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>Benin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</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>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Cotonou [BEN]</td>
</tr>
</tbody>
</table>

Living Conditions

Benin is a country located on the Africa west coast. This assignment is based in Cotonou, the capital city of the Republic of Benin. Living conditions are relatively good. Running water and electricity are available. Cost of living is high compared to other countries in the sub-region. Most of foodstuff is imported. Basic food includes meat, fish, cassava and rice. It is easy to find fresh food on the market. There are regular flights from/to Benin. The country has boundaries with Nigeria, Togo, Ghana and Burkina Faso. The official language is French.

An entry visa is required for anyone travelling with or without the United Nations laissez-passer and must be obtained before arrival in the country. Furnished or unfurnished houses are available between 300 and 500 USD per month. The national currency is the CFA franc (1 US $ = 561 FCFA). Commercial banks exist. VISA credit cards are accepted in some hotels and department stores. Benin is a country with a high
incidence of malaria. The use of mosquito nets is strongly recommended. Vaccination against yellow fever is necessary. Other vaccines such as meningitis, hepatitis B... are also recommended. Basic medicines are available in Cotonou / Benin but it is recommended to bring your specialized medicines. The current situation in Benin is relatively calm and at a minimum security level (SLS 1) of the United Nations. UNV will be based in Cotonou, but will carry out field missions to UNICEF's intervention areas (Borgou, Alibori and Zou). As the economic capital and first city of Benin, Cotonou has all the usual amenities of large cities (electricity, running water, dispensary, hospitals, leisure, etc.).

**Assignment Details**

**Assignment Title**

Innovation specialist

**Organizational Context & Project Description**

UNICEF in Benin cooperates with government organizations, as well as with civil society organizations, independent human rights institutions, the private sector and the media. The overall goal of the country programme (2019-2023) is to support the efforts of Benin to promote and protect the rights of all children and to give all children equal opportunities to reach their full potential. UNICEF’s work spans from early childhood development, a healthy childhood, inclusive education, child care system reform, justice for children, to addressing violence and giving adolescents who are veering off track a second chance to reach their full potential. Given that traditional approaches are not always the most efficient and successful, the UNV will support UNICEF office in Benin in mainstreaming social innovation throughout its programmes to test and scale up new partnerships, technologies, and collaborations to help Benin to realise its children’ rights.

**Sustainable Development Goals**

9. Industry, Innovation and Infrastructure

**Task description**

Under the supervision and technical guidance of the Chief Social Policy, and in close cooperation with the multi-disciplinary programme team, the UNV – Innovation Specialist will be responsible of the development, coordination, and monitoring of innovations, and will provide ongoing technical support to each programme team in the design and implementation of their respective Innovation flagship initiatives.

**Summary of key functions/accountabilities:**

Infuse an innovation lens into the program development, planning and management:

- Technical and operational support to program implementation
- Networking and partnership building
- Innovation, knowledge management and capacity building.

Infuse an innovation lens into the program development and planning:
• Research and report on innovation trends and data for use in program development, management, monitoring, evaluation and delivery of results.
• Provide support to an overall cross-sectoral innovation strategy/action plan, including formulation, design, planning and implementation.
• Proactively scout for new innovative ideas and opportunities.
• Contribute to the development/mainstreaming of innovation into sectoral program goals, objectives and strategies and results-based planning.
• Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, program, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support program planning, results-based planning (RBM) and monitoring and evaluating results.
• Prepare regular sectoral program/project reports related to innovation initiatives for management, donors and partners to keep them informed of program progress.

Provide technical support to program implementation:

• Support the development, coordination and testing of innovation products and processes to strengthen and improve efficiency and effectiveness of UNICEF’s programming, monitoring and evaluation, advocacy and communication. More specifically, work closely with sectoral programmes and support the deployment of Rapid-Pro and other ongoing innovation solutions.

Closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.

• Participate in regular program field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
• Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of program management.

Establish networking and partnership building:

• Contribute to developing partnerships and network with local innovators, youth organizations, government, NGOs, cultural and religious organisations, the private sector, local media and academia to build and provide a space to nurture and test new and innovative ideas, develop the next generation of thought leaders and build local capacity.
• Support the identification of opportunities for resource mobilisation and new partnerships and
support proposal and partnership development efforts in close collaboration with NYHQ Innovation Unit, Global Innovation Centre and Regional Office where applicable.

Ensure knowledge management and capacity building:

- Document tested innovation projects and processes and ensure effective sharing and generation of knowledge around innovations in the Country Office as well as with UNICEF global innovation network.
- Represent the Country Office in the UNICEF global innovation network for information sharing and leverage experiences of innovation colleagues in other Country Offices as well as at the global level. Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

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 efficiency and efficacy of support provided by the UNV to program preparation and planning and implementation of programs/projects, contributes to the overall achievement of sustainable results to create a protective environment for children and ensures their survival, development and wellbeing in society. Success in child protection programs and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide program services for mothers and children that promotes greater social equality in the country.

- 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

An advanced university degree (Master's) in Social Development, Social Sciences, Community Development, data science or Information Technology
ICT, media/communications, a social science or related field is required.

Required experience                60 months
Experience Remark

- A minimum of 3-5 years of relevant work experience at the national or international levels in innovative projects, programme management, monitoring and evaluation
- Experience in start-up companies/organisations is an asset.
- Entrepreneurial failures are considered as valuable experience.

Language
- French (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Working Knowledge

Area of Expertise
- Telecommunications systems Optional
- Development programme management Mandatory
- Monitoring and evaluation Mandatory

Area of Expertise Requirement

Need Driving Licence                No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Creativity
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

Conditions of Service and other information
Conditions of Service for International Specialist:

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$ 1,631. 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

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.

Application Code: BENR000450-5296

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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 08-12-2019

doa.apply_url

[https://vmam.unv.org/candidate/show-doa/QkVOUjAwMDQ1MA==](https://vmam.unv.org/candidate/show-doa/QkVOUjAwMDQ1MA==)

**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.