



## **Terms of Reference**

### **Occupational Classification for the UNV roster**

**Group/Unit:** One Web Roster Project Board  
**Duty Station:** Bonn, Germany  
**Type of contract:** Special Service Agreement

#### **1 Background**

One of the three areas of intervention of the UNV programme is the mobilization of volunteers for peace and development. This includes the mobilization of some 7,000 UNV volunteers annually, who serve on national and international assignments.

For over two decades, the main recruitment source for UNV volunteers has been the organization's roster of candidates. An integral part of the roster database is the classification of profiles according to their professional qualifications and experience.

In addition, the UNV programme reports on the areas of expertise provided by UNV volunteers and uses the same classification system to group volunteer assignments.

The ILO owned ISCO-88 has been the basis for the current classification system, internally referred to as "Spectrum". Since its implementation in the early 90s, the list of professional groups, categories, and specializations has been evolving with the needs and trends of the organization but not necessarily in line with the ISCO approach to occupational classification.

In 2004 and in response to the continuously growing involvement of UNV volunteers in UN Peacekeeping Missions, a second classification system was created around "Position Codes". These codes reflect the most common "positions" for which UNV recruits volunteers.

With the launch of ATLAS Wave II in 2007, a third classification system of "job titles" was introduced, based on commonly used "assignment titles" and UNDP's classification of staff posts.

With a view to bringing some coherence, it was recommended to review UNV's classification systems.

#### **1.1 Current Limitations**

The three classification systems currently in use at UNV are partly overlapping and lack coherence. Taken separately, they are not sufficiently comprehensive and/or outdated.

These limitations have negatively impacted UNV's capacity to

- a) quickly retrieve the best matching profiles when searching for candidates; and
- b) summarize and report on UNV volunteers by professional categories or areas of expertise.

## **2 Purpose of the Consultancy and Key Deliverables**

The purpose of the consultancy is to

- a) review all current occupational classification systems used in UNV;
- b) analyze and document the needs of UNV in terms of candidate search and reporting requirements; and
- c) recommend and develop a new, coherent and comprehensive classification system, that could be integrated into UNV's IT systems supporting the volunteer management cycle.;
- d) Prepare background information and training material for the proposed classification system.

## **3 Position Summary**

### **3.1 Reporting Line**

Under the direct supervision of the Project Manager, the consultant will report to the 'One Web Roster' Project Board.

### **3.2 Responsibilities**

The consultant will be expected to:

- Review the three currently used classification systems for candidates'/volunteers' profiles and UNV assignments;
- Assess the needs of roster users in terms of search facilities when identifying candidates for UNV assignments;
- Assess UNV's needs in terms of reporting on UNV volunteers' contributions to peace and development through their assignments;
- Propose a new classification system for applicants to the UNV programme and candidates in the UNV roster;
- Elaborate written material as background information for the proposed classification system;
- Develop training material for end users on the new classification system;

### **3.3 Duration and Location**

The consultancy is for three weeks and will be based at UNV headquarters in Bonn, Germany. The consultancy is expected to start as soon as possible.



### **3.4 Requirements**

- Completed university degree in Human Resources or a related field;
- At least 5 years of experience in occupational classification in an international development context;
- Knowledge of the UN system;
- Fluency in English; knowledge of French and/or Spanish an asset;
- Solid writing skills in English;
- Analytical and negotiation skills;