



UN VOLUNTEER TERMS OF REFERENCE

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN volunteers even more rewarding and productive.

1. **UNV Assignment Title:** Youth Volunteering Specialist
2. **Type of assignment:** International University UN Volunteer
3. **Project Title:** Advocacy, Mobilization, and Youth as a cross-cutting theme
4. **Duration:** 5 months
5. **Location, Country:** Hanoi, Vietnam
6. **Expected starting date:** September 2014

7. Brief Project Description:

Over the past year, the United Nations Volunteers (UN) programme has been engaging with the UN Inter-Agency Network on Youth Development (IANYS), youth led networks, international volunteer-sending organizations, national volunteering and civil society organizations (CSOs) and the private sector to develop and scale-up the youth volunteer programme. The overall aim of the programme is to empower youth and foster their participation and active citizenship through volunteering, which will positively impact young people as well as development and peace programmes.

8. **Host Agency/Host Institute:** UNV Field Unit

9. Organizational Context:

In close collaboration with the UN Youth Volunteers Programme Team the UNV will undertake efforts that help realize activities related to youth volunteering, with particular focus on knowledge building, communications, and network development.

10. Type of assignment place:

Assignment without family



11. Description of Tasks:

Under the direct supervision of the UNV Programme Officer (PO), the Youth Volunteering Specialist will be responsible for delivering tasks in the following key areas:

- Identify local projects and youth led organizations, youth volunteering organizations and groups, NGOs, CSOs, and government entities working on youth programmes to assist the Field Unit in capitalizing on opportunities for collaboration, information exchange, strategic partnerships, and capacity development
- Develop a network of stakeholders and partners involved with youth volunteerism and assist the Field Unit in the identification and organization of events to increase awareness and support for volunteerism as tool for peace and development
- Create and update communications list of youth involving organizations and ensure that information is shared with the Field Unit on a regular basis
- Lead in the collection of stories of existing youth volunteers (either UNVs or youth volunteers involved in Field Unit projects) and assist in transmitting these stories through newsletters, the UNV Viet Nam website, social media, and other print publications
- Serve as Field Unit liaison to the Ho Chi Minh Communist Youth Union and the Viet Nam Volunteer Resource and Information Centers located in Hanoi, Danang, and Ho Chi Minh City
- Assist other Field Unit members in the implantation of project activities as required

Furthermore, UN Volunteers are 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 UN 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.

12. Results/Expected Output:

- Database of youth involving volunteer organizations developed and updated throughout the assignment period
- Calendar of events for UNV Field Unit and VVIRC developed and shared among both organizations throughout the assignment period
- A minimum of two events to promote volunteerism for peace and development held during the assignment period
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.



13. Qualifications/Requirements:

- Current enrollment in a university degree programme in the area of social science, humanitarian development, or a related field;
- Knowledge and practical experience in youth development issues, youth volunteerism, and development policy in general is an asset
- Excellent skills in interpersonal relations, networking, and communication;
- Ability to problem solve and find creative ways to dealing with obstacles;
- Experience in training and capacity building activities is an asset;
- Fluency in spoken and written English;
- Knowledge of Vietnamese is an asset;
- Photography, photo curation and/or videography experience is an asset;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others)

14. Living Conditions:

Hanoi, the capital city of Vietnam hosts central government institutions and is one of the economic centers of the country. Living conditions are relatively good by developing country standards, with relatively easy access to housing, health services, international schools, and leisure activities.

Hanoi has a humid tropical climate, characterized by monsoons. Summers – between May and September – are very hot with plenty of rain, while winters – from November to March – are cold and relatively dry.

15. Conditions of Service:

Five month contract according to the terms and conditions established in the Memorandum of Understanding (MoU) between UNV and KGU.

Description of Assignment prepared by

Patricia English, UNV Programme officer

Date: February 2014

Description of Assignment approved by UNDP/RR/CD or UNV Country Office Teams/Support Office:

Patricia English, UNV Programme Officer

Date: February 2014