UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000525--UNV Community Organizer

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 Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>Community UN Volunteer full-time</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>100</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Dhaka [BGD], Chittagong [BGD], Comilla [BGD], Mymensing [BGD], Rajshahi [BGD], Khulna [BGD], Cox's Bazaar [BGD], Faridpur [BGD], Noakhali [BGD], Rangpur [BGD], Kushtia [BGD], Sylet [BGD], Patuakhali [BGD], Narayanganj [BGD], Gazipur, Saidpur, Chandpur</td>
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Assignment Place

Family Duty Station

Assignment Place Remark

The UN Community Volunteers for this assignment will only be entitled for monthly living allowance. The assignment doesn’t include any learning allowance and health insurance. The selected Community Volunteers will be required to submit proof of their own health insurance (“certificate of good health”), prior to final recruitment.

Living Conditions

Bangladesh is divided into eight administrative divisions, each named after their respective divisional headquarters: Barisal, Chittagong, Dhaka, Khulna, Mymensing, Rajshahi, Rangpur, and Sylhet. Divisions are subdivided into districts (zila). There are 64 districts in Bangladesh, each further subdivided into upazila (subdistricts) or thana. Bangladesh’s climate is tropical with a mild winter from...
October to March, and a hot, humid summer from March to June. A warm and humid monsoon season lasts from June to October and supplies most of the country’s rainfall. Power outage is common at any time of the day without prior announcement. There is easy access to schools, health facilities, markets, foods and good accommodation at almost all places. There are available local means of transportations. Colleagues in the office are useful resources in providing information on accommodation, shopping etc. The UNV and project office can also be an additional resource in providing relevant information for living in Bangladesh. The local UNDSS will provide the needed information regarding security.

### Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>UNV Community Organizer</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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The Livelihoods Improvement of Urban Poor Communities (LIUPC) Project (also previously known as National Urban Poverty Reduction Programme-NUPRP) builds on the experiences of the DFID, UNDP and GoB funded Urban Poverty Reduction Project-UPPR (2007-2015), one of the largest urban poverty reduction intervention in the world which established a community based approach to reduce urban poverty working with more than 2,500 Community Organizations in 23 Pourashavas (Municipalities) and City Corporations.

LIUPC will be implemented over a period of five years (2017-2022) and will cover up to 25-36 Pourashavas and City Corporations. LIUPC is to provide support towards contributing to balanced, sustainable growth and reduction of urban poverty in Bangladesh. LIUPC will work nationwide and cover poor people living in slums and informal settlements in Pourashavas and City Corporations in Bangladesh. LIUPC will initially focus on 11 Pourashavas and City Corporations in Phase-1 and Phase-2 will be initiated for the remaining Pourashavas and City Corporations upon successful completion of Phase-1. This programme will contribute “To ensure a sustainable improvement in the livelihoods and living conditions of 4 million poor people living in urban slums/informal settlements”.

The programme has five Outputs:

- **Output 1:** Strengthened pro-poor urban management, policy and planning
- **Output 2:** Enhanced Organisation, capability and effective voice of poor urban communities
- **Output 3:** Improved economic and social well-being for the urban poor
- **Output 4:** More secure tenure and housing finance for the urban poor
- **Output 5:** Improved resilient infrastructure in, and serving, low-income settlements

The ultimate intended beneficiaries of this intervention are the poor and vulnerable urban people, now
and in future years. Based on evidence outlined in the previous UPPR reviews and similar types of urban interventions in Bangladesh, the LIIPC reasonably expects a wide range of benefits to result from the interventions at community, municipal and national levels. Given the ever-expanding size of the urban centers and the populations that will be linked to employment opportunities, interventions targeting urban poor people should affect overall economic growth, income inequality, employment and the poverty situation.

The Local Government Division (LGD) of Ministry of Local Government, Rural Development and Cooperatives and UNDP will be the Implementing Partners.

In each town the Town Manager will lead the Programme Team comprising of programme staff and staff from the local government institutions.

**Sustainable Development Goals** 11. Sustainable Cities and Communities

**Task description**

Under the overall supervision, control and guidance of the Town Manager and with direct day-to-day supervision by the other Experts of NUPRP and Close collaboration with Slum Development Officer/Town Planner of Municipality/City Corporation the National UNV Community Organizers will undertake the following but not limited to tasks:

I. **Facilitate Community Mobilisation activities and develop community organizations at urban poor settlement areas in the city**

- Support in identification of urban poor communities and extremely poor groups
- Facilitate the formation and reactivation of PGs, SCGs, Community Development Committees (CDC) and Clusters with urban poor peoples
- Ensure active and effective participation of community peoples, leaders, councilors and other key stakeholders in programme events and activities
- Facilitate the preparation of Community Action Plans (CAP) by the community organizations and ensure CAP report
- Prepare community mobilization report in the prescribed formats and submit to supervisor and update the report periodically.

II. **Conduct capacity building activities for Community Organisations (i.e. PGs, SCGs, CDCs & Clusters) into his/her assigned areas**

- Facilitate Federation/Clusters/CDCs to conduct their regular monthly meeting
- Ensure maintenance of proper records and documents at the CDC and CDC Clusters
- Form Social Audit Committee (SAC) and conduct capacity building training and orientation
- Form Community Purchase Committee (PC) and conduct their capacity building training and orientation
3. **Facilitate Savings & Credit operation activities with urban poor peoples into his/her assigned areas to improve their capacity**

- Facilitate the development and monitoring of savings and credit groups in the community in accordance with project guidelines
- Assist CFs for preparing Savings & credit routine reports
- Support Community Organizations to resolve community conflicts regarding Savings & Credit activities

4. **Facilitate effective implementation of Socio-Economic Fund (SEF) grants and Violence Against Women and Girls (VAWG)**

- Orient CDCs/Clusters leaders to establish selection criteria and identify interested beneficiaries for SEF grants
- Facilitate the process of distribute SEF grants to the selected beneficiary
- Follow-up with the CFs and mentors to plan and manage their small businesses at NUPRP towns/cities
- Support to Safe Community Committees (SCC) to address VAWG and EFM issues
- Support to establish a violence response squad at each community to take action and report cases of violence
- Support to organize social campaign with cultural groups at the local level
- Support to Community Facilitator to planning and implementing awareness session regarding Nutrition and Stop Early Marriage and Violence Against Women & Girls (VAWG).
- Organize creative social campaign and awareness raising activities (i.e. Day observation) for boys, girls and children at urban poor settlement areas

5. **Facilitate proper implementation of Nutrition activities at urban poor communities**

- Support in identification of Nutrition target groups (i.e. Pregnant women, Lactating mother, < 2 years children)
- Facilitate the process to provide conditional nutrition grants support for under 2 children
- Monitor group session with the community groups on nutrition behaviour change
- Monitor counselling session with pregnant women and lactating mother including the mother in laws on nutrition improvement

6. **Facilitate SIF and Housing implementation at Urban poor settlements**

- Facilitate in preparing Infrastructures development community contracts for poverty reduction by the communities

- Pourashava/City Corporation for preparation of community contracts

- Ensure quality of goods, materials and workmanship during implementation of community projects
Assist CDC for keeping updated records, accounts during implementation of the SIF and low-cost housing contracts

- Supervise and follow up construction work under SIF and Housing to ensure quality as per design and approved proposal

7. Organize and facilitate assessment, monitoring and Evaluation with urban poor peoples at city level

- Support in urban poverty assessment, CCVA, study and research initiated by the programme at city/town
- Support in outreach and data collection of PG members registration process
- Assist project officials with monitoring and documentation of project activities including collection, compilation and consolidation of data on project related activities and indicators and maintain relevant records

8. Maintain effective communication, coordination with programme beneficiaries and others key stakeholders under the programme at city level

- Participate in the training, workshop and seminar organised by the programme
- Maintain regular communication and coordination with project staffs, Councilors, LGIs officials and others key stakeholders of the project and provide need base support

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

- Mobilized urban poor communities and developed their community organizations at selected urban poverty-stricken areas in the city
- Strengthened capacity of Community Organisations (i.e. PGs, SCGs, CDCs & Clusters) into assigned areas
- Improved management capacity of Savings & Credit Groups (SCGs) and CDCs/Clusters at assigned areas
- Contributed in improvement of livelihoods and well-being of urban poor people’s and reduced Violence Against Women and Girls (VAWG) through effective implementation supports to CFs and
LGIs

- Contributed in improvement of Nutrition status among the urban women and children and changed their behavior and practices related with Nutrition activities
- 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

- 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

<table>
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<tr>
<th>Required Degree Level</th>
<th>Secondary education</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>1. Minimum Higher Secondary Certification (HSC) or equivalent. Bachelors’ Degree in relevant field is preferable. A minimum of 3 (three) years of similar experiences.</td>
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<tr>
<th>Required experience</th>
<th>36 months</th>
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<tr>
<td>Experience Remark</td>
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<tr>
<td>• At least three years of relevant experiences in urban community development or urban poverty reduction programmes</td>
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<tr>
<td>• Experience in working with local communities, society partners, municipal government officials.</td>
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<tr>
<td>• Demonstrate working experience in the field of community mobilization, settlement improvement, socio economic development, training and capacity development.</td>
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Language Skills

- English (Mandatory), Level - Working Knowledge
- AND - Bengali (Mandatory), Level - Fluent

Area of Expertise

- Capacity building of non-governmental organizations Mandatory
- Community participation and development Mandatory
- Other civil society or community development experience Mandatory

Area of Expertise Requirement
• Training
• Capacity Building
• Coordination
• Budget preparation
• Report writing

Need Driving Licence: No

Competencies & Values
• Accountability
• Adaptability and Flexibility
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Integrity
• Judgement and Decision-making
• Leadership
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Working in Teams

Conditions of Service and other information

Conditions of Service:

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.

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).

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.

As UN Community Volunteers serve in the communities in which they live, they are not eligible for travel,
settling in grant or resettlement allowance entitlements.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

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 project context including security and emergency procedures;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to 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;

- Day to day 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

BGDR000525-4997

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.

This is a UN Community Volunteer assignment, therefore only nationals of Bangladesh and legal residents in Bangladesh with the status of refugee or with the status of being stateless are eligible to apply. Applications are encouraged from the eligible candidates from the mentioned duty stations.

Application deadline: 21 July 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.