



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: UNESCO Amman office

Describe the role/mandate of the organization

Year of establishment: in Jordan,

Size of organization: UNESCO – 1800 permanent staff

Number of staff: 20

Other pertinent information:

Field of activity: education, environment and natural sciences, culture, social sciences, information and communication

Is your organization assisted/funded by other organizations/companies: in Jordan, 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 <http://www.unvolunteers.org>

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



Terms of Reference

Assignment title: Assistant in the field of environment and natural sciences

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:

The office in the field of Natural Sciences is covering the following areas of expertise:

Water management, research and education, education and awareness raising in disaster risk management, development of the national science policy, support to SESAME project in Jordan (Synchrotron light accelerator), joint UN preparation for a recycling project, training of journalist in environmental issues (with communication sector at UNESCO), support to MAB and the WH convention.

Under the supervision of the Head of Office and in full cooperation with the science sector colleagues at the office, the incumbent will:

- i. Assist in the implementation of the World Heritage Convention for mixed sites (one site under evaluation one site to be expanded to add natural aspects) to this end prepare proposals and keep in touch with sources of funding, organize capacity building activities to strengthen the enforcement of the convention in particular through schools;
- ii. Support activities in the field of water management and water education in particular through the MDG program in cooperation with the local IHP committee;
- iii. Foster activities of the local MAB committee, promoting recycling initiatives with other UN agencies;
- iv. Assist in the implementation of a joint UN project in support of the newly established National Center for Security and Crisis Management (NCSCM) in particular regarding education activities linked to disaster risk reduction;
- v. Liaise with colleagues of the other sections at the office in order to implement jointly projects dealing with science education and development;
- vi. Contribute to the mobilization of extra-budgetary funding for new programmes and projects;
- vii. In order to implement the above the incumbent will have to assist in the preparation of meetings, administrative documents as needed and liaise with the administration to this end as well as preparing briefings, speeches, reports, country profile and correspondence as needed;



Support is requested in the following fields:

In the area of **environment**, the incumbent will assist two consultants in environment and sciences in the delivery of the MDG project on the impact of Climate change and management of local water resources. Moreover will assist in the development of project proposals and awareness materials in the field of recycling, management of natural resources included also world heritage sites, Man and the Biosphere reserves. The UN in Jordan are also working together in the preparation of a Disaster Risk Management support strategy for the country. UNESCO will be covering the field related to the role of Media outlets and communication in case of emergency as well as the production of information material in disaster-related management addressed to schools. Volunteer will assist in the development of materials and their delivery.

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 | X Ensure environmental sustainability |
| <input type="checkbox"/> Reduce child mortality | <input type="checkbox"/> Develop a global partnership for development |

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

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

Depending from the specific background of the candidate in the fields mentioned above he/she will be assisting a colleague dealing with the mentioned field of competence of UNESCO in Environmental development. The incumbent will learn about project preparation and implementation, will learn in the preparation of training and awareness raising materials, will help in the preparation of information materials related to his/her work for the web, will learn about the modalities of implementation, delivery and fund raising of the Organization and will interact with other UN agencies, UNESCO field offices in the region and UNESCO Natural Science Sector in HQ to implement his/her tasks.

Required Volunteer qualifications:

- Education: University degree in environmental studies, water management or development studies
- Language: Excellent knowledge of English indispensable
- Computer/software skills: Good knowledge of standard office software (word processing, spreadsheets, etc.)
- Specific skills in requested area: Knowledge of role of International environmental NGOs, knowledge in water management or biodiversity or disaster risk management
- Additional skills:
 - Ability to collect, synthesize and analyze information from various sources.
 - Good coordination and interpersonal skills.
 - Ability to work effectively in a team and with persons from various cultural environments
 - Close attention to detail and quality of work, balanced by ability to manage heavy workload.
 - Good writing 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
- Nearest airport: Amman
- Type of accommodation¹: Private furnished apartment

Address: 274 Queen Rania street, PO BOX 2270 Amman 11181 Jordan

- Approximate monthly cost of accommodation: 300-400 JD/month = 330-440 Euro
- Security provision and approximate costs: 100 USD
- Means of local transport for the volunteer: taxi, very inexpensive
- What other facilities will be offered to the university volunteer(s)? office space, computer connection and access to all the office facilities as other staff

C) Local transportation

- Means of local transportation for the volunteer: taxi
- Approximate monthly cost: 100 Jordanian Dinars = 110 Euro

D) Security provision

- Security provision and approximate costs: included in the

E) Other

- What other facilities will be offered to the university volunteer(s)?
office space, computer connection and access to all the office facilities as other staff

Signature on behalf of requesting Organization

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.



(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!