



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.

Requesting Organization

Name: United Nations Volunteers (UNV) Programme

Address: Casa de las Naciones Unidas, P.O. Box 976, Ave. Rep. De Panamá,
Tegucigalpa, Honduras

Describe the role/mandate of the organization

Year of establishment: UNV started operations in Honduras in 1982, since then volunteerism has gained important spaces of participation. After Mitch Hurricane, national and international cooperation has been concentrated in the country aimed at human development activities and the rebuilding of public areas in several communities. Most of the national and international development activities are implemented through social strategies that involve participation of volunteers.

Number of staff: UNV Honduras has a UNV Programme Officer and a UNV Country Operations Assistance. The office also has the collaboration of 3 people under the modality of “special service agreements”. One of them is working as regional coordinator on the joint program of culture and development in the Moskitia Region and the other two are collaborating on the component conducted by UNV in the joint program of human security as coordinator and administrative assistant.

There are currently 23 UNV volunteers (national and international) serving in Honduras in different areas, 12 of them are international and 11 are national volunteers.

The volunteers are working in the following areas:

- Rural development and poverty
- Social assistance, focusing on violence prevention
- Cultural activities and other expressions of ethnical identities
- Micro enterprises and income generation strategies

United Nations Volunteers

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



- Governance
- Human rights
- Environment and risk management
- Climate change
- Promotion of voluntarism
- HIV/AIDS

During 2009 also were mobilized 2 corporative volunteers, one was assigned to the MIMAT NGO where gave advice about solid waste management for 1 month. The other volunteer was assigned to CANATURH giving advice on tourism issues for 2 months. The modality base of volunteers at UNV Honduras has been further expanded with the use of online volunteers that has been assigned for translation assignments.

Other pertinent information: UNV is included in the UNDAF for Honduras and hence the CPAP. According to the UNDAF in Honduras, UNV's activities contribute to Outcome 1 "Invest in people"; Outcome 2, "Rural development and food security"; and Outcome 3 "Environment and risk mitigation".

Since 2008, UNV Honduras has been working in collaboration with the National Youth Institute, (INJ) and a VIO's network in the project "Promoting volunteerism in Honduras". This project has been very important to UNV Honduras because it aims to increase national coordination mechanisms through the creation of a VIO's network, to promote volunteerism in the country through a national campaign and to improve the capacities of the VIO's network for volunteer management through exchange of training materials and resources. The ultimate goal of the initiative is to get approved a volunteering legislation designed through a participatory process with national organizations.

UNV Honduras is also participating in 2 joint programs. The first one is **The Human Security Programme** which is an inter-agency UN initiative which applies the "Culture of peace" as an overarching paradigm to provide youth with alternatives out of violence. The programme is implemented by 6 UN Agencies. UNV participates in component 3 to reduce youth vulnerability to violence. Activities focus on creating youth volunteering groups to organize sports and cultural activities in their communities. It includes a component to increase youth's capacities. Different workshops are organized in the areas of: leadership, violence prevention, culture of peace and self-esteem, group organization skills, art activities and cultural public events. The programme is implemented in 3 municipalities. These volunteering groups are involving an increasing number of young people and are developing a sense of belonging to their communities that is essential for their social inclusion.

The second joint program where UNV Honduras is participating is the **Culture and Development Program**, which is also an inter-agency UNV initiative where 6 UN Agencies participate. This Programme aims at developing capacities to manage policies and programmes focused on cultural diversity. UNV participate at the municipal level to promote civic participation and the inclusion of VIOs in these policies and programmes. In this moment the UNV component is working on the consolidation of cultural volunteer networks and in the equipment of the cultural information centres.

Field of activity: The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide.

Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation.

UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.



UNV directly mobilizes more than 7,500 UNV volunteers every year nationally and internationally. More than 75 percent of UNV volunteers come from developing countries and more than 30 percent volunteer within their own countries.

Based in Bonn, Germany, UNV is active in 140 countries. It is represented worldwide through the offices of the United Nations Development Programme (UNDP) and reports to the UNDP Executive Board.

Is your organization assisted/funded by other organizations/companies: The majority of UNV volunteer assignments are funded by UN agencies directly. However, a substantial number (19 per cent in 2005) are funded partly or completely through contributions received directly from donors.

The main methods for receiving these funds are UNV's Special Voluntary Fund, co-financing and the full-funding mechanism. In the latter, donors provide the total costs required to support individual UNV volunteer assignments. These funds are generally managed through cooperating agencies or organizations that are designated as UNV's focal point in a country. Cooperating organizations include government agencies (e.g. a country's Ministry of Foreign Affairs) and national agencies that send volunteers abroad, such as the German Development Service (Deutscher Entwicklungsdienst, DED).

Terms of Reference

Assignment title: Communication Assistant

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:

UNV in Honduras needs to position itself in a clear manner and communicate its service and contributions to civil society, agencies in the UN system and governmental institutions. Therefore, with a view to clarify the role of UNV and the added value of volunteerism for development, participation in forums and debates is considered a strategic outlook. Efforts will be taken to enhance the visibility of UNV Honduras; during 2010 we planned invest in promotional material and elaborate a quarterly UNV Honduras newsletter.

To promote the concept of volunteering in Honduras at the national level the project "Promoting volunteerism" is intended to formulate and articulate an advocacy campaign to bring attention to the efforts of volunteers and their activities. The creation of a volunteer portal which will be a key tool for the implementation of the project, seeing it as the centre for information sharing and gathering activities and member organizations, recruiting new volunteers, forums, national and international events, contacts publications and others.



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 | x Develop a global partnership for development |

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

Under the direct supervision of the UNV Programme Officer, the University volunteer will assume duties for the following:

- Develop a Communication Strategy and Communication Plan to UNV Honduras
- Develop and set-up the UNV websites and networks as well as databases
- Ensure coherency of all UNDP communication efforts and establish a communication network with all relevant partners and allies
- Work closely with the project staff regarding public relations and communications aspects of UNV projects initiatives and activities
- Identification of innovative communication, public relations and advocacy opportunities
- Involve in the production/preparation of project related communication materials, fact sheets and reports
- Cooperate closely with UNV project coordinators in organizing conferences, meetings, workshops and other events as required
- Support on organizing events.

Furthermore, the University volunteer is encouraged to:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD)
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc
- Assisting with the UNV Buddy Programme for newly-arrived UNV volunteers
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.



Required Volunteer qualifications:

Education:

- University degree or relevant diploma in the field of communications, public relations or journalism
- Experience in publications would be an added advantage
- Experience and shown interest in voluntarism.
- Desirable knowledge of UNDP mission and principles

Competencies:

- Excellent report writing skills, Interpersonal skills and communication skills.
- Strong networking skills.
- Ability to identify key strategic issues, risk and opportunities.
- Ability to work in a team, while being an active and interactive team leader
- Proven ability to handle information in a concise and cohesive manner
- Ability to interact effectively with UNV project coordinators, the international community, civil society organizations and other stakeholders
- Ability to work in a multi-cultural/multi-disciplinary team;
- Excellent computer skills: Word, Excel, PowerPoint, email and internet management. Knowledge in information systems and databases will be an asset.
- Fluent Spanish. A working knowledge of English will be an asset

Other Information: n/a

A) Visa

- Please specify type of visa needed for nationals from Spain to enter your country:
X No visa or visa upon arrival at airport

B) Accommodation

- Location of assignment: Tegucigalpa, Honduras
- Nearest airport: Toncontin International Airport, Tegucigalpa
- Type of accommodation¹: Covered by the applicant. Aprox US\$250.00

Honduras is a tropical country in the middle of Central America, bordered to the north with to Caribbean Sea, to the south with El Salvador, to the west with Guatemala and to the East with Nicaragua Climate varies significantly depending on altitude. Mid-altitude temperatures are fairly moderate with regular sunshine making temperatures climb from 15-20° C (59-68° F) to up around 28°C (low 82° F) during the middle of the day. Rainfall is quite low to moderate with a patchy wet season from May to October. Low-land and coastal regions experience less of a temperature range with warmer nights and slightly less rainfall.

The threat against UN system staff members from political activity is considered low. The threat from common criminal elements is considered highly critical in certain areas of the country. Violent crime is a serious and growing problem, especially in certain zones of Tegucigalpa and San Pedro Sula, and to a less degree throughout the country. Pickpockets and purse-snatchers are prevalent in major cities at tourist sites, especially in parts of Comayaguela and the central market surroundings of Tegucigalpa. Visits to these areas should be avoided, especially after dark. Highway, road and street robberies, car jacking and assaults of pedestrians by armed thieves are still high. Roadblocks and demonstrations on the main highways and border countries customs offices have decreased. In the past, demonstrations

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.



have ended in street violence, requiring intervention by national police for which precaution is requested. Threats against the public transportation system by gangs have been reported in San Pedro Sula, supposedly related to Organized Crime, for which caution should be maintained at all times on the street.

Visitors are specially advised to protect against mosquitoes bites in affected areas, due to insect – borne diseases such as Malaria and Dengue Fever (both serious, potentially fatal diseases). In general mosquitoes in Honduras are most bothersome from dusk to dawn, especially in the countryside. Other infectious diseases are common such as Diarrhoea, Amoebic and food. Some specific health care's must be considered especially hygienic practices avoid eating in places where cleaning is not ensured and pay special attention to the hygiene of fruits and vegetables, wash fruits and vegetables carefully if you eat them raw or peel them before eating.

- Approximate monthly cost of accommodation: Cost of living expenses are reasonable and excellent health services are available. The UN Volunteer will be responsible for looking after his/her own accommodation arrangements but will be assisted by the UNV Country Operations Assistant. All the living expenses will be cover by the volunteer.

C) Local transportation

- Means of local transportation for the volunteer: The UNDP security office recommends the use of taxi.
- Approximate monthly cost: The approximate cost for the volunteer is US\$150 monthly

D) Security provision

- Security provision and approximate costs: The approximate costs for the volunteer are between US\$50 and US\$100 monthly.

E) Other

- What other facilities will be offered to the university volunteer(s)? The provision of necessary computing equipment and connectivity is included.

Signature on behalf of requesting Organization

Karen Ordóñez

(Signature)

23/04/2010

(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 volunteerism, as well as raising awareness about the Millennium Development Goals in the country of assignment is 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!