



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:** Management / Business Administration Specialist
2. **Type of assignment (International or National UNV volunteer):** International
3. **Project Title:** Fostering micro-entrepreneurship development and promoting Volunteerism for Development (V4D) and Corporate Social Responsibility (CSR) within the private sector in Cape Verde.
4. **Duration:** One Year (renewable)
5. **Location, Country:** City of Praia, Santiago, Cape Verde
6. **Expected starting date:** As soon as possible

7. Brief Project Description:

The main objective of AJEC – Association of Young Entrepreneurs in Cape Verde is to help young entrepreneurs building up their own businesses and find feasible opportunities of auto-employment and economic development. Young entrepreneurs in Cape Verde have a lot of innovative ideas, good technical and/or academic background but they receive no orientation and/or support in order to transform their ideas into successful business plans and activities. This lack of support constitutes a serious limitation for the design and implementation of innovative small and micro businesses. The purpose of the UNV “Management and Business Administration Specialist” will be to get into contact with young entrepreneurs, help them with market analyses, assessment of strengths and weaknesses of project proposals and eventually supporting them with the preparation of business plans and financial proposals. Moreover, the UNV will coordinate activities with national and/or local institutions in order to integrate new businesses and young entrepreneurs into business incubator systems.

In addition, it is important to highlight that Cape Verde represents a great opportunity for the promotion of Volunteerism due to the fact that the Government - in close collaboration with the UNV Programme and the NGOs Platform, and on the basis of lessons learnt and recommendations from previous projects - has recently launched the National Volunteer Programme (PNV). This programme aims at promoting community-based development through civil society participation and the strengthening of community-based organizations, in close collaboration and partnership with the national NGO Platform. It is worth noting that funding for the PNV has been ensured from UNV, Cape Verde’s Ministry of Youth and Sports and the One UN.

The implementation of the PNV started up at the end of 2009 with the setting up of the logistical structure of the programme. The start of the PNV obviously represents an immense opportunity to support a project that will promote volunteerism and civil society strengthening, thereby contributing to V4D for development and peace in Cape Verde. The country has a strong potential for the development of a volunteer programme, not only thanks to its positive social context - a well articulated civil society, committed people with team spirit and a particularly committed youth – but also thanks to the will and commitment of the government and the support of the One UN.



8. Host Agency/Host Institute: AJEC – Association of Young Entrepreneurs in Cape Verde

9. Organizational Context:

AJEC – Association of Young Entrepreneurs in Cape Verde is a non-profit association with four major objectives: 1) to represent his associates both at national and international level, 2) to support young entrepreneurs in the development of their business plans and activities, 3) to promote the entrepreneurship among young people, and 4) to promote social responsibility of firms. The UNV “Management and Business Administration Specialist” will work under the supervision of and in coordination with the Executive Director and the Executive Board.

10. Type of assignment place: assignment with family

11. Description of Duties:

a) Fostering micro-entrepreneurship development and promoting Corporate Social Responsibility (CSR) within the private sector in Cape Verde (65%)

Under the direct supervision of Executive Director of AJEC the UNV “Management and Business Administration Specialist” will undertake the following tasks:

- Meet with young entrepreneurs as well as with public institutions’ focal points for entrepreneurship and economic development, in order to promote entrepreneurship, analyze new business ideas, help structuring business projects and action plans.
- Prepare business plans and financial proposals;
- Support the starting-up of new firms developed by young entrepreneurs;
- Analyze financial support opportunities from both international business development institutes and national institutions
- Promote Corporate Social Responsibility values and mechanisms within the private sector in Cape Verde.

b) Promoting Volunteerism for Development (V4D) within the private sector in Cape Verde (25%)

Working in close collaboration with the UNV Programme Officer and the Coordinator of the National Volunteer Programme (NVP), the UNV “Management and Business Administration Specialist” will undertake the following tasks:

- Promote the concept and values of Volunteerism for Development (V4D) within the private sector in Cape Verde, within a framework of promotion of Corporate Social Responsibility;
- Contribute to disseminate information about the scope and activities developed by the National Volunteer Programme for the promotion of volunteerism in Cape Verde, in accordance with the communication strategy of the NVP;
- Design and implement a fundraising strategy within the private sector in order to support the activities as well as differentiate the financial sources of the National Volunteer Programme.

c) Furthermore, the UNV will have to (10%):

- Strengthening his 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 of 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 he/she is 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:

- Having twelve new enterprises created (in one year);
- Having three firms supporting social projects (in one year);
- Having contributed to the promotion of concept and values of V4D and Corporate Social Responsibility within the private sector (to be defined after baseline analysis);



- Having contributed to the promotion of activities developed by the National Volunteer Programme (to be defined after baseline analysis);
- A fundraising strategy within the private sector for the NVP designed and started to implement;
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

13. Qualifications/Requirements:

- Degree in business management and/or administration;
- 3 to 5 years of experience with micro and small enterprises and incubators;
- 3 to 5 years of experience in elaboration, implementation, monitoring and evaluation of business plans;
- Strong ability to work and interact well with diverse groups;
- Collaborative work approach;
- Excellent communication skills both oral and written;
- Strong analytical skills;
- Computer literacy;
- Fluency in English and/or French and Portuguese
- Knowledge of Krioulo desirable

14. Living Conditions: The position will be based in the capital, Praia, a family duty station. The living conditions in Praia are good, as well as the access to health services. The level of tropical diseases is very low. Cape Verde has social and political stability since independence, and there are no security issues (UN security level is 0).

15. Conditions of Service: A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,897 (Single UNV); US\$ 2,147 (UNV + 1 dependant); US\$ 2,347 (UNV + 2 dependants or more); settling-in-grant (US\$ 4311); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Date: 10/04/2010