



TOR # 45

**Requesting Organization**

Name: International Institute for Development of the Citizenship  
Address: Brazil Avenue 200 -Anápolis- Goiás

**Describe the role/mandate of the organization**

With a special focus on youth, IIDAC implements programs and projects to promote citizenship and human sustainable development. In partnership with international organizations, public institutions, private sector initiative and civil society actors, and relying on national and international technical cooperation, the organization seeks to promote participatory and integral approaches to development

**Year of establishment:** 1998

**Size of organization:** Through its many programs and projects IIDAC acts in all of the 27 states of Brazil, as well as in Canada and the UK

**Number of staff:** 25

**Other pertinent information:**

Relying on a multidisciplinary team, constituted by technical staff and a group of youth consultants in diverse areas, the principal field of activity is the empowerment of youth and adolescents, specifically through the promotion of rights, social capital, solidarity and citizenship.

**Field of activity:** Human Sustainable Development

**Is your organization assisted/funded by other organizations/companies:** UNDP, Unicef, IDB, Brazilian federal, state and municipal governments

**Terms of Reference**

**Assignment title: Technical Administrative Assessor**

**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:** (Please describe in as much detail as possible the services required from the university volunteer(s) and how his/her/their contribution will fit into the organization's plans.) Under the supervision of Gilson Scharnik, Executive Director of IIDAC, by means of technical cooperation, planning and effective action, assist IIDAC to elaborate methodologies and work processes for the field of human sustainable development. The Volunteer will work in the following areas:

Administrative agent, administrative support, budget moderator, office support, financial assistant.

# Request for a Spanish University Volunteer

TOR # 45

## Support is requested in the following fields:

Provide administrative support to the UNV/IIDAC office comprising part of the MDG Universities project São Luís section in the city of São Luis, Maranhão

## 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                    | <input checked="" type="checkbox"/> Develop a global partnership for development |

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

- news research and management
- translations (Portuguese-English, Portuguese-Spanish)
- assisting courses to implement summer camps actions
- social integration in leisure time

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

- Coordination and management Assistant of social-cultural projects
- Promotion of the MDGs

## Required Volunteer qualifications:

- while not required, earlier experience in the project areas are desired
- personal characteristics include: dynamic, socially able, responsible, power of persuasion, open, communication skills and ease in dealing with young people

- **Education:** University degree in relevant area
- **Languages:** Spanish, English
- **Specific ICT skills:** Web programming and management
- **Software acquainted with:** Windows, Word, Excel, Corel, Photoshop, Flash, programs for graphic animation
- **Additional skills/experiences:** those candidates with some earlier experience with youth (volunteerism, project, programs, etc.) will be given preference

## Other Information:

- Location of assignment: São Luís – Maranhão - Brazil
- Type of accommodation for the volunteer: Simple but clean and safe
- Type of accommodation available<sup>1</sup>: Available to rent
- Approximate cost of available accommodation: \$400/month
- Security provision and approximate costs:
- Means of local transport for the volunteer: Public transport
- What other facilities will be offered to the university volunteer(s)?: Desk, telephone, computer with internet access and e-mail

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<sup>1</sup> 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.