**TERMS OF REFERENCE**

**VOLUNTEER TO SUPPORT THE FUJI VISION AID MISSION**

**Recruiting agency:** UNHCR Azerbaijan on behalf of the Japanese private Fuji Optical Co. Ltd.

**Areas:** Baku and regions (Tartar, Agdam – to be confirmed) of Azerbaijan

**Duration:** 7 (seven) days, from 11th to 18th May 2020 with a day break on Sunday 17th May

**Background information**

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. The agency established its presence in Azerbaijan in December 1992 and launched an emergency and relief operation to assist thousands of persons fleeing the conflict over Nagorno-Karabakh. During the past 27 years UNHCR provided assistance and protection to refugees, asylum seekers, internally displaced and stateless people by delivering emergency relief assistance, shelter, education, healthcare, water supply, sanitation and income generation programmes.

Since 2005, UNHCR arranged annual humanitarian missions of the Japanese private company of Fuji Optical Co. Ltd. to Azerbaijan. During such missions, Japanese optometrist specialists conduct eye-check for internally displaced persons (IDPs), refugees and other vulnerable people and distribute free-of charge high quality eye-glasses to them. All missions have been led by the Doctor Akio Kanai, who is the winner of the 2006 Nansen Refugee Award and many other prestigious awards.

During 2005-2019, the Fuji vision aid missions were supported by the Interpreters. The last selection of the Interpreters took place in 2014 and the established cohort served until 2019 with a few replacements in its composition. During the evaluation of the 15th mission it was recommended to discontinue the practice of working with the Interpreters and to recruit volunteers to assist not only in building communication between the Japanese Optometrist specialists and beneficiaries, but also in registration of patients, queue control and dispensing of the prescribed eyeglasses.

**Qualifications, duties and responsibilities specific to certain functions to volunteer**

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| **Function** | **Required/desired qualifications** | **Duties & responsibilities** |
| **Interpretation** (Japanese-Azerbaijani) | Bachelor degree in Language studies, Communication and other related field;  Fluency in spoken Japanese and Azerbaijani;  Awareness of both Japanese and Azerbaijani culture, good communication skills and ability to apply cultural knowledge to render an accurate and meaningful interpretation;  Knowledge on the United Nations values and principles, essence of volunteerism, as well as displacement challenges of the contemporary world, especially of the region including Azerbaijan;  Experience in interpreting is highly desired;  Good command of English, Russian and other languages would be an asset. | Facilitate communication between the optometrist specialists and the people benefitting from the vision aid;  Treat beneficiaries politely, demonstrate care and high respect towards them;  Perform other duties and tasks assigned by the mission leader or the coordinator. |
| **Eye-glasses distribution** | Successful completion of high school (11th grade), college or university in Azerbaijan;  Fluency in Japanese and Azerbaijani, both speaking and writing;  Good communication skills and cultural awareness;  Clear handwriting;  Experience in stock management is desired;  Good command of English, Russian and other languages would be an asset. | Dispense eyeglasses in accordance with the provided instructions and based on the prescriptions issued by the Japanese optometrist specialists;  Treat beneficiaries politely, demonstrate care and high respect towards them;  Perform other duties and tasks assigned by the mission leader or the coordinator. |
| **Registration and queue control** | Successful completion of high school (11th grade), college or university in Azerbaijan;  Fluency in Azerbaijani, both speaking and writing;  Awareness of both Japanese and Azerbaijani culture;  Clear handwriting;  Experience in social work is desired;  Good command of Japanese, English, Russian and other languages would be an asset. | Assist in registration of beneficiaries by filling in blank forms;  Assist in creating and maintaining in order the lines of beneficiaries waiting for their eyes checked;  Treat beneficiaries politely, demonstrate care and high respect towards them;  Perform other duties and tasks assigned by the mission leader or the coordinator. |

**Provisions**

All volunteers joined to the Fuji vision aid mission will be provided with food while they are involved in the mission activities and accommodation during the stay in regions. They are entitled to receive a pocket money in the amount of 20 USD per day. Subject to availability of funds, additional cash or in-kind rewards can be assigned to 2 or 3 volunteers as an acknowledgement of their performance and proven dedication to the team work.

**Selection process**

Application form can be found in the next page. All applications along with supporting documents (diplomas/certificates, document verifying proficiency in certain languages) should be sent to [azeba@unhcr.org](mailto:azeba@unhcr.org) **by 16 February 2020**. Assessment of the applications will be conducted by UNHCR on behalf of the Fuji Optical Co. Ltd. Shortlisted candidates might be invited to an interview and/or a written test. Once the evaluation completed and the pool of all qualified candidates established, a list of 9 volunteers will submitted to the Fuji Optical Co. Ltd. for its approval.

**Application Form**

Volunteer to support Fuji Vision Aid Mission to Azerbaijan (11-18 May 2020)

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|  | Name, surname |  |
|  | Date of Birth |  |
|  | Citizenship |  |
|  | Education/Occupation |  |
|  | Languages |  |
|  | Work experience (provide details: agency, department, position and duration of service) |  |
|  | Internship or volunteering engagement (provide details: agency/project, position and duration of service) |  |
|  | Which function you would like to take during the next Fuji vision aid mission (one, two or all can be selected – please consult with the Terms of Reference) | Interpretation (Japanese-Azerbaijani)  Eye-glasses distribution  Registration and queue control |
|  | Home address (current residence) |  |
|  | Mobile phone number |  |
|  | E-mail address |  |