



### 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: United Nations Development Programme (UNDP)

Address: 13 Avenue Balafrej, Soussi – Rabat 10110, Morocco

### Describe the role/mandate of the organization

Year of establishment:

Size of organization: Global (40 people at UNDP Morocco Country Office)

Number of staff: 40 people at UNDP Morocco Country Office

Other pertinent information:

Field of activity: Environment & Sustainable Development

Is your organization assisted/funded by other organizations/companies: United Nations are funded by donor countries

### United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-20 00 Fax +49.228.815-20 01  
Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

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



## Terms of Reference

**Assignment title:** Gender mainstreaming support officer

**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.)

The UN Volunteer will be asked to work within a project named "Restoring the environmental functions, ecological integrity and socioeconomic services of forest landscapes in the Middle Atlas (GIFMA)". This project focuses on the forests of the Middle Atlas, which are of critical global importance but whose ecological integrity and survival are threatened by overgrazing and overcutting of timber products and by conversion to agriculture. The aim is to develop models and to build capacity, for participatory, multi-functional integrated forest ecosystem management. The project is implemented in two municipalities (or communes): Tanourdi and Skoura, with the objective to develop participatory and multi-functional management models that ensure forest ecosystem integrity and biodiversity conservation, that improve range productivity and control erosion and to build capacities for replicating them.

The development of innovative models will involve structuring of communities with a gender-based approach, development of strong systems of internal governance, and the development of community-level, natural resource-based businesses and pilot certification of sustainable natural forest management. models and ecosystem-level biodiversity conservation. National/local benefits will include reduced sedimentation of reservoirs, poverty alleviation/increased incomes, sustainable livelihoods and improved governance.

The Volunteer will be responsible for introducing and monitoring gender mainstreaming during project implementation and within project activities using gender-mainstreaming tools and results-based management (RBM) tools and instruments. He/She will report directly to the National Project Coordinator.

The responsibilities of the UNV are to support the GIFMA project by:

- Leading a gender analysis at the level of the 2 municipalities (communes) of Tanourdi & Skoura;
- Using gender tools provided by UNDP and the Social Development Agency (ADS) as well as RBM tools in everyday work;
- Support the local participative process by implementing the gender approach and supporting the operational units at each municipality;
- Organizing and mediating meetings and participating to workshops on gender with partners and local population and exchanging and capitalizing on experiences and best practices from other projects;



- Developing a network between development actors from other projects working in the gender thematic to strengthen knowledge and codify results;
- Developing new tools for the gender approach and adapting them to the project;
- Ensuring integration of gender mainstreaming within annual work plans and in coherence with the project document;
- Identifying needs for gender approach capacity building;
- Providing all necessary support in the orientation & guidance during implementation of gender activities and initiating and developing a communication framework around gender;
- Mainstreaming gender approach throughout all project documents and reports;
- Organizing and undertaking contact & meetings with the local population to identify cultural and/or specificities that should be taken into consideration in the project's gender strategy;
- Identifying potential complementarities between UNDP gender tools and those of the Social Development Agency (ADS);
- Contributing to the identification and development of quantitative and qualitative indicators which will enable a sound monitoring of gender mainstreaming;
- Collecting and analyzing any information on gender in the region and project zone;
- Providing progress reports and written recommendations to the direct supervisor

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

**Detailed description of the tasks to be carried out by the University Volunteer:** as above

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

### Required Volunteer qualifications:

- Education: Minimum of a bachelor's degree in fields such as sociology, rural sociology, local development, social studies, rural economies...etc
- Language: French and Arabic (berber would be an advantage –but is not a requirement)
- Specific skills in requested area: (e.g. related to youth, education, health, environment or ICT4D):

Experience or proven skills and competencies in development and/or management of gender-based projects; monitoring and evaluation of gender approach in projects; familiarity with results-based management; familiarity with the environmental and/or forestry fields.

- Computer/software skills: Microsoft Office tools at minimum (Word, Excel, Powerpoint...) &



- Additional 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: Between Fès & Meknes & Tanourdi & Skoura (Middle Atlas Region)
- Nearest airport: Fès International Airport
- Type of accommodation<sup>1</sup>: Apartment
- Address: Itzer (Tanourdi) or Boumia (Tanourdi)
- Approximate monthly cost of accommodation: 150 US\$
- Security provision and approximate costs: TBD
- Means of local transport for the volunteer: Project utility vehicle
- What other facilities will be offered to the university volunteer(s)?

**C) Local transportation**

- Means of local transportation for the volunteer: Project utility vehicle & taxis
- Approximate monthly cost: For taxis, approximately 2.50 US\$/day

**D) Security provision**

- Security provision and approximate costs: TBD

**E) Other**

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

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<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.



**Signature on behalf of requesting Organization**

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

\_\_\_\_\_  
(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!