



Terms of Reference

Prepared by: Host organization in coordination with Programme Officer/Country Operations Assistant/Focal Point or Programme Manager/Support Officer

VMC process: Request for the services of a UNV volunteer. The Terms of Reference (TORs) are provided on a standard UNV form which is available at any UNDP Country Office or from UNV Headquarters. This form should be completed in full, providing concise information on the project and a clear description of the UNV volunteer's assignment duties as well as embedding V4D as per guidelines.

Purpose: Provide UNV HQ and the UNV candidate with information on key elements of the UNV assignment, including required competencies, roles and responsibilities of the future UNV volunteer. Serve as basis for the identification, submission and interview of UNV candidates.

Format: Terms of Reference

Reference: TOR

Guidelines on embedding Volunteerism for Development into the standard Terms of Reference for UNV volunteers

Promoting volunteerism for peace and development (V4D) is an integral part of every UNV volunteer assignment. The Terms of Reference (ToRs) need to outline ways to promote volunteerism for development through and alongside the UNV assignment.

Assignments in the fields of agriculture, HIV/AIDS, community mobilization, human rights, civil or humanitarian affairs should all provide ample opportunities for demonstrating that volunteerism contributes directly to development. For all these areas of specialization the promotion of volunteerism for development should not be expressed solely through a number of bullet points in the ToR template but should be clearly mainstreamed within the ToR. The promotion of volunteerism for development, engaging in volunteering activities, building volunteering-based partnerships, and/or mobilizing local communities needs to permeate UNV volunteer assignments and be carried out within the context of their duties.

Volunteerism for development is a means to achieve the overarching objective of the assignment; therefore ToRs should include specific tasks related to the promotion of volunteerism for development tailor-made to the specific position. UNV encourages the inclusion of V4D in all areas of UNV volunteers' work while, at the same time, recognizing that not all assignments easily lend themselves to the pursuit of volunteerism within their framework. For such ToRs where the volunteerism for development cannot be mainstreamed, we suggest the inclusion of a number of bullet points that pursue the promotion of volunteerism for development throughout the assignment in addition to the bullet points indicated in the ToRs template. Those bullet points could include:

- Networking and building relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives;
- Encouraging, mobilizing and supporting co-workers, fellow UNV volunteers and members of the local community to play an active part in development on a voluntary basis;
- Initiating and/or participating in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Discussing with supervisors on how volunteerism for development can be mainstreamed through the assignment and integrating activities that promote volunteerism for development into work plans.

Building on this ToR template will ensure further advocacy through the promotion of volunteerism within the programme/project and within the context of the assignment. Including V4D in ToRs gives greater recognition and legitimacy to this commitment - not least with concerned host organizations.



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:** **Translator/Interpreter**
2. **Type of assignment (International or National UNV volunteer):** **International**
3. **Project Title:** **Strengthening the Justice System Programme**
4. **Duration:** **6 months**
5. **Location, Country:** **Dili, Timor-Leste**
6. **Expected starting date:** **1 October 2009**

7. Brief Project Description: The Justice System Programme (JSP) in Timor-Leste is a comprehensive support initiative for the justice sector, headed by the Council of Coordination (CoC) which comprises of the Chief Justice, Minister of Justice and Prosecutor-General. The Programme aims to strengthen the institutional capacity of the Courts, Prosecution, and the Ministry of Justice and its subsidiary organs (Legal Training Center, Prison Service, Public Defender's Office) to enable the fair and effective administration of justice for the citizens of Timor-Leste.

The JSP is managed by a national Chief Executive Officer (CEO) with support from a Senior Justice Advisor. It has five Programme Support Units (Capacity Development, Access to Justice, Decentralization, Prosecution Support, Corrections Support).

8. **Host Agency/Host Institute:** **UNDP**
9. **Organizational Context:** **The Translator/Interpreter reports to the Operations Manager.**
10. **Type of assignment place: assignment with family/ without family (please choose)- Without**
11. **Description of Duties:**

Under the direct supervision of OM the Translator/Interpreter will undertake the following tasks:

- Assist in the translation of all office documents including general correspondence, manuals, quarterly reports, newsletters and other documents, as required.
- Oral interpretation during meetings in the sequential mode.
- Oral interpretation during meetings in the simultaneous mode.
- As detailed, these tasks will be conducted within one or more pair of the following languages: Portuguese, Tetum and English. Obligatory ability to perform simultaneous interpretation and



retroversion is required mostly from Portuguese-English/English-Portuguese.

The Translator/Interpreter will be based in Dili, but may be required to travel on assignment to other locations in country as necessary.

The Translator/Interpreter must observe total confidentiality regarding information obtained in the performance of his/her duties.

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.;
- Assisting with the UNV Buddy Programme for newly-arrived UNV volunteers;
- 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.

12. Results/Expected Output:

- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

13. Qualifications/Requirements:

- Completed Secondary Studies.
- At least 3 years of work experience as translator/interpreter
- Practical experience in translation/interpretation using judicial system or legal terminology.
- Solid written and spoken skills required in English and Portuguese, and good working knowledge of Tetum.
- Strong skills in the use of computers for word processing, spreadsheets and common business Internet usage.

14. Living Conditions:

15. Conditions of Service

A six-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Date 16 Sep 09