

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:** Associate Project Officer
- 4. Link with UNV Strategic Framework:** Securing access to basic social services
- 5. Duty Station, Country:** Dushanbe, Tajikistan
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UN Women
- 9. Organizational Context/Project:**

Tajikistan is the poorest country in Central Asia, with 38.3% of the country's population living below the poverty line (established at 1.33 US dollars per person per day) and 17% of them considered extremely poor (subsisting on less than 85 cents a day). 75% of the country's poor live in rural areas and the most vulnerable households to poverty are the households with many children, women-headed households and households with uneducated heads. 73% of Tajikistan's population lives in rural areas. Agriculture

accounts for 75% of total employment and 23% of GDP. At the same time, only about 7% of Tajikistan's land surface is arable. With limited employment opportunities, the country is extremely dependent on remittances generated by over 1 million Tajiks working in Russia and other CIS countries. These remittances accounted for 41.7% of the country's GDP in 2014, but remittances fell up to 32% in first half of 2015 in comparison with the same period of 2014.

Due to its geographic location along a seismic rift and its mountainous landscape, Tajikistan is prone to natural disasters, in particular to flooding, mudslides, rock falls, avalanches, and earthquakes. On annual average, 150 small- and medium-scale disasters occur country-wide, affecting at least 10,000 people per year. Natural disasters result in over 866 deaths and annual losses averaging US\$28 million per year. Mountain-dwelling communities find little space away from rock - fall or avalanche zones. Even communities in the broader valleys of the country are subject to flooding coming from the mountains and hills of Tajikistan or neighbouring countries. All communities in the country are also subject to earthquakes. Further, the physical infrastructure (e.g. roads, power lines, water systems) needed to sustain livelihoods in Tajikistan is under constant threat from hazards, particularly flooding, landslides, mudflows, earthquakes and avalanches. The consequence is that the cost of establishing and maintaining this infrastructure is high, as are the repair or replacement costs when the infrastructure is destroyed or damaged. The country usually experiences recurrent flash floods and landslides in the spring. Women, already shouldering the heaviest workloads within the household (due to a massive labour migration of the male population abroad), have additional burdens in accessing alternative fuel and water, trying to provide adequate sanitation, looking after their children and sick and elderly family members. In addition, they are the first to become unemployed when vital service industries such as bakeries and other plants are closed due to the lack of electricity.

On average, about 150 small- and medium-scale disasters occur annually in Tajikistan, affecting at least 10,000 people. To support the country's efforts to prevent and respond to disasters, the Rapid Emergency Assessment and Coordination Team (REACT), intended to serve as the coordinating structure for international disaster response, was established in 2001 facilitated by UN OCHA in Tajikistan. One of the key tasks of REACT is to provide disaster-related assistance in accordance with the Humanitarian Charter and Minimum Standards in Humanitarian Response and other appropriate standards and good practices, to the best of their means.

Over the last three years, heavy rains followed by floods/mudflows have killed at 25 people, while injuring many people. According to estimates, the floods/mudflows affected at least 302,550 households and many houses and

household auxiliary facilities such as kitchen, sanitation facilities, walls surrounding households, food storages, drinking water facilities and kitchen gardens have been fully destroyed. In addition, the recent mudflows damaged several junctions of the strategic highway, leaving 230,000 people living in GBAO disconnected from the country's capital.

In response, UN agencies provided an immediate aid to affected populations. However, the following immediate (relief) needs were pointed out: food assistance and livelihoods support; non-food items (cooking utensils, bedding/clothes); support in debris removal; water, sanitation and hygiene; and psychosocial support to affected populations. In July 2014 UN Women MCO partnered with the Center for Sociological Research "ZERKALO" to undertake a gender assessment of the current disaster response needs. The assessment was undertaken in August-October 2014 and its findings helped to clearly identify gender specific needs and priorities in regard of disaster preparedness and response. UN Women MCO also partnered with the Red Crescent Society of Tajikistan (RCST) which plays a significant role in providing humanitarian assistance to victims of recurrent disasters as well as in disaster preparedness and response activities in Tajikistan. This partnership resulted to the joint support for the relevant national partners for organizing and delivering specialized comprehensive training in October 2014 for RCST's local psychologists on efficient mental health/psychological assistance to affected population. The findings of the PA are planned to be used as a basis for development of full-fledged umbrella programme on enhancing gender responsiveness of disaster risk reduction including preparedness, mitigation and prevention in Tajikistan. UN Women plans also to assist the Government in developing National Disaster Risk Management Strategy for 2016-2020 from gender lens.

UN Women is the United Nations entity dedicated to gender equality and the empowerment of women. Its 2010 establishment, applauded around the globe, offers a historic opportunity to jump-start progress for women and for societies. UN Women acts on the fundamental premise that women and girls worldwide have the right to live a life free of discrimination, violence and poverty, and that gender equality is central to achieving development. UN Women supports United Nations Member States as they set global standards for achieving gender equality, and works with governments and civil society to design laws, policies, programmes and services needed to implement these standards. The main roles of UN Women are:

- To support inter-governmental bodies, such as the Commission on the Status of Women, in their formulation of policies, global standards and norms;
- To help Member States to implement these standards, standing ready to provide suitable technical and financial support to those countries that request it, and to forge effective partnerships with civil society;

- To hold the UN system accountable for its own commitments on gender equality, including regular monitoring of system-wide progress.

With these efforts, UN Women contributes to improve a national accountability for meeting women's human rights by building the national capacity, improving analytical basis and the monitoring framework at the national level. UN Women implements the project in close collaboration with the Government of the Republic of Tajikistan and civil societies in tandem with leading UN Gender Theme Group (GTG). The key partners are as follows:

- Extended UN GTG;
- Committee for Women and Family Affairs under the Government of Tajikistan;
- Sectoral ministries and Government Departments;
- Parliament of Tajikistan;
- National Statistical Agency;
- Coalition of Women's NGOs "From de-jure equality to de-facto equality" (composed of 93 local NGOs).

UN Women Multi-Country Office for Central Asia operates in Kazakhstan, Tajikistan and Turkmenistan. Thus, UN Women Tajikistan Programme Presence (PP) operates under the supervision and close coordination with the UN Women Multi-Country Office for Central Asia. The staff of UN Women currently consists of five people: Programme Specialist; Women Economic Empowerment Project Coordinator; Civil Registration Project Coordinator; Project Coordinator/Women, Peace and Security; UNV/Associate Project Officer (for Civil registration project), Programme Assistant and Administrative/Finance Assistant. The Programme Specialist represents the UN Women Tajikistan and leads other staff members as the head of the PP office.

10. Description of tasks:

Under the direct supervision of UN Women Programme Specialist, the UN Volunteer will undertake the following tasks:

Area 1. Project formulation with assistance for fundraising for potential programming interventions in the area of gender responsive disaster risk reduction:

- To follow-up and support UN Women MCO in launching of a new DRM project in Tajikistan in a frame of the corporate UN Women DRM programme being developed;

- To support the partnership building and resource mobilization for the DRR related programming in Tajikistan;
- To update the mapping of existing DRR programmes and initiatives with a focus on identifying related gender perspectives (status, gaps and priorities);
- To provide a support in formulating concepts/proposals for UN joint programming in this thematic area.

Area 2. Inter-agency coordination:

- To participate in the REACT meeting to present and articulate the gender specific needs and priorities, based on findings of UN Women led assessments, knowledge and best practices/lessons generated on integrating gender into DRR efforts;
- Together with UN Women's partners, including relevant REACT members, National Women's Machinery, Coalition of Women's NGOs, etc., to develop a clear vision for integrating gender equality into DRR efforts and support the integration of gender perspectives into the overall strategic planning, design and programming efforts of various REACT clusters and, including UN Women's potential work and priorities in the area of DRR and humanitarian response in Tajikistan;
- To facilitate consultations/dialogue with the aforementioned stakeholders and any others identified in the mapping exercise to build consensus and support for the future gender equality programming in the area of DRR including within UN Women own programme;
- To assist to document outcomes and follow-up actions on the advocacy for the gender specific priorities for DRR.

Area 3. Knowledge management & Programme Implementation:

- To support compiling and analyzing lessons learned, best practices, experiences and findings of UN Women projects in Tajikistan with a focus on further potential integration of gender responsive DRR as a cross-cutting theme for the relevant projects and interventions;
- To assist in the development of brief papers and fact sheets on gender equality priorities for the respective thematic area;
- To support in drafting and editing UN Women materials related to programme implementation and documentation.

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:

- The concept note and the programme document for fundraising for the gender responsive DRR programming developed and agreed with partners;
- Fact-sheets/advocacy materials on gender responsive DRR developed and used for advocacy purposes;
- Documentation on success stories/best practices for gender responsive DRR developed and widely used by partners;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

12. Qualifications/Requirements (including competencies, values and skills):

A) Qualifications, skills, experience:

Degree level: Master's degree

Type of Degree: University degree or equivalent education in humanitarian, disaster management or development-related disciplines, gender issues, public policy or other social science fields;

Years of work experience: Minimum 2 years;

Language: Fluency in spoken and written English, working level of Russian and effort to learn Tajik will be appreciated;

Driving license required: No

Computer skills: Word, Excel, PowerPoint, and social media. Knowledge on database such as MS Access or SQL and on website management would be useful;

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:

The UN Volunteer will live in Dushanbe city that has many economic and social facilities at a reasonable price but occasionally influenced by commodity prices in Moscow, Russia. Security is recently relatively calm. There is no immediate threat of violence in the capital. In border areas, security environment could be volatile, depending on neighboring countries such as security situation in northern Afghanistan due to influx of militant groups. As a mountainous area, occasional slight earthquakes can be felt in Dushanbe. Summers, between May and September, are very hot ranging from 30 to 40C, while winters, from November to March, are relatively cold and dry with little snow; springtime (March, April) is usually rainy.

14. Conditions of Service for international UN Volunteers:

The duration of your assignment is 12 months.

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 UN Volunteer has 2 or more recognized dependents. Accordingly the VLA will be US\$ 1,970 for a volunteer without dependent; US\$ 2,220 for a volunteer with one recognized dependent and US\$ 2,420 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_TAJ**" 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_TAJ**".

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.