



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: Instituto Voluntários em Ação - IVA

Describe the role/mandate of the organization

Year of establishment: 1998

Size of organization: Medium

Number of staff: three Employees, one consultant, one UNV volunteer and four interns.

Other pertinent information: _____

The Instituto Voluntários em Ação (IVA) was the first volunteer centre in the Brazilian state of Santa Catarina. From a modest start in 1998 with 125 Volunteers, IVA has grown and serves more than 20.000 Volunteers nowadays. IVA works in close partnership with 400 NGOs which are registered partners and receive volunteers through a placement mechanism offered by IVA. The main objective is to promote volunteerism, to create awareness of the importance of volunteerism, to mobilize volunteers and to link between people who wish to

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)



offer their skills, time and talent to non profit organizations and the Third Sector. Besides managing volunteers, IVA provides also training to volunteers and the receiving organizations.

Field of activity: Volunteer Recruitment.

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

Funded by Banco Santander, Tractebel Energia, Google, Sky Brasil Serviços LTDA., and Malwee Malhas.

Partners of services: Programa Mesa Brasil SESC, ICOM-Instituto Comunitário Grande Florianópolis, Fundação Mauricio Sirotsky Sobrinho, UNV, UNESCO.

Terms of Reference

Assignment title: Online Volunteering Portal Consultant

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 Online Volunteering Portal (www.voluntariosonline.org.br) is an internet portal developed and launched by IVA in 2008. The Portal serves as a link between non-profit organizations that need volunteers and volunteers who are searching for opportunities to help, offering two types of volunteer opportunities: on site and online.

Its development was possible through a number of local, national and international partnerships that came together to offer the first online volunteering portal in Brazil. The Online Volunteering Portal benefits from the Internet and new technologies to promote Volunteerism as a path for social transformation, as well as to support local community development, in order to achieve the Millennium Development Goals (MDGs).

Since the Portal is an online tool, it soon started to enroll organizations and volunteers beyond the State of Santa Catarina. With over 20.000 volunteers registered, it has helped link a remarkable number of organizations and volunteers for on site projects, and recently started to improve the amount and quality of online projects.

The Instituto Voluntários em Ação, located in Florianópolis, is the sole entity responsible for managing and promoting the Portal. After two years of experience with the Portal, the IVA team would like to count with the support of a person with an IT background, in order to adapt the Portal's tools and interface to the reality of its users.



Moreover, research and implementation of new methodologies in online training for both volunteers and non-profit organizations will be expected.

The main objective of this project is to promote volunteerism, create awareness of the importance of volunteerism, and to focus in training of Non-Profit Organizations and Volunteers through the Portal, in order to develop and strengthen a global partnership for development throughout our country.

Support is requested in the following fields:

Strengthen Online Volunteerism in Brazil, Development of new methodologies and tools for online training, Data Base Management, Optimizing communication between volunteers and NGOs through the Portal's improvement.

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 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:

- Research about the Portal's tools and possible ways to improve them according to its user's needs.
- Support the design of online training programs and methodologies for non-profit organizations in different subjects, as well as the use of the online tools;
- Support the design of online training programs and methodologies for volunteers in different subjects;
- Help coordinate the enrollment of non-profit organizations throughout Brazil in online volunteering and the use of the online tools;
- Support the development of guidelines for organizations that would like to receive help with online volunteering;
- Support the development of guidelines for volunteers that would like to help organizations through online volunteering;
- Support the promotion of online volunteering projects within the Portal and other websites and online publications;

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

1. - Adapt the Portal's tools and interface to the reality of its users.
2. - Enhance Online Training of local partners.

Required Volunteer qualifications:

- Education: Enrolled in one of the following majors:
 - Business Administration
 - Social Science
 - Communication
 - Data Base Management
- Language: Knowledge of Portuguese and/or Spanish, and English is a plus
- Specific skills in requested area:
 - Outstanding networking and communication skills
 - Ability to perform researches and data analysis



- Experience with Online Volunteerism and/or University Volunteerism is a plus
- Computer/software skills:
 - Computer savvy (proficient in MS Office, Outlook, Internet);
 - Online research skills;
 - Data Base knowledge;
 - Knowledge in online applications.
- Additional skills: Interested in volunteer work

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:

X Visa before departure

B) Accommodation

- Location of assignment: Florianópolis – Santa Catarina – BRASIL
- Nearest airport: Hercilio Luz Airport – Florianópolis
- Type of accommodation¹:

Two clean and safe youth hostels are located at walking distance of the premises of the partner organization.

Small furnished apartments can be rent throughout the city, however during the summer months prices tend to increase.
- Address:

1. Albergue da juventude - Hostelling Internacional - Rua Duarte Schutel, 227 Centro Fpolis
Phone 55 48 3225-3781 alberguesfloripa@uol.com.br
www.floripahostel.com.br
Diárias: associated US 17,00, no associated US\$ 21,00, estudent US\$ 20,00

2. House Hotel
Rua Clemente Rôvere, 36 Centro Fpolis
Phone 55 48 3024-1103 contato@househostel.com.br
www.househostel.com.br
- Approximate monthly cost of accommodation: The average cost of a furnished apartment is USD 350,00 during low season.
- Security provision and approximate costs: Florianópolis is considered a very safe city. However host organization and UNV Country Office Team will assist the UNV university volunteer in choosing accommodation compliant with security standards.
- Means of local transport for the volunteer: public transport

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.



C) Local transportation

- Means of local transportation for the volunteer: public transport
- Approximate monthly cost: U\$ 60,00

D) Security provision

Security provision and approximate costs: The UNV university volunteer is expected to receive security training developed by UNDSS in Brasília previous to the start of his/her assignment. Costs relate to air ticket and accommodation (international airport in Brazil – Brasília – Florianópolis; two days accommodation)

E) Other

- The transport costs of the volunteer, to conduct research, training, training of NGOs, will be paid by IVA – Instituto Voluntários em Ação.
- Other facilities offered to the university volunteer(s) in the local assignment: desk, telephone, computer with internet access, support by local team to integrate into the new surrounding

Signature on behalf of requesting Organization

Ana Maria Warķen do Vale Pereira

22/04/2010

(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!