

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### CODR000853--GBV Interagency Coordinator and Program 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

<b>Country of Assignment</b>	Democratic Republic of Congo
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Bandundu [COD]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

Bandundu is the capital city of the province of Kwilu. It's currently a non family duty station. The UN Volunteers will have to provide for their own accommodation, with respect to UNDSS security standards.

The security situation is quite stable at the moment.

It's advised to UN Volunteers, when already settled in, to contact their Embassy of Consular Representation of their countries in DRC to inform them about their assignment in DRC (type of assignment and duration). The DRC currency is the Congolese Franc ( FC). However, US dollars is accepted in local markets including all large and small scale commercial transactions in DRC. Therefore, UN Volunteers are advised to travel with more US dollar than any other currency. It should be noted, however, that the Euro can be converted locally into US dollar by banks.

## Assignment Details

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W. [www.unv.org](http://www.unv.org)

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**Assignment Title**

GBV Interagency Coordinator and Program Specialist

**Organizational Context & Project Description**

The United Nations Population Fund (UNFPA) works in more than 150 countries and territories that are home to the vast majority of the world's people. Its mission: to ensure that every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

Guided by the 1994 Programme of Action of the International Conference on Population and Development (ICPD), UNFPA partners with governments, civil society and other agencies to advance its mission. The [ICPD Beyond 2014 Global Report](#), released in February 2014, revealed how much progress has been made and the significant work that remains to be done. The actions and recommendations identified in the report are crucial for achieving the goals of the ICPD Programme of Action and its linkage with the post-2015 development agenda. Since UNFPA started working in 1969, the number – and rate – of women dying from complications of pregnancy or childbirth has been halved. Families are smaller and healthier. Young people are more connected and empowered than ever before.

**Supervision, induction and duty of care of UN Volunteers**

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of GBV Coordinator/ specialist (Kwilu-based) and in close collaboration with other colleagues involved on GBV projects, the UN Volunteer will undertake the following tasks:

**Programme Development and Implementation**

- Conduct field assessments and/ or situational analyses to determine needs and gaps for GBV prevention and response. Where possible, ensure that GBV issues are integrated into others' assessments, including inter-agency assessments. Assessments should consider the needs of women, girls, boys and men separately and should focus on identifying gaps and trends to improve programming.
- Develop with colleagues and implementing partners if appropriate GBV specific prevention and response interventions in line with UNFPA minimum Standards for prevention and Response to Gender-Based Violence in Emergencies. In acute emergencies, these should particularly focus on service delivery and protection.
- Orient and if necessary conduct training for UNFPA staff, implementing partners, and national authorities in planning and implementing GBV programmes related to IDPs/returnees and host communities.
- Support capacity development of GBV implementing partners as well as other GBV actors facilitating their access to relevant training

sessions and support or lead interorganizational capacity building activities on GBV, including on safe and ethical GBV information management, as well as verify that all UNFPA implementing partners undertake UNFPA GBViE online training

- Identify programme gaps in terms of prevention, mitigation and response to GBV .
- Regularly monitor and supervise, in person, quality of activities, developing as possible best practices and documentation.
- Identify capacity gaps of implementing partners and support their capacity building.
- Proactively engage with donors to raise additional programme funds in line with overarching vision and work plan.
- Develop fundraising proposals and concept notes in collaboration with the GBV team and other colleagues and under overall supervision of UNFPA GBV Programme Coordinator (Kinshasa-based),
- Ensure activities of UNFPA programme are widely communicated externally including towards sharing in relevant humanitarian mechanism, reports and social media
- Establish linkages between existing Gender, RH and HIV programmes to ensure synergies between programmes and maximize programme impact.

#### **Interagency Coordination:**

- Activate the GBV sub-cluster in Kwilu

Facilitate an inter-agency, multi-sectoral regional GBV sub-cluster and overseeing the response including development of key coordination tools such as referral pathways up to date and accessible, map current institutional response capacities, including facilitating mapping of GBV-specific 3/4/5Ws.

- Establish result-oriented, two-way communication channels with the central and sub-national GBV sub-clusters to ensure a standardized response to GBV.
- Work with partners to continually identify response gaps in line with proposed work plan (including geographic coverage and programmatic scope) and seek solutions to fill gaps. In collaboration with GBV Program Coordinator in Kinshasa, advocate with UNFPA as sub-cluster lead to address gaps not yet filled by partners.
- Promote/organize GBV campaigns to raise awareness on GBV (e.g. 16 days against GBV, day of the girl child).
- Support the establishment of the PSEA Network, the implementation of the global SOPs and that of community-based reporting mechanism.
- Ensure all GBV sub-cluster partners and in particular UNFPA IPs are aware of national framework and protocols as well as relevant policy guidelines, technical standards, and other resource materials (go to [www.gbvaor.net](http://www.gbvaor.net) for the latest information), that have policies and procedures to address SEA, in line with international standards.
- Proactively engage with all relevant stakeholders to ensure coordination bodies reflect the range of actors addressing GBV, including across multiple sectors (health, psychosocial, legal, security, etc.) and categories of actors (UN, NGO, civil society, government, etc.). As feasible, engage MONUSCO sections active in addressing GBV (such as women protection or human rights), including but not limited to ensuring inter-agency inputs to the annual S-G's report on conflict related sexual violence and bi-annual contribution to MARA
- Coordinate and collaborate with other actors in diverse areas such as Health, Child Protection, Shelter and NFI, Food Security, Logistics, Education to ensure integration of GBV- related action in their plans and to advocate for joint awareness-raising for non-GBV specialists.
- In consultation with non-governmental GBV actors and national civil society, identify appropriate mechanisms for working with and collaborating with provincial authorities on GBV issues

#### **Monitoring and reporting**

- Provide regular and comprehensive updates related to UNFPA's progress to address GBV.
- Monitor GBV assistance provided by UNFPA through implementing partners to affected populations.
- Engage in monitoring and evaluation at UNFPA as well as inter-agency level, e.g providing analyses of available secondary data, participating in MIRA or other assessments and/or conduct GBV assessments and in support to align to standardized GBV incident report/intake form which is in line with the GBV Information Management System (GBVIMS).

- Monitor UNFPA's GBV programme activities by keeping a close record of activities, such as capacity building, expenditures and agreements made with local partners
- Prepare regular progress reports and document lessons learned and challenges and share with the relevant UNFPA Regional Office, UNFPA Humanitarian and Fragile Contexts Branch, and other units as may be necessary.
- Contribute to drafting of reports and SitReps on UNFPA response as required as well as to GBV sub-cluster reports / fact-sheets, including for UNFPA SitRep and GBV SC SitRep for OCHA submission

#### **Any Other Duties**

- Perform any other duties as required by the DRC management, supervisor.

#### **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.

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**

- Sound contribution is provided to UNFPA GBV programmes in the province of Kwilu
  - 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
- 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
- Le développement des capacités grâce à l'encadrement, le suivi et la formation continue, en travaillant (y compris la supervision) avec le personnel national ou les homologues de la contrepartie (gouvernementale ou non-gouvernementale, y compris les partenaires d'exécution (IP)); • La perspective de l'âge, du genre et de la diversité (AGD) est systématiquement appliquée, intégrée et documentée dans toutes les activités tout au long de l'affectation • Un rapport des réalisations dans le domaine du volontariat pour la paix et le développement pendant l'affectation, comme par exemple le nombre de volontaires mobilisés, la participation aux activités et la contribution au développement des capacités.

## Qualifications/Requirements

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**Required Degree Level** Bachelor degree or equivalent

#### Education - Additional Comments

Type of Degree: University degree in Social Sciences, international relations, Gender and development, social work, public health, gender, law/human rights, and/or other related social science disciplines or any related technical and relevant area.

**Required experience** 36 months

#### Experience Remark

minimum 3 years progressive responsibility and experience in humanitarian/development situation at the national and international levels in programme management, monitoring and evaluation, reporting, report-writing, or related field.

#### Language

- French (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Working Knowledge

#### Area of Expertise

- Monitoring and evaluation Mandatory
- Development programme management Mandatory
- Other development programme/project experience Mandatory

#### Area of Expertise Requirement

humanitarian/development situation at the national and international levels in programme management, monitoring and evaluation, reporting, report-writing, or related field.

**Need Driving Licence** No

#### Competencies & Values

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

## Conditions of Service and other information

#### Condition of Service

[Cliquez ici pour voir les Conditions de Service](#)

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**Conditions de Service:**

## Information sur le nouveau coronavirus (COVID-19)

L'évolution rapide de la pandémie de maladie à coronavirus (COVID-19) a entraîné l'adoption de restrictions importantes et de plus en plus sévères pour la liberté de mouvement des personnes dans le monde entier, à l'intérieur des pays et d'un pays à l'autre. En raison de ces restrictions, il est très difficile pour les Volontaires des Nations Unies internationaux de se rendre sur leur lieu d'affectation pour y commencer leur mission, et le programme VNU n'est pas en mesure de garantir que les affectations se dérouleront comme prévu.

Durant cette période, les candidats pour des affectations en tant que Volontaire des Nations Unies international pourront exceptionnellement obtenir un réaménagement du régime de travail afin d'exécuter leur mission depuis le lieu de leur recrutement, jusqu'à la levée des restrictions. L'agence hôte seule peut décider d'accorder un tel réaménagement. Nous recommandons aux candidats qui ont été sélectionnés pour un entretien de discuter avec l'organisation d'accueil des possibilités de voyage et des autres arrangements pouvant être envisagés. S'ils sont retenus, les candidats doivent soigneusement examiner les circonstances de l'affectation avant d'accepter l'offre du programme VNU.

Dans les cas où l'agence hôte des Nations Unies a demandé au Volontaire des Nations Unies d'effectuer son travail à distance, l'indice d'ajustement du pays d'affectation (PAM) ainsi que les allocations et indemnités associées pourront être adaptées au lieu d'affectation temporaire à partir duquel le Volontaire des Nations Unies a été invité à travailler.

Le contrat couvre la période ci-dessus indiquée, renouvelable selon la disponibilité des fonds, nécessités opérationnelles et performance satisfaisante. cependant il n'y a aucune garantie soit prolongé au-delà du contrat initial

Le/la volontaire reçoit une indemnité de subsistance des Volontaires (VLA) qui est composée de l'indemnité mensuelle de subsistance (MLA) et une allocation familiale (FA) pour les personnes à charge (maximum trois).

L'allocation de subsistance des Volontaires (VLA) est versée à la fin de chaque mois pour couvrir les frais de logement, les charges locatives (eau, électricité et gaz), le frais de transport, les communications et les autres besoins de base. La VLA est calculée en appliquant l'indice d'ajustement de poste (PAM) au taux de VLA de base de 1.682 dollars Etats Unis (\$EU). La VLA de base s'applique à l'ensemble des pays, tandis que le PAM est spécifique au pays et peut varier chaque mois en fonction du coût de la vie.

Cette méthode est ainsi établie pour s'assurer que les Volontaires internationaux des Nations Unies ont un pouvoir d'achat comparable quels que soient les lieux d'affectation. Le PAM est établi par la Commission de la Fonction Publique Internationale (CFPI) et est publié au début de chaque mois sur le site Web de la CFPI (<http://icsc.un.org>).

Par exemple, veuillez entrer le lien <https://vmam.unv.org/calculator/entitlements>

Quand les Volontaires des Nations Unies sont affectés dans des lieux d'affectation « sans famille » où les conditions de vie sont très difficiles et classées par la CFPI sous la Catégorie D ou E, ils reçoivent une prime mensuelle leur permettant de faire face aux dépenses additionnelles dues aux conditions de vie difficiles.

En outre, les Volontaires des Nations Unies reçoivent une indemnité d'installation (SIG) en début d'affectation (si le/la volontaire ne résidait pas dans le lieu d'affectation pendant au moins 6 mois avant la prise de fonction) et, également en cas de réaffectation dans un autre lieu

d'affectation.

Pendant leur affectation les Volontaires des Nations Unies sont couverts pour une assurance médicale et une assurance vie qui couvre également les situations d'invalidité permanente.

Ils/elles reçoivent un billet d'avion pour le voyage d'affectation. Ils ont droit aux congés annuels et font partie intégrante du système de sécurité de l'ONU (y compris les remboursements des frais liés aux mesures de sécurité résidentielle). Ils/elles ont droit aux indemnités journalières de subsistance (per diem) pour les missions officielles aux taux établis par l'ONU et aux congés dans les foyers. A la fin de l'affectation, un billet d'avion (si applicable) et une indemnité de réinstallation après service satisfaisant sont payés par le Programme VNU.

Le programme VNU enverra une copie des conditions de service, y compris le code de conduite, au candidat retenu pour de plus amples informations.

### **Supervision, initiation, orientation et devoir de protection des Volontaires des Nations Unies (Roles and Responsibilities of Host Entity)**

Les Volontaires des Nations Unies devraient bénéficier du devoir de protection et de diligence de l'entité hôte égal à celui de tout son personnel. L'appui de l'entité hôte au Volontaire des Nations Unies inclut, mais n'est pas limité à :

- Des séances d'information préliminaires sur l'organisation et sur le contexte professionnel y compris la sécurité, les procédures d'urgence, les bonnes pratiques culturelles et l'orientation vers l'environnement local;
- Un appui administratif à l'arrivée, y compris l'ouverture de comptes bancaires, les demandes de permis de séjour et autres démarches officielles requises par le gouvernement hôte ou l'entité hôte;
- Une orientation, un mentorat et un encadrement adéquats par un superviseur, y compris la provision d'un plan de travail clair et d'une évaluation de performance;
- L'accès à l'espace de bureau, aux équipements de bureau, l'appui informatique et à tous les autres systèmes et outils requis pour atteindre les objectifs de l'affectation, y compris une adresse électronique de l'entité hôte;
- L'accès aux connaissances institutionnelles, ainsi qu'aux programmes de formation et d'apprentissage de l'entité hôte;
- L'inclusion du volontaire dans le plan de sécurité;
- La gestion de ses congés;
- Des indemnités journalières de subsistance pour les voyages officiels, le cas échéant;
- Tous les changements apportés à la description de l'affectation entre le recrutement effectif du Volontaire des Nations Unies et son arrivée sur son lieu d'affectation ou pendant l'affectation doivent être officialisés avec le Programme des Volontaires des Nations Unies;
- Effectuer les enquêtes en cas d'allégation de mauvaise conduite : communiquer les rapports d'enquête au programme VNU;
- Apporter une aide d'urgence, par exemple en cas de décès du ou de la volontaire ou d'évacuation médicale, en collaboration avec le programme VNU. Accepter les lettres de garantie ou les obligations potentielles pour le paiement des frais médicaux non remboursables par l'assurance médicale dans des situations extraordinaires (par exemple, pour les services fournis par les centres d'isolement en cas de pandémie).

**Application procedure****\* Pas encore enregistré/e dans la banque de candidats VNU ?**

Veillez d'abord enregistrer votre profil sur le site <https://vmam.unv.org/candidate/signup>. Important : Une fois votre compte créé, veillez à compléter toutes les sections de votre profil et le soumettre. Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial'. Enfin, sélectionnez l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

**\* Vous avez déjà un profil dans la banque de candidats VNU ?**

Veillez d'abord mettre à jour votre profil sur le site <https://vmam.unv.org/candidate/profile>. Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial' pour sélectionner l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

**Date limite pour postuler :** 02-08-2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/Q09EUjAwMDg1Mw==>

**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.*