

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000655--UNV Project Assistant

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 Youth
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
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 Project Assistant

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 that 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 will provide 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.

SPPS Programme made provision for conducting several studies identified in NSSS research needs assessment, NSSS mid-term evaluation, political economy analysis, and studies recommended by the policy, which deemed necessary for the improvement of existing social security programmers. Under the guidance of International Junior Policy Specialist, and Social Protection Specialist, the UNV Project Assistant will provide support to the studies to be conducted under SPPS Programme, as well as support to NSSS M&E data collection in collaboration with M&E Officer, and diagnostic/feasibility study of establishing national Single Registry MIS/M&E. More specific responsibilities of the UNV Project Assistant would particularly include supporting research, data management, documentation, policy analysis, M&E etc with regards to the child components of social protection and nutrition as envisaged in NSSS.

Sustainable Development Goals

1. No poverty

Task description

The Government of Bangladesh has formulated the National Social Security Strategy (NSSS) with the objective of tackling poverty and vulnerability by contributing to human resource development which will have particular focus on child social protection. Therefore, the NSSS adopts the social protection programmes for families with children as the primary challenge. The SPPS Programme supports the government in implementation of the NSSS which recommends child social protection as the most important agenda of social protection reforms. Thus, the development of child social protection and nutritional upliftment has come to be most prominent engagement of SPPS Programme.

In view of the above, the SPPS Programme is looking for a young professional (with Bangla and English language proficiency) capable of working collaboratively, having research aptitude on social issues, and with technical expertise of child social protection and nutrition for a certain period to work directly in the SPPS Programme which operates in different ministries and offices.

As an effort to increase its internal capacity, SPPS Programme prefers a qualified young professional with the interest on social

development policy, child social protection and nutrition (with Bachelor's degree preferably with major in nutrition or child development) who will support Cabinet Division and GED in implementation of NSSS. Some of the salient expected deliverables are:

Specific duties to include:

- Support the SPSS team in analysis of the government policy on child social protection in NSSS, Five Year Plans, SDGs and to point out prioritized policy areas for supports.
- Assist in developing knowledge products on key emerging issues relating to child social protection and nutrition.
- Review reports and strategy papers on social protection.
- Assist in preparing policy presentation and briefs
- Support and participate to conduct in-depth research and analyse primary and secondary data
- Assist M&E and MIS personnel in collection, review and analysis of MIS data.
- Support in analysing correlation between poverty reduction and improved nutrition for children
- Assist in Administrative Works

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 SPSS project team. Systematic study of lifecycle based social protection in the context of national and international urgencies, demographic pattern analysis, 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

Minimum Bachelor's degree in Development Studies, Sociology, law and justice or similar discipline.

Required experience 6 months

Experience Remark

- Minimum 6 months relevant working experiences including in child focused social protection, nutrition, research, development issues, data analysis and reporting;
- Drafting policy papers, policy briefs, communication contents;
- Ability to work inclusively and collaboratively with project team including field level staff members;
- Self-motivated, ability to work with minimum supervision; ability to work with stringent deadlines;
- Excellent oral and written communication skills is required in both English and Bangla. Bangla typing skills will be considered as an added value

- Good IT knowledge with proven skills
- Previous experience of working in the UN or other international organization will be an advantage.

Language

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

Area of Expertise

- Knowledge management, archiving and documentation Mandatory
- Development programme/project administration Optional
- Monitoring and evaluation Optional

Area of Expertise Requirement

- Computer literacy is essential (particularly MS Office Suite)
- Knowledge of the local development context; local economic context (importance of SDG achievements, economic policies, etc.)
- Research aptitude on diverse issues such as social development, poverty and inequality and food security.
- Preparing policy presentation and briefs.
- Assist proper logistic arrangement in the project board meeting.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Respect for Diversity

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.

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We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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.

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) and final repatriation (if applicable).

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 BGDR000655-10637

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 is a National UN Volunteer Youth 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/QkdEUjAwMDY1NQ==>

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.