

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



to the Middle East, the irruption of the armed struggle in the Palestinian national movement, the growing islamization of the societies of the Middle East, its growing militarization and authoritarianism as well as constant and failed international peace initiatives, which have converted the Middle East to a key point of global geopolitics.

The most serious consequence of this conflict in humanitarian terms has been the emergence of a refugee and displaced Palestine population in all the countries of the region, as well as in the Gaza Strip and West Bank. Around a quarter of the global refugee population are Palestinian refugees living in refugee camps scattered over the Middle East in precarious conditions and threatened by impoverishment, discrimination and deficiency of basic social services.

5. Security conditions:

The oPt context is extremely fragile and complex, with a constant threat of insecurity through armed activity, and high controls and movement restrictions between very nearby areas, limiting freedom of movement. Therefore volunteers will strictly follow the recommendations and standards of the security plan of the organization, which establishes, among others, that the volunteers may only move to areas considered at risk with prior approval from the direct responsible person and representative of AxS in the Middle East.

- 6. Expected starting date: May 2014
- 7. Local host organisation: The volunteer will be hosted by Alianza por la Solidaridad Middle East (AxS) www.alianzaporlasolidaridad.org , and will support the activities implemented by local partner TAM.

8. Brief description of organization's project:

Alianza por la Solidaridad Oriente Medio works in the following lines:

- To strengthen advocacy on women rights in the oPt, Lebanon and Jordan.
- To increase the capacities of CSOs and Local Authorities to ensure the exercise of women's rights (SRR, right to a life free of violence, Economic Rights) with emphasis on population with humanitarian needs (Gaza, Area C, Syrian Refugees).
- To ensure that Gender aspects are included within the main protection concerns in the oPt, namely; "Forced Displacement", "Settler Violence" and "Violence committed by ISF
- To guarantee that Gender-based violence (GBV) in all its forms, including sexual violence, domestic violence, early marriage, and political violence become a protection concern in the humanitarian spaces in oPt, Jordan and Lebanon and that the humanitarian coverage includes a multisectoral response (psychosocial, legal, health).
- To collect, consolidate and disseminate information related to human rights violations especially those related to limitations on access to productive assets and livelihoods (confiscation of land and productive inputs, restrictions on movement, etc.)
- To undertake actions of advocacy and testimony in coordination with international actors in the framework of the system defined and led by the United Nations (clusters, joint campaigns, etc.).



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
- I. 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.



f. In coordination with the partner NGOs of the project, organize and execute a public awareness activity once back in Europe.

11. Living conditions

- Accommodation: The residence in the city of Bethlehem will be voluntary. The possibility of renting an apartment or rooms located close to the office of Alianza por la Solidaridad, in a neighborhood with all the basic services (electricity, potable water, heating, etc.) will be assessed.
- Transportation: In the city of Jerusalem you can use public transportation. For trips to areas
 of the project, volunteers will use the vehicles of the organization. In any case, it should be
 kept in mind that Israeli occupation imposes blockades and restrictions on the movement of
 people and goods, and it is necessary to pass different controls to enter in the West Bank.
- Food: It is very diverse and is based mainly on Arab and Jewish cuisine. There are a wide variety of restaurants and supermarkets and shops to buy fresh food to cook at home.
- Prices. Jerusalem is an expensive city. The prices for food, lodging and transportation are high. Some leisure activities have increased its price due to the massive flow of tourists. The local currency in Israel is the shekels, although in some businesses also US dollar/euro are accepted.

12. Conditions of service:

- Stipend per month is intended to cover accommodation, basic needs and local transport.
- Visa fees, insurance and airfares will be covered.
- The volunteer will meet the same schedule (Sunday to Thursday) and work calendar that the local work team. For each month of service the volunteer is entitled to two days off.

13. Qualifications/Requirements:

Studies:

- Diploma/Bachelor in Bussiness Admin/Finance

Experience:

- 2 years in admin/finance tasks
- Computer and Microsoft Office, mainly "Word, Excel, power point and Access"
- Prior volunteer experience.
- Desirable previous experience in Development/humanitarian contexts and/or conflict countries

Languages (s):

- English
- Spanish
- Arabic is an asset



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