

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000642--UNV Programme Associate – Adolescent and Youth (A&Y)

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	Bangladesh
Host Institute	United Nations Population Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	5 months
Expected Starting Date	Immediate
Duty Station	Dhaka [BGD]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Dhaka is the centre of political, cultural and economic life in Bangladesh. Although its urban infrastructure is the most developed in the country, Dhaka suffers from urban problems such as pollution, lack of public transport and overpopulation. In recent decades, Dhaka has seen modernization of services, communications and public works. The city is attracting large foreign investments and greater volumes of commerce and trade. It is also experiencing an increasing influx of people from across the nation; this has reportedly made Dhaka one of the fastest growing cities in the world.

Historically, Bangladesh has been a safe country for internationals, but a series of security incidents since autumn 2015 have led to increased security measures for UN international staff and volunteers. While Dhaka is not categorized as a hardship station and a cessation of incidents is expected to lead to relaxation of security measures, the volunteer should be prepared for limitations in freedom of movement on foot, by public transport, and to certain locations.

Assignment Details

Assignment Title

UNV Programme Associate – Adolescent and Youth (A&Y)

Organizational Context & Project Description

UNFPA, the United Nations Population Fund, is the United Nations sexual and reproductive health agency with a mission to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA calls for realization of reproductive rights for all and supports access to a wide range of sexual and reproductive health services, including voluntary family planning, maternal health care and comprehensive sexuality education.

As part of UNFPA efforts towards fulfilling this mandate in Bangladesh, the Adolescent and Youth (A&Y) Programme Unit will be piloting the project "Virtual cash based/Block Chain technology to Enhance the Menstrual Hygiene and its effective management for Adolescent Girls in Urban Slums," otherwise referred to as the "Block Chain pilot", in partnership with the World Food Programme (WFP). The goal of this project is to increase access to menstrual products for 1,200 adolescent girls living in urban slums in Dhaka. UNFPA will be piloting this project alongside WFP availing of their pioneering Building Blocks technology starting from July 2021 to December 2021 with the aim of scaling up the use of Block Chain more broadly across UNFPA's humanitarian programming across Bangladesh.

Sustainable Development Goals

5. Gender Equality

Task description**Programmatic Support:**

- Provide programmatic support to the implementation of the Block Chain pilot
- Liaise with Country Office Humanitarian Team members, WFP colleagues, and beneficiaries in the field to support the implementation of the pilot
- Support interventions at the field level by ensuring the availability of menstrual products, information, education, and communication (IEC) materials, and enabling adolescent girls to use project resources and communication materials
- Conduct a mapping of the supply chain for disposable menstrual pads and the printing of IEC materials in the targeted areas
- Visit urban slums where interventions for adolescent girls are delivered and support/backstop their delivery
- Support the drafting of a strategy document that will inform the use of Block Chain for the Country Office's humanitarian interventions going forward
- Network with other agencies providing adolescent/youth interventions in the targeted areas to identify opportunities for collaboration and sharing of information
- Support internal and external reporting of the A&Y unit Translate documents from English to Bengali and vice versa as needed
- Coordinate internal and external meetings between members of the A&Y team, the Country Office Humanitarian Team, and WFP colleagues as needed

Administrative Support:

- Provide administrative support to the A&Y team on all programming related issues
- Provide administrative support to the A&Y Programme Analyst – Humanitarian and the Country Office Humanitarian team on all pilot related issues
- Maintain documents for filing purposes of the A&Y unit – with a special emphasis on pilot interventions

Monitoring, Evaluation, and Communications:

- Work closely with A&Y colleagues, Country Office Humanitarian team members, WFP colleagues, suppliers and vendors involved in the pilot, and beneficiaries to collect project data needed for regular monitoring and reporting requirements
- Closely and regularly monitor the implementation of the pilot including post-distribution monitoring
- Capture and draft case stories, human interest stories, and testimonials from the implementation of the pilot
- Document best practices and lessons learned from the implementation of the Block Chain pilot

Other Corporate Tasks:

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- Collaborate with relevant programmes of the UNFPA Country Office to ensure teamwork
- Any other activities/responsibilities as assigned by the Supervisor, Unit Chief, Representative and/or Deputy Representative.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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

- Provided effective support to the A&Y team in the implementation of the Block Chain Pilot
- Completed reporting documents
- 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

Master's degree in gender studies, social anthropology, law and women's rights, sociology, cultural studies, public health, demography, international relations, international law, socio-economics, or other related field.

Required experience 36 months

Experience Remark

- A minimum of three years of relevant work experience with experience in the development and social franchising sector
- Programme management support, particularly in relation to A&Y, gender, GBV, health and/or adolescent sexual and reproductive health
- Experience in drafting reports, and other substantive document
- Ability to work independently and with minimal supervision and input.
- Experience in translating documents from English to Bengali and vice versa

Language

- English (Mandatory) , Level - Fluent
- AND - Bengali (Mandatory) , Level - Fluent

Area of Expertise

- Gender equality and the advancement of women Mandatory
- Knowledge management, archiving and documentation Mandatory
- Other development programme/project experience Optional

Area of Expertise Requirement

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- Understanding of adolescent and youth programming in developing and/or humanitarian settings.
- Strong interest in and motivation for working with diverse partners and learning and innovating to suit the context
- Experience in admin and programme as well.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code

BGDR000642-10212

Application procedure

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* 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 is a National UN Volunteer Specialist assignment, therefore only nationals of (Bangladesh) and legal residents in (Bangladesh) with the status of refugee or with the status of being stateless are eligible to apply.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/QkdEUjAwMDY0Mg==>

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.