Megara Skills Volunteers: call for volunteers

Professionals and retirees who give a few hours of a specific skill. Always open, flexible, adults 18+.

TIPCS-VOL-2027-KHI · Call for applications, version 1.0, 8 November 2026

1. At a glance

Item	Detail
Programme	TIPCS Academy, volunteering: Megara Skills Volunteers
Who	Professionals and retirees aged 18+ with relevant experience: lawyers, accountants, designers, engineers, teachers and others
Length and rhythm	Flexible; micro-assignments of a few hours, or a short series agreed in advance
Language	Arabic, French or English
Location	Mostly remote; optional sessions in Monastir or Tunis
Application	Create or open your TIPCS account (/members/apply), then complete the short volunteer form
Deadline	Rolling, open all year
Age	Adults only, 18 and over
Status	Reference TIPCS-VOL-2027-KHI

2. Background and rationale

TIPCS and its learners often need a precise skill for a short time: a talk on a technical subject, a second opinion on a document, a mentor who has walked the same professional path. Megara, named after a historic quarter of Carthage, invites professionals and retirees to offer a few hours of that skill in a structured and respectful way.

Megara is not a way of obtaining professional services without contract for work that TIPCS should contract. TIPCS keeps contracted professionals for legal, accounting, audit and similar services that carry professional responsibility, and uses Megara volunteers for educational and advisory contributions that complement them.

TIPCS follows shared good practice, including principles of United Nations Volunteers and the International Federation of Red Cross and Red Crescent Societies: volunteering is voluntary, complements staff, protects volunteers and recognises them.

3. Objectives and expected outcomes

Objectives for the volunteer and for TIPCS:

- For the volunteer: share knowledge in a setting that values it, and meet learners and colleagues.
- For the volunteer: have a clear scope, a named contact and recognition for the time given.

- For the volunteer: remain able to say no to any request.
- For TIPCS: access to expert talks, mentoring and reviews that enrich its learners and publications.
- For TIPCS: a roster of skills by field, with availability and language, that is easy to consult.
- For learners: advice from practising professionals, always labelled as general guidance.

4. Role description and work agenda

Megara volunteers choose from three kinds of contribution, each described in a one-page brief that sets purpose, hours, audience and deliverable.

Each brief also states confidentiality, who owns the material produced, whether recording is allowed, and the referral route when a request goes beyond general guidance.

- Talk: a lecture, seminar or webinar of defined length for TIPCS learners or the public, with slides shared with TIPCS under the terms in section 16.
- Mentoring: a short series of conversations with an adult learner, fellow or volunteer, on career paths, methods or a specific skill, within boundaries set in the brief.
- Review: comments on a document in the volunteer's field, such as an accessibility check, a design critique, a methods review or a plain-language check of a guide.
- Roster: optional entry in the skills roster, so that staff can contact you when a matching need arises.
- Boundaries: no fees, no sales, no private clients, and no advice on a learner's or fellow's personal legal, tax, medical or financial case.

5. Time commitment and calendar

Typical assignments last a few hours. Mentoring series are limited to a set number of conversations stated in the brief, [number to be set by the programme lead]. Volunteers state their availability and can change it at any time. A request outside your stated availability is never repeated as pressure.

Contribution	Typical duration	Agreed in advance
Talk	One session plus preparation	Topic, audience, date, recording consent
Mentoring	A short series of conversations	Aims, number of meetings, boundaries
Review	A few hours over a few days	Document, deadline, confidentiality
Roster listing	Open	Field, languages, availability

6. Eligibility

- Relevant professional experience in the field you offer, current or past; retirees are especially welcome.
- Good standing in your profession where one is regulated, and willingness to confirm it if asked.
- Adults only: you must be 18 or over on the day you apply. TIPCS does not accept applications from minors.
- Respect for the TIPCS code of conduct and safeguarding rules.
- No degree, nationality or prior volunteering experience is required unless stated above.

7. How to apply

Applying always starts with a TIPCS account. Create or open it at /members/apply, choose this track and complete the short form. You can apply at any time; applications are read as they arrive.

- Short motivation statement (up to 250 words, in Arabic, French or English).
- Your availability: days, hours and period, and any limits you wish us to respect.
- A short CV or professional profile, and the skill you wish to offer.
- Privacy: TIPCS asks only for what the selection needs, uses it only for volunteering management, and keeps it for a limited period explained at sign-up. See section 13.

8. Selection and matching

Selection is matching, not competition. Two team members read each application against the criteria below; unsuccessful applicants are told why and may reapply.

- Step 1: eligibility check (age, account, form complete).
- Step 2: review, with a declaration of interests (employer, clients, commercial ties to TIPCS partners).
- Step 3: short call with the coordinator.
- Step 4: written offer of a first assignment, with the onboarding date [answer-time standard to be set by the programme lead].

Criterion	Weight
Relevant experience and credibility in the field	30
Fit between the skill offered and TIPCS or learner needs	20
Ability to teach, mentor or explain clearly	15
Availability and reliability	15
Integrity and clear declaration of conflicts of interest	20
Total	100

9. Onboarding briefing

Nobody starts before the onboarding briefing, held regularly online or in Monastir or Tunis: values, conduct, safeguarding, data protection, health and safety, role limits, supervision and how to pause or stop. Each volunteer signs a short written volunteer agreement.

Megara volunteers also review the professional boundaries in section 11 and the brief template; mentors are given a short guide on listening, boundaries and referral.

The short volunteer agreement states the parties, the role and its limits, hours, supervisor, agreed expenses, confidentiality, data, images and work products, conduct, how either side may end it, and that it is not an employment contract. Legal counsel reviews it.

10. Supervision and support

Every volunteer has a named supervisor, a TIPCS staff member or an experienced volunteer lead under staff responsibility, who sets the task, checks that it fits volunteering, is reachable during the assignment,

gives feedback and signs off the hours. A check-in follows the first assignment and each term. The Academic Council, an advisory body, receives an annual summary but does not supervise volunteers.

A track coordinator holds the roster, issues briefs and reviews feedback. Mentoring volunteers have access to a supervisor if a conversation raises a concern.

A complaint goes to the programme lead or, if the lead is concerned, to the President. A confidential concern may be sent to Contact@tipcs.org with the subject "CONFIDENTIAL – Concern", and is handled under the whistleblowing and complaints policy without retaliation.

11. Code of conduct

Every volunteer commits to the following.

- Act with respect, honesty and discretion towards participants, colleagues, partners and the public.
- Remain politically neutral and non-partisan when acting for TIPCS; do not use TIPCS activities for personal, party-political or commercial promotion.
- Respect Tunisian law and the dignity, culture and beliefs of everyone, and never discriminate.
- Accept no gifts or favours in connection with the role, and declare any conflict of interest.
- Do not speak to the media or sign for TIPCS unless authorised in writing.
- Use TIPCS names, logos and accounts only as the supervisor allows.
- Give general information and educational guidance only: you do not act as TIPCS's lawyer, accountant or adviser, and no professional-client relationship is created with learners.
- Do not solicit clients, employment or sales from learners, fellows or partners, and keep mentoring clear of commercial interest.
- Keep confidential any document or information received.
- Breaches are handled fairly: the volunteer is heard, and outcomes range from guidance to ending the assignment.

12. Safeguarding

TIPCS applies zero tolerance to abuse, exploitation and harassment. Volunteers are adults, are themselves protected, and may raise concerns without retaliation. A safeguarding focal point, a named role, receives concerns in confidence and reports to the President.

- Volunteers are never left alone with a person under 18 or in a vulnerable situation, and are never in charge of them. Where an activity involves minors, led by TIPCS or a partner, a staff member or partner professional is always responsible.
- Photos and recordings are made only with informed written consent, under the photo-and-media-policy (draft). Volunteers do not photograph people under 18, and delete any image at the request of the person shown.
- On a disclosure, volunteers listen, do not promise secrecy, do not investigate, and report the same day.
- A short self-declaration of suitability is requested; where a role warrants it, TIPCS will consider further checks lawful in Tunisia.
- Mentoring takes place only with adults aged 18 and over, in agreed channels, and conversations are not moved to private messaging apps unless the brief allows.
- Where a safeguarding or safety concern arises, the focal point may suspend an assignment at once, pending a fair hearing.

13. Data protection

TIPCS handles volunteer and participant data under Law 2004-63. Its data-protection declaration is in progress; meanwhile TIPCS collects only what is necessary, limits access to the volunteer team, never shares data for marketing, and deletes application data after a retention period still to be fixed. Volunteers may ask to see, correct or delete their data via Contact@tipcs.org, use only approved channels for other people's data and report any loss at once.

Documents sent for review are shared through TIPCS channels and deleted by the reviewer once the review is returned.

TIPCS asks for no sensitive data beyond what a volunteer chooses to give for accessibility or an emergency contact, kept apart. Any tool hosted abroad is checked against the transfer rules of Law 2004-63 first.

14. Recognition

Recognition is part of the standard. A volunteer who completes assignments receives, on request, a certificate stating track, dates, hours confirmed by the supervisor and tasks done, and may ask for a written reference. Public credit by name needs consent.

The certificate and reference are issued by TIPCS as a private non-profit organisation. They are not a diploma, a state-recognised qualification or a statement of skill level.

Public credit, such as a name in the programme of a talk, is given only where the volunteer agrees. Where a volunteer's slides or review are reused, TIPCS names the author unless asked not to.

15. Expenses, insurance and no replacement of staff

Volunteers do not receive a salary, fee or allowance. TIPCS reimburses an expense only if it was agreed in writing before it was incurred, is supported by a receipt, and falls within a category the programme can fund. [Rules and limits to be set by the Board with funders.]

Insurance: TIPCS intends to arrange cover for volunteers during assignments (accidents and civil liability); insurer, scope and conditions are to be confirmed. Until cover is confirmed in writing, only low-risk tasks are assigned.

No replacement of staff: volunteers complement TIPCS and never replace staff, researchers, interns or contracted professionals; a task normally done by a salaried or contracted person is not given to a volunteer to save cost.

16. Outputs, deliverables and indicators

Outputs are talks given, mentoring series completed and reviews returned, and the intellectual property of what you produce is agreed in writing in advance: by default the volunteer keeps ownership, and TIPCS receives a non-exclusive licence to use the material for its non-commercial educational purposes with attribution.

Indicator	How it is measured	Target
Skills on the roster, by field and language	Roster	[to be set]
Talks, mentoring series and reviews completed	Supervisor sign-off	[to be set]
Learner feedback on usefulness	Short form	[to be set]

Indicator	How it is measured	Target
Volunteer satisfaction	Check-in and survey	[to be set]
Conflicts of interest declared and handled	Declaration register	All cases, no exception

17. Monitoring, evaluation and risks

The programme lead reviews each term hours, assignments, feedback and any safeguarding or conduct concerns (anonymised); targets are set after the first cohort.

Risk	Mitigation
Volunteer advice mistaken for formal professional advice	Written label of general guidance, no professional-client relationship, referral to contracted professionals.
Conflict of interest or self-promotion	Declaration, code of conduct, supervisor review.
Volunteers used instead of contracted experts	Programme lead reviews briefs; regulated services remain contracted.
Safeguarding concern	Focal point, same-day reporting, written procedure, no retaliation.

18. Leaving, and what this call does not promise

You may pause or stop at any time, with notice so that work can be reassigned. TIPCS may also end an assignment, with reasons and a chance to reply.

TIPCS does not promise a visa, admission to any institution, a job, a fellowship, an internship, a place on a course, a diploma or certificate recognised by a state, or any language or skill level. Volunteering is not a condition of, nor a route to, any other TIPCS opportunity, and the selection for those opportunities remains independent.

19. Legal and regulatory framework (Tunisia)

General information in plain words, not legal advice. Check each text against its current official version; anything not listed is subject to applicable Tunisian rules, to be verified by counsel.

- Slides, reviews and recordings remain the volunteer's work: TIPCS holds a non-exclusive licence for non-commercial educational use, agreed in writing and with attribution (Law 94-36).
- Due diligence: volunteers declare employer, clients and commercial ties to TIPCS partners so that TIPCS can apply its conflicts of interest and anti-fraud rules.

Text	What it means for this track
Decree-Law 2011-88 on associations	Volunteering is an activity of an association: statutes, governing bodies, transparent accounts and reporting apply. It does not make anyone a member or officer unless the statutes say so.
Code du travail (law 66-27)	Volunteering is not employment: no salary, no employer-style subordination, hours chosen by the volunteer. A role that starts to look like a job is stopped and replaced by a proper contract. Any specific volunteer status in Tunisian law is to be confirmed by counsel.

Text	What it means for this track
Code des obligations et des contrats; Law 2000-83 on electronic exchanges	The agreement is civil: clear purpose, genuine consent, lawful object, responsibility for harm caused. E-signature is used only if counsel confirms it.
Law 2004-63 on personal data	Stated purpose, consent, limited retention, rights of access and objection. The TIPCS declaration to the INPDP is in progress; check the current text, as a reform has been discussed.
Law 94-36 on literary and artistic property	Texts, slides, photographs and translations have authors; a person's image is not used without agreement. Uses are agreed in writing.
Law 2017-10 on reporting corruption	Good-faith reports of corruption are protected. TIPCS offers a confidential route (section 10).
Professional rules of the volunteer's own profession	Regulated professions keep their own duties, such as professional secrecy. Volunteers give general guidance only, create no client relationship and are not asked for client information.
Laws 2017-58, 2016-61 and 2018-50	Violence against women, trafficking, racial discrimination: context for safeguarding. Volunteers refer warning signs to the focal point and do not investigate. Reporting duties to be confirmed.
Code de la sécurité sociale (law 60-30); insurance	Volunteers are not employees. Any social-security duty and the scope of accident and civil-liability cover are to be confirmed.

20. Related TIPCS policies

This call applies the following policies. Drafts are proposals for Board ratification, not yet in force.

- volunteering-policy (draft, for Board ratification): rules common to the four tracks.
- Safeguarding policy (ratified, v1.0, 25 Oct 2026).
- Whistleblowing and complaints policy (ratified, v1.0, 25 Oct 2026).
- Conflicts of interest policy (ratified, v1.0, 25 Oct 2026).
- photo-and-media-policy (draft, for Board ratification): images, recordings and work products.
- Anti-fraud and integrity policy (ratified, v1.0, 25 Oct 2026): expenses, gifts and honest dealing.

21. Contact and frequently asked questions

Contact: Contact@tipcs.org, landline +216 73 553 915. Offices in Monastir (HBSSC, Hannibal Barca Student Social Centre) and Tunis.

- Can I offer a skill that is not on your list? Yes, describe it in the form.
- Will I be named publicly? Only if you agree.
- Can I be asked for legal or accounting advice for TIPCS? No; contracted professionals provide that.
- Is Megara only for people with a degree? No, but you must show relevant experience.
- Is the volunteer agreement an employment contract? No; it is a short civil agreement and creates no employment relationship.
- Can I volunteer from abroad or as a foreign national? Remote roles may be possible; residence rules are to be confirmed by counsel.

> Call for applications, version 1.0, 8 November 2026. Applications start from a TIPCS account at www.tipcs.org. TIPCS does not promise a job, a diploma, a visa or admission anywhere. Adults only (18+). General information, not legal advice: check the current official texts before relying on it.

Volontaires de compétences Megara : appel à volontaires

Professionnels et retraités qui offrent quelques heures d'une compétence précise. Toujours ouvert, flexible, adultes de 18 ans et plus.

Megara, du nom d'un ancien quartier de Carthage, invite des professionnels et des retraités de 18 ans et plus à offrir quelques heures d'une compétence précise, de façon structurée et respectueuse. L'appel est ouvert toute l'année, sans date limite, avec un rythme flexible et des micromissions de quelques heures.

Trois contributions sont possibles, décrites chacune dans une fiche d'une page : un exposé, un mentorat de quelques échanges avec un adulte, ou une relecture dans son domaine. Une inscription facultative au registre des compétences permet au personnel de vous solliciter. Le volontaire peut toujours refuser. Megara ne remplace jamais les services sous contrat : droit, comptabilité, audit.

Pour candidater, il faut d'abord créer ou ouvrir un compte TIPCS (/members/apply), puis remplir un court formulaire et déclarer ses intérêts (employeur, clients, liens commerciaux avec des partenaires). Les critères pondérés couvrent l'expérience, l'adéquation aux besoins, la capacité à expliquer, la disponibilité et l'intégrité. Une séance d'accueil et un accord de volontariat écrit précèdent toute mission.

Les volontaires donnent des informations générales et des conseils éducatifs ; aucune relation client-professionnel n'est créée, aucun client n'est sollicité et le secret professionnel propre à chaque métier reste respecté. Par défaut, le volontaire garde ses droits sur ses supports et le TIPCS dispose d'une licence non exclusive à des fins éducatives non commerciales, avec mention de l'auteur. Les frais ne sont remboursés que s'ils ont été convenus par écrit ; l'assurance reste à confirmer.

Le volontariat n'est pas un emploi : un accord de volontariat écrit, de nature civile, tient lieu de cadre, sans contrat de travail. Le cadre tunisien décrit dans l'appel comprend le décret-loi 2011-88 sur les associations, la loi 2004-63 sur les données personnelles (déclaration à l'INPDP en cours), la loi 94-36 sur la propriété littéraire et artistique (images et productions), la loi 2017-10 sur le signalement et la protection des lanceurs d'alerte, ainsi que les lois 2017-58, 2016-61 et 2018-50 comme contexte de protection et de non-discrimination. L'assurance des volontaires reste à confirmer. Il s'agit d'informations générales, non d'un avis juridique. Les politiques associées (volontariat, photos et médias) sont des projets soumis à la ratification du Conseil ; les politiques de protection, de signalement et de conflits d'intérêts sont en vigueur.

Le TIPCS ne promet ni visa, ni admission, ni emploi, ni bourse, ni stage, ni diplôme ou certificat reconnu par un État, ni niveau de langue ou de compétence ; le volontariat n'est ni une condition ni une voie d'accès à une autre offre du TIPCS. Contact : Contact@tipcs.org, +216 73 553 915.

> Appel à candidatures, version 1.0, 8 novembre 2026. Toute candidature part d'un compte TIPCS sur www.tipcs.org. Le TIPCS ne promet ni emploi, ni diplôme, ni visa, ni admission. Adultes uniquement (18 ans et plus). Information générale, non un avis juridique : vérifier les textes officiels en vigueur avant de s'y fier.

متطوعو ميغارا للمهارات: نداء للتطوع

مهنيون ومتقاعدون يمنحون بضع ساعات من مهارة محددة. باب مفتوح دائماً، ومرن، لمن بلغ 18 سنة فأكثر.

ميغارا، نسبةً إلى حيّ قديم من قرطاج، تدعو المهنيين والمتقاعدين الذين بلغوا 18 سنة فأكثر إلى منح بضع ساعات من مهارة محددة بصورة منظمة ومحترمة. والباب مفتوح طوال السنة دون موعد نهائي، والإيقاع مرن ومهام قصيرة من بضع ساعات.

تُتاح ثلاث مساهمات، لكل منها بطاقة من صفحة واحدة: محاضرة، أو إرشاد من بضع جلسات مع راشد، أو مراجعة في مجال المتطوع. ويتيح التسجيل الاختياري في سجل المهارات للعاملين الاتصال بكم. وللمتطوع دائماً حق الرفض. ولا تحلّ ميغارا محلّ الخدمات المتعاقد عليها: القانون والمحاسبة والتدقيق.

للتقديم يُنشأ حساب في المعهد أو يُفتح (members/apply/) ثم تُملأ استمارة قصيرة ويُصرَّح بالمصالح (المشغّل والحرفاء والصلات التجارية بشركاء المعهد). وتشمل المعايير الموزونة الخبرة، والملاءمة للحاجات، والقدرة على الشرح، والتفرغ، والنزاهة. وتسبق كل مهمة جلسة تعريفية واتفاق تطوع كتابي.

يقدّم المتطوعون معلومات عامة وإرشاداً تربوياً، ولا تنشأ علاقة مهنية مع المتعلمين ولا يُستقطب حرفاء ويُحترم السر المهني الخاص بكل مهنة. وافتراضياً يحتفظ المتطوع بحقوقه على موادّه وللمعهد رخصة غير حصرية لأغراض تعليمية غير تجارية مع ذكر المؤلف. ولا تُسدَّد النفقات إلا إذا اتُّفق عليها كتابياً، وتأمين المتطوعين قيد التأكيد.

التطوع ليس عملاً مأجوراً: فاتفاق التطوع الكتابي، وهو اتفاق مدني، هو الإطار ولا وجود لعقد شغل. ويشمل الإطار التونسي الوارد في النداء المرسوم عدد 88 لسنة 2011 المتعلق بتنظيم الجمعيات، والقانون الأساسي عدد 63 لسنة 2004 المتعلق بحماية المعطيات الشخصية (وتصريح المعهد لدى الهيئة الوطنية لحماية المعطيات الشخصية قيد الإنجاز)، والقانون عدد 36 لسنة 1994 المتعلق بالملكية الأدبية والفنية (الصور والإنتاجات)، والقانون عدد 10 لسنة 2017 المتعلق بالإبلاغ عن الفساد وحماية المبلّغين، والقوانين الأساسية عدد 58 لسنة 2017 و61 لسنة 2016 و50 لسنة 2018 بوصفها سياقاً للحماية وعدم التمييز. وتأمين المتطوعين قيد التأكيد. وهذه معلومات عامة وليست استشارة قانونية. والسياسات المرتبطة (التطوع، الصور والإعلام) مشاريع تُعرض على مصادقة المجلس، أما سياسات الحماية والإبلاغ وتضارب المصالح فهي سارية.

لا يعد المعهد بتأشيرة أو قبول أو وظيفة أو زمالة أو تربص أو شهادة تعترف بها دولة أو مستوى لغوياً أو مهارياً، والتطوع ليس شرطاً لأي فرصة أخرى في المعهد ولا طريقاً إليها. للتواصل: Contact@tipcs.org، الهاتف الثابت 915 553 73 216+.

نداء لتقديم الطلبات، الإصدار 1.0، 8 نوفمبر 2026. تبدأ كل طلبات التقدم من حساب لدى المعهد على www.tipcs.org. لا يَعِد المعهد بوظيفة ولا شهادة ولا تأشيرة ولا قبول. للبالغين فقط (18 سنة فأكثر). معلومات عامة وليست استشارة قانونية؛ يُرجى التثبت من النصوص الرسمية السارية قبل الاعتماد عليها.