



Request for a Volunteer from a university

The “**University Volunteer Network**” provides human resources and knowledge resources, through qualified and experienced volunteers from partner universities. These volunteers serve for six months in developing countries.

The Universidad Autónoma de Madrid (UAM) acts as the coordinating university of the Spanish University Volunteer Network currently comprising 24 Spanish universities. To date, 198 assignments have been carried out. This year, it is envisaged to field 45 volunteers to work towards achieving the MDGs in selected areas of Youth, education, health, environment and Information and Communication Technologies for Development (ICT4D) **with a relevant youth component**. The volunteers are to primarily support host institutions supported by UNV's MDG Facility as well as UN Projects and Programmes engaged in MDGs-related activities. The focus of these assignments will be on capacity building.

Instructions for completing this form

- The form should be completed as detailed as possible bearing in mind that the Terms of Reference are aimed at student volunteers and not professionals.
- Host organizations should retain a copy of the form.
- The goal of this form is to provide pertinent information on the qualifications requested in order to recruit the best possible candidate for this student volunteer assignment.

Requesting Organization

Name: UNDP Colombia

Describe the role/mandate of the organization

Year of establishment: In Colombia, 1974

Size of organization: United Nations Organism

Number of staff: 40

Other pertinent information: UNDP Communications office is settled at UNDP in a well secure area where all facilities can be found. The office comprises one Communications Officer/Manager and external consultants. The UNV will interact with local colleagues as well as with local volunteer organizations to update information about UNDP, UNV and/or events. The UNV will also support local capacities of staff in ICT and communications as required.

Field of activity: ICT & Communications for development (MDG support)

United Nations Volunteers

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Email information@unvolunteers.org <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)



Is your organization assisted/funded by other organizations/companies: No

Terms of Reference

Assignment title: Webmaster assistant

Expected starting date: October 2010

Preamble:

As a United Nations Volunteers (UNV) assignment, this post is 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.

Detailed Terms of Reference: (Please describe in as much detail as possible the services required from the university volunteer(s) and how his/her/their contribution will fit into the organization's plans.)

Support is requested in the following fields:

Volunteers in **education** can provide assistance in teaching and tutoring. Typically, volunteers in **ICT4D** can help to develop and set-up websites and networks as well as databases, e.g. through the provision of training. In Panama, volunteers have helped to promote capacity building activities in the area of disaster-related education activities. University volunteers in **health** have helped to educate and raise awareness among Cape Verdian mothers in HIV/AIDS. In the area of **environment**, they have developed information material in disaster-related management.

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

- X *Eradicate extreme poverty and hunger*
- X *Improve maternal health*
- X *Achieve universal primary education*
- X *Combat HIV/AIDS malaria and other diseases*
- X *Promote gender equality and empower women*
- X *Ensure environmental sustainability*
- X *Reduce child mortality*
- X *Develop a global partnership for development*

Detailed description of the tasks to be carried out by the University Volunteer: Support the UNDP communications office in the redesign, modernization and updating of its website in accordance with new requirements and tools generated by headquarters as well as support the UNV programme to update the UNV website and communication tools

Assignment target (i.e. capacity building impact): increase local capacities on ICT and communications



Required Volunteer qualifications:

- Education: **Student of web design and/or graphic design**
- Language: **Spanish (knowledge of English a plus)**
- Specific skills in requested area: **knowledge of ICT for Development (e.g. related to youth, education, health, environment or ICT4D):**

Computer/software skills:

- * Linux Ubuntu 9.04, Fedora 5, Suse or related Linux operating system.
- * Advanced Apache WebServer configuration, Vsftp, Postfix, SSH
- * Scripting code: PHP 5, HTML, XHTML, CSS, JavaScript
- * Databases; MySQL 5, Microsoft Access
- * Iptables Firewall
- * Configuring security aspects in linux for main FTP, MySQL Databases, and internal security of PHP source code.
- * Linux Networking configuration
- * Office Tools; Microsoft Office 2003 or superior

- Additional skills: **Good communicator, creative, an good relationships. Young, adaptable, enthusiastic and willing to work under pressure.**

Other Information:

All below fields are mandatory prior to clearance

A) Visa

- Please specify type of visa needed for nationals from Spain to enter your country:
x Tourist visa (if yes, return ticket needed)

B) Accommodation (pending)

Location of assignment: AV. 82 No. 10 – 62. Piso 3 Bogota Colombia

- Nearest airport: **El Dorado international Airport**
- Type of accommodation¹: **Apartment (request for support from UAM)**
- Address: **to be confirmed**
- Approximate monthly cost of accommodation: **USD 330**
- Security provision and approximate costs: **USD 300**
- Means of local transport for the volunteer: **public transport**
- What other facilities will be offered to the university volunteer(s)? **A place to work with the UNDP communications officer and experience work within UNDP and UN agencies.**

C) Local transportation

- Means of local transportation for the volunteer: **to be confirmed**
- Approximate monthly cost: **USD 150**

¹ The accommodation for university volunteers has to be compliant with the Minimum Operating Residential Security Standards (MORSS). It needs to be cleared by the UN Field Security Officer **prior** to the fielding of the volunteers.



D) Security provision

- Security provision and approximate costs:

E) Other

- What other facilities will be offered to the university volunteer(s)? Close guidance by UNV PO

Signature on behalf of requesting Organization

Ma Carmen Sacasa
UNDP RR a.i

(Signature)

April 22, 2010

(Date)

Amparo Diaz
UNDP Communications Manager

General Assignment Criteria

Capacity Building and Sustainability

The assignment(s) must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. An assignment which concentrates on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does not qualify. The target group of a particular assignment should be able to independently apply e.g. ICT for their purposes after the university volunteer leaves. Ensuring sustainability, further promoting volunteerism, as well as raising awareness about the Millennium Development Goals in the country of assignment are key criteria, which are common to all assignments.

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 their assignment. This includes the provision of necessary (e.g. computing) equipment and if need be, connectivity. It also includes the identification of a direct supervisor for the volunteer.

After completion, please return this questionnaire to your UNV Country Office by fax, mail or email. Thank you!