

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

USAR000148--Education in Emergencies Capacity Development

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	United States of America
Host Institute	United Nations Children's Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-09-2021
Duty Station	New York [USA]

Assignment Place Remark

UNICEF, as the leading UN agency for Education in Emergencies (EiE), has an important role to play in advancing capacity development in EiE both for its staff and partners, especially national governments and local actors. UNICEFs' combined experience to date has shown that there are huge gaps on addressing the learning crisis in EiE, implementing risk-informed approaches approach to help mitigate the impact of humanitarian crises on children and harmonizing approaches across partnerships.

Living Conditions

The duration of your assignment is 12 months (please complete with the number of months of contract; in some cases you may wish to indicate the expected contract end date).

A 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\$ 1,571. 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 example, if the PAM for the current month is 54.6%, then the VLA for that month will be (US\$ 1,571 x 54,6 /100) + 1,571= US\$ 2,429.

The UN Volunteer will reside in New York, which is a family duty station. It is a dynamic city with access to a range of public transport, infrastructure, accommodation, and cultural activities.

The cost of living is high. As is the case for UN staff and partners, the volunteer will make their own arrangements for housing and transportation to and from work.

The average monthly Volunteer Living Allowance (VLA) for a Specialist UN Volunteer in the United States in 2018 was \$3,476 per month (those with dependents will receive more). The average monthly Volunteer Living Allowance (VLA) for a UN Youth Volunteer in the United States in 2018 was \$2,782 per month.

These amounts include a 30 per cent accommodation supplement to offset the high accommodation costs in New York duty station. Candidates are encouraged to consider this when applying.

Assignment Details

Assignment Title

Education in Emergencies Capacity Development

Organizational Context & Project Description

“Every Child Learns: **UNICEF Education Strategy 2019-2030**” (the Strategy) includes Education in Emergencies (EiE) as one of its three goals: “Improved learning and protection for children in Emergencies and Transitions: (i) prevention (resilient systems), and (ii) response (education in emergencies).”

The Education in Emergencies team in the Education Section supports countries with technical assistance on EiE and has embarked on a number of initiatives in response to the Evaluation of UNICEF’s contribution to Education in humanitarian settings. This includes a strengthened focus on learning in emergencies, innovations and reaching the most marginalised in humanitarian crisis. Evidence shows that increased capacity development is an important to strengthening the EiE response globally. The Education Strategy further **emphasizes the importance of capacity development in the education sector as well as for investing in the function and capabilities of education staff to implement the new Strategy**: “Continue the trend to invest more (including in humanitarian contexts) in systems-strengthening capabilities such as sector analysis, **risk-informed programming**, gender-responsive planning and pro-poor public expenditure, as well as investing in thematic expertise required to implement the strategic shifts of this Strategy.”

UNICEF, as the leading UN agency for Education in Emergencies (EiE), has an important role to play in advancing capacity development in EiE both for its staff and partners, especially national governments and local actors. UNICEFs’ combined experience to date has shown that there are huge gaps on addressing the learning crisis in EiE, implementing risk-informed approaches approach to help mitigate the impact of humanitarian crises on children and harmonizing approaches across partnerships.

To further this agenda, an online EiE course has been developed and is due to be launched by end of June on UNICEF’s internal learning platform, Agora. The course covers a number of EiE topics under 4 modules: fundamental concepts; technical areas for frontline responders; building resilient education systems; and cross-cutting issues. The final course of approximately 12 learning hours is complemented by a two-hour summary version of the course focusing on essential elements only which will be targeted at Senior non-education management. The course will be translated into Arabic, French and Spanish, pilot tested and also launched on the Agora platform. The course content will be updated regularly and monitored for completion and technical issues. The full course will be offered as a prerequisite to any EiE trainings. Other related capacity development initiatives are supported through HQ to regional and country offices.

The COVID-19 pandemic has led to a substantial increase in workload and hence the need for additional technical assistance in the area of capacity development. The UNV will work with the Education team in capacity development and support the rolling out of the online EiE training course, as well as other capacity development

Sustainable Development Goals

4. Quality Education

Task description

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

Under the direct supervision of the Education Specialist in the Education in Emergencies team, the UN Volunteer will undertake the following tasks:

The UN Volunteer will be working with the Education Team under the direct supervision of the Education in Emergencies Specialist. The UN Volunteer will undertake the following tasks:

1. Provide technical Support to the rolling out of the Global online Education in Emergencies E-Learning Course through: creation of a maintenance and operation plan to regularly monitor the course, peer exercises and content updates as required; develop and manage course evaluation system; support to the global launch and promotion of course globally by identifying opportunities to showcase course and participate in events; Pilot and launch the full versions in Arabic, French and Spanish; Provide data visualisation and analysis on course completions and As the course evolves, suggest content updates that will be updated to meet demands for capacity development in emerging areas in EiE such as guidance on education for children on the move, education and the humanitarian-development continuum and Education Sector Analysis Guidelines, and additions related to COVID on teaching personnel and blended learning as required.
2. Capacity Development on Preparedness: Review UNICEF trainings on preparedness in EiE; map out existing training opportunities; analyse and recommend additions; support development of preparedness case-studies on good practices and liaise with the global education cluster on any training initiatives.
3. In line with the global roll out of our new CCCs Plan and identify trainings and/or on the job mentoring opportunities to UNICEF staff on EiE and share opportunities globally. Work to Systematise and targeting Regional/COs with **specific support to countries to undertake Education Sector Analysis on risk informed programming with the SIDER team.**
4. Capacity Development Knowledge Management Create communities of practice online for capacity development and Support to global **yammer group**- including external partners for sharing of solutions on EiE
5. Expand **South-South cooperation and regional partnerships on capacity development in EiE** along with communities of practice and online dialogues and seminars.
6. Participate in section wide capacity development initiatives and provide support as required.

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

- The full completion of the EiE e-learning course and required maintenance and operation of the course platform. Regular updates and monitoring reports on the course provided to EiE team.
- Lead the organisation of capacity development trainings on EiE for regional and country offices and subsequent follow up
- Development of capacity related plan with a focus on EiE and preparedness and risk-informed programming
- Documented involvement in sector wide capacity initiatives for the Education team.
- A final statement of achievements towards volunteerism for 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

Required Degree Level Master degree or equivalent

Education - Additional Comments

Post Graduate degree in education, statistics, monitoring and evaluation, human resource development, international development or another related field;

Required experience 36 months

Experience Remark

At least 3 years of experience in designing capacity development programmes, particularly those linked to education and the social sectors

Field work experience in education in humanitarian or developing countries is preferable as is any experience in applying risk-informed ana.

Excellent inter-personal, mentoring, facilitation and communication skills.

Excellent Analysis and Organisation skills

Proficiency in using MS Office package including Excel, Word, PowerPoint, Access database etc.

Excellent English language written and spoken skills are required. Knowledge of Arabic, Spanish or French an asset.

Able to work to meet deadlines and work with remote supervision.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Human resources management and development Optional

Area of Expertise Requirement

Proficiency in using MS Office package including Excel, Word, PowerPoint, and any learning platforms etc.

Need Driving Licence No

Competencies & Values

- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- 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.

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.

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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 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 for to which you would like to apply.

Application deadline: 01-08-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VVNBUjAwMDE0OA==>

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.