



## 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 - Maya Programme

Address: 5 Ave 5-55 Z14, Guatemala

### Describe the role/mandate of the organization

Year of establishment: 1965 UNDP 2009 Maya Program

Size of organization: UNDP Guatemala 125 staff. Maya Program 6 staff.

Number of staff: 6

Other pertinent information:

In 2009 the Guatemalan Government, UN Guatemala, and the Norwegian Government signed an official MOU and commitment to the Maya Joint Program 2009-2012. Program implementation is guided by the Consultative Council, and Board of Directors formed by prominent Indigenous Maya, Xinka and Garifuna leaders. The **Maya Joint Programme** contributes to improving the situation of the Maya, Xinka, and Garifuna peoples in

### United Nations Volunteers

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



Guatemala by advocating for an equal and fair justice system (UNHCHR), supporting their right to bilingual and intercultural education (UNICEF), and autonomous political rights and representation (UNDP). The Joint Programme builds and strengthens national and indigenous capacity to enhance sustainable development and eradicate poverty. The **Maya Joint Program** also contributes to the transformation of Guatemala into a more plural, multicultural state.

This UNV University assignment is with the UNDP component, Political Participation. The mission provides a unique opportunity to gain experience in accompaniment and facilitation of Indigenous cultural, social, economic and political rights as addressed by both the UN Agency UNDP, and local Indigenous organizations (counterparts).

A summary of the Norwegian UN Maya Program is available online:

[http://www.noruega.org.gt/PageFiles/312446/Folleto\\_Programa\\_Maya.pdf](http://www.noruega.org.gt/PageFiles/312446/Folleto_Programa_Maya.pdf)

Field of activity: Indigenous rights.

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

UN Maya Program is financed by the Norwegian Government.

## Terms of Reference

**Assignment title:** Assistant in the accompaniment of indigenous organizations to strengthen their incidence in public policies and achieve the realization of indigenous rights.

**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:

The volunteer will assist the UNDP central office (CO) of the Maya Program for three months and assist a particular indigenous organization in the country for another three months. The TORs are designed to provide experience from both sides: the UNDP CO, and at community level.

The University Volunteer will assist the CO with the following tasks:

- Organization of events for awareness making at national level.
- Articulating and monitoring the activities implemented by some 20 different mainly indigenous organizations, and
- Support meetings of the coordinating bodies of the Maya Program at all levels.
- Preparation of project documents, reports and power point presentations to a variety of audiences.

At local level, the volunteer will assist the indigenous organizations to strengthen their teams in the implementation of their specific activities in the political rights and representation component of the Maya Programme by:

- promoting personal documentation of indigenous citizens (especially indigenous women)
- strengthening indigenous women and **youth** in human and in particular political rights and representation,
- promoting dialogue and interrelation with local and national government,
- strengthening of indigenous authorities in political rights and representation, and
- provide information on international norms and instruments on indigenous rights (ILO 169 Convention and others).

The Maya Program works with 14 Indigenous organizations, and the University Volunteer will have the opportunity to support Indigenous organizations focused on participation of Indigenous **youth** that Indigenous **women**.

Furthermore the University Volunteer is encouraged to explore and document traditional indigenous expressions of Volunteerism with partner organizations.

### Support is requested in the following fields:

The volunteer will be supporting the following area(s) of the MDGs.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Eradicate extreme poverty and hunger      | <input type="checkbox"/> Improve maternal health                                 |
| <input checked="" 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 checked="" type="checkbox"/> Develop a global partnership for development |

**Detailed description of the tasks to be carried out by the University Volunteer:** See above, Terms of Reference.

**Assignment target (i.e. capacity building impact):** Increased national and local advocacy for indigenous political participation.

### Required Volunteer qualifications:

- Education: Justice & Human Rights



- Language: Spanish
- Specific skills in requested area: Understanding of gender, environment, indigenous rights.
- Computer/software skills: Word, Excel, PP
- Additional skills: English language skills, desirable but not essential.

**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: Guatemala City.
- Nearest airport: Guatemala City.
- Type of accommodation<sup>1</sup>: to be defined once TOR accepted
- Address: to be defined once TOR accepted.
- Approximate monthly cost of accommodation: USD \$400
- Security provision and approximate costs: Secure transport from residence to office provided by Maya Joint Program.
- Means of local transport for the volunteer: Project vehicle for field visits.
- What other facilities will be offered to the university volunteer(s)? Office space, equipment required to conduct mission, secure transport from residence to office provided by Program.

**C) Local transportation**

- Means of local transportation for the volunteer: Secure transport from residence to office provided by Maya Joint Program.
- Approximate monthly cost: USD \$200

**D) Security provision**

- Security provision and approximate costs: Secure transport from residence to office provided by Maya Joint Program, USD \$200 per month. All UNV missions are supported by UNDSS Guatemala, and must adhere to UN Security Guidelines. UNDSS offers emergency support, radio room and response 24hours 7 days a week for all UNV.

**E) Other**

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

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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.



A direct supervisor will be appointed to support the University UNV in their mission within the Maya Joint Program UNDP CO.

UNV Guatemala COT will provide in country briefing (which further compliments pre-departure briefing at UNV Bonn) on arrival, identify a UNV "buddy" to provide informal support, and facilitate further learning and training at UNV Guatemala quarterly workshops. Professional facilities required for this mission are provided by Maya Joint Program UNDP.

**Signature on behalf of requesting Organization**

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(Signature)

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(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!