



UNV 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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

- 1. UNV Assignment Title:** UNV Field Assistant
- 2. Type of assignment:** International UNV volunteer / /
National UNV volunteer /X/
- 3. Project Title:** Local Integration of Refugees in Brazil
- 4. Duration:** 3 months, with possibility of extension
- 5. Location, Country:** Manaus, Brazil
- 6. Expected starting date:** 1 October 2010

7. Brief Project Description:

Within the Mexico Plan of Action framework, especially its components of Research and Doctrinal Development, Training and Institutional Capacity-building, "Solidarity Cities", "Borders of Solidarity" and "Solidarity Resettlement", the objectives for 2009 are as follows:

- Affirming and developing an international protection regime;
- Realizing the social and economic well being of refugees and other persons of concern;
- Attaining durable solutions guaranteeing age, gender and diversity perspective in all actions and programs.

8. Host Agency/Host Institute: United Nations High Commissioner for Refugees - UNHCR

9. Organizational Context:

Brazil is a signatory of the main international human rights instruments¹. Since 16/11/1960, when it was ratified, Brazil is part of 1951 Convention on the Status of Refugees, further ratifying the 1967 Protocol in 1972 and removing the geographical reservation on 09/12/1989. Brazil enacted the refugee act *Law number 9.474/97*, in effect since 23rd July 1997. The law contains the protection mechanism of the 1951 Convention and 1967 Protocol and incorporates the broader definition of the 1984 Cartagena Declaration the formulation "generalized violation of human rights" which applies to situations of generalized violence and armed conflict. The majority of refugees in Brazil has an urban profile and is formally granted access to social and economic rights such as health care, education and work, which remains the main challenge to refugee's self-reliance.

10. Type of assignment place: Family duty station



11. Description of Tasks:

Under the direct supervision of the **UNHCR Protection Assistant in Manaus** the UNV volunteer will undertake the following tasks:

- Assist in monitoring the implementation of UNHCR programme activities in the Amazon Region, by reviewing and analyzing a variety of records and reports, including budgets and financial implementation. Maintains close contact with its Implementing partners in Manaus and Tabatinga, monitoring the delivery of assistance and providing cooperation and guidance as necessary;
- Performs specific operational/control tasks for project activities, including undertaking field visits for specific monitoring and evaluation issues;
- Assist in reporting, budget presentation, project revisions, rendering of accounts and all other technical support for the good functioning of the programme and its financial, logistical and administrative control;
- Monitor the situation in the area of his/her competence, collect and analyze data and other relevant information and report to the Office in Brasilia accordingly;
- Keep regular contacts with local authorities and implementing partners; assist in negotiating partnerships and gather support from local authorities, other UN agencies and civil society to facilitate the local integration of refugees; monitor the implementation of agreements, MOUs and other partnerships.
- Provide training and capacity building to implementing partners on programme issues;
- Support the inclusion of refugees in existing micro credit schemes, labor inclusion and income generation programmes in the Amazon Region;
- Seek to improve the inclusion of refugees in public policies in the Amazon region, social promotion programmes social security and income generation;
- Contribute to the preparation of status and progress reports by providing information, preparing tables, etc.;
- Perform regular needs assessment in accordance with UNHCR programming cycles;
- Act as interpreter when required;
- Provide administrative support to the UNHCR presence in Manaus, including but not restricted to maintenance of premises, equipment, rendering of accounts, preparation of reports, support to authorized personnel during their field missions;
- Assist Protection Assistant with daily administrative matters of field presence including, but not restricted to, liaison with local suppliers and authorities for procurement requirements, ground services, stationery orders and bill collection; Maintain and assist in the implementation of asset management, including regular maintenance of inventory records and non-expendable equipment, for reporting to office in Brasilia;
- Assist in the administration of movement of local staff members, their attendance, leave plans, compliance with travel authorizations, clearance and claims procedures; attend to all human resources as required by office in Brasilia and HQ;
- Maintain financial records including goods and services expenditures, assists Protection Assistant with petty cash control and any other financial requirement from office in Manaus and Brasilia;
- Perform other duties as required.

Furthermore, UNV volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UNV volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.



- Networking and building relationships with local organizations, groups or individuals and support and/or participate in local volunteering initiatives.

12. Results/Expected Output:

- Provision of adequate protection of refugees and other people of UNHCR concern in the Amazon region;
- Well functioning programme in the Amazon Region, with timely reports, revisions, rendering of accounts, installments and overall efficiency in assistance delivery and local integration activities.
- Refugees and other people of concern receive humanitarian assistance and local integration support;
- Partnerships with different actors, including the involvement of volunteers are established in the region.
- Well functioning UNHCR presence in Manaus with timely reports, administrative control, premises, equipment maintenance, and rendering of accounts, according to UNHCR rules and regulations.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Qualifications/Requirements:

- Brazilian nationality;
- University degree in Social Sciences, Social Work, Economy, Political Science, Administration or other related fields linked to humanitarian assistance;
- 2 years of relevant work experience;
- Flexibility and adaptability;
- Excellent interpersonal skills. Demonstrated ability to work with others in a team environment.
- Excellent computer skills (MS office, including Excel, Word and PowerPoint).
- Fluency in Portuguese and English (oral and written) is required. Advanced Spanish knowledge is a strong asset.

14. Living Conditions:

The Amazonas' capital, Manaus, was founded in 1969. It is considered the major financial center of the north region, and is located at the confluence of the Negro and Solimões rivers.

The average temperature is 28,9°C, rising to over 40°C during the hottest period. The hottest month in Manaus is September and the coolest month is April. Because of proximity to the equator, the hot weather is constant in the region.

Manaus' total population is now over 1.738.641 inhabitants, putting it in the position of the eighth most populous city in Brazil. The city has grown 10% above the average of the capitals of the country.

Manaus have important parks and ecological reserves, such as the Park of Mindú, Sumaúma State Park, the Park of Bilhares and Adolpho Ducke Botanical Garden (the largest botanical garden in the world), among others.

15. Conditions of Service

A 3-month contract with the possibility of an extension for further 12 months; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to R\$ 1.990,00; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

16. Application

Detailed *curriculum vitae* including two referees and application letter should be sent to brabr@unhcr.org, up to 15th September 2010, quoting reference "Field Assistant".