

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KGZR000015--Coherence and Development Effectiveness Specialist

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.

General Information

Country of Assignment	Kyrgyzstan
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	Immediate
Duty Station	Bishkek
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The physical location of the UN Volunteer will be in the capital of Bishkek, Kyrgyzstan. The UN Volunteer is advised to rent a UN Department Safety and Security approved apartment or house. Bishkek is a safe and nice place to live. The city has all necessary infrastructure and services.

Assignment Details

Assignment Title	Coherence and Development Effectiveness Specialist
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Organizational Context & Project Description

This UN Volunteer assignment is fully funded by the Government of Germany and is expected to contribute to the donor's objective of improving the linkage between bi- and multilateral development cooperation. In order to assess the achievement of this objective, the Resident Coordinator's office will be asked to complete a questionnaire at the end of the UN Volunteer assignment.

The United Nations Development Assistance Framework (UNDAF) is the result of an ongoing consultative process intended to

analyze how the United Nations can most effectively respond to the Kyrgyz Republic's national priorities and needs in a transitional context that has been affected

by the conflict. The UNDAF Kyrgyz Republic 2012-2017 is tentatively estimated at USD 186 million.

Under the guiding principle of 'peace and stability towards sustainable development', this UNDAF is established around three distinct, and yet interlinked, areas of cooperation in the following pillars, which are further organized by outcomes: 1) Peace and Cohesion, Effective Democratic Governance, and Human Rights; 2) Social Inclusion and Equity; and 3) Inclusive and Sustainable Job-Rich Growth for Poverty Reduction.

The current UNDAF is in its penultimate year of implementation. For this reason, the Government and the UN system in Kyrgyzstan are engaging in preparations for the new UNDAF. The National Sustainable Development Strategy for Kyrgyzstan covers the period from 2013 until 2017. The Government is at the planning stage to start development of the new National Sustainable Development Strategy, which shall take into account the Sustainable Development Goals. The Global Sustainable Development Agenda 2030 has been adopted by the leaders of 193 member

states at the Global Sustainable Development Summit at the 70th Session of General Assembly in September 2015. The UN was requested to support the Government in SDGs nationalization.

The UN in Kyrgyzstan is a trusted and effective partner in national development efforts designed to achieve real improvements in people's lives. Its main mission is to strengthen the capacities of key actors in Kyrgyzstan and to build partnerships to achieve tangible results in the following areas:

Accelerate pro-poor development, good governance and environmental sustainability objectives in close partnership with government, civil society, mass media, the UN system, the private sector and donors.

Raise awareness of and capacity in cross-cutting themes such as conflict prevention, disaster risk reduction, gender equality and respect for human rights.

Ensure that the UN system is perceived as a single effective team in Kyrgyzstan.

Coordination support to the UN Resident Coordinator (RC) and the UN Country Team (UNCT) is provided by the Office of the UN RC (UN RCO). As per the new Statement of Partnership (SoPs), the RCO supports 10 core coordination functions performed by RC and UNCT: Strategic analysis and planning; Oversight of the UN programming cycle; Representation and support of UN Secretariat and UN agencies/Non-Resident Agencies (NRAs); Support to national coordination systems and processes; Development and management of shared operational support services;

Crisis management and preparedness response; External communication and advocacy; Human rights and development; Joint resource mobilization and fund management; and General UNCT oversight and management.

Throughout the preparation of the new UNDAF, the UNCT is committed to strengthen aid effectiveness and the principles agreed in the Paris Declaration and the Accra Agenda for Action, including strengthening national ownership and leadership, better alignment with national priorities and use of national systems results, stronger harmonization among UN Agencies, a monitoring and evaluation (M&E) system based on managing for results, mutual accountability for development results, and increased predictability of development assistance, thus ensuring that the impact on development is maximized.

The UN Volunteer will work within the UN RCO, located in UN House and will work/cooperate with all UN agencies and national partners to support the alignment of the new UNDAF with national priorities and improve the use of country systems; to strengthen the joint working of UN Agencies (harmonization); to initiate innovative M&E of UNDAF results; to support the development and implementation of the new UNDAF 2018-2022.

Sustainable Development Goals

17. Partnerships For the Goals

UNV Focus Area

Securing access to basic social services

Task description

Under the direct supervision of the UN Coordination Officer (RC Officer) and under the overall supervision of the UN Resident Coordinator (RC), the UN Volunteer will undertake the following tasks:

Support the UN RCO and UNCT in analysis of UN system's assistance and contribution to the country's donor assistance.

Support in coordination of UN's development assistance with the development partners.

Contribute to development partners coordination council (DPCC) platform communicating UN's development results.

Communicate UN's development assistance to the national donor coordination council

Support UNCT in activities related to development of UNDAF Results and Resources

Framework and UNDAF M&E Plan for UNDAF 2018-2022.

Contribute to development of UNDAF evaluation, CCA and other joint UNCT reports.

Lead the development of UNCT analytical and research initiatives.

Support to effectiveness in UN Country Team (UNCT) implementation of country programming processes and products, including Common Country Assessment (CCA), United Nations Development Assistant Framework (UNDAF) and UN Joint programmes focusing on:

- Support to coordination of implementation of UNDAF Thematic Group activities;
- Support to establishment of effective mechanisms for monitoring the UNDAF implementation in consultation with UN partners, the Government, civil society, multilateral and bilateral institutions;
- Support to identification of strengths and weaknesses in UN programmes from the point of view of coherence and effectiveness in the context of UNDAF, UN System reform and Sustainable Development Goals (SDGs);
- Provision of advice on adjusting strategies and implementation modalities, cost-effective and efficient implementation of joint UN programmes;
- Support to UN's participation in the aid architecture;
- Assisting the UN partners to meet requirements of the Government and Partners in terms of accountability and planning in relation to aid effectiveness.

Support UNCT annual and other reporting processes.

Initiate innovative monitoring of joint results of UNCT and UNDAF M&E group to increase aid effectiveness.

- Promote and support application of innovative and participatory monitoring approaches and tools, such as real-time monitoring and use of Big Data
- Support development and application of tools for improved monitoring and reporting of UNDAF results

Support to creation of strategic partnerships and implementation of the resource mobilization strategy for UNDAF implementation focusing on the following results:

- Analysis and research of information on donors, preparation of substantive briefs on donor strategies and national development strategies, provision of advice to UNRC and UNCT on ensuring synchronicity, alignment and complementarity between these strategies and UN's activities.
- Contribute to coordination of the substantive preparation of the UNCT meetings, Development Partner meetings, and other key events in close consultation with appropriate counterparts in government, multilateral and bilateral partners.
- Support to identification of funding opportunities, development of the UNCT RM strategy and development of project proposals for new funding opportunities.

Knowledge Management

- Arrange training and capacity development events for UNCT on aid effectiveness and coordination issues
- Promote information sharing and shared learning, such as through sharing good practices and lessons learned

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.

Results/Expected Outputs

Support to development of UNDAF Results and Resources Framework and M&E framework is provided;

Support to development of UNCT resource mobilization strategy is provided, including support to joint programmes and joint funding opportunities is provided;

Support to UNRC/UNCT activities related to aid effectiveness is provided; support to national and development partners donor coordination councils is provided through communicating the coordination of UN's development assistance;

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) is ensured;

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.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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

Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Social, political sciences, development studies, international relations, communications or related field

Years of Required Work Experience 60 months

Experience Description

Minimum 5 years of experience in the field of capacity building in aid effectiveness and results based management and monitoring and evaluation of development programmes/projects. Experience of writing analytical reports. Experience in conducting trainings on results based management and/or monitoring evaluation issues.

Language Skills

- ENG (Mandatory) , Level - Fluent
- AND - 526 (Optional) , Level - Working Knowledge

DoA Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory
- Monitoring and evaluation Mandatory
- Development programme management Mandatory

Additional Requirements for Area of Expertise

Computer skills:

Advanced skills in use of computers and office software packages.

Other skills/experience and qualifications:

Knowledge about the UN system

Knowledge of results based management tools

Excellent communication, analytical and report writing skills

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; excellent communication and diplomacy skills.

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

Need Driving Licence

No

Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Integrity
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN 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\$ 1,587. 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, kindly enter the link [Calculator](#)

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.

Application Code KGZR000015-2183

Application procedure

** Not yet registered in the UNV Talent Pool?*

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

** Already registered in the UNV Talent Pool?*

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This assignment is fully funded by Germany, only German nationals are eligible to apply.

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.