



## 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: Departamento Administrativo Nacional de la Economía Solidaria -  
DANSOCIAL

### Describe the role/mandate of the organization

Year of establishment: 1998

Size of organization: Small

Number of staff: 64

Other pertinent information: DANSOCIAL is a national governmental entity, whose mission is to promote, encourage, strengthen, protect and develop the Colombian solidarity sector (between these solidarity expressions there are the Volunteers) as an alternative strategy to traditional economic model, helping to improve the quality of life of the people by implementing policies, plans and projects.

Field of activity: Governmental organization

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

### 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:** Assistant for the Volunteer National System

**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 *Promote gender equality and empower women*
- X *Develop a global partnership for development*

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

- ✓ To support and participate in the implementation of the strengthening Model for the National Volunteer System-SNV.
- ✓ To Support the structuring, updating, organizing and developing processes and procedures of SNV. Participate in seminars, meetings, workshops and other events related to volunteering.
- ✓ Participate in the design and implementation of strategies for inter-agency working in the SNV.
- ✓ Participate in the consolidation of information from SNV.
- ✓ Prepare and present requested reports.
- ✓ Manage and update the databases and systematic records of SNV.
- ✓ Perform such other functions as assigned by the Coordinator.

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

- ✓ Implemented strengthening model for the SNV.
- ✓ Consolidated SNV information.
- ✓ Systematized and updated SNV databases and records.



**Required Volunteer qualifications:**

- Education: Student - business administrator or related area
- Language: Spanish
- Specific skills in requested area: (e.g. related to youth, education, health, environment or ICT4D):  
Interagency partnerships  
Cycle: To Plan, to do, to verify and act  
Social development  
Volunteering
- Computer/software skills: Office Tools; Microsoft Office 2003 or superior
- Additional skills: Ability to teamwork  
Management of peaceful conflict resolution  
Creativity  
High level of commitment  
Proactive

**Other Information:** n/a

**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)**

**B) Accommodation**

Location of assignment: Dansocial 70% and 30 percent at UNV Offices - UNDP

- Nearest airport: El Dorado international Airport
- Type of accommodation<sup>1</sup>: Shared apartment
- Address: pending
- Approximate monthly cost of accommodation: USD 300 \*6=1,800usd
- Security provision and approximate costs: USD 40\*6= 240 usd
- Means of local transport for the volunteer: not needed as the place he/she might live can be close to the office
- What other facilities will be offered to the university volunteer(s)? A place to work at Dansocial and at UNV office with close guidance from the supervisor in Dansocial and UNV Programme officer

**C) Local transportation**

- Means of local transportation for the volunteer: none

<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.



- Approximate monthly cost: USD 50\*6=300USD

**D) Security provision**

- Security provision and approximate costs: USD 40\*6 = 240USD

**E) Other**

- What other facilities will be offered to the university volunteer(s)? Close guidance by UNV PO and Dansocial volunteer National Area coordinator **National Volunteering Coordinator**

**Signature on behalf of requesting Organization**

April 22, 2010

Ricardo Roberto Ramirez

(Signature)

**RICARDO ROBERTO RAMÍREZ  
MORENO  
National Volunteering Coordinator  
Dansocial**

(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!