

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000418--Communications and CSOs Engagement

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	Iraq
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	7 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Baghdad [IRQ]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

Assignment Title	Communications and CSOs Engagement
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Organizational Context & Project Description

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F. +49 (0) 228-815 2001 W. www.unv.org

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

The development rate in Iraq is gradually increasing in civil society sector to greater engage NGOs in decision making process and enhance transparency and accountability in public sector. With the support of UNDP Country Office in the past decade the potential of Iraq's CSOs in various sectors was significantly increased through promoting legislative aspects and number of capacity building activities. The outcomes of this work can be observed in larger involvement of CSOs in the work of public councils, anticorruption monitoring groups, local governments, and increased access to information for public.

This year Iraq become one of the ninth pilot countries in IsDB, ISFD and UNDP project on empowering NGOs to overcome the poverty and its consequences for the countries that are developing towards open societies.

IsDB, ISFD and UNDP recognize the significant role of Civil Society Organizations (CSOs), including Non-Governmental Organizations (NGOs), as valuable development partners that help to promote citizen participation, enhance sustainability and alleviate poverty to accelerate progress towards the SDGs.

Access to finance remains one of the main challenges for CSOs and NGOs. This obstacle is to a large extent associated with the lack of information on different funding mechanism, the weak quality of CSOs projects and campaigns shared with potential donors. The project aims at helping them explore alternative financing models such as crowdfunding and build their capacity to raise funds for their activities and projects.

In order to be able to support their work, this TOR has been set with the main objective to establish a Crowdfunding Academy (CFA) bringing together valuable partners to build the ecosystem. The CFA will organize a crowdfunding workshop for trainers and CSOs. Around 20 CSOs and NGOs will be identified through the competitive process to participate in the training.

In this regard, UNDP is involving a Coordinator to organize preparation for Crowdfunding Academy, support NGO's application for grant process and promote awareness of CSOs on TADAMON platform.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of UNDP CO and Tadamon focal points project manager, a UN volunteer performs the following tasks:

1. Building the Crowdfunding Academy (CFA) Ecosystem

- Screening and identifying relevant partners to become part of the ecosystem for the CFA – through the Crowdfunding Ecosystem Checklist prepared by Tadamon team; defining the roles of each partner
- Screening, identifying and registering relevant NGOs/CSOs to benefit from the CFA
- Ecosystem brainstorming and training on alternative finance mechanisms especially crowdfunding.
- Drafting inputs for Digital Crowdfunding Academy as a base for all CFAs to be established in other countries
- Support the materials on the CFA to go online and to UNDP social networks in the country; enabling visibility of the partners, vetted CSOs and projects
- Helping to define main stakeholders in the ecosystem - according to the Ecosystem Mapping Checklist
- Connecting the Digital Crowdfunding Academy online with the local NGOs
- Creating a call for applicants to screen and select NGO's to participate in the Crowdfunding Academy
- 20 NGOs will be chosen to participate in the process of Digital Crowdfunding Academy. NGOs will follow an online seminars and course Digital Crowdfunding Academy to create their own content for their fundraising (to create their own campaigns). Each NGO will create a campaign with content around their work

2. Training of Trainers for Crowdfunding Academy

- support the identification of relevant experts for the workshops and those from alternative finance and CSO ecosystem in Iraq
- Identifying a list of experts (story tellers, content manager, videographers, editors, graphic designers ...) who can support CSOs in their campaign
- Organizing a workshop to train the local experts on how to give the training
- Contributing to CFA training guideline, manual, program and courses on Digital Crowdfunding Academy

3. Training for CSOs - Crowdfunding Academy

- Overall support in organization of training
- Technical support and coordination during the training process

4. Support of NGOs after the training

- Supporting to the selected NGO's crowdfunding promotion campaigns
- Assistance and advising to NGOs in application for TADAMON grants
- Coordination of publications and awareness raising campaign

5. Manage project communications

In consultation with the UNDP Iraq Communications team:

- Developing compelling stories/content including blogs, social media posts, web stories, videos
- Organising and participate in CSO training workshops focused on communications
- Engaging with local media to boost visibility, as necessary
- Developing resources/toolkits for NGOs to improve their communications

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

- At least 40 CSOs are checked and mapped for registration at Tadamon platform
- ToT for at least 5 local crowdfunding experts is organized and delivered in the country
- 20 CSOs selected to participate in Crowdfunding Academy, with at least 50 applications received
- Crowdfunding Academy implemented; at least 12 campaigns are ready to be launched online
- At least 8 campaigns supported to go online 3 months after finalizing the training; CSOs will decide on which crowdfunding platform to go live
- 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

- Bachelor or Master's degree in social sciences, communications or related area

Required experience 180 months

Experience Remark

- Knowledge of crowdfunding mechanism and experience with crowdfunding campaigns
- At least a one year of experience of work in NGO sector
- At least two years experience in communications: story development/content production across a diverse range of channels
- High motivation on developing CSOs and social projects
- Coaching experience will be an asset
- Excellent level of proficiency in English, and Arabic as native language.

- 2 letters of recommendation

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Community participation and development Mandatory
- Resource mobilization, partnership and donor coordination Optional
- Other communications related experience Optional

Area of Expertise Requirement

- Computer literacy and knowledge of basic IT applications

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- 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.

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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 (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

IRQR000418-10682

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 assignment, therefore only nationals of Iraq and legal residents in Iraq with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 29-09-2021

doa.apply_url

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

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.