



Request for a Volunteer from a university

BOLIVIA 002 UNDP Bolivia/ Environment and Energy

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.
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Requesting Organization

Name: **United Nations Development Programme Bolivia**

Describe the role/mandate of the organization

Year of establishment: **40 years**

Size of organization: **Big**

Number of staff: **60**

Other pertinent information:

The Thematic area of Environment and Energy is of high priority for the UNDP Bolivia country office. Especially Climate change is a priority for UNDP Bolivia, both in terms of adaptation and mitigation. Through various projects and initiatives, the Bolivian CO works closely with the government on Climate Change issues, such of adaptation strategies, mitigation of emissions of greenhouse gases, reducing deforestation and forest degradation (REDD), reduction of the ozone layer and biodiversity

United Nations Volunteers

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



conservation through sustainable management of the country's vast natural resources. During 2009, focus has especially been on strengthening national capacity in preparation for the international negotiations on climate change in Copenhagen (COP 15) and on developing the UNREDD National Joint Program. Throughout 2010 we will continue the support to the negotiation process and implement the UNREDD National Joint Program in coordination with other UN agencies as well as implement formulate and implement full size GEF project related to desertification and conservation of biodiversity.

Field of activity: **Environment and Energy**

Is your organization assisted/funded by other organizations/companies: **United Nations**

Terms of Reference

Assignment title: Environment/Climate Change Assistant

Expected starting date: September 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 Volunteer will support the UNDP Bolivia Environment and Energy team in formulating, implementing and monitoring the various projects within the UNDP Bolivia Environment and Energy portfolio (see webpage: <http://www.pnud.bo/webportal/ÁreasdeTrabajo/MedioAmbienteyEnergía.aspx>), with special emphasis on the UNREDD programme (The United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries) which is expected to start up its activities during 2010 based on the recently approved National Joint Programme and support to the project team developing the project document for the GEF project "Biodiversity Conservation through Sustainable Forest Management by local communities". Furthermore the UNV is expected to participate in the updating of the UNDP Bolivia webpages Environment and Energy section, elaborate newsarticles and update project information in order to secure a high level of information and transparency.

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 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:

- Diffusion of Project information and activities of the UNDP Bolivia Environment and Energy with young people in coordination with the UNV program
- Participate in project design and implementation regarding Climate Change and Biodiversity
- Research and systematization of information on Climate Change and biodiversity
- Updating of the UNDP Bolivia Environment and Energy webpage and thematic Climate Change webpage
- Various task related to the daily management of the projects within the UNDP Bolivia Environment and Energy portfolio

Assignment target (i.e. capacity building impact): Project and Program support in Climate change and biodiversity.

Required Volunteer qualifications:

- Education: Natural science, **Climate change issues, environment or forestry, possibly with specialization in Climate Change Adaptation or biodiversity.**
- Language: **Fluency in Spanish and English desirable**
- Specific skills in requested area:
 - Knowledge of and interest in climate change and related UN conventions
 - Knowledge of an interest in Biodiversity and sustainable natural resource management
- Computer/software skills: **user of main computer software**
- Additional skills: **Intercultural awareness and sensitivity, ability to work in teams**

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: **La Paz - Bolivia**
- Nearest airport: **Airport Internacional del Alto**
- Type of accommodation for the volunteer: **Can't be provided**



- Type of accommodation¹: **We can offer assistance to find an apartment to share (i.e. with other volunteers)**
- Address: to be confirmed
- Approximate monthly cost of accommodation: US \$300
- Security provision and approximate costs: n/a
- Means of local transport for the volunteer: **Public Transportation (Buses, taxis)**

C) Local transportation

- Means of local transportation for the volunteer: **Public Transportation (Buses, taxis)**
- Approximate monthly cost: US \$80

D) Security provision

- Security provision and approximate costs: n/a

E) Other

- What other facilities will be offered to the university volunteer(s)?
The volunteer will be able to use all office facilities; UNV team will assist the volunteer in finding safe and comfortable accommodation. The volunteer will be supervised by the Programme Analyst. Furthermore, the volunteer will be part of the multi-cultural team, dynamic staff, and above all exchange of culture and experience!

Signature on behalf of requesting Organization

Karen Anne Arleth

(Signature)

23.4.2010

(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 volunteerisms, 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!

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.