



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM FROM THE UNDERSECRETARY

FOR/TO : All Undersecretaries, Assistant Secretaries, Service Directors, Project and Program Directors, and Heads of Office
DENR Central Office

All Bureau Directors and Heads of Attached Agencies

SUBJECT : **Australian Youth Ambassadors for Development Program (AYAD)**

DATE : **JUN 06 2005**

The Australian Agency for International Development (AusAID) is pleased to announce the above-mentioned subject. The AYAD is a commonwealth government initiative that aims to strengthen mutual understanding between Australia and the countries of the Asia Pacific and make a positive contribution to development.

The program places skilled young Australians, on short-term assignments of between 6 and 12 months, in developing countries throughout the Asia Pacific Region. The Australian Youth Ambassadors use their skills and expertise to actively contribute to international development by assisting in the capacity building of the host organization and skill development of the local counterpart. They also gain an increased understanding of the development needs of their host countries and broaden their experience by living and working in a cross-cultural environment. The Australian Youth Ambassadors undertake assignments in a range of development areas that include education, environment, gender, governance, health, infrastructure and rural development.

In this connection, please signify your interest to participate in the program by submitting electronically the accomplished Project Proposal Form (see attachment) to lpangan@manila.sagric.com, copy furnish the Human Resource Development Service (HRDS) on or before June 15, 2005.

You may contact Ms. Lalay Pangan of AYAD at Tel. Nos. 638-9686 or the DENR-HRDS for further clarification.

For your information and appropriate action.

Armando A. de Castro

ARMANDO A. DE CASTRO

Memo 170

PLEASE COMPLETE ALL SECTIONS OF THE FORM
AYAD Assignment Proposal Form
Intake 15 March/April 2006

Template

(Remember to delete the italicised instructions after providing the information)

1. **Assignment Number:** (official use only)
2. **Assignment Position Title:** *The position title must accurately describe the job to be performed by the AYAD.*
3. **Name of Host Organisation:** *The full name of the HO is required. Abbreviations or acronyms should follow the full title in brackets i.e. Institute of Tropical Biology (ITB).*
4. **Location:** *City followed by Country i.e. Vientiane, Laos.*
5. **Duration of assignment:** *Specify how many months the assignment will be i.e. 11 months. AYAD assignments can only be between 3 and 12 months. The length of the assignment should reflect the assignment outcomes and work plan.*
6. **Description of the Host Organisation:** *Provide information about the HO and its activities (Limit of 2 paragraphs or 300 words)*
7. **Assignment description for the AYAD:**
Outline the tasks to be carried out by the AYAD to achieve the assignment outcomes. The use of dot point for key activities is appropriate.
Note: The AYAD must be working with a local counterpart and not performing in-line tasks; "training" and "assisting" are key aspects of an AYAD assignment.
8. **Assignment outcomes to be achieved by the AYAD:**
Outline the outcomes that are to be achieved by the AYAD. Assignment outcomes are the "results" to be achieved by the AYAD by the end of their assignment. Outcomes should be realistic and easily achievable within the time allocated for the assignment.
9. **Qualifications required by the AYAD:** *List the minimum essential qualifications required by the AYAD in order to successfully carry out this assignment. Note: AYADs must be aged 18-30.*
10. **Experience required by the AYAD:** *Specify the minimum experience required by the AYAD to perform the tasks identified.*
11. **Personal qualities required by the AYAD:** *List any preferences that the HO may have to assist the AYAD Program in ensuring the right person for the position is identified. E.g., An ability to work in a team environment*

12. **Description of assignment location:** *Provide a description of the physical location of the assignment within the country. The program does not place AYADs in remote or potentially dangerous locations. If the assignment is in a rural location, or involves field-work in remote locations, strategies must be provided on how the HO will provide the required level of support for the AYAD.*
13. **Information on accommodation options:** *Suitable affordable and secure accommodation options must be identified by the HO before the assignment is submitted.*
14. **Information about why this assignment is needed:** *Outline the development need within the HO that will be addressed by this assignment. It is essential that the assignment is in keeping with the development objectives of the host country and the Australian Government. Key areas to consider and outline in an assignment application are:*
- *Why does the HO need this AYAD assignment?*
 - *What are the capacity building/development needs of the HO?*
 - *Will the AYAD assignment add value or can the skills be obtained locally?*
 - *Will the HO's capacity be developed through the assignment?*
 - *Will the AYAD position add value to the operations of the HO?*
15. **Description of the AYAD's workplace:** *Describe the physical work environment to which the AYAD will be assigned, identifying available resources and facilities (eg desk, work station, printer, phone, fax etc).*
16. **Details of who will be the supervisor of the AYAD:** *The Supervisor should be a permanent staff member who is responsible for the day-to-day management and work activities of the AYAD and must be readily available to assist the AYAD to negotiate any issues affecting the assignment. They must be able to communicate effectively in English with the AYAD.*
17. **Details of who will be the counterpart(s) of the AYAD:** *A counterpart is an individual or individuals who work directly with the AYAD in their day-to-day activities. The counterpart(s) will benefit from the AYAD's placement as a recipient of training and skill transfer from the AYAD. The counterpart should report to the same supervisor as the AYAD. The AYAD Program only places AYADs in a workplace where English can be used and the AYAD is not filling an in-line position.*
18. **Information on any resources the AYAD should bring with them:** *Are there any resources the AYAD should bring with them to help perform their assignment, for example, text Books, training manuals, background research etc. NOTE: The AYAD cannot be expected to bring a laptop or other computer/equipment to support their assignment.*

**AYAD Assignment Proposal Form
(For completion by HOs and ICMs only)**

Intake 15 March/April 2006

Contact Details

Please Complete ALL Sections Below

1. **Name of HO:**
Address:
Country:

2. **Person in the HO the AYAD can speak to about this assignment: (This could also be their Supervisor)**
Title:
First Name:
Family Name:
Position in the HO:
Phone Number:
Fax:
E-mail:
English language skill: basic intermediate advanced

3. **Person who will be the AYAD's Supervisor (only complete if it is not the person nominated above)**
Title:
First Name:
Family Name:
Position in the HO:
Phone Number:
Fax:
E-mail:
English language skill: basic intermediate advanced

4. **Person who will be the AYAD's Counterpart**
Title:
First Name:
Family Name:
Position in the HO:
Phone Number:
Fax:
E-mail:
English language skill: basic intermediate advanced

9. Proposed Volunteer's Workplan *(Prepare one for each volunteer requested)*

Volunteer Field of Specialization:

| Program/Project Objectives | Expected Output of Volunteer Assistance | Volunteer Activities | Implementation Period | Funding Allocation & Source |
|----------------------------|---|----------------------|-----------------------|-----------------------------|
| | | | | |

For PNVSCA use only.

Request No.

ACTION TAKEN:

Deferred (state reason)

Disapproved (state reason)

Approved for volunteer assistance in the field of _____
for a period of _____.

Date

JOSELITO C. DE VERA
Executive Director

Remarks:
