



## UNV TERMS OF REFERENCE

### **Preamble:**

This post is a United Nations Volunteers assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organisation that supports sustainable human development globally through the promotion of volunteerism and mobilisation of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organisation you are assigned to.

### **Description des taches:**

**Under the authority of the Director of the Electoral Division of MONUC and the HoO and under the supervision of the Electoral Coordinator of the provincial office, the incumbent will be in charge to help the competent electoral authorities to conceive all tools of civic education on the set of the electoral process on the national territory. To this title, working in narrow collaboration with the provincial liaison office of the IEC, the CEO will have notably for tasks of:**

- Facilitate and help in the capacity building of the Independent Electoral Commission members.
- Organize meetings with key social authorities at province and local levels (Traditional authorities, Religious authorities and political authorities and Women groups) to inform them about the registration and election process, the Independent Electoral Commission, and IEC's voter registration activities and to seek their consent and guidance regarding the civic & voter education campaign.
- Sensitize, inform and motivate eligible voters regarding the registration and electoral process and has to providing specific information about selected aspects of registration and electoral process.
- Inform Community leaders on the registration and electoral process and civic & voter education campaign.
- Develop a cooperation networks with all the NGO's.
- Assist the national NGO in the conception, the submission for funding and the management of the sensitization projects towards the population
- Help in delivering the materials to partners.
- Collaborate in the review of materials and strategy.
- Working with HQ to develop materials appropriate to their individual Province.
- Give a feedback to headquarters on the civic education process in the district, altering HQ to problems and requirements.
- Organize training/briefing of Congolese trainers on civic education when required.
- Collaborate in preparing the SITREPs.

### **Results /Expected Output:**



- Implementation of the civic education & training programs in the area of responsibility
- Good coordination with relevant MONUC sections and local partners
- Advice on the selection of sensitization sites

**Qualifications/Requirements:**

- Level of Education: Academic diploma (mastery either equivalent) in political sciences, social, relations international, law, public administration or other related domains, or professional formation attested equivalent punished by a diploma and completed by an experience in applicable domains, in particular the electoral education.
- Experience: At least 5 years of experience in the electoral domain, in particular in the in developing countries, the experience acquired in the field of multilateral or international missions being privileged.
- Work in group: Faculty to interact, to establish and to maintain efficient way with the colleagues, the hierarchical superior as well with people having the different cultures, to have good relations of work in the respect of the diversities,
- Implement all other tasks required by the Division and in conformity with his/her expertise

**Computer skills:**

- Good mastery of computers & related software.

**Language skills:**

- Good spoken and written French and English

**Brief Project Description & Conditions of Living:**

**Promotion of Volunteerism**

As a UN volunteer, familiarize himself/herself with the concept of volunteerism by reading relevant UNV publications and taking active part in UNV activities.

Network with local voluntary organization(s) and build relations.

Contribute articles/write-ups on field experiences and submit for UNV publications/websites, newsletters, press releases, etc.

**TOR submitted by:**

\_\_\_\_\_  
**Nadia TOURQUI**  
**(Elections Administration Coordinator)**  
**Electoral Division**

**Date** 22/09/08