UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000488--UNV A & Y Programme Officer

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>Bangladesh</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</td>
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<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>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Cox’s Bazaar [BDG]</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

Cox’s Bazar is a district of Bangladesh and it is famous for fishing port and tourism. It is one of the most-visited tourist destinations in Bangladesh. The beach in Cox’s Bazar is an unbroken 120 km (75 miles) sandy sea beach with a gentle slope, making it the second longest sea beach in the world. The climate of Cox’s bazar is similar to the rest of the country. The climate of Bangladesh is generally determined by its location in the tropical monsoon region: high temperature, heavy rainfall, generally excessive humidity, and distinct seasonal variations. It is further characterized by the location in the coastal area. Historically Cox’s Bazar, like other parts of Bangladesh, is a safe place to live. Since August 2017, with the large scale Rohingya influx from Myanmar, Cox’s Bazar is seen as a district with a humanitarian crisis. Culturally Cox’s Bazar is very diverse and well-known for its traditional heritage. The communications systems in Cox’s Bazar is well developed and the district is well-connected with other cities. All the national mobile

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
networks are operational in Cox's Bazar. Walking within Cox's Bazar city is only allowed during day time. Travel by rickshaw is also permitted within Cox's Bazar only during day time. Cox's Bazar has a domestic airport and is currently classified as a family duty station (Security Level 3-moderate; Hardship category-D).

Assignment Details

Assignment Title
UNV A &Y Programme Officer

Organizational Context & Project Description
On 25 August 2017, coordinated attacks by insurgents on multiple police posts and an army base in Rakhine State, Myanmar, sparked retaliations and violence towards the minority Rohingya population. This has resulted in a significant influx of Rohingya refugees into the Cox’s Bazar district of Bangladesh, which borders Myanmar. According to the Inter Sector Coordination Group (ISCG) in Cox’s Bazar, since August 2017, more than 720,000 new-arrivals have entered Bangladesh, resulting in the “fastest growing humanitarian crisis in the world”. This massive influx has exacerbated an already protracted refugee crisis situation that continued from the 1970s, which makes the current situation unique and extremely complex. Even prior to August 2017, close to 300,000 Rohingya refugees had already been residing in Bangladesh, including 80- 90,000 who had fled violence in Rakhine in October 2016.

For close to a decade now, UNFPA Bangladesh has supported vital health and protection services for registered refugees in camp settlements, and in the last 2 years, UNFPA has strengthened its service provision support to refugees within and outside the camps. UNFPA is spearheading lifesaving efforts to respond to the acute health and protection needs of women and girls amid this crisis, as well as planning interventions for the protracted situation ahead. UNFPA is one of the original five UN agencies authorized by the Government to work in Cox’s Bazar to support refugees. UNFPA is working to ensure access to life-saving commodities, emergency cash assistance, dignity kits, Women Friendly Spaces and has capacitated local health and GBV systems to be able to better accommodate the needs of refugees.

Since August 2017, UNFPA has been working with partners on the ground to ensure Rohingya women and girls have access to lifesaving SRHR services and prevention and response services for GBV. To address the protection needs of women and girls, UNFPA has distributed dignity kits and provided access to life-saving health and psychosocial support services for GBV survivors. The Women Friendly Spaces (WFS) provide case management and psychosocial support activities and offer women and girls a space in which to access services, relax and participate in arts and crafts activities.

Against this backdrop and given the significant population of adolescents and youth in the Rohingya and host communities, UNFPA is now strengthening the agency’s response to meet the needs of this young population. UNFPA will continue providing life skills education to adolescent and youth boys and girls in different locations in Ukhia and Teknaf – both in camps and in host communities but reach out to an increasing number of adolescents and youth in the coming years. These structured life skills and livelihood skills interventions will be provided through UNFPA Implementing Partners (IPs) and the adolescent and youth team in Cox’s Bazar will support the management and monitor the effective implementation of all interventions.

Sustainable Development Goals

| Goal | 5. Gender Equality |
| Task description |

Under the day-to-day supervision of the UNFPA GBV-SRH Integration Officer and direct programmatic and technical supervision of the Programme Specialist A&Y in the UNFPA Country Office, this position is responsible for managing and providing technical support to the UNFPA Adolescent and Youth (A&Y) programme in Cox’s Bazaar. The incumbent will be responsible for supporting UNFPA partners on A&Y programming, coordinating the efforts of different partners, executing the monitoring and evaluation required for the A&Y programme, including providing information for donor reporting and other products that engage in evidence-based, critical analysis of UNFPA’s A&Y programming in Cox’s Bazaar. The A&Y Officer is expected to supervise those who work in the A&Y team and collaborate closely with SRHR and
GBVIE Teams in delivering UNFPA’s response in Cox’s Bazar.

MAJOR DUTIES AND RESPONSIBILITIES:

Programme Management:

- Contribute substantively to the development of projects for Rohingya and host community adolescents and youth living in Cox’s Bazar, in line with UNFPA policies and procedures and budgetary regulations.

- Ensure the timely development of results-based work plans (WPs) and all other related annual and quarterly documents relevant to the A&Y humanitarian projects, consistent with UNFPA’s overall response in Cox’s Bazar.

- Identify procurement needs and prepare procurement plans with distribution lists of equipment and supplies and ensure necessary follow-up to facilitate timely and efficient delivery.

- In collaboration with the Finance and Administrative officer, analyze programme and financial expenditure status, recommend appropriate adjustments together with support from the UNFPA Country Office.

- Liaise with Implementing Partners (IPs), including with all project personnel, other government counterparts, relevant clusters and UN agencies to identify implementation/management bottlenecks and coordinate the actions to overcome them.

- Work directly with the GBVIE and SRHR staff on Cox’s Bazar to ensure cross-fertilization of interventions and effective coordination.

- Support the implementation of project/programme activities under direct UNFPA execution (DEX), such as coordination of research/studies, facilitation of consultants’ work and field visits.

- Seek support and interventions from the UNFPA Country Office, if and when required to ensure effective management of all projects under her/his purview.

Capacity Development:

- Identify capacity development needs in relation to Gender, Adolescent and Youth issues, Adolescent Sexual and Reproductive Health and Rights (ASRHR), Sexual and Gender Based Violence (SGBV) and Life Skills Education amongst Implementing Partners.

- Provide technical advice and support to relevant project staff of national IPs and meet the priority capacity development needs to enhance the skills required for implementing interventions and developing, monitoring and coordinating work plans.

- Plan/conduct appropriate trainings for relevant staff of IPs and ensure IP staff knowledge and skills
levels are of a high standard to implement projects which fall under the A&Y umbrella.

- Contribute to the development of training modules and SBCC materials for adolescents in the Rohingya refugee and host communities, if appropriate, and support the IP to implement/deliver these.

- Ensure overall quality project implementation by contributing significantly to design, management, and supervision of effective trainings, orientation sessions and other capacity building programmes for different categories of stakeholders.

**Monitoring and Evaluation:**

- Closely monitor project implementation to identify best practices as well as constraints, share them with the relevant UNFPA programme teams and implementing agencies, and in case of constraints, recommend solutions to overcome them.

- Prepare all M&E reports and forms for submission every quarter together with the quarterly fund request forms.

- Undertake regular field visits to monitor the quality and timely implementation of project activities and provide support to IPs in the delivery of interventions to adolescent girls and boys as well as youth.

- Conduct quarterly periodic project review meetings to assess progress made, challenges and planned interventions and share notes with the Head of the Sub-Office and the A&Y unit in the Country Office.

- In collaboration with the Monitoring and Evaluation Unit, collect and analyse data/information from the projects and draft relevant quarterly/annual reports and donor reports.

**Communication, Knowledge Management and Partnerships:**

- Maintain collaborative relationships with all IPs and external stakeholders, as relevant for UNFPA’s programmes and represent UNFPA at coordination/cluster meetings upon request.

- Establish and maintain strong relations with relevant UN agencies, especially those in the protection cluster, Youth Working Group and ASRH working group, to ensure synergies in project interventions.

- Ensure knowledge management by documenting good practices, challenges and responses and sharing these with all relevant programmes of the UNFPA Sub-Office and the A&Y unit in the Country Office.

- Support the Programme Specialist (A&Y), in drafting periodic documentation and dissemination of project processes, lessons learnt and best practices internally and externally as required.

- Assist in future advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, concept notes, speeches, donor profiles, and participating in donor meetings and public information events.
**Other Corporate Tasks:**

- Collaborate with all relevant programmes of the UNFPA Sub-Office to ensure teamwork and promote programmatic convergence.
- Analyze and interpret the political, social and economic environment in Cox’s Bazar, as relevant to Adolescents and Youth and identify opportunities for UNFPA assistance and intervention.
- Support, organize and participate in missions from the UNFPA Country Office, donors, government officials, and media to highlight A&Y issues in Cox’s Bazar.
- Any other relevant activities/responsibilities as assigned by the Supervisor, Representative and/or Deputy Representative.

Furthermore, **UN Volunteers are required to:**

- Strengthen knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities.
- 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**

- Effective implementation of all A&Y programme interventions in Cox’s Bazar
- Completed work plans, monthly reports on progress, mission reports
- Donor reports, concept notes, communication products
- 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
Qualifications/Requirements

**Required Degree Level**
Master degree or equivalent

**Education - Additional Comments**
Master’s degree in social sciences or any other relevant field.
Advanced university degree in social sciences, (e.g. in public health, humanitarian affairs, human geography, political science, development studies, demography or a related field) or the equivalent combination of education and experience in a related area.

**Required experience**
36 months

**Experience Remark**
- A minimum of 3 years of experience in programme implementation with experience in a developing country context within the South/South East Asian region.
- Experience in humanitarian work would be an asset.
- Professional experience in programme management particularly in relation to A&Y, gender, GBV, health and/or adolescent sexual and reproductive health.
- Ability to work independently and manage complex interventions with limited supervision and input.

**Language Skills**
- English (Mandatory), Level - Fluent

**Area of Expertise**
- Human rights Mandatory

**Area of Expertise Requirement**
- Demonstrated understanding of adolescent and youth programming in developing and/or humanitarian settings.
- Ability to work collaboratively in multi-sectoral teams and ensure the effective use of resources in programme implementation as well as for advocacy purposes.
- Strong interest and motivation for inter-agency coordination and taking a leading role in A&Y issues.
- Flexibility, diplomacy, leadership, cultural sensitivity and the ability to work well both alone and in teams.

**Need Driving Licence**
No

Conditions of Service and other information

**Condition of Service**
[Click here to view Conditions of Service]

**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$ 1,602. 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**
BGDR000488-3683

**Application procedure**

* Not yet registered in the UNV Talent Pool? 
Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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: 03 January 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.