



### 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.

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### 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.

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### Requesting Organization

Name: UNDP

Address: 1191 Cornich El Nil, World Trade Center, Boulac, Cairo. Egypt

### Describe the role/mandate of the organization:

Year of establishment: 1966

Size of organization:

Number of staff: 56

Other pertinent information: UNDP is working with national and regional partners to utilize Information Communication Technologies (ICTs) as a driver for development. Over recent years, Egypt has become one of the leaders in the technology sector across the Arab region, with advances in computer programming, ambitious plans to computerize schools, the establishment of public Internet access centers and provision of free Internet access and the general promotion of technological development. The Egyptian government's support for many of these ventures reflects its strong desire to push forward the technology sector in the country. This positive environment helped to create a series of initiatives in which UNDP and the government are working to make new technologies and especially information and communication technology (ICT), work

### United Nations Volunteers

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

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for development. Today the main tool being used to support ICT-for-development is the ICT Trust Fund for Egypt, which has been established under the joint auspices of the Egyptian Ministry of Communications and Information Technology and the UNDP. This Fund aims to foster public-private partnerships towards bridging the "digital divide" in Egypt.

Field of activity: Poverty, Environment, Governance, Crisis prevention and recovery

Is your organization assisted/funded by other organizations/companies:

## Terms of Reference

**Assignment title:** ICT4D Volunteer

**Expected starting date:** October - November 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.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <i>Eradicate extreme poverty and hunger</i>      | <input type="checkbox"/> <i>Improve maternal health</i>                      |
| <input type="checkbox"/> <i>Achieve universal primary education</i>                  | <input type="checkbox"/> <i>Combat HIV/AIDS malaria and other diseases</i>   |
| <input checked="" type="checkbox"/> <i>Promote gender equality and empower women</i> | <input type="checkbox"/> <i>Ensure environmental sustainability</i>          |
| <input type="checkbox"/> <i>Reduce child mortality</i>                               | <input type="checkbox"/> <i>Develop a global partnership for development</i> |

### Detailed description of the tasks to be carried out by the University Volunteer:

- Assist in supporting the partnership with Fundación Esplai in all aspects of the project cycle.



Through a partnership Fundación Esplai (NGO-Spain), Egypt ICT Trust Fund will:

- Set up the technical aspects of the National Egyptian Telecenter Academy:
  - Train a team of coordinators, content/course developers, and tutors.
  - Develop and test a comprehensive training curriculum for telecentre operators and managers, mixing on-line and face to face training.
  - Implement a pilot phase of training of (120) telecentre operators and managers
- Help coordinate activities with existing national and regional partners relating to utilizing ICTs as a driver for development.
  - Help in drafting, in coordination with stakeholders, the ICT Specialist and the ICT4D Associate, project documents and concept notes in a clear and concise manner.
  - Take part in developing and formulating projects, elaborating work plans, report writing and conducting background research.
  - Perform various other duties as they arise.
  - Report regularly to the National Officer on the status of the assigned tasks.
  - Keep a file with materials and information of relevance to ICT4D.
  - Complete as required performance appraisal and UNV periodic reports (Initial, Annual and Final).
  - Promote the spirit of Volunteerism through participation in UNV meetings, activities and events.

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

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD)
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities
- Assisting with the UNV Buddy Programme for newly-arrived University volunteers
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.

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

- Document on best practices in the area of establishing telecentre-networks
- Conduct a background research on training curriculum for telecentre operators and managers, mixing on-line and face to face training.

### **Required Volunteer qualifications:**

- |                                      |   |
|--------------------------------------|---|
| ▪ Education:                         | Secondary education and enrolled in a under-graduate university program |
| ▪ Language:                          | Fluent in written and spoken English and Spanish                        |
| ▪ Specific skills in requested area: | IT literate with knowledge of MS Office                                 |



(e.g. related to youth, education, health, environment or ICT4D):

- Computer/software skills: IT literate with knowledge of MS Office
- Additional skills: Good communications and networking skills.

**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:

☒ **Tourist visa (if yes, return ticket needed)**

☒ **No visa or visa upon arrival at airport**

☐ **Visa before departure**

## B) Accommodation

- Location of assignment: Cairo, Egypt
- Nearest airport: Cairo, Egypt
- Type of accommodation<sup>[1]</sup>: Not provided by the host organization. Usually University volunteers rent a room in a shared apartment
- Address: N/A
- Approximate monthly cost of accommodation: A room in a shared flat might cost between 900 EGP and 2000 EGP (163 \$ - 400 \$), depending on the area.
- Security provision and approximate costs: N/A
- Means of local transport for the volunteer: Not provided by the host Agency except for project related activities where volunteer might be using office cars.
- What other facilities will be offered to the university volunteer(s)? Computer and office space.

## C) Local transportation

- Means of local transportation for the volunteer: Not provided.
- Approximate monthly cost: Around 250 - 300 EGP (45-55 \$), depending on the area where the volunteer lives.

<sup>[1]</sup> 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: N/A

**E) Other**

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

**Signature on behalf of requesting Organization**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
20 April 2010

(Date)

**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!