Byrsa Field Volunteers: call for volunteers

Events, fieldwork and outreach with TIPCS. Always open, flexible, adults 18+.

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

1. At a glance

Item	Detail
Programme	TIPCS Academy, volunteering: Byrsa Field Volunteers
Who	Anyone aged 18+ who wants to give time to community events, workshops and field visits
Length and rhythm	Flexible, from a single day to several months; you choose the rhythm
Language	Arabic, French or English; knowing more than one helps but is not required
Location	Monastir and Tunis, and field sites in Tunisia where TIPCS activities take place; travel only if agreed in writing
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-SAL

2. Background and rationale

TIPCS is a Tunisian think-do tank: it produces research and puts it into practice through dialogues, workshops, training and field visits. These activities depend on people who welcome participants, set up rooms, guide groups and record what happens. Byrsa, named after the citadel hill of ancient Carthage, is the name of the track that brings such people together.

Many people in Tunisia and beyond wish to contribute to peace-building, civic life and learning but cannot commit to a full-time role. Byrsa is designed for them: short, clear assignments with proper preparation, supervision and recognition.

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: take part in real peace-and-dialogue activities, meet colleagues and practise teamwork and communication.
- For the volunteer: receive a briefing on safeguarding, conduct and event practice that is useful in other settings.
- For the volunteer: obtain a certificate of the activities completed and, where deserved, a reference.

- For TIPCS: welcoming, accessible and well-documented events.
- For TIPCS: closer contact with communities where activities are held, and honest feedback from them.
- For TIPCS: a reliable pool of trained volunteers that complements, and does not replace, its staff.

4. Role description and work agenda

Byrsa volunteers support activities planned and led by TIPCS staff. Each assignment is described in writing before it starts: purpose, date, place, tasks, supervisor and expected hours. The main assignment families are listed below, and a volunteer may choose one or several.

Volunteers do not drive TIPCS vehicles, handle cash, enter private homes or take part in activities with security risks, and do not conduct interviews, surveys or research on their own.

- Welcome and registration: greet participants, guide them, handle sign-in lists with the privacy rules in section 13.
- Logistics: set up and clear rooms, prepare materials, support interpreters and speakers.
- Accessibility support: help participants with reduced mobility or other needs to take part fully, following the staff lead.
- Documentation: take notes, collect feedback forms and, with consent, photographs for TIPCS use.
- Outreach: share event information with community groups, associations and institutions as briefed by staff.
- Field visit support: accompany staff on visits, carry materials, record observations, never conduct interviews alone.
- Health and welfare: at each venue, note the first-aid contact, exits, shade and drinking water, and tell the supervisor of any hazard at once.

5. Time commitment and calendar

There is no minimum and no maximum set by TIPCS, but each volunteer agrees in writing the hours they can give, and supervisors will not ask for more. A shift is normally three to six hours, with a break. Volunteers should not exceed what they can sustain alongside study, work or family duties.

Stage	When	What happens
Application	Any time	Account, form, short call
Onboarding briefing	Within a few weeks of acceptance	Mission, conduct, safeguarding, data, logistics
First assignment	After the briefing	Paired with an experienced volunteer or staff member
Ongoing assignments	As agreed	Offered by calendar; accept or decline without pressure
Check-in	After the first assignment, then each term	Feedback and any changes
Certificate	On request, after completed assignments	Hours confirmed by supervisor

6. Eligibility

- Interest in peace, dialogue and community life, and willingness to work in a team.

- Ability to stand, carry light materials or sit for several hours, unless the assignment says otherwise; adaptations are discussed on request.
- 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).
- A short CV or a few lines on your experience.
- Your availability: days, hours and period, and any limits you wish us to respect.
- Optional: any languages you speak, and whether you have a driving licence if travel to a field site is planned.
- 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 attention to balance of languages and gender in the volunteer team.
- 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
Motivation and understanding of TIPCS values	25
Availability and reliability	20
Relevant experience, formal or informal	20
Communication and teamwork	20
Language and accessibility fit with open assignments	15
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.

Byrsa volunteers also receive a one-page field guide: arrival time, who to call, what to wear, what to say if asked about TIPCS, and what to do if a participant is unwell.

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.

Each assignment brief names who may be photographed or recorded and where sign-in sheets are kept, so that volunteers do not have to decide this alone.

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.

For field visits a staff member is always responsible for the group and holds the emergency contact list.

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.
- Never discuss political parties, religious disputes or personal opinions on contested issues while acting as a volunteer, and refer such questions to the staff member in charge.
- 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.
- Field visits: volunteers travel with staff or with an agreed colleague, share their location with the supervisor as agreed, and may refuse any task that feels unsafe.
- 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.

Sign-in sheets, feedback forms and photographs are collected on TIPCS forms only, with a clear notice to participants.

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.

Volunteers who regularly help with events may be invited to share their experience in a short, optional account on the TIPCS site, with their consent.

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

Byrsa does not produce research outputs; it produces well-run activities and records. Indicators are used to check quality and learn, not to compare volunteers.

Indicator	How it is measured	Target
Volunteers onboarded	Briefing attendance register	[to be set]
Assignments completed	Supervisor sign-off	[to be set]
Volunteer satisfaction	Term check-in and optional survey	[to be set]
Participant feedback on welcome and logistics	Event feedback form	[to be set]
Safeguarding concerns handled within the written deadline	Focal point log	All concerns, 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
Overstretched at large events	Cap volunteer numbers to supervisors available; brief in advance.
Injury or illness in the field	Staff lead, first-aid contact, insurance, low-risk tasks until cover confirmed.
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.

- For fieldwork, volunteers act under the staff lead's instructions and carry only TIPCS-issued material; any permit or authorisation needed for a venue or visit is obtained by staff.

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).
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.

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.

- Do I need experience? No. Willingness and reliability matter most.
- Can I volunteer for just one event? Yes, one day is enough.
- Will I receive a salary? Byrsa is voluntary; see section 15 on agreed expenses.
- Can my friend and I volunteer together? Yes, if both are 18 or over and both apply.
- 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.

FRANÇAIS : RÉSUMÉ

Volontaires de terrain Byrsa : appel à volontaires

Événements, terrain et sensibilisation avec le TIPCS. Toujours ouvert, flexible, adultes de 18 ans et plus.

Byrsa, du nom de la colline de la citadelle de Carthage antique, est la filière de volontariat du TIPCS pour les événements, les ateliers, les visites de terrain et la sensibilisation. Elle s'adresse à toute personne de 18 ans et plus qui souhaite donner du temps, d'une journée à plusieurs mois, selon son rythme. L'appel est ouvert toute l'année, sans date limite.

Les volontaires appuient des activités conçues et dirigées par le personnel : accueil, logistique, accessibilité, documentation, relais d'information et accompagnement de visites. Chaque mission est décrite par écrit avant son début, avec un superviseur nommé. Les volontaires ne conduisent pas d'entretiens seuls et ne remplacent jamais le personnel.

Pour candidater, il faut d'abord créer ou ouvrir un compte TIPCS (/members/apply), puis remplir un court formulaire. La sélection est un appariement fondé sur des critères pondérés : motivation, disponibilité, expérience, communication, adéquation linguistique. Aucun diplôme n'est exigé. Une séance d'accueil et un accord de volontariat écrit précèdent toute mission.

Les volontaires ne sont jamais seuls avec une personne mineure ou vulnérable ; les photos exigent un consentement écrit et ne portent pas sur des mineurs. Les données sont traitées selon la loi 2004-63. Les frais ne sont remboursés que s'ils ont été convenus par écrit ; l'assurance reste à confirmer. Une attestation de bénévolat et, le cas échéant, une lettre de référence peuvent être délivrées ; ce ne sont ni un diplôme ni une qualification reconnue.

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 بيرصا الميدانيون: نداء للتطوع

الفعاليات والعمل الميداني والتوعية مع المعهد. باب مفتوح دائماً، ومرن، لمن بلغ 18 سنة فأكثر.

بيرصا، نسبةً إلى ربوة القلعة في قرطاج القديمة، هو مسار التطوع في الإنشاء التونسي لدراسات السلام والصراع للفعاليات والورش والزيارات الميدانية والتوعية. وهو موجّه لكل من بلغ 18 سنة فأكثر ويرغب في منح وقته، من يوم واحد إلى عدة أشهر، وفق إيقاعه. والباب مفتوح طوال السنة دون موعد نهائي.

يدعم المتطوعون أنشطةً يخطط لها العاملون في المعهد ويقودونها: الاستقبال، واللوجستيات، وتيسير الوصول، والتوثيق، ونقل المعلومات، ومرافقة الزيارات. وتُوصَف كل مهمة كتابياً قبل بدئها ويُسمّى لها مشرف. ولا يجري المتطوعون مقابلات بمفردهم ولا يحلّون محلّ العاملين أبداً.

للتقديم يُنشأ حساب في المعهد أو يُفتح (members/apply/) ثم تُملأ استمارة قصيرة. والانتقاء مواءمة تقوم على معايير موزونة: الدافعية، والتفرغ، والخبرة، والتواصل، وملاءمة اللغات. ولا تُشترط أي شهادة. وتسبق كل مهمة جلسة تعريفية واتفاق تطوع كتابي.

لا يُترك المتطوع وحده مع قاصر أو شخص في وضع هشّ، ولا تؤخذ الصور إلا بموافقة كتابية ولا تشمل القاصرين. وتُعالَج المعطيات وفق القانون الأساسي عدد 63 لسنة 2004. ولا تُسدَّد النفقات إلا إذا اتُّفق عليها كتابياً، وتأمين المتطوعين قيد التأكيد. ويمكن تسليم شهادة تطوع وعند الاقتضاء رسالة توصية، وليستا شهادة علمية ولا مؤهلاً تعترف به دولة.

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.