UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
UZBR000212--Ensuring Disability Inclusion and Equal Opportunities for Persons with Disabilities

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Uzbekistan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Tashkent [UZB]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<td>Assignment Place Remark</td>
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Living Conditions

UNV will be responsible for arranging his/her accommodation and living conditions, and UNDP CO may support with guidance in this regard, if required.

Assignment Details

Assignment Title
Ensuring Disability Inclusion and Equal Opportunities for Persons with Disabilities

Organizational Context & Project Description
UNDP is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources, in order to help people build a better life. UNDP is on the ground in more than 170 countries, working with them on their own solutions to global and national development challenges. UNDP’s workforce reflects diversity and strives to include equal numbers of men and women, staff members representing as wide a geographic distribution as possible, and individuals from under-represented groups, indigenous groups and persons with disabilities. UNDP assistance in Uzbekistan, through its current **Country Programme Document Uzbekistan (CPD) 2021-2025**, focuses on two inter-linked objectives. These objectives are to support the Government in advancing economic and democratic reforms, and to strengthen and foster the participation of civil society in development processes at national and local levels. UNDP’s work in Uzbekistan is concentrated on two thematic areas, specifically good governance and sustainable development. UNDP has been concentrating its efforts to support the government initiatives in ensuring effective governance to enhance public service delivery and better protection of rights, deepening of democratic reforms and supporting the civil society organizations enshrined in “leaving no one behind” philosophy of **Sustainable Development Goals**. This focus is closely aligned with Government’s Action Strategy for 2017-2021 on Five Priority Areas of Development of the Republic of Uzbekistan, as well as national priorities towards improving the quality of public administration for equitable access to public service for all. Being people centered, UNDP works with partners on their institutional capacity building, administrative reform policies and civil service reform. These efforts enhance the government entities in providing citizen-centric public services, allow civil society’s and public participation in decision making processes, promote e-governance concept, modernize the justice system and parliamentary development. For more information about UNDP’s work in Uzbekistan please visit: [www.uz.undp.org](http://www.uz.undp.org)

UNDP CO is committed to ensure the inclusive and accessible working environment for persons with disabilities through improving its internal operational and managerial activities, enabling inclusive, accessible and safe working environment for persons with disabilities. The UNDP CO envisions to conduct accessibility assessment of its main premise, including operational, ICT, HR, procurement and communications activities to enable equal opportunities and inclusive working environment for persons with disabilities. Following the results of the assessment, it is planned to adapt/revise/develop disability inclusion internal policy and guidelines to reasonably and inclusively accommodate persons with disabilities in its all operational, programmatic and project activities. It is also expected to develop capacities of UNDP staff/personnel on effective mainstreaming of disability inclusion and equal opportunities for persons with disabilities. The UN Volunteer is expected to substantially contribute to, support/assist the UNDP CO in abovementioned initiatives and activities to ensure the inclusive UNDP for all.

**Sustainable Development Goals** 17. Partnerships For the Goals

**Task description**

Under the direct supervision of UNDP Deputy Resident Representative in Uzbekistan, the UN Volunteer will undertake the following tasks:

- Serve as Focal Point on Disability issues for UNDP CO;
- Carry out consultations for UNDP CO on accessible and inclusive working environment for PwDs based on CRPD and international disability standards;
- Conduct desk review of existing policies and procedures, operations, programmes and projects to assess the level of disability inclusion;
- Expedite and carry out accessibility assessment of the UNDP CO premise;
- Carry out accessibility assessment of UNDP conferences and events;
- Assist in the development of (a) disability inclusion policy, (b) internal accessibility and reasonable accommodation strategy/road-map, (c) projects/programmes disability mainstreaming manual/guideline;
- Develop and conduct specialized webinar/seminar on disability inclusion for UNDP staff/personnel.

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**

5 Jun 2021
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments

Education: Bachelor’s degree in Social Science, Health, Disability Studies, Disability Law, Development Studies or relevant areas

Required experience
24 months

Experience Remark

Experience: At least 2 years of work experience in any of the following areas in government, international organization or non-governmental organization is required: non-profit organization management, social work, disability research and policy work, legislative drafting, public services delivery reform, public policy analysis, and community based local development projects. Managerial experience in international development projects would be considered as an asset.

Language

- Russian (Mandatory), Level - Working Knowledge
- AND - Uzbek (Mandatory), Level - Working Knowledge

Area of Expertise

- Software and applications development and analysis Mandatory

Area of Expertise Requirement

Disability Inclusion, Universal Design, Accessibility and Reasonable Accommodation, CRPD knowledge, Disability Policy and Frameworks, Disability Rights

- Ability to use information and communication technology as a tool and resource;
- Good knowledge in use of computer software packages for word processing, excel spreadsheets, power point, internet, databases and handling web-based management systems;
- Ability to work under pressure and with tight deadlines, ethics and honesty;
- Work prioritization and ability to handle multiple tasks;
- Good understanding of disability and development issues, governance reform, disability rights.

Need Driving Licence
No

Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

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


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 (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**  
UZBR000212-9716

**Application procedure**

This assignment is part of UNV’s disability inclusion strategy. UNV seeks to 1) provide opportunities for persons with disabilities to serve as UN Volunteers 2) enable UN partners to expand diversity and inclusion of persons with disabilities in their workforce worldwide 3) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels, with focus on national capacity.

Only candidate with disabilities is eligible to apply for this position. If shortlisted for this assignment, you will be asked for a copy of an official document confirming that you have a disability from a general practitioner, or from an organization of persons with disabilities.

**Reasonable Accommodation**

The UN system wishes to create an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access and benefit equally from employment and other engagement opportunities such as volunteering, by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modifications and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.[1]


**UNV Conditions of Service and Entitlements**

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging their own housing and other living essentials. National UN Volunteers are part of a health insurance plan.

National UN Specialist Volunteers in Uzbekistan receive approximately USD 764 as Monthly Living Allowance. Applicable dependents (primary family unit, up to 3) will be eligible for health insurance.

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

https://www.unv.org/become-volunteer/volunteer-your-country/conditions-service
Application procedure

Please apply via the link below. You can then either log in if you already have a VMAM account or register via ‘Candidate Signup’.

Important: On your profile, kindly select the response “yes” to the question whether you consider yourself a person living with a disability. Should you require special arrangements to facilitate the interview and assessment during the selection process, please indicate this in the “special remarks” field in your profile. In case you are facing accessibility constraints kindly write an email to support@unv.org.


doa.apply_url

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

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.