

1. Requesting Organization

Name: Volunteers Association of ISIG (High School of Computer and Management)
 Address: Ouagadougou, Burkina Faso

1.a. Describe the role/mandate of the organization

The (AV-ISIG) Volunteers Association of ISIG is dedicated to the promotion of Information and Communication Technology among CSOs (Civil Society Organizations) and other development actors in Burkina Faso.

They propose the creation and updating of websites as well as the creation of databases on line, for projects contributing to the development of the country.

Year of establishment: Association created in 2006, school created in 1996.

Size of organization: 15 members in the Board and 100 members

Number of staff: 15 active volunteers

Other pertinent information:

The AV-ISIG decided to institutionalize its statute in 2006 while participating in the organization of the International Volunteer Day.

The UNV Programme and ISIG have already concluded a partnership within the frame of the UNITeS initiative in 2005 which allowed enrolling 7 volunteers of this school abroad (Guinea Bissao, Madagascar and Rwanda) and 3 in Burkina Faso.

The association proposes to CSOs, public services, bilateral and multilateral organizations to improve their access to ITC through the creation and updating of their website, as well as the definition of on line databases.

The association collect a high number of assignments for their student working in close collaboration with the UNV Programme who is the United Nations Civil Society Focal Point at the same time.

They have already done 7 websites and the updating of 3 others and work hard on the creation of the Burkinabe development CSOs on line database.

Indeed, the UNDP/UNV Programme organized in 2006 a census of major development CSOs active in the country, per region and per activity area.

They gave this database to the AV-ISIG in order to put it on line, to update it and to organize and automatic updating.

The AV-ISIG would appreciate to have 2 UNITeS volunteers in order to support the students and CSOs involved in this assignment.

Field of activity:

Creation and updating of websites and on line databases for development organizations active in Burkina Faso.

2. Assignment Terms of Reference

2.a. Assignment title: Advisor in on line database.

2.b. Preamble :

This post is a United Nations Volunteers programme assignment and 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

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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.

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

The UNDP/UNV Programme and the AV-ISIG want to put the CSOs database on line in order to promote networking, fundraising and sharing of information among national and international CSOs and other development stakeholders interested in the development of Burkina Faso.

Every bilateral and multilateral donors, as well as international NGOs expect such a CSO database in Burkina Faso in order to develop their partnership with them.

This database will be highly useful to promote dialogue and networking between national CSOs as well. This action would contribute to the achievement of the Millenium Development Goal 8 (to set up global partnerships for development).

2.d. Support is requested in the following fields:

- | | |
|--|---|
| <input type="checkbox"/> training of staff | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input checked="" type="checkbox"/> training of students | <input checked="" type="checkbox"/> setting up of networks |
| <input type="checkbox"/> Train-the-Trainers | <input type="checkbox"/> curricula development |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____ |
- other cont.:

2.e. Is your organization assisted/funded by other organizations/companies:

The UNV Programme, the dialogue framework of volunteer organizations of Burkina which is composed of 12 international organizations and 4 national ones.

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

Under the supervision of the Responsible for partnerships of AV-ISIG and in close collaboration with the Environment Unit of the UNV Programme Burkina Faso, both volunteers would be in charge of :

- Giving advisory for the on lining of the current database;
- Making promotion of the database next to CSOs, government, bilateral and multilateral donors;
- Preparing a questionnaire in order that any CSO can complete the information on the database and new ones being registered in the database;
- Giving advisory for the process of selection of the umbrella CSO which will welcome the database;
- Training the staff of this umbrella structure in updating the database;
- Ensuring a good advertisement of this database on line and in the country.

The main result of the 2 volunteers will be to have contributed to the launching of the CSOs database in Burkina Faso, which is a real challenge considering the very dynamic CSOs world in the country.

The specific results for that will be to have done capacity building to the students volunteers of ISIG in charge this assignment and to the staff of the umbrella CSO structure which will host the database.

2.g. Assignment target (i.e. capacity building impact): to make a on line database operational and regularly updated by a CSO in Burkina Faso.

2.h. Required Volunteer qualification: 2 volunteers specialist in ITC

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2.i. Qualification Requirements:

- a) Education: Master in ITC
- b) Languages: French
- c) Specific ICT skills: Excel, Oracle, Access
- d) Software acquainted with:
- e) Additional skills/experiences: Students who already have an experience in the setting up and the updating of on line database would be an asset.

2.j. Number of volunteers needed: 2 volunteers

2.k. Location of assignment: Ouagadougou, capital of Burkina Faso

2.l. Planned start of assignment: about September 2007

2.m. Type of accommodation¹ for the volunteer: volunteers can rent a furnished apartment, or a house on their own or share a house with other volunteers.

2.n. Approximate costs per month: about 460 € per month for a residence that is cleared by the UN Security Officer and includes security provision.

2.o. Means of local transport for the volunteer: it's advised to buy or to rent a motorbike, if not by bicycle, bus or taxi

2.p. What other facilities will be offered to the University Volunteer (s)?

Visa requirements: The volunteers will need a visa for Burkina Faso (15 €).

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. **They need to be estimated or budgeted at the TOR request when filling the form**, if any.