



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

Address: Avenue Belafrej 13, Souissi, Rabat

Describe the role/mandate of the organization

Year of establishment: 2010

Size of organization:

Number of staff: 40 staff member

Other pertinent information:

Field of activity:

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

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 <http://www.unvolunteers.org>

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



Terms of Reference

Assignment title: Development Communication Support Officer

Expected starting date: ASAP

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 Verdean 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 type="checkbox"/> <i>Promote gender equality and empower women</i> | <input checked="" 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:

- Elaborate and regularly update a photo library on main achievements of the MDGF program in the southern oasis programme.
- Draft regular news updates for the MDGF secretariat and UNDP website on main achievements on the field on the MDG project
- Create and ensure the 'documentation' and knowledge management system of the MDGF/POS project in close cooperation with the national counterpart.
- Other tasks such as support in the elaboration of monitoring/annual reports, participate in annual planning activities
- Review communicational tools that will be produced by the program and actively participate in the quality insurance of these tools.
- Other tasks that will be assigned by the CO team



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

- Sound understating of Moroccan's development context;
- Active involvement in the day to day work in an UNDP CO team, in particular in an MDGF programme involving 5 UN agencies (UNESCO, UNIFEM, ONUDI, UNFPA);
- Practical experience in communication for development in the field of cultural heritage;
- Promote knowledge dissemination on the importance of conservation of the Moroccan cultural heritage and its role as vehicle for development;
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

Required Volunteer qualifications:

- Education: University degree in communication for development or audiovisual anthropology
- Language: French/Arabic
- Specific skills in requested area: Experience in producing media communication tools with use of audiovisual and photographic support
- Computer/software skills: Knowledge of audiovisual software and photography is an asset
- Additional skills: Excellent communication and drafting skills (FR and AR)

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:

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

B) Accommodation

- Location of assignment: Rabat (possible missions to the field)
- Nearest airport: Rabat or Casablanca
- Type of accommodation¹: Apartment/room
- Address:
- Approximate monthly cost of accommodation: max. 350 Euros
- Security provision and approximate costs: TBD

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.



- Means of local transport for the volunteer: taxi
- What other facilities will be offered to the university volunteer(s)?

C) Local transportation

- Means of local transportation for the volunteer: Taxi
- Approximate monthly cost: Max 2 euros per drive

D) Security provision

- Security provision and approximate costs: TBD

E) Other

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

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!