterpart staff (preferably in the field) and to submit a

detailed report describing your activities and their outcome, the relations you had with the local partner as well as with the local, national and international authorities, etc.

Thank you in advance for your cooperation with the UNV programme. We also thank you for your acknowledgement of the following Undertaking:

I, the undersigned, as the Spanish University Volunteers associated with UNV under UNITEs, made available by UAM and its partner universities to the United Nations Volunteers programme (UNV) pursuant to the Memorandum of Understanding (MoU) between UAM and UNV, which is attached hereto as Annex, hereby undertake to abide by the following:

- (a) I understand that, as a Spanish University Volunteers associated with UNV under UNITEs University Volunteer under UNITEs, I shall not be considered in any respect as being an official or a staff member of the United Nations, nor am I considered a UN Volunteer;
- (b) I further understand that, while performing functions for UNV/UNDP and the host institution....., I may be considered as an “expert on mission” within the meaning of the United Nations legal operating framework;
- (c) I shall perform my functions under the authority of, and in full compliance with the instructions of UNV/UNDP and the host institution;
- (d) I understand that UAM is solely responsible for the costs relating to this assignment as set out in the MoU, and UNV/UNDP and the host institution shall have no responsibility therefore;
- (e) I shall respect the impartiality and independence of the United Nations;
- (f) I shall refrain from any conduct that would adversely reflect on the United Nations and/or UNV/UNDP and shall not engage in any activity that is incompatible with the aims and objectives of the United Nations and UNV/UNDP or the exercise of my functions;
- (g) I shall exercise the utmost discretion in all matters relating to my functions and shall not communicate, at any time, without the authorization of the host institution and UNV/UNDP to the media or to any other institution, person, government or other authority external to UNV/UNDP, any information that has not been made public, and which has become known to me by reason of my functions. I shall not use any such information without the authorization of the host institution and UNV/UNDP and, in any event, such information shall not be used for personal gain. These obligations do not lapse upon termination of my assignment;
- (h) I shall comply with all regulations, rules, procedures, instructions or directives issued by UNV/UNDP including the safety instructions established by the Designated Official for Security from the UNDP Country Office, and to the extent applicable, the host institution.
- (i) I shall provide UNV with a report upon completion of my assignment.

Name printed in block letters

Signature:_____

Date:_____

PROTOCOLO 2006

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Red de Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio

1. INTRODUCCIÓN

- ¿En qué consiste el programa?

En mayo de 2001 la Universidad Autónoma de Madrid firmó un convenio con el programa de Voluntarios de Naciones Unidas (VNU) a través del cual se facilitaba la incorporación de jóvenes universitarios –contemplada también la participación de profesores y personal de administración y servicios- a proyectos que, a través del *Servicio de Información y Tecnología de Naciones Unidas (UNITEs)*, están enfocados a reducir la brecha digital existente entre países. Después de cuatro años de funcionamiento y una vez evaluada la experiencia durante este tiempo, se inicia a partir del 2006 un nuevo enfoque del programa centrado en los Objetivos de Desarrollo del Milenio. De esta manera, el programa se amplía a otras áreas de participación, y se cuenta por primera vez con apoyo de la AECl y de los gobiernos regionales.

Este nuevo enfoque se considera necesario dados los cambios que en el panorama de las universidades se está dando por su aceptación y reconocimiento como agentes sociales y también como agentes en la cooperación al desarrollo, y sobre todo por el panorama internacional que los Objetivos del Desarrollo del Milenio han introducido en las políticas actuales de numerosos países y en el que las universidades no podemos estar ajenas.

El convenio permite la participación de todas las universidades españolas interesadas, de ahí la razón de crear una red estatal que es coordinada desde la Universidad Autónoma de Madrid, la Red de Universidades Españolas en la Iniciativa UNITEs, que a partir de esta edición recibirá el nombre de *Red de Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio*. Durante sus cuatro años de existencia la red se ha ido consolidando y fortaleciendo con un progresivo aumento de universidades participantes, desde seis universidades el primer año hasta un total de 18 universidades en el año 2005.

- ¿Qué es UNITEs? ¿Qué son los Objetivos de Desarrollo para el Milenio?

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 reducir la brecha digital: disminuir 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/as comparten sus conocimientos con el fin de capacitar a las personas de países en desarrollo para la utilización de las Tecnologías de la Información y Comunicación (TIC). UNITEs mantiene el soporte administrativo de este programa, aun cuando sus objetivos, que alcanzan todos los de desarrollo del milenio exceden de los propios de UNITEs.

La cumbre del Milenio de Naciones Unidas celebrada el 8 de septiembre 2000, da origen a los Objetivos de Desarrollo para el Milenio (ODM) en la Declaración del Milenio de las Naciones Unidas. Esta Declaración fue adoptada por la totalidad de los 189 estados miembros (147 de ellos representados por sus jefes de Estado o de gobierno). Dichas metas se fijaron para el año 2015 con referencia a la situación mundial de 1990. Los Objetivos de Desarrollo del Milenio de la Organización de Naciones Unidas son:

- Erradicar la pobreza extrema y el hambre.
- Lograr la enseñanza primaria universal.

- Promover la igualdad entre los géneros y la autonomía de la mujer.
- Reducir la mortalidad infantil.
- Mejorar la salud materna.
- Combatir el VIH/SIDA, el paludismo y otras enfermedades.
- Garantizar la sostenibilidad del medio ambiente.

- Fomentar una asociación mundial para el desarrollo.

Las actividades a realizar dependerán en primer lugar de la demanda que solicite el país en desarrollo. Las áreas de desarrollo a las que VNU dará prioridad son las que derivan de las TIC y de los ODM de salud, educación y medio ambiente, tal como se establece en el convenio 2006. Los Voluntarios/as trabajan básicamente para contribuir a aumentar o mejorar la capacidad de las personas o instituciones en países en desarrollo, impulsando sus habilidades, proporcionando servicios directos para apoyar instituciones y comunidades.

- La participación de las universidades.

El convenio está abierto a las universidades españolas que integran la *Red de Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio*. Al tratarse de una nueva etapa con cambios significativos respecto a las experiencias anteriores, en esta edición 2006 se integra únicamente a las 24 universidades que en algún momento han participado o han mostrado interés en el programa, aunque el afán de la Red es incluir en el futuro a toda universidad española interesada en el Programa.

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

- 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.
- Cada universidad asumirá con sus voluntarios/as seleccionados las mismas responsabilidades que la UAM respecto a sus voluntarios/as.

- Carta de adhesión al convenio

Las universidades españolas que quieran participar en la *Red de Voluntarios Universitarios de Naciones Unidas ante los ODM* tendrán que enviar a la UAM una carta de adhesión al convenio firmado entre el Programa de Voluntarios de Naciones Unidas y la Universidad Autónoma de Madrid. El fin de esta carta es asumir los objetivos y estipulaciones de este convenio para participar en el programa. Sólo las universidades que se adhieran al convenio a través de esta carta podrán participar en la Red (ver **anexo 1**).

El envío de esta carta se hará anualmente y antes de la preselección de los voluntarios/as, ya que es la única forma que tiene la UAM y VNU de conocer qué universidades participan en la convocatoria de 2006.

2. LOS PUESTOS 2006 PARA LA RED DE VOLUNTARIOS UNIVERSITARIOS DE NACIONES UNIDAS ANTE LOS OBJETIVOS DE DESARROLLO DEL MILENIO.

- Elección de las necesidades de voluntarios/as.

Los **Oficiales de Programa** de VNU en cada país en desarrollo presentan a la sede central de VNU en Bonn las necesidades de puestos para voluntarios/as universitarios. En Bonn se aprueban o se rechazan los proyectos según los criterios, objetivos y condiciones de la Red Española y una vez aprobados todos los puestos vacantes se envían a la UAM.

En esta convocatoria VNU facilitará 30 puestos para la Red española, a los cuales se les asignarán unas bolsas de viaje financiadas por la AECl, y un número extra de puestos según el apoyo financiero del gobierno autonómico de cada región.

La UAM, que ejerce de universidad coordinadora, reenvía todos estos puestos a las universidades participantes en la edición 2006 para su publicidad en cada universidad, con el fin de comenzar el proceso de selección.

- Los puestos

Como hemos dicho, VNU seleccionará los puestos y la UAM se encargará de reenviarlos a las universidades. En estos puestos, se describe las condiciones de referencia de cada puesto, lo que se denomina **TORs, Terms of Reference** (ver **anexo 2**). En cada TOR se detalla:

- El nombre de la organización que requiere al voluntario/a.
- Responsable del proyecto (nombre, e-mail, dirección, teléfono, etc.). Esta es la persona de contacto entre la universidad y la organización de acogida en el caso de que el candidato al puesto sea elegido definitivamente. Esta información es **únicamente** de uso para las universidades en el caso de que el candidato sea elegido, **nunca** es un dato a proporcionar a los candidatos o preseleccionados para evitar se pongan en contacto directamente con los responsables del proyecto antes de ser seleccionados definitivamente.
- Título del puesto.
- Tareas a desarrollar por el voluntario/a en la organización de acogida.
- Habilidades o conocimientos requeridos para el puesto.
- Duración del proyecto. En el caso de este programa la duración **siempre es de 6 meses**.
- Estimación del coste de la vida en el país: alojamiento, manutención, transporte, etc.
- Alojamiento. Desde esta convocatoria, las bolsas de viaje financiadas por la AECl y los gobiernos autonómicos incluyen los costes del alojamiento para los voluntarios/as universitarios.
- Otra información de interés sobre el puesto o sobre el país.

3. COSTES DEL PROGRAMA

Cada universidad se responsabilizará de todos los arreglos económicos y administrativos antes de la partida del voluntario/a 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/as a su país de destino incluyendo asistencia en el vuelo internacional y tramitación de visas si fuese necesario.
- comprobación de que el voluntario/a cuenta con un dinero de bolsillo suficiente para mantenerse en el país de acogida y/o asegurar el apoyo económico al voluntario/a durante el programa.

Para estos propósitos, la Red y cada universidad puede suscribir tantos acuerdos como se consideren necesarios con otras instituciones con el objetivo de subvencionar parte del programa. Este año 2006 el Programa cuenta con el apoyo de la AECl que se compromete a subvencionar 30 bolsas de viaje a repartir entre todas las universidades españolas que componen la *Red de Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio*. También en el año 2006, algunas universidades cuentan con apoyo de bolsas de viaje adicionales para voluntarios universitarios de las comunidades autónomas correspondientes a los gobiernos autónomos que lo financian.

El voluntario/a debe saber que no va a un país en desarrollo a hacer un trabajo remunerado sino que participa como voluntario/a universitario. Pero también **es muy importante que cada voluntario/a conozca las ayudas que la universidad y la organización de acogida le va a facilitar.**

4. LA PUBLICIDAD

Una vez recibidos los puestos vacantes para 2006, y de acuerdo al calendario establecido para este año (ver punto 10) cada universidad publicará los puestos en sus respectivas universidades.

Las vacantes que envía VNU son diferentes, cada puesto tiene un nombre, un destino y unas tareas asignadas. En cada puesto se requiere un perfil diferente, por ello es aconsejable que los interesados en ser voluntarios/as universitarios lean con detenimiento cada puesto para ver si su experiencia y conocimientos encajan en alguno de los puestos. Por ello es **aconsejable la difusión por Internet de los puestos.**

5. LA SELECCIÓN

- ¿Quién puede ser voluntario/a?

Este proyecto está abierto tanto a **estudiantes, como a profesores y Personal de Administración y Servicios (P.A.S)**¹ 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 diferentes organizaciones que colaboran con Naciones Unidas en la consecución de los Objetivos de Desarrollo del Milenio, de tal modo que beneficie a personas e instituciones de los países en desarrollo.

- ¿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 de inglés, independientemente del país de acogida, y ocasionalmente podrá pedirse un cierto nivel de francés u otro idioma).

4.- Buenos conocimientos del área específica de cooperación definida según el ODM en el que se centre el proyecto, o 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.

- Documentación a presentar

Cada universidad solicitará a los voluntarios/as, a parte de los documentos requeridos obligatoriamente por VNU, los documentos que crea oportuno para poder realizar la selección en su universidad. A modo de ejemplo:

- Currículo en inglés y/o en el idioma que se indique en el TOR (obligatorio – VNU).
- 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).
- Documento acreditativo de pertenecer a la comunidad universitaria.
- Cualquier otra documentación que la universidad o VNU exijan para completar el proceso de selección.

Hay que tener en cuenta que esta documentación, es la que la UAM enviará a VNU 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.

¹ En el convenio aparece que tanto P.A.S. como profesores pueden incorporarse a estos proyectos. Tal como hasta ahora está planificado este voluntariado es difícil la incorporación de estos dos grupos por las condiciones de calendario, si bien el convenio también permite ampliar o recortar el periodo voluntario según circunstancias particulares, y siempre, a cargo de la universidad de origen.

- Selección por parte de cada universidad

Cada universidad decide cómo seleccionar a sus candidatos. Como ejemplo de forma de selección se puede destacar el tribunal de selección, el cual entrevista a los candidatos. Este comité de selección debería estar compuesto por personas que puedan valorar, según el TOR elegido, los conocimientos de idiomas del candidato, los conocimientos técnicos específicos al área de cooperación que define el TOR, el currículum, 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 2006.

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

- Candidatos preseleccionados

Cada universidad realizará la preselección de 5 candidatos para 5 puestos diferentes, de forma que los candidatos de una misma universidad no concurren en un mismo puesto. Las universidades cuyos gobiernos regionales otorgan la financiación de bolsas de viaje extra, preseleccionarán hasta 4 candidatos para los 30 puestos. Aparte, para los puestos financiados por sus gobiernos regionales, presentarán el número de candidatos preseleccionados proporcionales a este número de puestos.

Una vez preseleccionados los candidatos por cada universidad y según el calendario preestablecido, **se enviará toda la información de cada candidato a la UAM.**

Esta documentación debe consistir en:

- Currículo vitae en inglés y/o en el idioma que se indique en el TOR para cada vacante deseada.
- Carta de motivación en inglés y/o en el idioma que se indique en el TOR.
- Orden de preferencia de cada candidato en caso de haber elegido más de un puesto.
- Escrito del tribunal de selección o del responsable de la selección de cada universidad, donde se haga constar que el candidato cumple los requisitos técnicos, de idiomas, de aptitudes sociales y cualquier otro especificado en el TOR (ver **anexo 3**)

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 con su universidad un compromiso de participación en el programa en caso de que al final VNU le seleccione definitivamente (ver **anexo 4**).

- La selección definitiva

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**. La selección definitiva será comunicada a cada universidad por la UAM.

6. LOS VOLUNTARIOS/AS UNIVERSITARIOS

Una vez seleccionado definitivamente, el voluntario/a deberá firmar un compromiso de participación en el programa en las **fechas** y con las condiciones establecidas para cada puesto (ver **anexo 5**). 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/a seleccionado, con lo que además podría quedar algún puesto sin cubrir en perjuicio de los demás candidatos.

Los voluntarios/as que colaboren bajo el presente convenio no tendrán estatus de voluntarios/as oficiales de Naciones Unidas sino el estatus de "Expertos en misión" y serán parte de los datos de VNU a nivel público, debiendo firmar *La Carta de Compromiso* (ver **anexo 6**) una vez aceptado el puesto por el voluntario/a. Para que su contribución sea reconocida, los voluntarios/as que colaboren bajo el presente convenio serán oficialmente reconocidos como **Voluntarios universitarios españoles en la iniciativa UNITeS**.

Estos voluntarios/as 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.

7. PREPARACIÓN DEL VIAJE Y LA ESTANCIA DEL VOLUNTARIO/A

Cada universidad se responsabilizará de todos los arreglos financieros y administrativos antes de la partida del voluntario/a y durante su estancia en el país de destino.

La duración de todos los proyectos será de seis meses.

El primer paso a realizar por las universidades con algún candidato seleccionado es la puesta en contacto directamente con los responsables de cada proyecto. En los TORs se especifica el nombre, teléfono y dirección de correo-e del responsable de cada proyecto. Se deberá poner en contacto con el responsable para aclarar las dudas que surjan con cada voluntario/a. Lo primero que habría que acordar es la fecha exacta de la ida y vuelta del voluntario/a.

Otra cosa que se debe aclarar con el responsable del programa es el alojamiento, comprobándose que la organización de acogida está apoyando en la búsqueda de un alojamiento adecuado para el voluntario/a.

Cada universidad tiene la obligación de explicar a los voluntarios/as sus derechos y deberes así como las condiciones del programa establecidas por cada universidad (ayuda económica, condiciones de permanencia, evaluación, etc.).

- Preparación de la salida

Algunos pasos para la preparación del viaje:

1º. Billete de avión. Hay que tener en cuenta que el voluntario/a 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.

2º 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.

3º Vacunas. Dependiendo del país hay algunas vacunas obligatorias y otras recomendadas. En cada caso, el voluntario/a, aconsejado por un médico, decidirá las vacunas imprescindibles. El teléfono del Centro de Vacunación Internacional de Madrid es el 91 309 56 03.

4º Seguro. El voluntario/a 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, enviará 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/a.

- Ficha de voluntario

Una vez conocidos todos los datos del proyecto, cada universidad deberá rellenar una ficha (ver **anexo 7**) y reenviarla a la UAM. Esta ficha servirá como control de todos los datos de los voluntarios/as por parte de VNU y la UAM.

8 ■ FORMACIÓN DE LOS VOLUNTARIOS/AS.

Independientemente de las acciones formativas que cada universidad realice con sus voluntarios/as, las universidades valorarán la posibilidad de realizar una acción formativa para el conjunto de los voluntarios/as una vez seleccionados todos ellos a modo de *Seminario*, y podrá comprender como mínimo los siguientes temas:

- El Programa de *Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio*.
- Derechos y deberes de los voluntarios/as.
- El voluntariado y la cooperación internacional al desarrollo.
- Información sobre los países de destino.
- Aprendizaje intercultural.
- Taller de resolución de conflictos.
- Experiencias de anteriores voluntarios/as.

En la edición 2006, la UAM se ofrece nuevamente a impartir este Seminario, que se desarrollará a lo largo de una semana en julio, y que enlazará con una formación específicamente referida a Naciones Unidas en la sede de VNU en Bonn, de una duración de 3 días. En esta formación complementaria se profundizará en las cuestiones relativas al Sistema de Naciones Unidas y los protocolos de seguridad establecidos en el marco de sus actividades en los países de acogida.

9. SEGUIMIENTO Y EVALUACIÓN

- Seguimiento en el terreno

VNU Bonn proporcionará apoyo a los voluntarios/as 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/as siempre que sea necesario.

Asimismo cada universidad hará un seguimiento de la estancia de su voluntario/a, 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/a, no resuelto por el voluntario/a, 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/a 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/as y las instituciones de acogida. Esta documentación será usada por VNU y la UAM como base para la evaluación del programa.

10. CALENDARIO ODM 2006

☛ MARZO (4ª semana):

* Firma de Convenios:

- VNU-UAM

- AECI-UAM

- COMUNIDAD de Madrid- UAM

* Evaluación de la edición 2005 del Programa, de la Red de Universidades Españolas.

* 24/03/06: Reunión VNU- UAM en Bonn. Discusión sobre nuevos puestos 2006 y sobre condiciones de alojamiento en los países de acogida.

☛ ABRIL

(1ª semana):

* **4/04/06**: Reunión de la Red de Universidades Españolas: puesta en marcha del programa 2006-2009, presentación de la edición 2006, evaluación 2005, avances del compromiso de los gobiernos regionales, carteles de difusión del programa.

(4ª semana):

* Recepción de las cartas de adhesión al convenio VNU-UAM.

* Nuevos puestos por parte de VNU.

* **28/04/06** Fecha límite de envío de los perfiles de los puestos a cada universidad.

☛ MAYO (1ª y 4ª semana):

* **1/05/06- 31/05/06**, (1 mes) Difusión e información del Programa y de los nuevos puestos en las universidades: se abre el plazo de preselección de candidatos/as 2006.

☛ **JUNIO.** (1ª semana):

* **1-2/06/06** Preselección por parte de cada universidad de los candidatos para los puestos elegidos y envío de los CVs de los candidatos preseleccionados en cada universidad a la UAM.

(2ª semana):

* **5/06/06** Fecha límite de envío de CVs de preseleccionados a la UAM.

* **8/06/06:** Envío desde la UAM de todos los CVs a VNU.

* **9/06/06:** Envío de los CV, por parte de NNUU, a los oficiales de programa de cada país de destino.

(4ª semana):

* **29/06/06:** Respuesta a las universidades de la selección final de los candidatos. Notificación a todas las universidades.

JULIO – SEPTIEMBRE.

* Actividades de preparación del viaje de los voluntarios/as universitarios: billete, visado, vacunas, contacto con las organizaciones de acogida, etc.

* **3- 8/07/06** Seminario de formación a la salida en la UAM.

* **9- 12/07/06** Formación específica de NNUU en Bonn.

OCTUBRE 2006 – ABRIL 2007

* Estancia de los voluntarios/as en los países de acogida.

☛ **MAYO- JUNIO 2007**

* Evaluación de la primera edición 2006 del nuevo programa ODM.

11. DATOS DE CONTACTO

- **Oficina de Acción Solidaria y Cooperación.**

Rectorado. Planta 3ª.
Universidad Autónoma de Madrid
28049 Madrid

- **Silvia Arias Careaga.**

- Directora
Tel. y fax: 91 497 76 02
E-mail: iniciativa.solidaria@uam.es

- **Rita Pérez Santos.**

- Coordinadora del Programa de Voluntariado Universitario en Naciones Unidas
Tf: 91 497 35 38
E-mail: voluntariado.unites@uam.es

- **Voluntarios de Naciones Unidas.**

- **Rita Tsering.**

- Postfach 260 111
D-53153 BONN, Germany
Tel: 0049 228 815 2229
Fax: 0049 228 815 2001
E-mail: Rita.Tsering@unvolunteers.org

ANEXO 1.

El Rector de la Universidad de Valladolid

La Universidad de Valladolid, a través de sus funciones, y a lo largo de su trayectoria, viene promoviendo y desarrollando investigaciones e iniciativas operativas orientadas a la superación de distintas formas de exclusión y al potenciamiento de una cultura del voluntariado y la solidaridad. Así mismo, viene participando en redes de colaboración y trabajo con entidades afines a nivel local, nacional e internacional.

Desde estas consideraciones, la Universidad de Valladolid se adhiere al Convenio de Colaboración firmado el **4 de abril de 2006** entre el Programa de Voluntarios de Naciones Unidas y la Universidad Autónoma de Madrid con el objetivo de potenciar la participación de estudiantes en programas de Naciones Unidas.

Así mismo la Universidad de Valladolid se compromete a participar activamente en las líneas de actuación que desarrollen corresponsabilizándose en cuantas acciones sean necesarias para la consecución de este fin. Entre éstas, la universidad se asegurará de contar con los apoyos económicos necesarios para sufragar una bolsa de viaje de 6.000 € por voluntario universitario enviado.

Valladolid, 4 de abril de 2006

Fdo: Jesús María Sanz Serna.

ANEXO 2.

FOR UNV PO'S & HOST ORGANIZATIONS TO FILL IN FOR UNV/UNITES

ORGANIZATION/INSTITUTION'S NAME

UNFPA United Nations Population Fund

RESPONSIBLE PERSON FOR THE PROJECTS/STUDENTS (WITH ADDRESS, EMAIL AND ALL PHONES)

Cheikh Tidiane Cissé
Representative a.i. UNFPA
Building Losonia, Boulevard du 30 juin
Kinshasa/Gombe
République Démocratique du Congo
Email : cheikh.t.cisse@undp.org
fnuap.rdc@undp.org « Representation FNUAP RDC »
Tél : (+243) 8803627; (+243) 98146953
Fax : (+243) 8801826

TITLE OF THE POST

Database Developer

TORs FOR THE TASKS TO BE CARRIED OUT/USUAL WORKING HOURS, WHAT % ON EACH TASK

- Study the feasibility of a UNFPA Program database for the follow and monitoring of the UNFPA Support Program to DRC
- Develop software for UNFPA Program management & evaluation
- Develop an information flow system from UNFPA partners and/or promoters of new projects and population Programs
- Develop a conceptual database model in accordance with the needs of the office
- Develop a user-friendly and flexible model adjustable to future amendments depending on the needs of the Program team and/or on harmonization with outside databases (of partners, government and/or sponsors)
- Develop a user manual for the exploitation of the database (data lexicon, data-base functioning, management procedures & security, data exploration aid aimed at the various contributors and users)
- Analyze the needs of the office with regard to the installation of information technology , allowing for a successful use of the tools that were developed and their functioning in the (intra-UNFPA) network
- Assist in the training of the Program Assistant (in charge of the management of the data-base) on the operationalization of the data-base

SPECIFIC ICT SKILLS, SOFTWARE ETC...THEY SHOULD BE ACQUAINTED WITH (YOU MIGHT FILL IN MORE)

- Data-base software, conceptualization, development and management (i.e. Access, Excel and Visual-Basic)
- MS-Office

- French (vital!)

PERSONAL PROFILE OF STUDENT/VOLUNTEER THEY'RE LOOKING FOR (TYPE OF PERSON, LEVEL OF COMMITMENT ETC)

IDEAL DURATION OF ASSIGNMENT FOR PROJECT (FROM 3-6 MONTHS IS OFFERED)

6 months

CAN HOUSING BE OFFERED FREE OF COST FROM HOST ORGANIZATION ? IF NOT, WHAT COST DOES IT IMPLY PER MONTH

Housing will be provided/financed by UNFPA, in cooperation with another UNITEs-UNV host agency.

NORMAL LIVING COST PER MONTH (ROOM AND BOARD, MOVIES, TRANSPORT, DRINKS ETC...)

500 - 1000 USD / month (very basic; excl. rent)

WILL BRIEFING BE OFFERED BY PO UPON ARRIVAL OF STUDENT ?

Briefing and debriefing will be provided by UNV PO as well as by the UNFPA office

WILL ANY MATERIAL/TRAINING BE OFFERED ?

Material: Office space, supplies and equipment

Training: UNFPA mission and programs

TO ENUMERATE ALL CONDITIONS THAT ARE OFFERED BY HOST ORGANIZATION AND UNV PO AND UNDP PO IF NECESSARY

Housing, lunch

ANEXO 3.

Universidad Autónoma de Madrid

Madrid, 17 de Mayo de 2004

CUMPLIMIENTO DE REQUISITOS

Reunido este Tribunal con el fin de seleccionar a los candidatos para los proyectos del Programa de *Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio 2006* y compuesto por:

- Silvia Arias Careaga, directora de la Oficina de Acción Solidaria, que actúa como secretaria del Tribunal.
- Estrella Pulido, profesora del departamento de Ingeniería Informática de la UAM.
- Julia Salmerón, profesora del departamento de Filología Inglesa de la UAM.

Hace constar que:

D^a. Laura Sánchez

cumpliendo los requisitos:

- a) en conocimientos informáticos
- b) en habilidades lingüísticas
- c) motivación y experiencia personal

queda seleccionada por la Universidad Autónoma de Madrid como candidata para el puesto denominado *Project Officer and Technical Assistant* en Sudáfrica.

Fdo: Silvia Arias Careaga

Fdo: Estrella Pulido

Fdo: Julia Salmerón

ANEXO 4. Compromiso de preselección.

Laura Sánchez Gonzalo, con DNI nº xxxxxxx G, preseleccionada por la Universidad Autónoma de Madrid para participar en el Programa de Voluntariado Universitario de Naciones Unidas 2006 me comprometo a:

A participar en el programa asignado, incorporándome en las fechas y condiciones establecidas por la Universidad Autónoma de Madrid en el caso de ser seleccionada por el Servicio de Tecnología de la Información de Naciones Unidas (UNITeS).

En Madrid, a 30 de mayo de 2006.

Fdo: Laura Sánchez Gonzalo

ANEXO 5. Compromiso de selección.

Cantoblanco, a 26 de junio de 2006

Laura Sánchez Gonzalo, con DNI nº xxxxxx G, seleccionada por la Universidad Autónoma de Madrid y por Voluntarios de Naciones Unidas para participar en el Programa de Voluntariado Universitario de Naciones Unidas declara que:

1. Conoce las condiciones del Programa en el que va a participar en el periodo comprendido entre octubre de 2006 y abril de 2007.
2. Conoce la ayuda económica que va a percibir.
3. Se compromete a participar en el Programa durante el tiempo concertado (del 10 de octubre de 2006 al 10 de abril de 2007); en caso de incumplimiento, dejará de percibir la cantidad correspondiente al resto de meses de voluntariado en los que ya no participe.
4. Se compromete a realizar la memoria explicativa de las actividades realizadas en el plazo de dos meses desde la finalización del proyecto y a estar disponible para realizar una evaluación presencial con los responsables de la Oficina.

Fdo. Laura Sánchez Gonzalo

ANEXO 6.

United Nations Volunteers PO Box 260 111 53153 Bonn Germany

Mr./Ms.
c/o Mr./Ms.

6 April 2006

Letter of Undertaking

Dear _____,

UNV-UAM/ (Country of assignment) – (sector of activity)

Thank you for your willingness to travel to (country of assignment) as a Spanish University Volunteer associated with UNV under UNITeS to support (name of the host institution or UNDP/UNV/UN agency) under a UNDP/UNV project reference ... by providing advisory services in (service to be provided) .

Your mission will take place in (month/year) according to the schedule you arrange with the UNDP/UNV local office or (name of the host institution) .

As you are aware, your services are provided in accordance with the provisions under the MoU between UNV and the Universidad Autónoma de Madrid (UAM).

As stipulated in the MoU with UAM, all costs related to your mission will be covered by UAM.

In preparing for your mission, please note the recommended inoculations on the attached sheet.

Upon arrival in the country, please visit the United Nations Development Programme's (UNDP) Resident Representative and the Programme Officer (name) or UNV Country Operations Assistant FORMTEXT (name) in order to brief them about your mission (see the attached contact information sheet). During your stay in (name of country) , you will be under the administrative authority of the Resident Representative of UNDP.

Finally, on returning from your mission, please fill in and submit the enclosed evaluation form to UNV HQ. Also remember to include a few photos of yourself together with counterpart staff (preferably in the field) and to submit a detailed report describing your activities and their outcome, the relations you had with the local partner as well as with the local, national and international authorities, etc.

Thank you in advance for your cooperation with the UNV programme. We also thank you for your acknowledgement of the following Undertaking:

I, the undersigned, as the Spanish University Volunteers associated with UNV under UNITEs, made available by UAM and its partner universities to the United Nations Volunteers programme (UNV) pursuant to the Memorandum of Understanding (MoU) between UAM and UNV, which is attached hereto as Annex, hereby undertake to abide by the following:

- (a) I understand that, as a Spanish University Volunteers associated with UNV under UNITEs University Volunteer under UNITEs, I shall not be considered in any respect as being an official or a staff member of the United Nations, nor am I considered a UN Volunteer;
- (b) I further understand that, while performing functions for UNV/UNDP and the host institution....., I may be considered as an “expert on mission” within the meaning of the United Nations legal operating framework;
- (c) I shall perform my functions under the authority of, and in full compliance with the instructions of UNV/UNDP and the host institution;
- (d) I understand that UAM is solely responsible for the costs relating to this assignment as set out in the MoU, and UNV/UNDP and the host institution shall have no responsibility therefore;
- (e) I shall respect the impartiality and independence of the United Nations;
- (f) I shall refrain from any conduct that would adversely reflect on the United Nations and/or UNV/UNDP and shall not engage in any activity that is incompatible with the aims and objectives of the United Nations and UNV/UNDP or the exercise of my functions;
- (g) I shall exercise the utmost discretion in all matters relating to my functions and shall not communicate, at any time, without the authorization of the host institution and UNV/UNDP to the media or to any other institution, person, government or other authority external to UNV/UNDP, any information that has not been made public, and which has become known to me by reason of my functions. I shall not use any such information without the authorization of the host institution and UNV/UNDP and, in any event, such information shall not be used for personal gain. These obligations do not lapse upon termination of my assignment;
- (h) I shall comply with all regulations, rules, procedures, instructions or directives issued by UNV/UNDP including the safety instructions established by the Designated Official for Security from the UNDP Country Office, and to the extent applicable, the host institution.
- (i) I shall provide UNV with a report upon completion of my assignment.

Name printed in block letters

Signature: _____

Date: _____

Anexo 7.

DATOS DEL VOLUNTARIO	
NOMBRE DEL VOLUNTARIO	
TELÉFONO	
E-MAIL	
DATOS DE LA UNIVERSIDAD	
UNIVERSIDAD	
NOMBRE DEL RESPONSABLE	
TELÉFONO	
E-MAIL	
FAX	
DATOS DE LA ORGANIZACIÓN DE ACOGIDA	
NOMBRE DE LA ORGANIZACIÓN	
NOMBRE DEL PROYECTO AL QUE SE INCOPORA	
CIUDAD Y PAÍS	
NOMBRE DEL RESPONSABLE DEL PROYECTO	
DIRECCION DE LA ORGANIZACIÓN DE ACOGIDA	
TELÉFONO DE LA ORGANIZACIÓN DE ACOGIDA	
E-MAIL DE LA ORGANIZACIÓN	
FAX	
DATOS DE NACIONES UNIDAS EN EL PAÍS	
NOMBRE DEL OFICIAL DE PROGRAMA DE NNUU	
DIRECCIÓN	
TELÉFONO	
E-MAIL	
FAX	
FECHAS DEL PROYECTO	
FECHA DE LLEGADA	
FECHA DE REGRESO	

Anexo 8.

Desglose presupuestario de las bolsas de viaje de los voluntarios/as universitarios en Naciones Unidas, edición 2006.

Costes de envío por voluntario/a por un periodo de 6 meses.

PARTIDAS	COSTES
1. Viaje al país de destino	1.500,00 €
2. Dietas y alojamiento local	683,00 €/ mes
3. Seguros (médico y de accidentes)	300,00 €
4. Visados	100,00 €
Total bolsas de viaje	6.000,00 €

Anexo 9.

Costes estimados por voluntario/a para la Formación a la salida, a asumir por la universidad de origen.

FORMACIÓN EN MADRID (UAM)	COSTES
1.A Viaje a Madrid (i/v)	Según provincia de origen
1.B Alojamiento (6 noches)	Por determinar
FORMACIÓN EN BONN (VNU)	COSTES
2.A Billete de avión Madrid-Bonn	152,00 €
2.B Alojamiento, desayuno y transporte local	95,00 € /día x 3 días
Total Formación a la salida	437,00 € + formación en Madrid

Mr./Ms.
c/o Mr./Ms.

6 April 2006

Letter of Undertaking

Dear _____,

UNV-UAM/ (Country of assignment) – (sector of activity)

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Your mission will take place in (month/year) according to the schedule you arrange with the UNDP/UNV local office or (name of the host institution) .

As you are aware, your services are provided in accordance with the provisions under the MoU between UNV and the Universidad Autónoma de Madrid (UAM).

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- (b) I further understand that, while performing functions for UNV/UNDP and the host institution....., I may be considered as an “expert on mission” within the meaning of the United Nations legal operating framework;
- (c) I shall perform my functions under the authority of, and in full compliance with the instructions of UNV/UNDP and the host institution;
- (d) I understand that UAM is solely responsible for the costs relating to this assignment as set out in the MoU, and UNV/UNDP and the host institution shall have no responsibility therefore;
- (e) I shall respect the impartiality and independence of the United Nations;
- (f) I shall refrain from any conduct that would adversely reflect on the United Nations and/or UNV/UNDP and shall not engage in any activity that is incompatible with the aims and objectives of the United Nations and UNV/UNDP or the exercise of my functions;
- (g) I shall exercise the utmost discretion in all matters relating to my functions and shall not communicate, at any time, without the authorization of the host institution and UNV/UNDP to the media or to any other institution, person, government or other authority external to UNV/UNDP, any information that has not been made public, and which has become known to me by reason of my functions. I shall not use any such information without the authorization of the host institution and UNV/UNDP and, in any event, such information shall not be used for personal gain. These obligations do not lapse upon termination of my assignment;
- (h) I shall comply with all regulations, rules, procedures, instructions or directives issued by UNV/UNDP including the safety instructions established by the Designated Official for Security from the UNDP Country Office, and to the extent applicable, the host institution.
- (i) I shall provide UNV with a report upon completion of my assignment.

Name printed in block letters

Signature: _____

Date: _____



Solicitud de participación como Voluntario Universitario en la *Red de Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio*

D./Dña. (escriba aquí su nombre y apellidos), con DNI número (indicar número y letra del DNI), estudiante de la Universidad Politécnica de Madrid, en (indicar curso), del Centro: (indicar centro de adscripción), domiciliado a efectos de notificaciones durante el curso en (indicar la dirección postal completa para notificaciones), con teléfono nº. (número de teléfono de contacto) y dirección electrónica (dirección e-mail),

Habiendo conocido la convocatoria de puestos de Voluntariado Universitario de la *Red de Voluntarios Universitarios de Naciones Unidas ante los Objetivos de Desarrollo del Milenio* para el año 2008, propuestos por el servicio de Voluntariado de Naciones Unidas y publicados por la Red Española Universitaria que coordina dicha iniciativa, así como las condiciones correspondientes a dichos puestos;

Teniendo voluntad y disponibilidad para participar en dicho programa de voluntariado durante los meses de octubre de este año a abril de 2009;

Queriendo concurrir a dicha convocatoria al objeto de participar como voluntario en el puesto denominado (indique aquí el puesto seleccionado en primera opción), y considerando tener conocimientos y/o experiencia apropiados al perfil del citado puesto;

Presento mi candidatura a dicho puesto, adjuntando a esta solicitud la Carta de motivación correspondiente al mismo, así como el resto de la documentación requerida en la convocatoria. (borrar o modificar: Deseo igualmente concurrir como segunda opción al puesto denominado: (puesto en segunda opción), para el que presento una segunda carta de motivación.)

En Madrid, a (indicar fecha).

Fdo: (nombre del firmante)

SR. DIRECTOR DE COOPERACIÓN PARA EL DESARROLLO DE LA UPM. RECTORADO.

VOLUNTARIOS/AS UNIVERSITARIOS DE NACIONES UNIDAS 2006

VOLUNTARIOS/AS		UNIVERSIDAD	DESTINO
1	Elsa Cacho Taeño	Alcalá	TOR 4 ECU-AZUCAY
2	Jesús García Pérez		TOR 19 HON-SOLIDARIDAD
3	Sandra Martínez García		TOR 26 CVI-VERDEFAM
4	Luis Gómez Juanes	Autónoma de Madrid	TOR 3 VIE EFD
5	María Pérez Aporta		TOR 37 SEN-EDEN
6	Mercedes Jiménez Benítez	Cádiz	TOR 30 COL-MDGs
7	Pedro Francisco García Ríos		TOR 36 PAN-EDUCATION
8	Inés Bebea González	Carlos III	TOR 1 CVI-YOUTH
9	Silvia Pina Juste		TOR 12 HON-UNV
10	Rubén Cabrerizo ruiz		TOR 25 CVI-VERDEFAM
11	Rebeca Gómez Botello		TOR 34 PAN-UNISDR1
12	Mariela Castillo Gómez	Granada	TOR 18 BRA-CONEXAO
13	Pablo Rodríguez Gutiérrez	Las Palmas de G.C.	TOR 24 ECU-SIGVOL EDU
14	Rosa María Torregosa Román	Murcia	TOR 35 PAN-UNISDR2
15	Laia Romeo Fuentes	Politécnica de Cataluña	TOR 2 CVI YOUTH
16	Albert Blaya Pérez		TOR 16 BRA-ECO
17	Mónica Guerrero Vázquez	Politécnica de Madrid	TOR 7 ECU-CHUNCHI
18	Roberto Martínez Sastre		TOR 9 DOM-CIVIL
19	Pedro Edu Hondo		TOR 14 BRA-NATAL1
20	María Guallar Yébenes		TOR 15 BRA-NATAL2
21	José Miguel Gaspar Soriano	Politécnica de Valencia	TOR 5 ECU-AZUCAY
22	María José Mompó García		TOR 21 DOM-ALIANZA
24	Natalia Perjuániz Bermúdez	Pública de Navarra	TOR 28 CVI-PLATAFORMA
25	Mª Cruz Álvarez Pérez	Salamanca	TOR 13 HON-UNV
26	Pablo San Feliciano Martín		TOR 23 ECU-SIGVOL
27	Nadir Magalhaes	Santiago de Compostela	TOR 31 COL-MDGs
28	Juan Rodríguez Domínguez		TOR 22 DOM-CAREL
29	Iván García Cortijo	Valencia	TOR 11 VIE-IOM
30	Verónica de la Cruz Domínguez	Valladolid	TOR 20 HON-SOLIDARIDAD
31	Teresa Maena Rodríguez		TOR 27 CVI-PLATAFORMA
32	Eduardo Riesco Mata		TOR 29 MAU-CYBER

VOLUNTARIOS/AS UNIVERSITARIOS DE NACIONES UNIDAS 2006

	DESTINO	PAIS	VOLUNTARIOS/AS	UNIVERSIDAD
1	TOR 18 BRA-CONEXAO	BRASIL	Mariela Castillo Gómez	Granada
2	TOR 16 BRA-ECO		Albert Blaya Pérez	Politécnica de Cataluña
3	TOR 17 BRA-ECO			
4	TOR 14 BRA-NATAL1		Pedro Edu Hondo	Politécnica de Madrid
5	TOR 15 BRA-NATAL2		Maria Guallar Yébenes	
6	TOR 30 COL-MDGs	COLOMBIA	Mercedes Jiménez Benítez	Cádiz
7	TOR 31 COL-MDGs		Nadir Magalhaes	Santiago de Compostela
8	TOR 27 CVI-PLATAFORMA	CABO VERDE	Teresa Maena Rodríguez	Valladolid
9	TOR 28 CVI-PLATAFORMA		Natalia Perjuániz Bermúdez	Pública de Navarra
10	TOR 25 CVI-VERDEFAM		Rubén Cabrerizo ruiz	Carlos III
11	TOR 26 CVI-VERDEFAM		Sandra Martínez García	Alcalá
12	TOR 1 CVI-YOUTH		Inés Bebea González	Carlos III
13	TOR 2 CVI YOUTH		Laia Romeo Fuentes	Politécnica de Cataluña
14	TOR 21 DOM-ALIANZA	REPÚBLICA DOMINICANA	Maria José Mompó García	Politécnica de Valencia
15	TOR 22 DOM CAREL		Juan Rodríguez Domínguez	Santiago
16	TOR 9 DOM-CIVIL		Roberto Martínez Sastre	Politécnica de Madrid
17	TOR 10 DOM-CIVIL			
18	TOR 6 ECU-ALAI	ECUADOR		
19	TOR 4 ECU-AZUCAY		Elsa Cacho Taeño	Alcalá
20	TOR 5 ECU-AZUCAY		José Miguel Gaspar Soriano	Politécnica de Valencia
21	TOR 7 ECU-CHUNCHI		Mónica Guerrero Vázquez	Politécnica de Madrid
22	TOR 23 ECU-SIGVOL		Pablo San Feliciano Martín	Salamanca
23	TOR 24 ECU-SIGVOL EDU		Pablo Rodríguez Gutiérrez	Las Palmas de G.C.
24	TOR 40 GUA-PNUD		GUATEMALA	
25	TOR 39 GUA-QUICHE			
26	TOR 32 GUA-EDU VIRTUAL			
27	TOR 33 GUA-ROBOT			
28	TOR 19 HON-SOLIDARIDAD	HONDURAS	Jesús García Pérez	Alcalá
29	TOR 20 HON-SOLIDARIDAD		Verónica de la Cruz Domínguez	Valladolid
30	TOR 12 HON-UNV		Silvia Pina Juste	Carlos III
31	TOR 13 HON-UNV		Mª Cruz Álvarez Pérez	Salamanca
32	TOR 29 MAU-CYBER	MAURITANIA	Eduardo Riesco Mata	Valladolid

DESTINO		PAIS	VOLUNTARIOS/AS	UNIVERSIDAD
33	TOR 36 PAN-EDUCATION	PANAMÁ	Pedro Francisco García Ríos	Cádiz
34	TOR 34 PAN-UNISDR1		Rebeca Gómez Botello	Carlos III
35	TOR 35 PAN-UNISDR2		Rosa María Torregosa Román	Murcia
36	TOR 37 SEN-EDEN	SENEGAL	María Pérez Aporta	Autónoma de Madrid
37	TOR 3 VN-EFD	VIETNAM	Luis Gómez Juanes	Autónoma de Madrid
38	TOR 11 VN-IOM		Iván García Cortijo	Valencia

Carta de Compromiso para candidatos preseleccionados.

D. _____, con DNI nº _____, preseleccionado por la Universidad Politécnica de Madrid para participar en el Programa de Voluntariado Universitario de Naciones Unidas 2006 me comprometo a:

A participar en el programa asignado, incorporándome en las fechas y condiciones establecidas por la Universidad Autónoma de Madrid en el caso de ser seleccionada por el Servicio de Tecnología de la Información de Naciones Unidas (UNITEs).

En Madrid, a 30 de mayo de 2006.

Fdo: _____

Carta de compromiso para candidatos seleccionados

En _____, a __ de junio de 2006

D _____, con DNI nº _____, seleccionado por la Universidad Politécnica de Madrid y por Voluntarios de Naciones Unidas para participar en el Programa de Voluntariado Universitario de Naciones Unidas declara que:

1. Conoce las condiciones del Programa en el que va a participar en el periodo comprendido entre octubre de 2006 y abril de 2007.
2. Conoce la ayuda económica que va a percibir.
3. Se compromete a participar en el Programa durante el tiempo concertado (del 10 de octubre de 2006 al 10 de abril de 2007); en caso de incumplimiento, dejará de percibir la cantidad correspondiente al resto de meses de voluntariado en los que ya no participe.
4. Se compromete a realizar la memoria explicativa de las actividades realizadas en el plazo de dos meses desde la finalización del proyecto y a estar disponible para realizar una evaluación presencial con los responsables de la Oficina.

Fdo. _____

Carta de compromiso con Naciones Unidas

United Nations Volunteers PO Box 260 111 53153 Bonn Germany

Mr./Ms.
c/o Mr./Ms.

6 April 2006

Letter of Undertaking

Dear _____,

UNV-UAM/ (Country of assignment) – (sector of activity)

Thank you for your willingness to travel to (country of assignment) as a Spanish University Volunteer associated with UNV under UNITeS to support (name of the host institution or UNDP/UNV/UN agency) under a UNDP/UNV project reference ... by providing advisory services in (service to be provided) .

Your mission will take place in (month/year) according to the schedule you arrange with the UNDP/UNV local office or (name of the host institution) .

As you are aware, your services are provided in accordance with the provisions under the MoU between UNV and the Universidad Autónoma de Madrid (UAM).

As stipulated in the MoU with UAM, all costs related to your mission will be covered by UAM.

In preparing for your mission, please note the recommended inoculations on the attached sheet.

Upon arrival in the country, please visit the United Nations Development Programme's (UNDP) Resident Representative and the Programme Officer (name) or UNV Country Operations Assistant FORMTEXT (name) in order to brief them about your mission (see the attached contact information sheet). During your stay in (name of country) , you will be under the administrative authority of the Resident Representative of UNDP.

Finally, on returning from your mission, please fill in and submit the enclosed evaluation form to UNV HQ. Also remember to include a few photos of yourself together with counterpart staff (preferably in the

field) and to submit a detailed report describing your activities and their outcome, the relations you had with the local partner as well as with the local, national and international authorities, etc.

Thank you in advance for your cooperation with the UNV programme. We also thank you for your acknowledgement of the following Undertaking:

I, the undersigned, as the Spanish University Volunteers associated with UNV under UNITEs, made available by UAM and its partner universities to the United Nations Volunteers programme (UNV) pursuant to the Memorandum of Understanding (MoU) between UAM and UNV, which is attached hereto as Annex, hereby undertake to abide by the following:

- (a) I understand that, as a Spanish University Volunteers associated with UNV under UNITEs University Volunteer under UNITEs, I shall not be considered in any respect as being an official or a staff member of the United Nations, nor am I considered a UN Volunteer;
- (b) I further understand that, while performing functions for UNV/UNDP and the host institution....., I may be considered as an “expert on mission” within the meaning of the United Nations legal operating framework;
- (c) I shall perform my functions under the authority of, and in full compliance with the instructions of UNV/UNDP and the host institution;
- (d) I understand that UAM is solely responsible for the costs relating to this assignment as set out in the MoU, and UNV/UNDP and the host institution shall have no responsibility therefore;
- (e) I shall respect the impartiality and independence of the United Nations;
- (f) I shall refrain from any conduct that would adversely reflect on the United Nations and/or UNV/UNDP and shall not engage in any activity that is incompatible with the aims and objectives of the United Nations and UNV/UNDP or the exercise of my functions;
- (g) I shall exercise the utmost discretion in all matters relating to my functions and shall not communicate, at any time, without the authorization of the host institution and UNV/UNDP to the media or to any other institution, person, government or other authority external to UNV/UNDP, any information that has not been made public, and which has become known to me by reason of my functions. I shall not use any such information without the authorization of the host institution and UNV/UNDP and, in any event, such information shall not be used for personal gain. These obligations do not lapse upon termination of my assignment;
- (h) I shall comply with all regulations, rules, procedures, instructions or directives issued by UNV/UNDP including the safety instructions established by the Designated Official for Security from the UNDP Country Office, and to the extent applicable, the host institution.
- (i) I shall provide UNV with a report upon completion of my assignment.

Name printed in block letters

Signature:_____

Date:_____



Programa de Voluntariado Universitario de Naciones Unidas ante los Objetivos de Desarrollo del Milenio

Acta de la Sesión del Tribunal convocado para la Evaluación de las Candidaturas presentadas.

En Madrid, a 8 de junio de 2006, y en la Sala de reuniones del Vicerrectorado de Relaciones Internacionales se constituye a las 10:15 horas el tribunal, formado por

- D. José Manuel Páez Borrallo, Vicerrector de Relaciones Internacionales de la UPM, actuando como Presidente,
- D. Jaime Cervera Bravo, Director de Cooperación para el Desarrollo de la UPM, que actúa como Secretario del Tribunal,
- D. Manuel Sierra Castañer, Profesor Titular del departamento de señales, sistemas y radiocomunicaciones de la Escuela Técnica Superior de Ingenieros de Telecomunicación de la UPM,
- D. María Manuela García Fernández, profesora del departamento de Lingüística Aplicada a la Ciencia y a la Tecnología de la UPM,

A la vista de las condiciones de la convocatoria, de la documentación presentada por los candidatos, y con el objetivo de valorar tanto la adecuación de éstos a los perfiles reclamados en los TOR, en conocimientos y habilidades técnicas y generales así como la claridad en la motivación para participar en el programa y el cumplimiento de las competencias lingüísticas solicitadas, se procede, sin asistencia de D. José Manuel Páez que debe ausentarse, a realizar las entrevistas de los candidatos presentados, que han sido los siguientes, que se relacionan por orden de convocatoria a la entrevista:

Tania García Bravo	Alumno	EUITF
Mónica Guerrero Vázquez	Alumno	EUI
Pablo Muñoz Picos	Alumno	ETSIT
Javier Ignacio Asenjo Quinteiro	Alumno	FI
Antonio Cárdenes Alonso	Alumno	FI
Roberto Martínez Sastre	Alumno	FI
Pedro Edu Hondo Martín	PAS	ETSIM
Sara Peña Serrano	Alumno	ETSIAG
Carolina Rincón Gila	Alumno	ETSIT
María Guallar Yébenes	Alumno	ETSIAG

Cabe reseñar como observaciones al proceso de entrevistas que

- Tania García Bravo no se presenta, habiendo remitido previamente un correo renunciando a presentarse y a participar en la convocatoria,
- La entrevista con Pablo Muñoz se realiza por videoconferencia, al estar en la fecha de la entrevista en Alemania como alumno Erasmus.

Finalizadas las entrevistas, tras debatir sobre las cualidades de los distintos candidatos, y considerando el requisito de proponer un candidato por plaza, con un máximo de cinco propuestas, el Tribunal adopta la decisión final siguiente al considerar idóneos a los candidatos para las plazas propuestas que se reseñan, en el orden de nº de TOR:


<i>candidato</i>	<i>Estatus universitario</i>	<i>Escuela</i>	<i>TOR</i>	<i>Plaza Nombre</i>	<i>Plaza País</i>
Mónica Guerrero Vázquez	Alumna	Escuela U Informática	7	Programador en Páginas Web	Ecuador
Roberto Martínez Sastre	Alumno	Facultad Informática	9	ICT Adviser	República Dominicana
Pedro Edu Hondo Martín	PAS	Escuela TS de Ing. Minas	14	Information & Communication technologies Specialist – Web master	Brasil
María Guallar Yébenes	Alumna Doctorado	Escuela TS Ing. Agrónomos	15	Community development – MDG Team	Brasil
Carolina Rincón Gila	Alumna PFC	Escuela TS Ing. Telecomunicación	18	UNITEs = United Nations Information Technologies Service	Brasil

En Madrid, a 8 de junio de 2006



Fdo. Jaime Cervera Bravo
Secretario del Tribunal

con el Vº Bº del Presidente a la actuación



Fdo. José Manuel Páez Borrallo
Presidente

PROGRAMA DE VOLUNTARIADO UNIVERSITARIO DE NACIONES UNIDAS ANTE LOS ODM

RESUMEN DE CANDIDATOS 2006:

CANDIDATOS/AS (y universidad de origen)	TOR Nº	PAÍS DE DESTINO	GRUPO DE FINANCIAC.
1. mujer (CARLOS III)	TOR 1	Cabo Verde	AECI 1
1. hombre (POLITÉCNICA MADRID)	" (OPC2)		
1. mujer (CATALUÑA)	TOR 2	Cabo Verde	AECI 2
2. hombre (UP VALENCIA)	" (OPC2)		
1. hombre (PÚBLICA NAVARRA)	TOR 3	Vietnam	AECI 3
2. hombre (UAM)			
1. hombre (UAM)	" (OPC2)		
2. hombre (MURCIA)			
1. mujer (CÁDIZ)	TOR 4	Ecuador	AECI 4
2. hombre (LAS PALMAS DE GC)			
3. mujer (ALCALÁ)			
4. hombre (UP VALENCIA)			
5. hombre (PÚBLICA NAVARRA)			
1. mujer (POLITÉCNICA MADRID)	" (OPC2)		
2. hombre (SANTIAGO)			
3. hombre (PÚBLICA NAVARRA)			
1. mujer (LAS PALMAS DE GC)	TOR 5	Ecuador	AECI 5
2. hombre (UP VALENCIA)			
3. hombre (PÚBLICA NAVARRA)			
1. hombre (PÚBLICA NAVARRA)	" (OPC2)		
1. mujer (SALAMANCA)	TOR 6	Ecuador	AECI 6
2. mujer (CARLOS III)			
1. hombre (VALENCIA)	" (OPC2)		
1. mujer (POLITÉCNICA MADRID)	TOR 7	Ecuador	AECI 7
	" (OPC2)		
Anulado	TOR 8	Filipinas	
1. hombre (CATALUÑA)	TOR 9	República Dominicana	AECI 8
2. hombre (POLITÉCNICA MADRID)			
1. mujer (GRANADA)	" (OPC2)		
	TOR 10	República Dominicana	CL (1)
2. hombre (VALLADOLID)	" (OPC2)		
3. hombre (VALLADOLID)			
1. hombre (CÓRDOBA)	TOR 11	Vietnam	AECI 9
2. hombre (VALENCIA)			
3. hombre (MURCIA)			
1. mujer (VALLADOLID)	" (OPC2)		
2. mujer (CARLOS III)			

1. mujer (REY JUAN CARLOS) 2. mujer (GRANADA) 3. mujer (LAS PALMAS DE GC) 4. mujer (UAM) 5. mujer (CARLOS III) 6. hombre (ALCALÁ) 7. hombre (PAIS VASCO) 8. mujer (UNED)	TOR 12	Honduras	AECI 10
1. mujer (POLITÉCNICA MADRID) 2. mujer (ALCALÁ) 3. mujer (PAIS VASCO) 4. mujer (VALENCIA)	“ (OPC2)		
1. hombre (VALLADOLID) 2. mujer (SALAMANCA)	TOR 13	Honduras	CL (2)
1. mujer (VALLADOLID)	“ (OPC2)		
1.hombre (CATALUÑA) 2. hombre (POLITÉCNICA MADRID)	TOR 14	Brasil	AECI 11
1. hombre (POLITÉCNICA MADRID) 2. hombre (UP VALENCIA)	“ (OPC2)		
1. hombre (BALEARES) 2. mujer (GRANADA) 3. mujer (POLITÉCNICA MADRID) 4. hombre (ALCALÁ) 5. mujer (PAIS VASCO)	TOR 15	Brasil	AECI 12
1. mujer (POLITÉCNICA MADRID) 2. mujer (UNED) 3. mujer (SANTIAGO)	“ (OPC2)		
1. hombre (CATALUÑA)	TOR 16	Brasil	AECI 13
1. mujer (CÁDIZ)	“ (OPC2)		
1. hombre (VALLADOLID)	TOR 17	Brasil	CL (3)
	“ (OPC2)		
1. hombre (SALAMANCA) 2. mujer (GRANADA) 3. mujerr (POLITÉCNICA MADRID)	TOR 18	Brasil	AECI 14
1. hombre (UAM) 2. mujer (PAIS VASCO)	“ (OPC2)		
1. hombre (ALCALÁ)	TOR 19	Honduras	AECI 15
1. mujer (UAM) 2. mujer (URJC) 3. hombre(PAIS VASCO)	“ (OPC2)		
1. mujer (VALLADOLID)	TOR 20	Honduras	CL (4)
1. hombre (VALLADOLID)	“ (OPC2)		
1. mujer (UP VALENCIA)	TOR 21	República Dominicana	AECI 16
1. Nadia Zatouni Gaitero (CATALUÑA)	“ (OPC2)		
1. mujer (CATALUÑA) 2. hombre (SANTIAGO)	TOR 22	República Dominicana	AECI 17

1. hombre (LAS PALMAS DE GC) 2. hombre (CATALUÑA) 3. mujer(CATALUÑA) 4. hombre (CÁDIZ) 5. mujer, (UAM) 6 hombre (UP VALENCIA) 7 hombre (UP VALENCIA) 8 hombre (PÚBLICA NAVARRA)	" (OPC2)		
1. hombre (SALAMANCA)	TOR 23 " (OPC2)	Ecuador	CL (5)
1. hombre (SALAMANCA) 2. mujer (BALEARES) 3. mujer (VALLADOLID) 4. mujer. (UAM) 5. mujer (MURCIA) 6. mujer (GRANADA) 7. mujer (CÁDIZ) 8. hombre (LAS PALMAS DE GC) 9. mujer (SANTIAGO)	TOR 24	Ecuador	AECI 18
1. mujer (UAM) 2. mujer (GRANADA) 3. mujer (CÁDIZ) 4. hombre (LAS PALMAS DE GC) 5. mujer (LAS PALMAS DE GC) 6. hombre (LAS PALMAS DE GC) 7. mujer (PAIS VASCO)	" (OPC2)		
1. mujer (SALAMANCA) 3. hombre (CARLOS III) 3. mujer (ALCALÁ) 4. mujer (CADIZ) 5. mujer (SANTIAGO)	TOR 25	Cabo Verde	AECI 19
1. mujer (GRANADA) 2. mujer (CARLOS III) 3. mujer (PÚBLICA NAVARRA)	" (OPC2)		
1. mujer (SALAMANCA) 2. hombre (VALLADOLID) 3. mujer (PAIS VASCO) 4. mujer (PÚBLICA NAVARRA) 5. mujer (VALENCIA)	TOR 26	Cabo Verde	AECI 20
1. hombre (CARLOS III) 2. hombre (ALCALÁ) 3. mujer (ALCALÁ)	" (OPC2)		
1. mujer (VALLADOLID)	TOR 27 " (OPC2)	Cabo Verde	AECI 21
1. mujer	TOR 28 + Candidatas Suplentes	Cabo Verde	UPN (1)

1. mujer			
2. mujer			
3. mujer			
1. hombre (VALLADOLID)	TOR 29	Mauritania	AECI 22
2. hombre (UAM)			
1. hombre (ALCALÁ)	" (OPC2)		
1. mujer (CÁDIZ)	TOR 30	Colombia	AECI 23
2. mujer (PAIS VASCO)			
	" (OPC2)		
1. mujer (SANTIAGO)	TOR 31	Colombia	AECI 24
	" (OPC2)		
1. mujer (SANTIAGO)	TOR 32	Guatemala	AECI 25
1. hombre (CATALUÑA)	" (OPC2)		
2. mujer (CARLOS III)			
1. hombre	TOR 33	Guatemala	UPV (1)
	" (OPC2)		
1. mujer (CARLOS III)	TOR 34	Panamá	AECI 26
1. hombre (CATALUÑA)	" (OPC2)		
2. mujer (ALCALÁ)			
1. mujer (MURCIA)	TOR 35	Panamá	AECI 27
2. mujer (PAÍS VASCO)			
	" (OPC2)		
2. mujer (GRANADA)	TOR 36	Panamá	AECI 28
3. hombre (CÁDIZ)			
4. hombre (LAS PALMAS DE GC)			
5. mujer (VALENCIA)			
1. mujer (MURCIA)	" (OPC2)		
2. mujer (GRANADA)			
3. mujer (CÁDIZ)			
4. hombre (PAÍS VASCO)			
5. mujer (SANTIAGO)			
6. mujer (CADIZ)			
7. mujer (MURCIA)			
8. mujer (PAÍS VASCO)			
1. mujer (UAM)	TOR 37	Senegal	AECI 29
	" (OPC2)		
Anulado	TOR 38	Senegal	
1. hombre (UP VALENCIA)	TOR 39	Guatemala	AECI 30
1. mujer (CARLOS III)	" (OPC2)		
1. hombre (VALLADOLID)	TOR 40	Guatemala	CL (6)
	" (OPC2)		

Resumen de la distribución final, tras las opciones de cambios pertinentes. A 16 Junio 2006.