

1. Requesting Organization

Name: Youth Centers (CEJ) attached to the Youth Secretariat
Address: Praia-Cabo Verde

Describe the role/mandate of the organization

The Capeverdean Youth Secretariat is in charge of promoting the wellness and increase opportunities for Capeverdean Youth. Attached to the Prime Minister, the Secretariat plays a key role in the development of Cape Verde, as youth represents 42% of the total population.

The **Youth Centers** are a part of the Office of the Secretary of State for Youth and Sports. They work for the implementation of the activities and politics of the Government Programme for the capeverdean Youth. Created in the framework between the Government and the United Nation Funds for Population UNFPA, in 1999. The Youth Center were established to improve in all categories the live of youth; from health to volunteerism and youth associations, from new technologies to environment, Youth Centers are spread in the country to deliver multiples options to fight against the main problems of Capeverdean Youth: insufficient access to information, unemployment, HVI-SIDA, drugs, poverty, etc.

There are currently eleven Centers on seven islands, and the Government is expecting to open four more this year to cover the nine populated islands of Cape Verde.

Year of establishment

In 1999 four centers were built till the date eleven centers are running.

Size of organization

Operating at national level. 11 Youth Centers - in 11 Districts, 7 islands.

Number of staff

19 permanent staff. Mobilizing around 1.000 volunteers

Other pertinent information:

The UNV Programme has supported the Youth Secretariat in their effort of setting up a Volunteer Corps to address desertification issues in Santiago. As a result of this successful project, the UN System was asked and is now supporting, the efforts of the Youth Secretariat setting up a National Volunteer Programme for Development in Cape Verde.

Objectives of the Centers

- Provide a multifunctional space for youth usage;
- Provide all national youth access to ICT;
- Promote volunteerism and youth associations;
- Capacity Building and Training in various areas in order to prepare youth for the process of development and for the job market;
- Promote better attitude towards Information, Education, and Communication in youth;
- Advise youth and their family about various topics concerning their personal and Social development.

Field of activity

- Information and Advising: reproductive health (VIH-SIDA, Family Planning, Drugs and Alcohol, sexuality, abortion, gender and violence)
- Youth Exchange, Sports, Culture and hobbies;
- Promote Volunteerism and youth associations;
- Small courses and Professional training;
- Professional training and capacity building;
- Cleaning/environmental campaigns and citizenship promotion;
- Education and occupational orientation

Request for a University Volunteer under UNITEs

TOR #18

Is your organization assisted/funded by other organizations/companies: **The Secretary of State for Youth and Sports is working in partnership among others with the Office of UN Funds and Programmes in Cape Verde, the UN Volunteer Programme and other multilateral and bilateral cooperation.**

Assignment Terms of Reference

Assignment title: **Capacity building of the Youth Secretariat, by strengthening the ICT delivery of the Youth Centers of Cape Verde:** Evaluating their capacities in ICT, and proposing new ICT-related activities, creating an interactive website related to the National Volunteer Programme to be hosted by the Youth Centers of Cape Verde, and to provide training to the staff members of the Youth Secretariat on how to update it.

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 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 (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.)

Based on the experiences from the UNV-executed project on the promotion of volunteerism to combat desertification in Cape Verde, and the feasibility study to implement a National Volunteer Programme, the Government is planning to strengthen the role of volunteerism for development in the country and to set up a National Volunteer Programme covering four pilot Islands.

According to the declaration of purpose of the VII legislative plan of the Capverdian Government 2006-2011, a National Volunteer Programme in Cape Verde focusing on youth as important actors of the development represents one main objective of the Administration.

During the national validation workshop for a National Volunteer Programme, the Youth Secretariat has been confirmed to be one of the main partners to develop the initiative. The Youth Secretariat and the related Youth Centers because of their strategic presence in Cape Verde, would work with Civil Society Organizations and representatives, among other key partners, to develop a National net to promote volunteerism and youth initiatives for development and to achieve the Millennium Development Goals.

Social skills for personal growth, social integration in youth's free time, and information availability and transparency are also major issues to tackle.

Developing a net on Volunteerism in an insular country implies a high performance on access to information and communication. However, ICT remains one of the main challenges for youth in Cape Verde. Youth Centers must improve this aspect to provide full capacity, efficiency and high speed to gather all information and opportunities that a globalized world demands and offers nowadays.

Request for a University Volunteer under UNITEs

TOR #18

Thus, to reinforce this mayor roll of the Youth Centers for the National Volunteer Programme and to help to develop strategic links between volunteer associations, and strengthening the partnership for development as established in the **Millennium Development Goal 8**: a global partnership for development; **2 University Volunteers in the field of ICT4D are requested.**

The 2 volunteers would be placed in Praia at the Youth Secretariat in Plato (city center). They will work closely with the focal point for volunteerism at the Secretariat, and they will be supervised by the National Director of the Youth Centers. They will work with the ICT staff inside the Secretary on a daily basis and they will support all ICT volunteers of the different Youth Centers.

The assistance would be oriented in two main areas:

Volunteerism: Special emphasis would be required to create a specific page on volunteerism; contemplating links to the main web pages of the government, civil society organizations and the Youth web.

- Create and design a web page of volunteerism in Cape Verde.
- Create a data base of all the volunteers associations national and internationals, volunteer's activities and youth Center's projects and programs.
- Set up a national network of volunteers associations operating in the country related under this page.

Youth: help the Youth Secretariat and the Youth Centers to identify and develop an ICT Youth Gateway Project by:

- Make recommendations to improve the web page <http://www.juventude.cv/> and implement it.
- Elaborate a train-the-trainers program (two weeks) in the country (North and South) on webmaster and specifics notions on web design and other specific notions of data base etc.
- Train the trainers during this two weeks tuition.
- Carry out a diagnosis on the ICT field at the Youth Centers
- As result of the diagnosis make recommendations to improve the quality and the capacity of the Youth Centers in the ICT field

Specific issues on ICT:

1. Work closely with the ICT staff of the Youth Secretariat and the ICT volunteers off the youth centers and improve their performance
2. Training the Youth Center volunteers on ICT (minimum a group of 11) on the creation of websites.
3. Training the Youth Center volunteers on ICT on management of websites
 - a. Training of the IT Officer of the Youth Center on management of websites;
 - b. Training of a webmaster;
 - c. Training on sustainability of the website;
 - d. Training on security of the website.
4. Training the Youth Center volunteers on ICT on data base
 - a. Training of trainers on use and management of database
5. Creation and design of a website on volunteerism in Cape Verde and redesign of the existing website of the SEJD
6. Set up a network of volunteers and youth associations to work for development in Cape Verde
7. Create a data base of volunteers associations operating in the country

The volunteer will be supporting the following area(s) of the MDGs.

Request for a University Volunteer under UNITEs

TOR #18

Eradicate extreme poverty and hunger	Improve maternal health
Achieve universal primary education	Combat HIV/AIDS malaria and other diseases
Promote gender equality and empower women	Ensure environmental sustainability
Reduce child mortality	X Develop a global partnership for development

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

In order to complete the work and all along their mission Volunteers will work with the ICT Staff of the Youth Secretariat. A focal point will be nominated during the six month mission. They would be oriented to facilitate the ICT diagnosis and the existing technologies and ICT facilities in Cape Verde.

They will produce a two weeks training to the ICT volunteers of the Youth Centers, and they will train the trainers, of the Youth Centers ICT responsible on specific areas to maintain the sustainability of his work.

Support is requested in the following fields:

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

Required Volunteer qualifications:

Education: Last years on Information Technology and Communication Degree

Language: Portuguese or Spanish

Specific skills in requested area:

Websites – database Software

Computer/software skills:

ASP – HTML – PHP – Javascripts – Photoshop – Corel Draw – Flash – Database – Delphi – Visual Basic

Additional skills:

ICT knowledge, last years of University with specialization in websites design and management of database.

Communication capacity in order to work in a team setting with Youth

Pragmatism (practical) in directing and conducting the projects and programs

Capacity to adapt easily in the country and sub-regions

Other Information:

Location of assignment: Praia, Santiago Island

Type of accommodation available¹: Apartment

Approximate cost of available accommodation: 450 -500 Euros/month

Security provision and approximate costs: Cape Verde is on phase security 0, meaning the situation as assessed by the UN Security Officer is regular and there is no particular concern. The locks of doors cost around 70 euros. Other security measures are already in place.

Means of local transport for the volunteer: Youth Secretary car

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.

Request for a University Volunteer under UNITEs

TOR #18

What other facilities will be offered to the university volunteer(s)?:

All assistance that the General Office for Youth and the Youth Centers can provide as the activities linked with the planning of the Youth Secretariat: the Youth week, the Volunteers Day Celebration etc.

Visa requirements