

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000450--APAN Network Coordinator

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	Thailand
Host Institute	United Nations Environment Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Bangkok [THA]
Assignment Place	Family Duty Station

Assignment Place Remark

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA for international specialist modality for Thailand is USD 2,475.90, +USD 250 (1-dependent rate), +USD 450 (2 or more dependent rate)

Living Conditions

Bangkok has similar conditions to any relatively developed city in the world.

The climate of Thailand is tropical, with three distinct seasons, i.e. a hot season from March to mid-May, a rainy season caused by the southwest monsoon, which generally runs from mid-May to October, and a dry and relatively cool season from November to February, when the north-east monsoon, coming from the Asian continent, prevails. However, the relatively cool season is felt in the north and in inland areas, while on the coasts and in the south it's hot even in winter.

Assignment Details

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

Assignment Title

APAN Network Coordinator

Organizational Context & Project Description

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

UNEP's Asia and the Pacific Office geographically serves 41 countries across the region to promote and implement sustainable development solutions. It assists countries of the region pursue sustainability, particularly in their implementation of the 2030 Agenda for Sustainable Development including technical expertise, facilitating access to finance, undertaking cutting-edge science-policy assessments, offering advisory services and strengthening laws, policies, management and governance.

UNEP works with national and local authorities, civil society, other UN organizations, research institutions and the private sector to catalyze the efficient use of the region's natural assets and reduce the degradation of the environment.

The overall objective of the UNEP's Asia and the Pacific Office is to support countries in the region to address environmental degradation, and negative effects on human well-being including climate change in close collaboration with other Divisions of UN Environment. It helps countries address pollution, increase resilience to climate change and reflect linkages between other environmental dimensions in their development planning. The position is under the Climate Change Sub-Programme in the Asia and the Pacific Office.

The Asia Pacific Adaptation Network (APAN), developed and launched by the United Nations Environment Programme in 2009 under the Global Adaptation Network (GAN), is the first regional adaptation network. APAN is an open network that strives to equip adaptation actors in the region with knowledge for designing and implementing adaptation measures, building capacity to access technologies and finance, and integrating climate change adaptation into policies, strategies, and plans towards building climate change resilient and sustainable human systems, ecosystems, and economies. APAN has established a good partnership with key sub-regional organizations and become a key adaptation knowledge mobilizer in the Asia and the Pacific Region.

The UN Volunteer, as part of the Climate Change team for Asia and the Pacific Office, will act as a coordinator APAN and will support the function of APAN Secretariat, hosted by UNEP Asia and the Pacific Office. The work of the APAN is to facilitate the exchange of information and knowledge about adaptation and it works through a series of partners and regional platforms.

Sustainable Development Goals

13. Climate Action

Task description

Under the direct supervision of the Regional Coordinator, Climate Change Sub-Programme and the overall guidance by the Regional Director, the UN Volunteer will undertake the following tasks:

- Act as a Network Coordinator of APAN and coordinate all activities of APAN including supervising contents of APAN Knowledge Portal and regular update.
- Coordination as member secretary to APAN Advisory Group, meetings and activities guided by the Advisory Group
- Develop a two year work plan and coordinate and implement activities benefitting APAN and climate adaptation results for the AP region, and contribute to the outcomes and commitments from the 7th APAN Forum.
- Organize quarterly meeting with organizations made commitments during APAN Forum and review progress of delivery of activities under work plan.
- Support delivery of activities of Global Adaptation Network (GAN) in Asia and the Pacific Region and maintain a close link with GAN Coordinator and other regional networks under GAN.
- Reaching out to other actors and networks in the region to strengthen collaboration on APAN Forum's four resilience areas and five enablers and expand partnerships for advancing forum outcomes.
- Keeping abreast of adaptation events in the region and exploring opportunities for APAN to connect/support and increase visibility of APAN work on climate change adaptation knowledge.
- Maintain APAN email list-serve including updating contact lists for APAN including a database of adaptation contacts, organizations, companies, and renowned experts along with their areas of expertise.
- Making regular contact with leading adaptation experts including in the private sector, and keeping abreast/discovering what

they're working on, interest and expertise (for potential involvement in projects, publications, sessions, webinars) on climate adaptation and related areas.

- Gathering information on regional adaptation reading to feed into regular APAN reading lists. Develop content in the form of articles, stories, op-eds or other for monthly APAN e-communique and/or newsletters, and APAN websites.
- Supporting and organizing virtual or in-person adaptation events, webinars, seminars or sessions.
- Contribute to the delivery of UNEP's MTS 2022-25 Programme of Work-related to Climate action, Nature action, and Pollution.
- Any other related tasks as may be required or assigned by the 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- 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

As an active UNEP Climate Change Team and APAN team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP, its partners and its beneficiaries in the accomplishment of her/his functions, including:

- Monthly report covering activities carried out and outputs delivered as well as contribution made in adaptation discussion by APAN.
- A workplan for APAN based on commitments made by partners during 7th APAN Forum, and other activities to be carried out by APAN including number of events and meetings.
- Quarterly progress report on delivery of action plan by partners including upcoming activities that each partner will focus on. It may also include new partnership/collaboration in delivering APAN activities related to four resilience areas and five enablers.
- Articles, stories, op-eds or other for monthly APAN e-communique and/or newsletters and shared using updated APAN email list-serve.
- Virtual or in-person adaptation events, webinars, seminars, or sessions.

The development of capacity through coaching, mentoring and formal on-the-job training when working with (including supervising) national staff or (non-) governmental counterparts, 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
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Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Post-graduate university degree in Climate Change, Environment Studies, Environmental Policy/Law, Natural Resources Management, or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Required experience 60 months

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Experience Remark

- At least **5 years** of professional work experience at the national and/or international level in climate change adaptation or other closely relevant programmes. Working experience with the national government in Asia and the Pacific region will be an asset. Previous experience working in the UN or other international development organization is also desirable.
- Experience in programme management in developing countries is desirable.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Sustainable natural resources management and climate change adaptation Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- 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 for International Specialist:

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

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Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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 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;
- 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

THAR000450-10127

Application procedure

*** Not yet registered in the UNV Talent Pool?**

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?**

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.

Application deadline: 2nd August 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDQ1MA==>

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.