

## DESCRIPTION OF ASSIGNMENT

### Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

- 1. Type of Assignment:** International UN Volunteer
- 2. Type of Assignment Place:** Family Duty Station
- 3. Assignment Title:** ICT for Development Officer
- 4. Link with UNV Strategic Framework:** Securing access to basic social services
- 5. Duty Station, Country:** Ulaanbaatar, Mongolia
- 6. Duration (in months):** 12 months with possibility of extension
- 7. Expected Starting Date:** As soon as possible
- 8. Host Agency/Host Institute:** UNICEF Mongolia
- 9. Organizational Context/Project:**

The current Country Program Action Plan 2012-2016 between the Government of Mongolia and UNICEF supports the Government in achieving the MDG 4 (Reduction of Child Mortality) and the draft Country Programme Document 2017-2021 will support the Government in achieving the SDG 3 (Good health and well-being).

## Country Programme Strategies

The current Country Programme was designed to provide stronger technical assistance to the government in order to establish appropriate mechanisms and to promote effective policy implementation and budget allocations that are sensitive to human rights, gender and social inclusion at three levels, which will be continued in the new Country Programme for 2017-2021:

- *The national level:* Encouraging the establishment of mechanisms for data and disparity analysis, policy review and effective implementation with appropriate budget allocations. Strategic communications and evaluations are aimed at positioning children and women, particularly those most vulnerable, at the heart of Mongolia's development agenda. Action at the national level is reinforced by South-South learning and partnerships with international organisations.
- *The sub-national level:* Reinforcing partnerships with selected local governments to address capacity gaps in local planning, delivery and monitoring of quality services for children to ensure better tailoring to each district's needs.
- *The community level:* Empowering service providers and beneficiaries through support for behavioural change and the provision of quality services. This involves an increased emphasis on Communication for Development.

In order to support Mongolia in addressing inequities and align to the National Development Strategy, UN Development Assistant Framework (UNDAF) and Millennium Development Goals (MDGs), the UNICEF Country Programme is built around two main programme components:

1. Social Policy, Investments and Advocacy for Children's Rights, and
2. Integrated and Inclusive Interventions for Children (incorporating health, education, nutrition, child protection and WASH).

**The UNICEF Mongolia Health Programme** as a key component of the Integrated and Inclusive Interventions for Children aims to increase the use of basic health services and strengthen good practices for the fulfilment of young children's rights to health and nutrition, particularly for marginalised children.

The UNICEF Mongolia Health Programme addresses the children most affected by disparities, reaching them with cost-effective, integrated services that are designed to reinforce policy initiatives undertaken at the national level, providing evidence of their effectiveness and advocating to the government to bring them up to scale. Interventions focus on reaching pregnant women and children aged 0-5 years, and uses the evidence generated from evaluation, assessments and surveys, results from pilot projects to influence policy and budgets for children.

The draft UNICEF Country Programme 2017-2021 is also designed to directly contribute to Mongolia's new Long-Term Sustainable Development Vision 2016 – 2030, and in particular to its goals of sustainable social and green development accompanying sustainable economic development. In addition, the country programme will connect directly to Mongolia's United Nations Development Assistance Framework (UNDAF) 2017 – 2021 and in particular to one of its three outcomes aimed at ensuring that “by 2021, the poor and vulnerable population benefit from better social protection and are able to increasingly utilize quality and equitable basic social services, with a special focus on water, sanitation and hygiene”.

**Child Survival and Development** is one of the three programme components of the draft UNICEF Country Programme 2017-2019, which aims to ensure that the most disadvantaged children in Mongolia benefit from increased access and utilization of services that promote health and nutrition, including water, sanitation, hygiene and interventions that mitigate the impact of air pollution on children. The component will specifically address the need for a stronger equity focus in the physical access to quality services for the most disadvantaged children at sub-national levels with the support of legislation, policies and budget allocation and the removal of demand barriers through improved social and cultural practices and awareness. Capacity development of national and local authorities will ensure sustainability of interventions, including for contingency plans and preparedness measures in case of natural disasters. This component will entail the provision of an integrated package of Maternal, Newborn and Child Health (MNCH). This was successfully tested in the previous country programme and will be replicated to a larger geographical scale, as part of the sub-national service delivery systems.

The Health Programme also promotes the use of technology in increasing access to high-impact, low-cost health interventions including preventive health information of ante-natal care and newborn care as well as in cold chain monitoring.

Specifically in 2016 - 2017, the Health Programme aims to introduce and implement nationwide a C4D (Communication for Development) strategy for Inactivated Polio vaccine (IPV) and pneumococcal conjugate vaccine (PCV). Also, scaling of proven low-cost, high-impact interventions at the national level, such as EENC (Early Essential Newborn Care), as it addresses major child mortality causes (i.e., newborn complications) to sustain the current achievements in the reduction of U5MR (Under-five Mortality Rate). The use of ICT applications in the achievement of these planned results is essential.

UNICEF Mongolia works with government partners within the framework of a five year cooperation agreement covering 2012 to 2016. This cooperation agreement is operationalized through an approved Multi-Year Work Plan, the current one covers 2015 to 2016. UNICEF Mongolia has four programme teams: Social Policy, Child Friendly Schools, Child Friendly Community and Water, Sanitation and Hygiene. These programmes are supported by cross-

sectoral staff: Communication for Development officer, M & E (Monitoring & Evaluation) Officer, Communications Officer; and Operations Team.

The International UN Volunteer will be attached to the Health Programme within the Child Friendly Community programme, under the supervision and guidance of the Health Specialist. The Health Specialist is accountable in achieving the planned results of the Health Programme for 2016 in collaboration with the key partners at the Ministry of Health in Mongolia and its Departments in Khuvsgul province and Nalaikh District and with the support of the UNV.

## 10. Description of tasks:

Under the direct supervision and programmatic guidance of the Health Specialist, who is accountable to deliver the planned results of the Health Programme, the UN Volunteer will undertake the following tasks:

- Assist in the development and implementation of ICT-supported programmatic health interventions. Also, support in strengthening and scaling up of on-going interventions such as mobile health, telemedicine and Internet Protocol Camera use for provision of remote technical guidance.
- Support in designing ICT-supported communication for development strategy to increase access of children and women in preventive health information and behavioural change communication.
- Support in advancing government partners in e-learning through design of ICT-supported training modules and standard operating procedures for IT usage to support health workers at sub-national levels (in Khuvsgul province and Nalaikh District of Ulan Bator).
- Provide support in programme implementation, real time monitoring and in preparing programme reports.
- Contribute to country programmes by showcasing lessons learned, human interest stories and good practices through social media. Participate in information exchange with partners.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;

- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

## **11. Results/Expected Outputs:**

- At least one ICT-supported programme intervention designed in collaboration with the government partners.
- ICT-supported communication for development strategy developed.
- E-learning module for health partners designed.
- At least two training conducted for health partners on ICT use in health programmes.
- Monthly assignment progress reports submitted to the supervisor and senior management of the UNICEF Mongolia.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## **12. Qualifications/Requirements:**

### **A) Qualifications, skills, experience:**

**Degree level:** Master's degree

**Type of Degree:** University degree, preferably advanced university degree (Masters level) or equivalent background, in ICT for development, or related fields.

**Years of work experience:**

- At least two years of relevant professional work experience, preferably in ICT application in health programmes.
- Developing country work experience desirable.

**Language (s),** Fluency in English, both oral and written.

**Driving license required: not applicable**

**Computer skills:**

- Excellent knowledge and skills in applications of MS Office.
- Experience in desktop publishing tools will be an asset.

## **B) Competencies and values:**

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

## **13. Living Conditions:**

Mongolia is located in the heart of the Asian continent and covers an area of 1,566,500 square kilometers. Mongolia's climate is extreme continental - an extreme climate with seven to nine months where the mean temperature remains below freezing

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point. Higher temperatures occur for two or three months in summer. The winter months begin from October and last until mid-April. The coldest months are from mid-December to the end of February or mid-March when the temperature drops to below zero to minus 20 degrees centigrade and occasionally even lower. The spring is usually characterized by violent dust storms, gusty winds and constant changes in pressure. Social, economic and health situation are the main factors that affect the security situation in Mongolia while it is generally a peaceful country without any security phase.

Ulaanbaatar, the capital of Mongolia, has an official population of about 850 thousand accounting for more than one third of the country's population. Unofficially the population is higher with growing urban poverty. The official language, Mongolian, is spoken and understood throughout the country, while Kazakh is spoken by a minority in Western Mongolia. Russian is extensively spoken and English is becoming more popular in urban areas. Ulaanbaatar has fairly good international flight and train connections. With regular flights every day operated by four different airlines, travel by air is the most convenient and fastest means of travel to and from Ulaanbaatar. The Trans-Siberian and Trans-Mongolian trains connect Ulaanbaatar with Europe and Asia. All important locations in the country are accessible by air and road.

There are no immunization and or vaccination requirements for people entering Mongolia. International telephone, internet and fax services work well in Ulaanbaatar. There are several cellular telephone operator companies. Internet service is very popular in Ulaanbaatar at reasonable rates and wireless facilities are available in many locations.

Foreigners can rent fully furnished apartments in any part of the city. Medical and dental services are available for international personnel in Ulaanbaatar. There is UN Dispensary at the UN House where most of UN Agencies are located including UNDP, UNV, UNICEF, UNFPA, ILO, FAO, IOM, UNAIDS and UNDSS. WHO is located outside UN House.

#### **14. Conditions of Service for international UN Volunteers:**

The duration of your assignment is 12 months, with the possibility of extension (depending on availability of funds, host agency's needs and positive performance appraisal of the UN Volunteer).

A volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,571. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>). For example, if the PAM for the current month is 54.6%, then the VLA for that month will be  $(US\$ 1,571 \times 54,6 / 100) + 1,571 = US\$ 2,429$ . Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the

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UN Volunteer has 2 or more recognized dependents. Accordingly, the VLA per month for October 2016 will be US\$ 2,124 for a volunteer without dependent; US\$ 2,373 for a volunteer with one recognized dependent and US\$ 2,573 for a volunteer with two or more recognized dependents.

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis. Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

## 15. Application Procedure:

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "**16FFJPN\_MNG**" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "**16FFJPN\_MNG**".

**Application deadline is 15 December 2016.** Only short-listed candidates will be contacted.

**This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply.** Please note that if you have previously served as a UN Volunteer (funded by JICA as a former *Japan Overseas Cooperation Volunteer*) you are not eligible to apply.