



### 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, Country Office, Jordan**

### Describe the role/mandate of the organization

Year of establishment: **1976**

Size of organization:

Number of staff: **62**

Other pertinent information:-

Field of activity: **Human Development**

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

### United Nations Volunteers

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



## Terms of Reference

**Assignment title:** Programme Assistant-Poverty and MDGs Portfolio

**Expected starting date:** October - November 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:

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer the incumbent is encouraged and expected to relate to local volunteerism and to be identified with the concept. UNDP wishes to engage an IUNV as a Programme Analyst in the Poverty and Social Development portfolio. UNDP advocates for poverty reduction and promotion of human development through nationally-owned sound solutions. Jordan has achieved impressive human development results and is on track to achieve most of its MDG goals however poverty still stands at 14.2%. Furthermore with a young and rapidly growing population, scarce natural resources, reduced aid and the inability of the economy to generate enough jobs to accommodate large numbers of job seekers, there is a risk that a sizeable segment of the near-poor (currently estimated at 600,000 people) of Jordanians will fall below the poverty line and the unemployment rate which is now estimated at 14.8% will increase.

The IUNV will be expected to contribute to the Poverty and Social Development portfolio as outlined under the description of tasks section below.

### Support is requested in the following fields:

The IUNV will be expected to contribute to the Poverty and Social Development portfolio as outlined under the description of tasks section below.

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

Under the guidance of the Head of Programme Unit and direct supervision of the Poverty Analyst, the UNV is expected to support the Poverty portfolio in:



- Assist to draft project proposals in line with the new vision and 2010 work plan and based on UNDP practice notes.
- Monitoring the ongoing projects in the poverty and MDGs portfolio.
- Preparation of donor profiles – Mapping of donors of Jordan's interest in the poverty reduction areas that UNDP is involved in.
- Closure of projects.
- Assist to build partnerships with potential donors and private sector entities.
- Enhancing cooperation with UN agencies.
- Identification of social/socio-economic experts- start of a roster.
- Documentation of internal poverty portfolio meetings within the office.
- Fill in as appropriate the UNV periodical report, initial, annual and final.
- Any other tasks as requested.

The UNV will focus on the following key responsibilities and expected outputs (indicating task % of time)

- Development of projects in the area of poverty alleviation, private sector development and employment generation (30%).
- Participation in project monitoring activities, and projects closure (15%).
- Building partnerships with potential donors and private sector entities, and enhancing cooperation with UN agencies (15%).
- Follow up on the third NHDR and second national MDG report (20%).
- Assisst the portfolio in fulfilling reporting obligations (15%).
- Own learning time (5%)

**Assignment target (i.e. capacity building impact): Poverty reduction**

**Required Volunteer qualifications:**

- Education: **University degree or equivalent in social sciences**
- Language: **English, some knowledge of Arabic would be of value.**
- Specific skills in requested area: **Knowledge of youth issues, drafting skills.**
- M&E of ongoing projects, DEV-info training is a plus.  
(e.g. related to youth, education, health, environment or ICT4D):
- Computer/software skills: **Microsoft office, SPSS is a plus**
- Additional skills: **inter-personal skills, strong drafting skills**

**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: Amman-Jordan
- Nearest airport: Queen Alia Airport
- Type of accommodation<sup>1</sup>: private apartment
- Address:
- Approximate monthly cost of accommodation: 250-350JD per month
- Security provision and approximate costs: 100 USD per year
- Means of local transport for the volunteer: taxi
- What other facilities will be offered to the university volunteer(s)? office space, computer, access to office facilities.

### C) Local transportation

- Means of local transportation for the volunteer: taxi
- Approximate monthly cost: 50 JD per month (or less)

### D) Security provision

- Security provision and approximate costs:

### 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.

<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.



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***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!