UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BDIR000646—Coordination, Partnership and Resource Mobilization Specialist

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>Burundi</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Bujumbura [BDI]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
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</table>

Living Conditions

Burundi covers 27,834 km² of which 25,200 are land-based. Without access to the sea, however, it borders Lake Tanganyika (32,600 km² of which 2634 km² belong to Burundi), in the axis of the Great Western Rift. The lake and the Rusizi River border it to the West, the Malagarazi River to the South East. The western and south-eastern borders (11,817 km²) belong to the Congo Basin, the rest of the country (13,218 km²) is the southern end of the Nile Basin. Neighboring countries are the Democratic Republic of Congo in the West, the Republic of Rwanda in the North and the United Republic of Tanzania in the East and the South. Administratively, Burundi is subdivided into 18 provinces and 129 communes.

The difficult economic and social context in the country has a direct impact on living conditions. According to the results of the 2008 population and housing census, 63% of the population had no level of education. This population lives more and more difficult from the ground, seriously crumbled.

In addition, the socio-political conflict of 2015 did not spare the social and economic sectors. On the economic front, per capita income has fallen sharply: from $ 210 in 1992 to $ 135 in 2008. The poverty rate is very high: it was 67% in 2010. Burundi is thus ranked among the 10 poorest countries in the world in 2012 (178th out of 186 countries ranked). This high level of poverty combined with rapid population growth is undermining economic growth. In addition, access to basic social...
services is still difficult for the victims of the conflict (returnees, displaced persons, widows and orphans...)

On the security front, Burundi is a non-family duty station. Caution is recommended at all times in the capital Bujumbura as well as in the interior of the country. Although since 2000, the country has taken the path of peace and reconciliation consolidated by the signing of the Arusha Accords, the 2015 elections have plunged the country into an environment of insecurity. Nevertheless, according to UNDSS recommendations, volunteers can work throughout the national territory observing the security measures recommended by UNDSS. Thus, UNDSS recommends safety standards that United Nations Volunteers must adhere to.

In Bujumbura and the provincial capitals, hospitals and pharmacies, hotels, shops, restaurants, gyms and entertainment are available. For housing, International United Nations Volunteers are entitled to an allocation earmarked for the implementation of certain security measures. The supply of water and electricity is regular.

Assignment Details

Assignment Title: Coordination, Partnership and Resource Mobilization Specialist

Organizational Context & Project Description

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women Burundi Strategic Note 2019-2023 aligns with the UN Women Global Strategic Plan 2018-2021, the National Development Plan 2018-2027, the National Gender Policy (NGP) and the UNSC Resolution 1325 2017-2021 Action Plan, the UNDAF (2019-2023), and the draft UN Resilience Framework. It translates UNW's triple mandate to achieve lasting GEWE results, building on its comparative advantages.

The Strategic Note prioritizes three Outcomes: (i) Women Peace Mediators (WPM) and other gender advocates participate in, and influence conflict prevention and conflict resolution decision-making processes and responses in an enabling environment; (ii) Women, including those in refugees/ IDPS camps and other vulnerable situations, experience enhanced safety, security, physical and mental health, and their human rights respected in conformity with ratified regional and international instruments. (iii) Women and girls participate in and benefit from socio-economic recovery opportunities in the context of peace and resilience-building.

Under the overall supervision of the Country Representative, the International UNV Coordination, Partnership and Resource Mobilization Specialist will provide technical support to the development and management of UN Women’s strategic partnerships and relationships, and resource mobilization strategy,
Sustainable Development Goals

5. Gender Equality

Task description

Within the delegated authority and under the supervision of Country Representative or his/her designated mandated representative(s), the UN Volunteer Coordination, Partnership and Resource Mobilization will:

1. Coordinate the development of UN Women’s strategic partnerships in the Country Office

   - Advise Country Office on the design and implementation of effective advocacy strategies and methods for proactive and strategic targeting of partners and development partners.
   - Update the country office partnership and resource mobilization strategy and initiatives with implementable action plans as the need emerge.
   - Develop and implement differentiated fund-raising strategies, aligned and coordinated with country-level initiatives and outreach activities;
   - Comprehensive mapping of key country and regional funding partners with a focus on foundations and private sector targeting.

2. Build trust and maintain effective relationships with development partners

   - Provide substantive technical support to the Representative and colleagues in the preparation of missions, meetings and other consultations with development partners, including the preparation of notes, briefs and other materials;
   - Lead and coordinate thematic teams to act as direct entry points for development partners, building institutional relationships and tracking action points by team members;
   - Promote the use of high quality and timely reports to development partners and external constituencies for resource mobilization efforts.
   - Promote engagement of strategic partners with UN Women initiatives, including in strategic planning and/or prioritization activities, in monitoring and in showcasing UN Women’s work.
   - Conduct regular partnership surveys to inform strategic partnership engagements.

3. Strengthen internal resource mobilization capacity & oversee knowledge building

   - Provide technical support in the preparation of funding proposals and concept notes;
   - Provide technical support to the development of project proposals in line with the UN Women’s strategy and the interest of development partners;
   - Provide regular development partner intelligence
   - Provide strategic advice to the Representative and staff on building and maintaining partnerships and positioning with potential development partners.
   - Facilitate partnership resource mobilization training to program staff and managers based including
the development of tools and products.

- Share knowledge on partnerships and resource mobilization to enhance organizational learning among team members. This includes RM cafés specific to country donors to share lessons learned and good practices.
- Collaborate with the Communications and Program teams on a plan of action to give greater visibility of CO’s results to the donor community.
- Monitor emerging issues that could affect partnerships and resource contributions at the national or regional levels (risk management).

4. Support the Coordination functions as follows:

- Undertake reviews of key strategic documents, reports, and generate information for background materials, concept notes, activity programs, presentations, reports and other knowledge products, to inform the work of the Strategic Planning and Coordination of the office.
- To conduct analyses of key materials, reports, and undertake searches of strategic documents and data sources, to inform the facilitation, coordinating and supporting the Annual Work Planning development and Strategic Note development processes in Country Office.
- To support the planning and facilitation of meetings/events for the Annual Work Planning development and Strategic Note development processes of the country office and leadership related interventions by UN Women Burundi Office.
- Support the management of program oversight-related initiatives, including program meetings, Program Appraisal Committee meetings, and facilitating of UN Women Burundi Office program oversight efforts;
- Lead, co-lead and or participate in UNCT/UNHCT coordination mechanism, working groups, task forces, etc, focusing on GEWE or requiring GEWE inputs;
- Provide substantive GEWE insights, feedback and other contributions to position and strengthen GEWE in UNCT/UNHCT strategic documents, programming, work planning and activities;
- Provide other relevant programmatic or administrative support as may be requested by the supervisor in implementing UN Women Coordination, Partnership building and Resource Mobilization functions.

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

Results/expected outputs

- As an active UN Women team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UN Women and its beneficiaries in the accomplishment of her/his functions, including:
  - Timely attention and response to UN Women’s partners and development partners
  - RM action plan objectives met
  - Quality and timely inputs to resource mobilization strategy
  - Timely targeting of funding opportunities and timely tracking of development partner intelligence
  - Timely sharing of best practices to improve/ enhance development partner relations
  - Increased RM capacities of CO
  - Timely and quality GEWE contributions to UNCT and other key partners as required;
  - Substantive positioning of UN Women and GEWE in UNCT/UNHCT technical coordination mechanisms, working groups, task force, etc;
  - Strengthened partnerships and enhanced trust and resources for UN Women operations
  - A final statement of achievements towards voluntarism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
  - Provision of Background Information Concept Notes, Analytical Reports, Research Reports to support UN Women Country Office promotion of UN system-wide coordination of GEWE at country levels, and other regional partnerships
  - Facilitation of AWP and SN development processes and provision of inputs during related reviews

- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment

- A final statement of achievements towards voluntarism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

- Le développement des capacités grâce à l’encadrement, le suivi et la formation continue, en travaillant (y compris la supervision) avec le personnel national ou les homologues de la contrepartie (gouvernementale ou non-gouvernementale, y compris les partenaires d’exécution (IP)); • La perspective de l’âge, du genre et de la diversité (AGD) est systématiquement appliquée, intégrée et documentée dans toutes les activités tout au long de l’affectation • Un rapport des réalisations dans le domaine du volontariat pour la paix et le développement pendant l’affectation, comme par exemple le nombre de volontaires mobilisés, la participation aux activités et la contribution au développement des capacités.

Qualifications/Requirements

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td></td>
</tr>
</tbody>
</table>

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F. +49 (0) 228-815 2001
A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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

11 Jan 2019
Type of Degree:

Master’s degree or equivalent in International Development, Business Administration, Gender, Economics, Political Sciences, Sociology or related field.

Advanced higher degree (master’s or equivalent) in a relevant area International Development, Business Administration, Women Studies, Gender Economics, Political Science, Sociology or related field.

A first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree

Required experience 24 months

Experience Remark

Years of work experience:

At least Three years of professional work experience at the national and/or international level in strategic coordination, partnership building and fundraising or other relevant programmes;

Language Skills

- French (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Fluent

Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory
- Gender equality and the advancement of women Mandatory
- Other finance, economics and administration related experience Mandatory

Area of Expertise Requirement

Areas of experience:

Experience with project/programme design and monitoring and management working in countries with humanitarian, conflict and development challenges is an asset.

Experience working in the UN or other international development organization;

Experience in development of Knowledge Products will be an added advantage

Prove of excellent coordination and collaborative skills;

Excellent oral and written skills; excellent drafting, formulation, reporting skills;

Accuracy and professionalism in document production and editing

Need Driving Licence No

Competencies & Values
### Conditions of Service and other information

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<tr>
<th>Condition of Service</th>
<th>Cliquez ici pour voir les Conditions de Service</th>
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#### Conditions de Service:

Le contrat couvre la période ci-dessus indiquée, renouvelable selon la disponibilité des fonds, nécessités opérationnelles et performance satisfaisante. Cependant il n'y a aucune garantie soit prolongé au-delà du contrat initial.

Le/la volontaire reçoit une indemnité de subsistance des Volontaires (VLA) qui est composée de l'indemnité mensuelle de subsistance (MLA) et une allocation familiale (FA) pour les personnes à charge (maximum trois).

L'allocation de subsistance des Volontaires (VLA) est versée à la fin de chaque mois pour couvrir les frais de logement, les charges locatives (eau, électricité et gaz), le frais de transport, les communications et les autres besoins de base. La VLA est calculée en appliquant l'indice d'ajustement de poste (PAM) au taux de VLA de base de 1.602 dollars Etats Unis ($EU). La VLA de base s'applique à l'ensemble des pays, tandis que le PAM est spécifique au pays et peut varier chaque mois en fonction du coût de la vie.

Cette méthode est ainsi établie pour s'assurer que les Volontaires internationaux des Nations Unies ont un pouvoir d'achat comparable quels que soient les lieux d'affectation. Le PAM est établi par la Commission de la Fonction Publique Internationale (CFPI) et est publié au début de chaque mois sur le site Web de la CFPI (http://icsc.un.org).
Par exemple, veuillez entrer le lien https://vmam.unv.org/calculator/entitlements

Quand les Volontaires des Nations Unies sont affectés dans des lieux d'affectation « sans famille » où les conditions de vie sont très difficiles et classées par la CFPI sous la Catégorie D ou E, ils reçoivent une prime mensuelle leur permettant de faire face aux dépenses additionnelles dues aux conditions de vie difficiles.

En outre, les Volontaires des Nations Unies reçoivent une indemnité d'installation (SIG) en début d'affectation (si le/la volontaire ne résidait pas dans le lieu d'affectation pendant au moins 6 mois avant la prise de fonction) et, également en cas de réaffectation dans un autre lieu d'affectation.

Pendant leur affectation les Volontaires des Nations Unies sont couverts pour une assurance médicale et une assurance vie qui couvre également les situations d'invalidité permanente.

Ils/elles reçoivent un billet d’avion pour le voyage d’affectation. Ils ont droits aux congés annuels et font partie intégrante du système de sécurité de l'ONU (y compris les remboursements des frais liés aux mesures de sécurité résidentielle). Ils/elles ont droit aux indemnités journalières de subsistance (per diem) pour les missions officielles aux taux établis par l'ONU et aux congés dans les foyers. A la fin de l’affectation, un billet d’avion (si applicable) et une indemnité de réinstallation après service satisfaisant sont payés par le Programme VNU.

Le programme VNU enverra une copie des conditions de service, y compris le code de conduite, au candidat retenu pour de plus amples informations.

**Supervision, initiation, orientation et devoir de protection des Volontaires des Nations Unies.**

Les Volontaires des Nations Unies devraient bénéficier du devoir de protection et de diligence de l’entité hôte égal à celui de tout son personnel. L’appui de l'entité hôte au Volontaire des Nations Unies inclut, mais n’est pas limité à :

- Des séances d'information préliminaires sur l'organisation et sur le contexte professionnel y compris la sécurité, les procédures d'urgence, les bonnes pratiques culturelles et l'orientation vers l'environnement local;

- Un appui administratif à l’arrivée, y compris l’ouverture de comptes bancaires, les demandes de permis de séjour et autres démarches officielles requises par le gouvernement hôte ou l’entité hôte;
- Une orientation, un mentorat et un encadrement adéquats par un superviseur, y compris la provision d'un plan de travail clair et d'une évaluation de performance;

- L'accès à l'espace de bureau, aux équipements de bureau, l'appui informatique et à tous les autres systèmes et outils requis pour atteindre les objectifs de l'affectation, y compris une adresse électronique de l'entité hôte;

- L'accès aux connaissances institutionnelles, ainsi qu'aux programmes de formation et d'apprentissage de l'entité hôte;

- L'inclusion du volontaire dans le plan de sécurité;

- La gestion de ses congés;

- Des indemnités journalières de subsistance pour les voyages officiels, le cas échéant;

- Tous les changements apportés à la description de l'affectation entre le recrutement effectif du Volontaire des Nations Unies et son arrivée sur son lieu d'affectation ou pendant l'affectation doivent être officialisés avec le Programme des Volontaires des Nations Unies.

Application Code  BDIR000646-3702

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.

Application deadline: 11 Jan 2019
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.