

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000654--UNV Research Associate

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 Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 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 Research Associate

Organizational Context & Project Description

UNDP Bangladesh has been a key facilitator in Bangladesh's remarkable development story since it first arrived in 1972. It has been a valuable partner throughout this process, acting as an honest broker and a helpful catalyst in promoting transformational changes in the lives and livelihoods of the people of Bangladesh. Through its work, UNDP is also helping Bangladesh to meet its Sustainable Development Goals by 2030. To help the people of Bangladesh reach these ambitious targets, UNDP Bangladesh is focusing on three priorities:

- (a) Ensuring economic growth is inclusive and supports economic opportunities, particularly for women;
- (b) Improving social policies and programmes, with a focus on good governance and structural inequalities; and
- (c) Building resilience and improving environmental sustainability.

In support of these priorities, The Social Protection Policy Support (SPPS) Programme responds to a need to reconfigure the existing social protection system. The programme provides technical assistance, bring global expertise and meet major investment requirements to enable the GoB to roll out a fully functional system in line with the National Social Security Strategy (NSSS) and its Action Plan. It will draw on the NSSS, which provides a functional entry point for effecting changes in the wider social protection system via better governance and oversight of the system.

The first component of the Programme is the improvement of governance of social protection by helping to build coordination, M&E and reporting functions. It will also strengthen research and analysis capacities in order to build a more effective evidence base for effective policy development. The second component of the programme is to strengthen Social Protection System, with the purpose of developing a modern social protection infrastructure capable of supporting a nationally integrated delivery system for reliable, transparent and developmental GoB social transfers and promote linkages to ensure effective coordination. The two SPPS components will function alongside a piloting delivery component that will enable testing and learning and inform social protection strategy and policy through field-based evidence.

One of the main responsibilities of the consultant will be supporting the SPPS programme in data collection, sorting and analyzing as required by the research team of the programme and the Cabinet Division. In addition, the consultant will coordinate with Cabinet Division and other social protection implementing ministries/divisions to provide support in the development of the digitized dashboard through coordination, data collection, data entry, and documentation of relevant data on the implementation of social protection programmes. In addition, the consultant will also provide support in continual development and upgrade of social protection website of the Cabinet Division; assist SPPS Programme in developing, packaging, and implementing various knowledge products and materials on social protection; prepare infographics on social protection activities; support in posting social media contents of the project; assist in preparing and disseminating e-Newsletter and support in diagnosing and troubleshooting hardware and software issues faced by the project staff. Additionally, the consultant will provide administrative and logistics support to the Social Protection branch of the Cabinet Division and SPPS Programme.

Sustainable Development Goals

1. No poverty

Task description

Under the direct supervision of SPPS Project Manager the NUNV will work to support the SPPS project on key coordination, logistical, and deliverable objectives being carried out by various members of the SPPS team. The deliverables by the consultant are time-bound and related to specific tasks that need to be completed in support of priority objectives under which the project is working toward. The consultant will work closely with the other members of the technical team including Livelihood Specialist, Training Specialist, M&E Specialist and MIS Associate, and ensure programmatic supports as per requirements. He will have to support and participate in conducting in-depth research and analysis of primary and secondary data (either collect data/information through web search and/or visits key focal points of social protection programmes implementing ministries) and assist in preparing policy presentation and briefs. In collaboration with colleagues, the consultant will support critical research and policy development objectives under the policy exploration phase of developing a national social insurance scheme, researching the viability through piloting on universal old age and

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persons with disability allowance, and support critical economic and coronavirus social protection research. The consultant will be assigned for working with SPPS project of UNDP within the scope of Cabinet Division and GED.

Specific duties to include:

Working closely with the government counterpart in Cabinet Division and other social protection implementing ministries/divisions, provide data collection, research, and documentation support in the ongoing formulation process of NSSS Action Plan (Phase 2) and subsequent progress tracking of the implementation of the Action Plan:

1. Support formulation of NSSS Action Plan and monitor its implementation progress
 - Assist in preparing a database of NSSS Action Plan items of each ministry/division
 - By coordinating with the implementing ministries/divisions, update the database with progress tracking information
 - Provide support in documentation of the NSSS Action Plan related information and data received from the line ministries
2. Provide administrative and logistics support to the Cabinet Division's Social Protection branch
 - Assist the social protection branch of Cabinet Division in organizing consultation meetings, and workshops on social security.
 - Assist in preparation of meetings/workshops' notices, minutes, and other documents
 - Maintain and regularly update a database of social security focal points of implementing ministries/division
 - Assist in any other related matters as deemed required.
3. Provide technical support in the development process of Cabinet Division's digitized dashboard on social security:
 - Support the dashboard development process through coordination, data collection, data entry and other relevant tasks
 - Provide support through research, and documentation.
4. Under the supervision of ICT Expert, assist in updating Cabinet Division's website on Social Security
 - Provide support in updating the website with information on activities such as news, events, publications, e-library, and other related information
 - Designing visual imagery and sample pages including colors and fonts for the website.
 - Assist in developing the capacity of project staff in updating, accessing and usage of the website on social protection
 - Assist in any other related matters deemed required.
5. Provide administrative and logistical support to SPPS Programme
 - Undertake logistical, administrative, and financial arrangements of meetings, workshops, and events organized by the project
 - Facilitate upload/update of project documents, reports, evaluation reports and other relevant documents to SharePoint
 - Maintenance of records, files, and documents; draft general correspondence and general reference documents; organize data and information for reporting
 - Make travel arrangements for the team members, including travel requisitions and claims for field missions
 - Provide support to Financial and Administrative Assistant.
6. Assist in drafting and design of various knowledge products, infographics
 - Assist in drafting knowledge products such as infographics, booklets, templates etc. on the SPPS Programme and various aspects of social security
 - Assist in overall design of knowledge products including cover design, formatting, etc.
 - Coordinate overall publication process with all parties involved
 - Maintain and update inventory of all knowledge products.
 - By coordinating with the Communication Officer and other project staff, provide technical and editorial support for contents for social media
7. Provide support in diagnosing and troubleshooting hardware and software issues faced by project staff
 - Monitor and maintain the Network, Routers, Printers, and other devices to prevent faults occurring
 - Assist with the installation of the software packages, basic maintenance of hardware and software
 - Maintain an up-to-date inventory of all infrastructure equipment.
8. Any other relevant tasks as assigned by the Project Manager time to time.

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

The NUNV work will be critical in supporting a wide range of various policy research and policy development objectives being carried out by various members of the SPPS project team. Quality research, key multi-agency coordination on priority NSSS issues, Government reporting, and critical background support on policy development will be the core impact of this assignment.

- 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 Bachelor degree or equivalent

Education - Additional Comments

A minimum of Bachelor Degree in relevant subjects is required .

Required experience 24 months

Experience Remark

- Knowledge and understanding of the social security policies along with the socio-economic context of the host country
- Self-motivated, ability to work with minimum supervision; ability to work with stringent deadlines;
- Solid overall computer literacy and experience in data collection, analysis, communication with relevant stakeholders.
- Ability to work inclusively and collaboratively with project team including field level staff members;
- Excellent oral and written communication skills is required in both English and Bangla.

Language

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

Area of Expertise

- Other development programme/project experience Mandatory
- Knowledge management, archiving and documentation Mandatory
- Administration and administrative assistance Optional

Area of Expertise Requirement

- Programme coordination support on key priority research objectives.
- Computer literacy is essential (particularly MS Office Suite, Adobe Photoshop, Illustrator, and XD).
- Design of various knowledge products, infographics.

Need Driving Licence No

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Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- 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.

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.

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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

BGDR000654-10634

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,

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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/QkdEUjAwMDY1NA==>

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.