



BRIDGING THE GAP WITH VOLUNTEERS: EU AID VOLUNTEERS IN LRRD MISSIONS
TERMS OF REFERENCE: Junior Volunteer in Admin and Finance, Palestine
(EUAV_1_PAL_ADM)

Presentation: In accordance with the Lisbon Treaty, the European Commission foresees the setting up of a European Voluntary Humanitarian Aid Corps, with the objective "to establish a framework for joint contributions from young Europeans to the humanitarian aid operations of the Union". In this context, the Directorate General for Humanitarian Aid and Civil Protection (DG ECHO) has granted several pilot projects to develop some of the possible features of the future **EU AID Volunteers**.

“Bridging the gap with volunteers: EU aid volunteers in LRRD missions” aims to promote a European solidarity and citizenship through humanitarian volunteering. This pilot project will bring together volunteers and organizations from different countries working together in humanitarian projects focused on the concept of “Linking relief, rehabilitation and development (LRRD)”.

The project aims at developing a system that will increase opportunities for European volunteers and will offer them the possibility of engaging in humanitarian operations and learning firsthand how European organizations implement the European Humanitarian Aid in the field.

The partnership: This pilot is managed by a partnership of 3 European civil society organizations working in the field of volunteerism and/or humanitarian and development aid:

Alianza por la Solidaridad (APS) is a Spanish NGO that works in 15 countries through humanitarian action, international cooperation and advocacy to promote democracy, respect for human rights, sustainable human development, equality and social justice.

Gruppo di Volontariato civile (GVC) is an Italian NGO currently present in 20 countries providing humanitarian assistance and contributing to the reduction of poverty. In crisis situation GVC is focused on ensuring the link between emergency and development building resilience of local population.

AWO International is a German NGO working in partnership with local organizations in South- and Southeast Asia, and Central America to ensure that underprivileged people can sustainably improve their lives. In crisis situations AWO International, provides immediate assistance to the affected population and supports reconstruction.



1. **Assignment title:** Junior Volunteer in Admin and Finance

2. **Duration:** 4 months.

3. **Location, Country:** Occupied Palestinian Territory, oPt

The volunteer will travel between Jerusalem and Bethlehem, dividing his time between the two cities.



4. Humanitarian context:

The situation in the Occupied Palestinian Territory is summarized as a political crisis of long duration with grave humanitarian consequences, characterized by a relation of asymmetry and discrimination toward the Palestinian civilian population.

The geographic area formed by Lebanon, Syria, Jordan and the Palestinian Territories (oPt) constitutes an entity with strong common cultural and historical roots, and is known in Arabic under a common name: Bilad al-shams. The creation of the State of Israel has altered reality, giving rise to the Palestinian-Israeli conflict, the longest unresolved international conflict. Since 1948 there have been six wars and two Intifadas, the murder of various political figures, the extension of the Cold War



9. Objective(s) of the assignment:

Support the follow up of admin and financial aspects of humanitarian interventions of Alianza por la Solidaridad and local partners in the oPt.

10. Description of tasks:

Technical tasks:

- a. Review and update admin documentation of on-going interventions
- b. Support the admin team in SI Jerusalem in the analysis of financial and economic information, for Project follow up, reporting and planning, and correct office accountancy follow up.
- c. Elaborate reports to donors and support translations
- d. Organize, digitalize and archive the admin/financial documentation
- e. Support the improvement of admin and financial office protocols
- f. Analyse local legislation and make recommendations for admin procedures improvement
- g. Support the Admin Team in the preparation of different reports documentation
- h. Facilitate workshops with local partners on funding and administrative regulation/ mainly EU projects
- i. Support the Admin team in the submission of the internal Audit report of 2013
- j. Improve the electronic archiving of admin and finance folders on the server
- k. Establish a data base on admin and finance topics provided by the admin team of SI
- l. Gather and summarize information about taxes and vat laws in countries of intervention of SI Middle East Office

- m. Elaborate proposals to improve the work in the area and discuss them with the team
- n. Support identification and proposal writing
- o. Participate in team coordination meetings, undertake monthly planning together with the Project Coordinator
- p. Support the implementation of certain specific activities and report writing of the Project.
- q. Participate in any other activity related to the development of the mission of the volunteer and requested by the Project Coordinator.

Tasks of communication and awareness:

- a. Promote local volunteerism.
- b. Train local volunteers on organization and implementation of volunteer-based activities, when applicable.
- c. Promote partnerships and collaboration between local and European organizations.
- d. Draft and publish two articles per month describing volunteer's experience in the oPt.
- e. Gather audiovisual materials to be used in a public awareness activity in the volunteer's local community in Europe.



Skills:

- Reports drafting.
- Social skills.
- Adaptability.
- Team working.
- Intercultural awareness and respectful attitude towards other's customs and traditions.
- Motivation for promoting local social development.

If you are interested, please fill the application form that you will find in

<http://www.aidvolunteers.org/join-us/missions-and-vacancies/>

Please find attached your CV in Europass format

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

For more information, you can mail us euaidvolunteers@gmail.com