



TERMS OF REFERENCE

Title:	Volunteer Consultant
Organization:	Mongol-Swiss Development Foundation (MSDF)
Contact Information	Onon Naidan, Director Chingeltei district, Exe Plaza building suite #401 Ulaanbaatar, Mongolia nonon@mongolswiss.org
Duty Station:	Ulaanbaatar, Mongolia
Duration of Appointment:	up to 12 months (part time)
Expected Starting Date:	February - March 2009
Opportunity:	Contribute to strengthening Swiss-Mongolian Relations by assisting the management of the organization in technical, social and capacity building. Input on making MSDF sustainable organization.

BACKGROUND of MSDF

The Mongol-Swiss Development Foundation is a local non-government organization established to inspire and empower people from Switzerland and Mongolia to discover their own and each others potential and jointly work to expand it. MSDF has implemented a Culture Support Project (CSP) Phase I (2006-2008) as mandated by the Swiss Agency for Development and Cooperation in Mongolia (SDC), and currently working on proposal for implementing next phase from 2009 to 2011. MSDF is also the connecting and organizing unit of the Jura Canton and Gobi-Altai aimag¹ partnership project, mandated by SDC, as well. Aside from this two long term projects our organization has implemented various small projects as well. Branch office in Khovd aimag² is currently focused on promoting private sector entrepreneurship development through establishing groups and microfinance. Mongol-Swiss Development Foundation is a small team of young dedicated Mongolians eager to accomplish its goals.

¹ Far western municipal unit, equal to province

² Located on north-west of Gobi Altai aimag

WORK ENVIRONMENT

The intern will work in Ulaanbaatar with opportunity to travel to countryside; our office is located in a secure central downtown area within 5 minute walk distance from SDC in Mongolia office. Working language will be English; however knowledge of French/German will be an asset. MSDF expects to have a volunteer to work minimum 15 hours weekly, with availability to work on weekends.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the executive director, volunteer will assist the local team in developing and executing initiatives and creative ideas that contribute towards sustainable development of the organization.

Specific tasks will be developed in line with consideration of volunteer strengths.

Tasks to be focused:

- Research and help develop possibilities for sustainable MSDF future.
- Contribute on organization and its partner's capacity building.
- Identify and develop at least one service that MSDF can provide long term for income generation.
- Help management on writing reports, surveys and proposals.
- Short translations and editing of various documents.
- Volunteer proposed activity with approval and support from organization.

ALLOWANCE / REIMBURSEMENT

MSDF will pay up to 150,000 MNT (appr. 140 CHF) monthly based on minimum 3 hours daily/ 22 business days per month towards volunteer expenses in Mongolia for example: apartment, transportation, communication and etc. No cash disbursement, allowance will be paid directly to vendor or reimbursed based on paid receipts.

REQUIREMENTS

- A highly dedicated person to work in Mongolia and help local NGO such as MSDF.
- Motivated individual with international development interest.
- Fluent English, knowledge of French and/or German desirable.
- Preferably with previous non government organization related background.
- Excellent and inspiring team player.

COME AND GET US 😊