

The LSC will work closely with the Local programme implementation team and receive technical and financial support whenever needed. The LSC will meet on a quarterly basis, in regular sessions and in extra sessions, and in case the need arises, whenever convened by its President.

Detailed terms of reference will be prepared and validated by stakeholders before the first meeting of the Local Steering Committee.

Local Steering Committee is a body in charge of finding solutions to potential or operational problems, which arise in the course of project implementation. Its establishment is meant for mobilising resources, by taking up necessary measures to the District Council for sustainability of activities carried out at the Youth Centres. Based on the National policy governing Youth Centres in the country, and Ministerial policies relating to issues of policy implementation and Sector Action plans, LSC is a consultative body for the National Implementation policy (District and the Ministry of Youth).

### **III.1.4 Local Programme Implementation Team**

The team is responsible for animating and managing the Centre. It implements project activities on the field. This team will be comprised of:

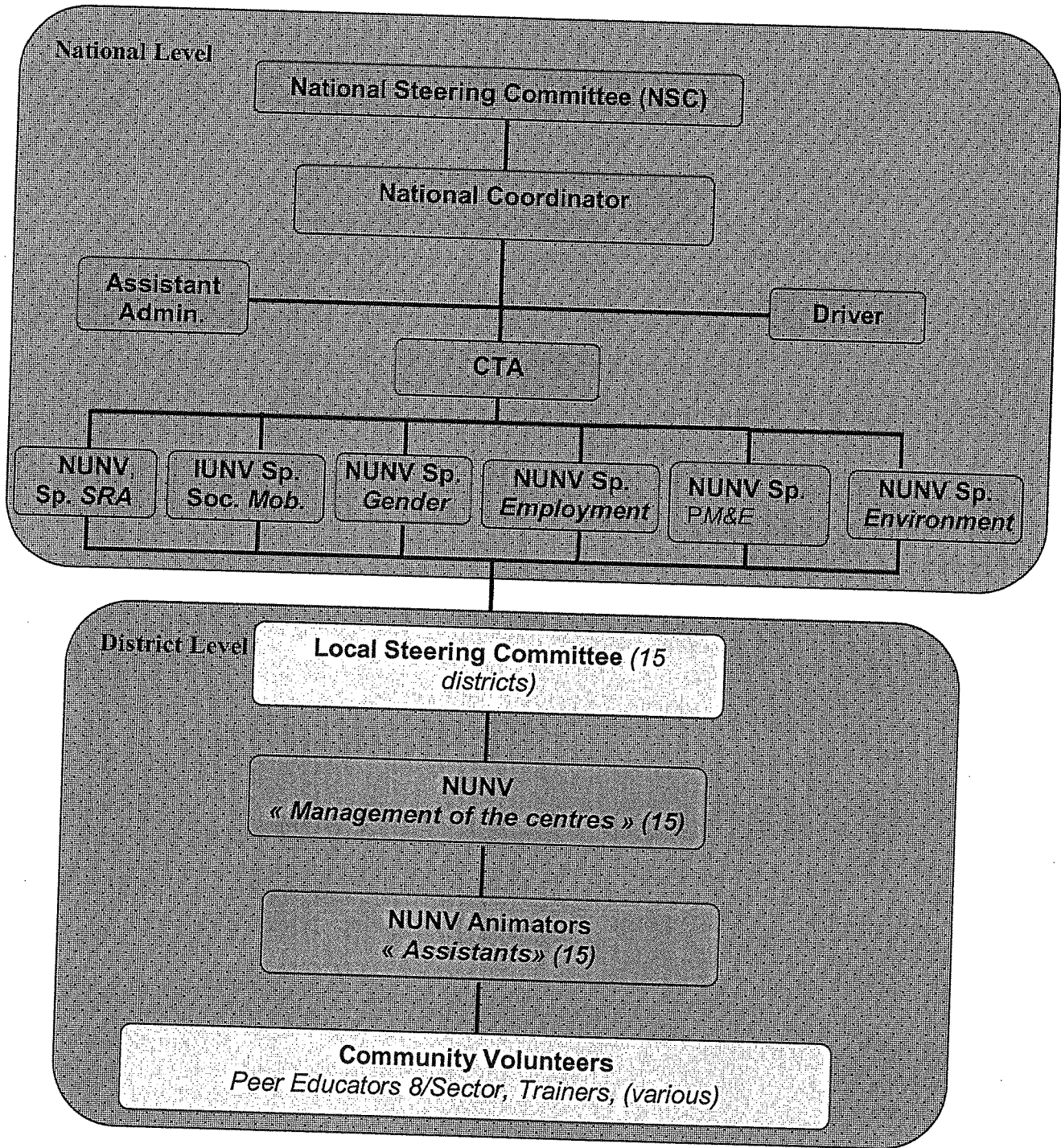
- The Manager of the Centre;
- A Community Social Worker, a Nurse by profession, who will be responsible for counselling services in matters related to SRH;
- 8 peer educators for each sector in the district, four males and four females;
- Part time trainers and supervisors.

The managing team of the Centre will benefit from the contribution of other non-permanent actors such as Peer educators, and other community volunteers. To ensure youth participation, the Manager of the centre will select at least 2 (two) responsible young people for each key project component.

The same applies to Trainers and Supervisors acting as part timers who will be considered as Community volunteers based on the remuneration scales in force.

As recommended in the minimum package, each centre will be equipped with one COOJAD desk to provide loans to Youth. COOJAD will, therefore, in collaboration with the project, recruit a Cashier for that purpose. The latter will be in charge of managing the mentioned desk.

### III.1.5. Project Organisational Chart



### **III.2. Roles and Responsibilities**

The project requires expertise in several areas. That is the reason why there is a principle of multi-interventions. Consequently, many categories of roles and responsibilities are distinguished:

#### **III.2.1. Role of the Government of Rwanda**

The Programme will be under the Ministry of Youth. Through its respective department, the Ministry will ensure the overall coordination of the programme with the technical and financial contribution of the programme partners. In this regard, the ministry of Youth will:

- Set up the programme office in Kigali which will host the National coordination team of the programme;
- Appoint a permanent National Programme Coordinator;
- Recruit the National Programme Coordinator in consultation with other project partners and other programme staff;
- Coordinate the programme implementation involving Youth Centres at district level with the support of the technical and financial partners;
- Supervise the whole process of formulating, lobbying, presenting and adopting the strategy of disengagement of the project;
- Chair the project steering committee;
- Represent the programme before the Ministry of Finance and economic planning and other national accountability institutions;
- Ensure programme implementation in accordance with the planning and letter of understanding including quarterly and annual review, annual progress review and auditing;
- Follow up on government and other partners participating in financing the project.
- Mobilise ministries and financial institutions concerned with the project sustainability, even after its completion;
- Create a coordination mechanism through individual interventions for the promotion of the Youth Centres.

#### **III.2.2 Associations and organisations for technical support and/or execution (NYCR, ARBEF, COOJAD, RIGHT TO PLAY)**

Generally, being members of different implementing bodies on the one hand, and beneficiaries of certain programmes on the other, associations providing technical support or those in charge of implementation, will do the following:

- Attend or participate in different meetings of implementing bodies;
- Participate in the formulation of implementation strategies;
- Ensure that activities assigned to them as executive bodies are implemented;
- Participate in human and financial mobilisation;
- Sensitise and mobilise volunteers;
- Participate in selecting, training and mobilising volunteers who will be appointed to different host organisations in the field;
- Cooperate during evaluation and implementation of project activities, in designing M & E tools and in writing reports;

- Provide the project with the needed expertise and all the necessary teaching aids.

To ensure the continuity of activities, MIFOTRA will be in charge of the activities of the component "**Training/Labour.**" It will also include in its annual work plans activities pertaining to training and labour, with the support of the project team. MIFOTRA will equally participate in mobilising necessary resources for the development of project activities, through having a desk opened for the operations of COOJAD.

COOJAD was established in the year 2006. During the few months COOJAD had been operating, it managed to open a network of 3 credit and saving schemes, with members rising to more than 2500 members in Kigali city (Gasabo/Remera and Kicukiro/Gahanga) and in Bugesera district (Nyamata). In its 2008/2009 action plan, COOJAD intends to open desks in Huye, Musanze, Kamonyi and Nyagatare districts.

Being the only micro-finance institution targeting youth, by opening "desks" or "sub desks" in Youth centres, COOJAD intends to:

- Promote, mobilise and safeguard deposits of the economically active youth;
- Provide effective financial solutions to the needs of youth who frequent these Youth Centres;
- Improve and enhance the performance of small enterprises of youth, who are members of COOJAD.

Through its expertise, COOJAD will give youth (who frequent these Youth Centres) access to its services.

### III.2.3. Role of Districts

- Provide the necessary infrastructure to the programme;
- Increase activities in youth centres, and the participation of youth in the implementation process of development activities at the local level;
- As required by the disengagement strategy, facilitate youth gradual takeover, of the role of preparing youth own centres' budgets (from the 2<sup>nd</sup> year)
- Participate in financing of Youth Centres.

### III.2.4. Role of United Nations agencies (UNFPA, UNICEF, UNDP, UNV, UNAIDSWHO, UNESCO, UN-HABITAT, UNIFEM, WFP, UNHCR, ILO...)

The « Common Operational Document » already constitutes a basis for common consultation and action among United Nations Agencies. This instrument of cooperation with the Government of Rwanda already has a programme in itself, with well-defined activities and results and the accompanying budget. Furthermore, the contribution of each Agency is expected through priority domain of the programme intervention.

Given this situation, each United Nations Agency represented in Rwanda, is expected to sponsor Youth Centres. From scratch, provision of sponsorship will be written down in the agenda of the UNCT meeting and decisions thereafter will be disseminated to the programme team, in charge of monitoring of the programme activities.

Specifically, the programme components will be supported as follows:

Components	UN supporting agencies	Implementing partners
Component 1 : Citizenship	UNV, UNDP	MINIYOUTH
Component 2 : Vocational training		
Component 3 : Sport and culture	UNICEF	MINIYOUTH, Right To Play
Component 4 : ASRHR	UNFPA, UNAIDS	MoH, ARBEF,
Component 5 : Capacity building	UNFPA, UNAIDS, UNICEF, UNV, UNDP	MINIYOUTH

### **III.3. Other national initiative that would strengthen the programme impact**

As already stated above, at the environment component, activities illustrated in the independent National Environment Youth Project will be conducted under this Joint Youth Program as long as the coverage areas overlap. The details of the coordination between the two projects are illustrated in Annex 1.

### **III.4 Coordination Mechanism**

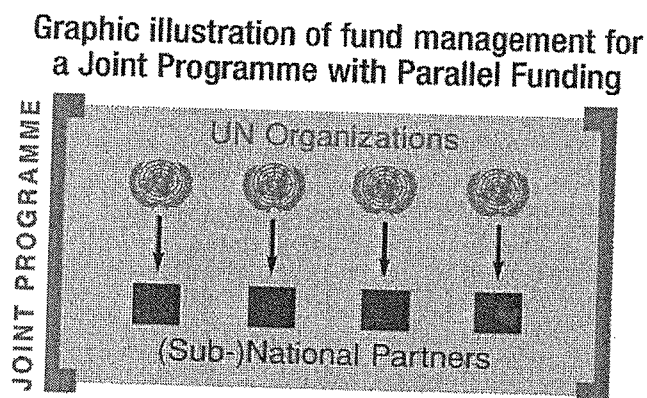
The responsibility of producing one and single overall/consolidated report will be compiled by the project coordination team at the national level, under the leadership of the institution concerned with coordination. Appropriate Human Resources, such as described in the project shall be put in place. The cost of coordinating activities of monitoring and evaluation of project work and advocacy, are well budgeted in the project. Additional human resources needs, if any, must be clearly visible in the financing proposal and approved by the National Steering Committee.

### **III. 5 Project's financial execution modality**

*The method of financing the joint project will be parallel funding.*

The chosen fund management option is likely to be the most effective and efficient method for a joint project, within the context of « **Delivering as one** ». This is because participative interventions of the United Nations Agencies intend to achieve common results, but with different partners (**national, sub-national and international**). Under this option, each organisation manages its own funds, whether coming from Core sources, Vertical funds or the One fund. The joint project document comprises a common work plan agreed by all participating parties, a consolidated budget with all inputs from different parties involved, coordination mechanism and signature of participating organisations.

**Resource Flow and Management:** The following graphic illustrates the flow of funds under parallel fund management system.



**Financial Regulations:** Provisions related to financing considered under this option, conforms to financial regulations and rules of the financial management of each UN organization involved in the process of « Delivering as One »

**Budget preparation:** Each participating organization (UN system, the Government, NGOs, etc) will prepare a separate budget, consistent with its respective management system, and will cover the mutually agreed component of the programme it will manage. The coordination team will be responsible for preparing a consolidated budget, which shows the budgetary components for each participative organization/partner(s) specifying the amount of fund required.

**Accounting and auditing:** Accounting of the joint programme will be in keeping with the COD management system. Settlement of all balances of the remaining funds upon the end of the programme will be done in line with the terms agreed upon between the concerned United Nations organisations and other parties in charge of the implementation of the project as well as donors if any. Nevertheless, based on the current practice, every United Nations Organisation will have the responsibility of auditing its contribution to the project based on the related rules and regulations. Part of the budget used by the local partners will undergo a separate audit.

**Reporting:** The Programme National Management Team, responsible for coordination, will prepare technical and financial reports in line with Rules and Procedures of the joint programme as described in the Memorandum of Understanding. These reports must be prepared quarterly, half-yearly and annually and must generally cover registered achievements. The practice of producing reports and the methods of presenting them will have to be harmonised. Overall consolidated annual technical and financial reports, must be clearly presented as a compilation of technical and financial reports from different project components. A progress report will be prepared and presented to each steering committee during each of their statutory meetings.

**Communication:** Any communication relating to the joint programme must reflect the participation of all partners and all organisations involved. Nevertheless, in case an

individual organisation would publicise the joint project, any reference to activities carried out by the individual organisations, should mention the activities in the context of the joint programme.

### III.6 Monitoring and Evaluation

The general responsibility of monitoring programme activities falls under the National Programme Coordination Team, which will be working with the staff of Youth Centres and Local Steering Committees. Monitoring and Evaluation of project activities will follow a bottom up direction and will be accomplished by actors on the field, Local Project Implementation Team, National Project Coordination Team, International Experts, National Project Steering Committee of the M&E Task force of the UN and Participating Agencies.

Monitoring and Evaluation include:

- Steering committee meetings
- Coordination meetings at central and district level
- Field visits
- Quarterly progress and review
- Annual review
- Mid-term Evaluation
- Final evaluation
- End-of-the year audits
- Volunteer Reports (VRS)

All these actions will be punctuated by statutory reports with appropriate support given. These are:

- Monthly reports
- Quarterly reports
- Field visit reports and other mission reports
- Annual Progress reports
- Final project reports
- Financial quarterly and annual Reports
- Audit Reports annual and final
- Evaluation reports

Monitoring and Evaluation will be conducted throughout the year and be guided by the annual plan of the joint activities. Monitoring and Evaluation of the joint programme activities form an integral part of the M&E of the joint programme and COD. Joint and individual field visits will be done, decided upon in the M&E plan of the joint programme and approved by the steering committee. The M&E Task force of the UNS will join the field visits as often as they may wish.

### III. 6 Legal framework

This joint programme document constitutes an instrument stated in Article One of the agreement between the Government of Rwanda and participating Agencies, and between these two and the sub-implementing organisations.

The Memorandum of Understanding signed along with the joint programme document, serves as a legal framework for the implementation of the joint programme. It will be supported by the memorandum to be signed with the sub-implementers.

The Government will undertake to exempt the joint programme from payment of Customs duties and taxes on materials and equipment purchased for the project.

The following modifications may not be included in this programme document, unless stakeholders agree so and unless validated by the Implementing Committee.

- Amendments and supplements added onto the annex of the present project document, including a design of a detailed annual work plan; implementation schedule, terms of reference ;
- Amendments done will bear no marked impact on short-term objectives, products and activities, but shall be a product of different contributions agreed upon or a product of an increase in costs due to inflation, expenses of the UNV/Experts or due to financial flexibility of the concerned organisation.



## **Annex 1: Harmonisation modality between the National Environment Youth Project and the Joint Youth Programme**

The environment components of both National Environment Youth Project (NEYP) and the Joint Youth Programme (JYP), where all UN Agencies are going to participate under the One UN framework to achieve the same goal which is the environmental sustainability and youth development through their active participation.

With this regard, once NEYP and JYP are established, the implementation of both will be conducted under the following harmonisation modality.

### **1. Primary Principle**

When both NEYP and JYP are established and implemented, at the overlapping target area<sup>12</sup>, the whole project activities illustrated by NEYP will be directly implemented by JYP. If the establishment of JYP happens later than that of NEYP, the said activities by NEYP will be handed over to JYP when the stakeholders agree that JYP is ready to take the role.

### **2. Utilisation of Youth Centres**

In case of Point 1, the project implementation in the overlapping target field will be done through the Youth Centre, which is being established and reinforced locally by JYP. The National Youth Committee/Council will be utilised at other NEYP target districts.

### **3. Harmonisation at the Implementation Level**

When NEYP and JYP are established and implemented, both Steering Committees will include representatives from the other project/program so as to maintain the harmonisation of the two. Additionally, the Rwanda Environment Management Authority (REMA) and the Ministry of Youth (MINIYOUTH), the implementing agencies of NEYP and JYP respectively, will keep close communication for smooth coordination at the government level.

### **4. Funds**

NEYP budget portion for the overlapping target area, which is US\$678,173, will be used directly by JYP in case of Point 1. Additionally, UNDP will make separate financial contribution to JYP in order to properly implement the program. . This additional contribution is US\$910,529.

### **5. UN Institutional Arrangement**

Coordination at the UN level will be managed by UNFPA, but implementation of the environment component under JYP will be supported by UNDP through UNFPA.

<sup>12</sup> While NEYP has 17 target districts and JEP has 15 target districts, expected overlapping districts are two: Gicumbi in the Northern Province and Bugesera in the Southern Province.

## **ANNEX 2 : Terms of Reference – National Coordinator.**

<b>TITLE OF POSITION:</b>	Project National Coordinator
<b>GRADE:</b>	National Expert
<b>JOB LOCATION:</b>	Kigali, Rwanda
<b>JOB DURATION:</b>	One year - renewable
<b>START DATE:</b>	March 2009

### **Duties:**

Under the supervision of the President of the National Steering Committee, the National Coordinator is responsible for the overall coordination of the project's activities. She/He is accountable for the project's final results, for which she/he is the main spokesperson addressing the population, the State's services and other local development partners.

The National Coordinator will have a global overview of the project's activities throughout the designated locations, will be a member of the National Steering Committee of the project for which she/he will facilitate the work being carried out and be responsible for the decision-making of the Committee. She/He will answer to the President of the NSC which, in turn, will answer to the government through the Minister of Youth.

She/He will mostly focus on the following tasks:

- Prepare the meeting for the launch of the Project with all involved parties (government, UN system, technical and financial partners, civil society, private sectors, youth organizations, etc.).
- Represent the project before the partners.
- Find the necessary contacts in relation to the Ministry of Youth in order to create the National Steering Committee for the project, cover the necessary formalities for the foundation of the project's infrastructure and the successful launch of the activities.
- Organise the staff recruitment process
- Ensure good leadership for the organisation and administration of the activities, ensure the project's progress and deadlines, follow-up on the necessary materials and administration needed to set up all activities, evaluate the results, participate in the completion of reports and their delivery as well as ensure the set up of a website to communicate information about the project to the public.
- Ensure that the agreed funds are received on time for the implementation of the project.
- Supervise and coach the project team to ensure the completion of each member's tasks.
- Ensure an interaction in the project (in all domains) from other national and international organizations and institutions.
- Support the creation of themes, the organization and evaluation of the training sessions proposed for the project.
- Prepare and participate in the tripartite meetings.
- Support the creation of a national strategy for the administration and management of Youth Centres.
- Be involved in official missions discussing the centres' activities.
- Send off payment requests to the accurate representatives of agencies.

- Open a bank account in the name of the project and ensure the administrative and financial legitimacy of all transfers.
- Organise for external evaluation and timely programme reviews.
- Update the results framework of the project.
- Ensure the organisation of a disengagement strategy for the programme and coordinate its implementation
- In relation to this strategy, work towards the mobilisation of additional resources to benefit the programme and the post-programme.

**Qualifications :**

- Masters Degree in one of the following subjects: management, business administration, economics, social sciences, or a degree in a similar field.
- Have five years of professional experience in programme management and administration.
- Experience in youth programme management is an asset. Have strong experience in programme coordination with multiple partners: international, national and non-governmental organisations and the private sector.
- Have working experience with the United Nations agencies.
- Have experience in dealing with public figures, civil society, international and national cooperation agencies.
- Have excellent writing skills in French and English.
- Be capable to take relevant initiatives and work under pressure.
- Be conversant with computer programmes.
- Be organised, have leadership skills and be a team player.

**Langages :**

- Fluent in French and/or English (written and spoken)
- Fluent in Kinyarwanda (written and spoken)

**ANNEX 3: Terms of reference « NUNV Specialist in Planning, Monitoring and Evaluation »**

**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:** **Specialist in Planning, Monitoring and Evaluation**
2. **Type of assignment:** **National UNV volunteer**
3. **Project Title:** **Deliver as one to meet development needs and rights of Rwandan adolescents and youth 2009-2011**
4. **Duration:** **12 months, renewable**
5. **Location, Country:** **Kigali, Rwanda**
6. **Expected starting date:** **April 2009**
7. **Brief Project Description:**
8. **Host Agency/Host Institute:** **Government of Rwanda**
9. **Organizational Context:**
10. **Description of Duties:**

Under the direct supervision of the National Project Coordinator, the UNV volunteer will have the following tasks:

- Assist with the development of monitoring and evaluation tools for the activities of the projects
- Assist the youth centres in developing and applying planning, management and evaluation tools
- Strengthen the capacity of the centres in planning, monitoring and evaluation.
- Contribute to the elaboration of performance indicators of the project
- Ensure that baseline data is available for all indicators
- Support the production of progress reports
- Support the project team in the planning and auto-evaluation of the activities.
- Ensure the deadlines are met.

- Take part in supervising the project's budget.
- Analyze the project's reports and recommend approaches to ensure the results are achieved.
- Assist the consultants in charge of external evaluation.
- Carry out official missions for the project.
- Offer input on the reframing and readjusting of the project.
- Support the coordinator in the preparation of the National Steering Committee meetings.
- Support the follow up of evaluations and reviews and the development of an exit strategy.
- Ensure the use and promotion of volunteerism in the set up of the activities.
- Take part in the capitalization of the projects activities.

Furthermore, UNV 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.;
- 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.

#### 11. Results/Expected Output:

- progress of the project monitored
- exit strategy is developed
- Monitoring and evaluation tools available for the project
- Planning tools available for the Youth centres
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities:

#### 12. Qualifications/Requirements:

- Masters degree in social sciences, economics, project management, local development, or equivalent.
- At least five years experience in the field of project monitoring and evaluation
- Good knowledge of volunteerism and volunteer management experience would be an asset
- Excellent computer skills including MS Office.
- Used to work independently
- Good organisational skills
- Good teamplayer.
- Fluent in Kinyarwanda (written and spoken)
- Working knowledge of French and/or English.

### **13. Competencies:**

- Demonstrates commitment to project's objectives
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes

## **ANNEX 4: Terms of reference « NUNV Specialist in Gender »**

### **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:** Specialist in Gender
- 2. Type of assignment:** National UNV volunteer
- 3. Project Title:** Deliver as one to meet development needs and rights of Rwandan adolescents and youth 2009-2011
- 4. Duration:** 12 months, renewable
- 5. Location, Country:** Kigali, Rwanda
- 6. Expected starting date:** April 2009
- 7. Brief Project Description:**
- 8. Host Agency/Host Institute:** Government of Rwanda
- 9. Organizational Context:**
- 10. Description of Duties:**

Under the direct supervision of the National Project Coordinator, the UNV volunteer will have the following tasks:

- Support the development of the work plan for the project.
- Supervise the establishment of the project's activities in the youth centres.
- Advise and supervise the administrative aspect of the youth centres in the establishing of the activities.
- Contribute to the elaboration of performance indicators of the project especially with regard to gender equality
- Analyse the documents in relation to the job description.
- Take part in the preparation and organisation of seminars, workshops or all other trainings and give technical support in the area of his/her competence
- Ensure the strengthening of the beneficiaries' skills in their area of knowledge.
- Ensure support and supervision of the UNV administrators in the youth centres in their area of knowledge.
- Ensure the use and promotion of volunteerism in setting up the activities.
- Participate in the capitalization of the experiences.

- Take on other duties required which relate to the job description.

Furthermore, UNV 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.;
- 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.

#### **11. Results/Expected Output:**

- Gender aspects are mainstreamed in the different project activities as well as in the activities of the youth centres
- Staff of the youth centres, the project and youth is trained and aware of gender issues
- Gender aspects are captured in monitoring and evaluation of the project
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

#### **12. Qualifications/Requirements:**

- Masters degree in social sciences or equivalent.
- At least five years experience with gender related issues
- Experience in working with youth
- Very Good communication skills
- Good knowledge of volunteerism and volunteer management experience would be an asset
- Good educational vision
- Good knowledge of child psychology
- Good teamplayer.
- Good computer skills including MS Office Fluent in Kinyarwanda (written and spoken)
- Working knowledge of French and/or English.

#### **13. Competencies:**

- Demonstrates commitment to project's objectives
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes



## **ANNEX 5: Terms of reference « NUNV Specialist in SRH »**

### **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:** Specialist in Sexual and Reproductive Health
2. **Type of assignment:** National UNV volunteer
3. **Project Title:** Deliver as one to meet development needs and rights of Rwandan Adolescents and youth 2009-2011
4. **Duration:** 12 months, renewable
5. **Location, Country:** Kigali, Rwanda
6. **Expected starting date:** April 2009
7. **Host Agency/Host Institute:** Government of Rwanda
8. **Organizational Context:**
9. **Description of Duties:**

Under the project Coordinator's supervision, the UNV Specialist is responsible for the implementation of the activities in the following areas – **Information, education and counseling in Sexual Health and Reproduction, including education on parenting and family planning.**

- Ensure the establishment the work plan for the project.
- Support the implementation of the project's activities within the youth centres.
- Advise and supervise the administrative aspect of the youth centres in the establishing of the activities.
- Contribute to the elaboration of performance indicators of the project
- Analyze the documents in relation to the job description.
- Take part in the preparation and organisation of seminars, workshops or all other trainings and give technical support in the area of his/her competence
- Ensure the reinforcement of the beneficiaries' skills in their area of knowledge.
- Ensure support and supervision of the UNV administrators in the youth centres in their area of knowledge.
- Ensure the use and promotion of volunteerism in setting up the activities.
- Participate in the capitalisation of the experiences.
- Execute field visit and ensure timely reporting to relevant stakeholder of the joint programme

- Ensure reports related to the component are drafted and sent to relevant person timely
- Take on other duties required by the supervisor which relate to the job description.

Furthermore, UNV 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.;
- 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.

#### **10. Results/Expected Output:**

- SRH aspects are included in the different project activities as well as in the activities of the youth centres
- Staff of the youth centres, the project staff and youth is trained and aware of SRH issues
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

#### **11. Qualifications/Requirements:**

- Masters degree in social sciences or equivalent.
- At least five years experience with gender related issues
- Experience in working with youth
- Very Good communication skills
- Good knowledge of volunteerism and volunteer management experience would be an asset
- Good educational vision
- Good knowledge of child psychology
- Good teamplayer.
- Good computer skills including MS Office Fluent in Kinyarwanda (written and spoken)
- Working knowledge of French and/or English.

#### **12. Competencies:**

- Demonstrates commitment to project's objectives
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes

## **ANNEX 6: Terms of reference « IUNV Specialist Community Mobilisation »**

### **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:** Community Mobilisation Specialist
2. **Type of assignment:** International UNV volunteer
3. **Project Title:** Deliver as one to meet development needs and rights of Rwandan Adolescents and youth 2009-2011
4. **Duration:** 12 months, renewable
5. **Location, Country:** Kigali, Rwanda with frequent travel to the districts
6. **Expected starting date:** May 2009
7. **Brief Project Description:**
8. **Host Agency/Host Institute:** Government of Rwanda
9. **Organizational Context:**
10. **Description of Duties:**

Under the direct supervision of project coordinator the UNV volunteer is co-responsible for the implementation of the activities to reach the following goals: **Participation of the communities with respect to diversity, human rights and volunteerism.**

**He/she will be in charge of the following duties:**

- Develop the work plan for the project.
- Support the implementation of the project's activities within the youth centres especially with regards to the mobilisation and management of volunteers and trainings on volunteerism, e.g. the evaluation and development of training modules on volunteerism
- Take part in the preparation and organisation of seminars, workshops or all other trainings in the different centres
- Enhance the capacities of the Youth Centres in managing the volunteers who participate in the activities
- Develop a "volunteer pass" or end of assignment certificates for the volunteers to enable them to prove their participation in trainings and their acquired skills

- Organise sensitisation and mobilisation activities together with the Youth centres to support them in attracting youth
- Develop a strategy for the promotion of volunteerism in the country in order to prepare a positive environment for the development of a national policy and strategy on volunteerism
- Ensure sensitisation of the government, national institutions, organisations and the private sector on volunteerism
- Develop a guide for the youth centres for the management of volunteers
- Support the definition of criteria for the selection of youth to be included in the training activities ensuring gender equality
- Support the centres to organise activities for the International Volunteers Day and coordinate activities at the national level.
- Facilitate the access to the media for communication of the activities of the centres, the volunteers and the project
- Advise and supervise the youth centres in developing activities.
- Ensure the promotion of volunteering in the activities developed
- Contribute to the elaboration of performance indicators of the project
- Ensure the enhancement of the beneficiaries' skills in their area of specialisation.
- Participate in the capitalisation of the experiences.
- Take on other duties required which relate to the job description

Furthermore, UNV 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.;
- 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.

#### **11. Results/Expected Output:**

- volunteerism is integrated as a concept in the management of the youth centres in the district
- Training component of volunteerism is available and applied
- Volunteerism is included in other training components
- The national organisations and the Government are aware of the benefits of a national policy and strategy on volunteerism
- A national strategy on volunteerism is developed, adopted and implemented
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

#### **12. Qualifications/Requirements:**

- University degree in social science or equivalent
- Professional experience of at least 5 years in community work and mobilization
- Experience in implementing youth projects.

- Good communication skills.
- Practical experience working in community mobilisation, training and volunteerism.
- Good educational vision.
- Good team player skills.
- Good knowledge of child psychology.
- Good computer skills.

**13. Competencies:**

- Demonstrates commitment to project's objectives
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes
- Able to proactively identify solutions to overcome problems

## **ANNEX 7: Terms of reference « NUNV Specialist in Environment »**

### **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:** Specialist in Environment (3 Posts)
- 2. Type of assignment:** National UNV volunteer
- 3. Project Title:** Deliver as one to meet development needs and rights of Rwandan adolescents and youth 2009-2011
- 4. Duration:** 12 months, renewable
- 5. Location, Country:** Kigali, Rwanda
- 6. Expected starting date:** April 2009
- 7. Brief Project Description:**
- 8. Host Agency/Host Institute:** Government of Rwanda
- 9. Organizational Context:**
- 10. Description of Duties:**

Under the supervision of the Project Coordinator and in close collaboration with RNYC, the UNV is responsible for the implementation of activities under the environment component. He/She will execute the following specific duties:

- Elaborate the work plan for the environment component of the project.
- Support the implementation of relevant activities in the Youth Centres.
- Give advice and support to the administration of the Youth Centres in implementing the activities.
- Contribute to the elaboration of performance indicators of the project.
- Create and collect the documentation related to the work done.
- Carry out preparation and organisation of practical seminars, workshops and/or all other trainings for beneficiaries.
- Ensure the capacity strengthening of beneficiaries in the area of his/her competence.
- Ensure guidance and supervision of UNV management in the Youth Centres in the domain of his/her competence.
- Ensure utilisation and promotion of volunteerism in the implementation of activities.
- Participate in capitalization of experiences.

Furthermore, UNV 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.;
- 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.

#### **11. Results/Expected Output:**

- Environment component of the project implemented
- Environmental training included in the training plan
- Management of youth centres trained on environmental issues
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

#### **12. Qualifications/Requirements:**

- University degree (A0 level) in environment and/or other related disciplines.
- Minimum 3 years of Professional experience.
- Experience in implementation of youth friendly methodology.
- Good communication skills.
- Experience in facilitation, training of trainers and organising of community based activities.
- Pedagogical skills.
- Good skills for team work.
- Good knowledge and understanding of youth related problems and issues.
- Good computer skills.
- Good knowledge and understanding of values of volunteerism will be an asset.
- Fluent in Kinyarwanda
- Good knowledge of English and/or French

#### **13. Competencies:**

- Demonstrates commitment to project's objectives
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes
- Able to proactively identify solutions to overcome problems

## **ANNEX 8: Terms of reference « NUNV Specialist in Training / Employment »**

### **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:** Specialist in Training / Employment
2. **Type of assignment:** National UNV volunteer
3. **Project Title:** Deliver as one to meet development needs and rights of Rwandan Adolescents and youth 2009-2011
4. **Duration:** 12 months, renewable
5. **Location, Country:** Kigali, Rwanda
6. **Expected starting date:** April 2009
7. **Brief Project Description:**
8. **Host Agency/Host Institute:** Government of Rwanda
9. **Organizational Context:**
10. **Description of Duties:**

Under the supervision of the Programme Coordinator and in close collaboration with the RNYC, the UNV Specialist is responsible for the implementation of programme activities – **Professional training, access to employment and activities producing revenue.**

He/she will be in charge of the following duties:

- Support the RNYC in the implementation of the action plan for the promotion of Rwandan youth employment.
- Establish a programme work plan.
- Support the implementation of programme activities in the Youth Centres.
- In collaboration with COOJAD, make savings accounts and loans accessible to youth.
- Advise and supervise the administrative aspect of the Youth Centres in establishing of the activities.
- Contribute to the elaboration of performance indicators of the project.
- Analyse documents in relation to the job description.



- Lead the practical preparation and organisation of the seminars, workshops and/or all other trainings.
- Ensure the reinforcement of the beneficiaries' skills in their area of expertise.
- Support and supervise UNV administrators in the Youth Centres in their area of expertise.
- Ensure the use and promotion of volunteer work in the set up of the activities.
- Participate in the capitalization of the experiences.
- Have a good knowledge in volunteer work would be an asset.

Furthermore, UNV 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.;
- 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.

#### 11. Results/Expected Output:

- RNYC actively promoting youth employment
- Saving accounts and loans accessible to youth
- Workplan includes training components relevant to improve employment opportunities of the youth
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

#### 12. Qualifications/Requirements:

- University degree in management, administration, finance and banking, social science or equivalent.
- Professional experience of at least 3 years.
- Experience in implementation of a project in favour of youth.
- Good communication skills.
- Have practical experience of working in animation, training agents and organising community based activities.
- Have good educational vision.
- Have good team player skills.
- Have good knowledge of child psychology.
- Have good computer skills.
- Having knowledge of volunteer work would be an asset.
- Fluent in Kinyarwanda
- Good knowledge of French and/or English

#### 13. Competencies:

- Demonstrates commitment to project's objectives

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes
- Able to proactively identify solutions to overcome problems

## **ANNEX 9: Terms of reference « IUNV Specialist Sports and Culture Development »**

### **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:** Sports and Culture Development Specialist
- 2. Type of assignment:** International UNV volunteer
- 3. Project Title:** Deliver as one to meet development needs and rights of Rwandan Adolescents and youth 2009-2011
- 4. Duration:** 12 months, renewable
- 5. Location, Country:** Kigali, Rwanda with frequent travel to the districts
- 6. Expected starting date:** May 2009
- 7. Brief Project Description:**  
Culture and Sports activities will be used as a tool to promote youth education in life skills, health, and environment protection and to enhance their holistic development.
- 8. Host Agency/Host Institute:** Right to Play International
- 9. Organizational Context:**
- 10. Description of Duties:**  
Under the direct supervision of the Country Manager, Right to Play International, the UNV volunteer will be responsible for the following duties:
  - Coordinating the training of sports coaches in Volleyball, Basketball, Football.
  - Facilitating the creation of theatre, music and cultural bands.
  - Organising painting, handicraft, etc. workshops in partnership with local artists.
  - Supporting youth participation in local, sub-regional and international cultural and sports festivals and competitions.
  - Project monitoring and evaluation

Specific ways to promote volunteerism during the assignment and within working hours include:

- Networking and building relationships with local organisations, groups or individuals and supporting and/or participating in local volunteering initiatives;
- Encouraging, mobilising and supporting co-workers, fellow UN volunteers and members of the local community to play an active part in the development of their community;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Initiating and/or participating in local volunteer groups. Assisting them in submitting stories, experiences to the World Volunteer Web site;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities.
- Promoting or advising local groups in the use of OV (online volunteering), or encouraging relevant local individuals and groups to use OV whenever technically possible.

#### **11. Results/Expected Output:**

- Enhance girls and boys participation in their community development, as volunteers.
- Youth live harmoniously in Youth Centers through the creation of sport play-grounds, the delivery of sports equipment and the practice of cultural activities.
- Gender equity is promoted among girls and boys and the concepts of gender, human rights are integrated in development activities.
- Partners', especially youth associations', capacity is enhanced in program planning, implementing, monitoring and evaluation, coordination and advocacy.
- Right To Play trains international and local volunteers who work directly with local coaches to promote children holistic development and children health and reproductive health education (awareness and prevention against HIV/AIDS, malaria, tuberculosis, etc.).

#### **12. Qualifications/Requirements:**

- University degree in management, and science or equivalent.
- Professional experience of at least 3 years.
- Experience in implementation of a project in favour of youth.
- Good communication skills.
- Have practical experience of working in animation, training agents and organising the basis of communities.
- Have a good educational vision.
- Have good team player skills.
- Have good knowledge of child psychology.
- Have good computer skills.
- Have knowledge of volunteer work would be an asset.
- Good knowledge of French and/or English
- Knowledge of Kinyarwanda would be an asset

#### **13. Competencies:**

- Demonstrates commitment to project's objectives
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes

## **ANNEX 10: Terms of reference « Centre Manager » (15 posts)**

### **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:** Specialist in Youth Centre Management
2. **Type of assignment:** National UNV volunteer
3. **Project Title:** Deliver as one to meet development needs and rights of Rwandan Adolescents and youth 2009-2011
4. **Duration:** 12 months, renewable
5. **Location, Country:** Kigali, Rwanda
6. **Expected starting date:** April 2009
7. **Brief Project Description:**
8. **Host Agency/Host Institute:** Government of Rwanda
9. **Organizational Context:**
10. **Description of Duties:**

Under the supervision of the National Coordinator and in close collaboration with the Local Steering Committee, the NUNV Specialist will act as Manager of the District Youth centre. He will be in charge of facilitating the project interventions within the district and participate in its implementation through the following activities:

- Manage the youth centre and represent it to the local authorities.
- Support the district in setting up a Local Steering Committee for youth centres.
- Prepare and submit the work plan, budget and the annual finances of the centre to the validation of the CA.
- Establish the centre's periodical work plans and ensure its implementation.
- Write-up and present the centre's periodical activity reports.
- Manage the equipment and goods of the centre.
- Manage the project's bank account and give regular updates to the CA.
- Establish the centre's working hours and supervise the centre's attendance.
- Prepare and participate in the meetings for the Local Steering Committee for the district of the centres.

- Participate in the setting up of the strategy of the centre's resource mobilisation and ensure its implementation within the districts.
- In partnership with other youth contributors, take part in the implementation of the National Youth Politics in Rwanda.
- Initiate projects aimed at promoting youth at a district level.
- Promote and develop the project's activities in all its areas.
- Ensure the use and promotion of volunteerism in the implementation of the activities.
- Participate in the capitalisation of the experiences.
- Input and record all documents.
- Take on other duties required which relate to the job description.

Furthermore, UNV 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.;
- 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.

#### **11. Results/Expected Output:**

- The management of the youth centres is done in an efficient way
- The work plan of the youth centres is developed, implemented and monitored
- Resources of the centre are well managed
- The local steering committee is functioning
- A resource mobilisation strategy for the centre has been developed and implemented
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

#### **12. Qualifications/Requirements:**

- University Degree in management, business administration, social sciences or a related field
- Possess at least 2 years of professional experience in animation, trainings or having worked with youth and adolescents.
- Have strong networking skills, ability to take initiative and the ability to remain calm in stressful situations.
- Good knowledge of volunteerism and volunteer management experience would be an asset
- Possess team spirit and good organisational skills.
- Possess the driver's license.
- Good knowledge of computer programmes.
- Possess the skills to work within a team but also as a team leader.
- Resident within the district at the time of recruitment.
- Fluent in Kinyarwanda (written and spoken)
- Good knowledge of French and/or English

### 13. Competencies:

- Demonstrates commitment to project's objectives
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes
- Able to proactively identify solutions to overcome problems

**ANNEX 11: Terms of reference « Centre Manager Assistant » (15 posts)**

**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:** Centre Management Assistant
2. **Type of assignment:** National UNV volunteer CEP (Fieldworker)
3. **Project Title:** Deliver as one to meet development needs and rights of Rwandan adolescents and youth 2009-2011
4. **Duration:** 12 months, renewable
5. **Location, Country:** District capital, Rwanda
6. **Expected starting date:** April 2009
7. **Brief Project Description:**
8. **Host Agency/Host Institute:** Gouvernement of Rwanda
9. **Organizational Context:**
10. **Description of Duties:**

Under the direct supervision of IUNV Youth Centre Manager the UNV volunteer will undertake the following tasks:

- Assist the Manager of the Centre in implementing the centre's activities
- Manage and supervise the "community volunteers"
- Ensure mobilisation of youth for volunteers activities of the centre
- Ensure the implementation of social activities
- Ensure promotion of volunteerism in mobilisation of youth and implementation of social activities
- Act on behalf of the manager of the centre when/if necessary.
- Ensure the maintenance of the project's data base.
- Manage documentation regarding the centre and ensure its availability to those concerned.
- Manage the cash exchange within the centre.
- Welcome visitors and guide them through the centre.
- Contribute to the development of periodic reports
- Record all documents



- Take on other duties required which relate to the job description.

Furthermore, UNV 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 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.;
- 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.

#### 11. Results/Expected Output:

- Youth is mobilised for participation in activities of the centre
- Youth is familiar with volunteering for peace and development
- Management of the centre is ensured through the support to the Centre Manager
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

#### 12. Qualifications/Requirements:

- Secondary school certificate in social sciences
- Professional experience in social mobilisation, training and child psychology.
- Good knowledge of volunteerism and volunteer management experience would be an asset
- Good team Player.
- Good people skills.
- Fluent in Kinyarwanda (written and spoken)
- Good knowledge in French and/or English
- Resident in the district at the time of the recruitment

#### 13. Competencies:

- Demonstrates commitment to project's objectives
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Ability to provide input to management processes
- Able to proactively identify solutions to overcome problems

## **ANNEX 12: Terms of reference 'Financial and Administrative Assistant'**

TITLE OF POSITION: Financial and Administrative Assistant  
GRADE : National Project Staff  
JOB LOCATION: Kigali, Rwanda  
JOB DURATION: 1 year, renewable  
START DATE : March 2009

### **Duties:**

Under the supervision of the Project Coordinator, the financial and administrative assistant ensures the implementation of the administrative and financial aspects.

### **He/she will be in charge of the following duties:**

- Welcome visitors and guide them around.
- Ensure the follow-up of the UNVP.
- Manage with the help of the drivers, the project's equipment and supplies.
- Prepare inventories of the project's goods
- Process authorised local payments.
- Manage petty cash and keep record of all payments.
- Establish authorised missions for planned official travels.
- Supervise drivers and support them in the organisation of their duties.
- Ensure appropriate and organised classifying of the project's documents.
- Write summary of meetings.
- Input and record all documents.
- Take on other duties related to the job description as required.

### **QUALIFICATIONS AND EXPERIENCES**

- University degree in administration, secretarial work, financial management or equivalent.
- Practical experience in administrative and financial management of at least 3 years.
- Good knowledge of the Executive Agency's procedures.
- Good knowledge of computer programmes and administrative software.
- Good organisational skills and ability to work in a team.
- Fluent in Kinyarwanda, French and English

### **ANNEX 13: Terms of reference « Driver »**

TITLE OF POSITION:	Driver
GRADE:	National Project Staff
JOB LOCATION:	Kigali, Rwanda
JOB DURATION:	3 years (1 year contract, renewable)
START DATE :	March 2009

#### **Duties:**

Under the supervision of the Administrative Assistant, the drivers are solely responsible for the smooth functioning of the cars in relation to the project.

Each will be in charge of the following duties:

- Drive a car for the project during official movement in and out of town.
- Maintain a daily update of the car's documents.
- Write-up a report on all incidents relating to the car.
- Make suggestions on more rational and economical ways to use the cars.
- Keep the car serviced and clean.
- Carry out role of messenger for the project.
- Support the acquirement and management of the project's goods and services.
- Distribute mail.
- Take on other duties related to the job description as required.

#### **Qualifications**

- Possess the diploma for the first cycle of secondary school (Tronc Commun)
- Possess a driver's licence B.
- Be capable of taking initiatives and work under pressure.
- Have a team spirit and be well organised.
- Fluent in Kinyarwanda
- Good understanding of French and/or English