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**: Nepal
- **Host Institute**: United Nations Children’s Fund
- **Volunteer Category**: National Youth
- **Number of Volunteer**: 1
- **Duration**: 6 months
- **Expected Starting Date**: Immediate
- **Duty Station**: Kathmandu [NPL]
- **Assignment Place**: Family Duty Station
- **Assignment Place Remark**: N/A

**Living Conditions**

Kathmandu, the capital of Nepal, is designated under Phase 1 of the UN Security classification but is subject to change depending on the evolving context of the security situation. Living conditions in Kathmandu are good. Comfortable, inexpensive flats (furnished and unfurnished) are available in Kathmandu. Both imported and local foods and clothing are abundantly available. There is a short supply of water and it is also not safe to drink water that has not undergone treatment. Public transport, such as taxis, is easily available and generally reliable though traffic congestion is extremely high. Kathmandu has a temperate climate with the coldest temperatures reaching just above zero at the night during the winter and mild but humid conditions during the monsoon period, mid-June to end September.

Volunteer initiative in Nepal is a unique operation that mobilizes the power of community in tackling pressing issues in Nepal and helps expand UNICEF’s mission reaching the most vulnerable people. The role will provide for an interesting and enriching environment, but also requires a mature level of cultural awareness and compassion to work closely with community members as well as flexibility.
Therefore, the ability and willingness to understand and accommodate different stakeholders with varying needs are essential.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Volunteer Initiative Coordinator</th>
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**Organizational Context & Project Description**

UNICEF is dedicated to advancing the rights of all children in Nepal, especially the most marginalized and disadvantaged. UNICEF continues to advocate for investing in children at the federal, provincial, and local levels to maximize the potential of Nepal’s young population and supports Nepal’s renewed commitments to achieve the Sustainable Development Goals (SDGs). UNICEF’s programmes for 2018-2022 will focus on areas related to health; nutrition; child protection; education; water, sanitation and hygiene; and social protection. Aside from these, early childhood development, adolescents, disability, gender as well as disaster risk reduction and climate change adaptation are issues that will be tackled across sectors.

With COVID-19, the circumstances have further worsened the already vulnerable positioning of children in Nepal. Over the past months, Nepal has experienced an unprecedented outbreak of COVID-19 following a rapid rise in cases in India and South Asia. Nepal carries the unfortunate distinction of the world second-highest bi-weekly increase in deaths at 291%, and the highest test positivity rate of 40% in the last two months of May and June 2021. Less than 2% of the 30 million population is fully vaccinated. With a weaker surveillance system, actual cases and deaths may be much higher.

Against this backdrop, UNICEF is planning to strengthen the mobilization of volunteers to under the Generation Unlimited initiative, a global initiative to empower young people. The global volunteer initiative aims to support countries across the world to design and scale-up volunteering strategies that upskill young people while accelerating results for children. In Nepal, UNICEF currently has over 1,200 volunteers on the roster in as the national activity of this global movement. UNICEF’s volunteers play a vital role in extending UNICEF’s advocacy and programmatic reach. The opportunity to be part of UNICEF’s volunteer initiative comes at an exciting time where the office is beginning to develop the national chapter to rollout the initiative.

More information on Volunteer initiative can be found at:
https://www.generationunlimited.org/global-volunteer-initiative

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

The overall objective of the work is to provide technical assistance and support for the UNICEF volunteer initiative in Nepal, especially for management of the existing 1,200 plus volunteers on our roster. Immediate work includes the mobilization of 50 volunteers for the Child Protection Section in conducting protection monitoring for Province 1, Bagmati, and Gandaki which has recently initiated jointly with the Communication section. Under the direct supervision of volunteer initiative focal point in Communication section, the National UN Youth Volunteer will:

1. Tasks for management of UNICEF volunteers
   - Help manage the volunteer database and engage volunteers to keep them informed with UNICEF’s work and knowledge related to our mandate;
   - Support coordinating with sections and youth focal points to link relevant programmes and initiatives where volunteers can be integrated;
   - Plan communication and visibility activities to promote volunteerism;
   - Assist in communication with regional and headquarter team for inquiries and progress reporting on volunteer initiative;
   - Document volunteer initiatives and achievements for UNICEF Nepal’s digital media platforms;
   - Develop and maintain a monitoring and evaluation document to ensure smooth data collection for various end-of-year reporting requirements.

2. Tasks for management of protection monitoring volunteers:

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
In addition to the objectives indicated in A, the UNV will be expected to work on the following to support the protection monitoring work with Child Protection section.

- Support in establishing the recruitment cycle for the protection monitoring volunteers including process improvement;
- Providing support to engage volunteers to ensure data quality is up to standard and organize regular meetings;
- Help coordinate and provide support to the Child Protection section for execution of volunteer work;
- Any other related tasks as may be required or assigned by the supervisor.

3. Tasks as National UNV:

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self- reports on UN Volunteer actions, results, and opportunities;
- 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

1. Expected deliverables for UNICEF volunteer management:

- Database updated and engagement plan for volunteers established;
- Country strategy and activity plan developed in linkages to relevant programmes and initiatives such as GenU;
- Orientation, training, capacity-building sessions, and surveys conducted to volunteers registered in the roster;
- Social media content developed to promote volunteerism and volunteer mobilization;
- Monitoring and evaluation document developed and maintained regularly

2. Expected deliverables for protection monitoring volunteer management:

- 50 volunteers recruited from the volunteer roster and engaged to ensure their work is up to standard.
- Orientation and training session conducted to familiarize selected volunteers on the expected work and procedures for the protection monitoring assignment.
- Analysis of volunteer mobilization cycle to ensure efficiency of the overall process.
- Branded items procured and provided to volunteers as token of acknowledgement based on their level of contribution.

3. Expected deliverables as National UNV:

- 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

Qualifications/Requirements

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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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Education - Additional Comments

- Academic; University degree in social/behavioral sciences (communication, marketing, public health), international relations or in a related technical field is preferable.
- Demonstrated interest and/or experience in international development, community engagement, child protection.

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<th>Required experience</th>
<th>12 months</th>
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Experience Remark

- Demonstrated interest and/or experience in international development, community engagement, child protection.
- Data management, designing, implementation, monitoring and evaluation of projects related to advocacy, communication, social mobilization, and partnerships, including experience of engaging internal and external stakeholders will be highly valued.
- Experience in drafting concept notes, virtual webinars, and public speaking is preferable.
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Good computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

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<thead>
<tr>
<th>Language</th>
<th>English (Mandatory), Level - Fluent</th>
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<td>AND - Nepalese (Mandatory), Level - Fluent</td>
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Area of Expertise

- Database design, administration and maintenance Mandatory

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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**  
NPLR000200-10287

**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?  

10 Aug 2021
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 (the Programme Country) and legal residents in (the Programme Country or territory) with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 16-08-2021.

doa.apply_url

https://vmam.unv.org//candidate/show-doa/TIBMUjAwMDo==

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.