

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### BGDR000625--UNV District Facilitator – Adolescent & Youth

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

<b>Country of Assignment</b>	Bangladesh
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Bogra [BGD]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

#### Living Conditions

Bogra has decent, moderate cost accommodation and local means of transportation including bus, rickshaw and three wheeled taxis. Power outage is very common at any time of the day without prior announcement. Colleagues in the field office are useful resources in providing information on accommodation, shopping etc. There are several local restaurants which serve inexpensive food. In the event the selected UNV requires to be relocated, the UNV will be responsible for making his/her accommodation and transportation arrangements. Bogra has decent, moderate cost accommodation and local means of transportation including bus, rickshaw and three wheeled taxis. Power outage is very common at any time of the day without prior announcement. Colleagues in the field office are useful resources in providing information on accommodation, shopping etc. There are several local restaurants which serve inexpensive food.

# Assignment Details

**Assignment Title**

UNV District Facilitator – Adolescent &amp; Youth

**Organizational Context & Project Description**

Adolescents and Youth (A&Y) are at the core of UNFPA's Vision for a Transformative Agenda. UNFPA works with the governments and Civil Society Organizations (CSOs) globally to ensure that the full potential of these young people is fulfilled by making available access to adolescent-friendly sexual and reproductive health information and services and age-appropriate comprehensive sexuality and gender equality education. For UNFPA addressing the Gender Based Violence (GBV) which adolescents, especially adolescent girls, face is also a key area of intervention and one way in which GBV prevention is addressed, in UNFPA's programming efforts, is by preventing and mitigating the consequences of child marriage.

Bangladesh has the highest prevalence of child marriage in Asia – both for girls below 15 years and those between 15 and 18 years. While the prevalence of child marriage in the country has been decreasing, its pace has been very slow - in the last 10 years, there has only been a nine percentage point decrease. Adverse consequences of the prevalence of child marriage include the high fertility rate amongst adolescents aged 15-19 years which, at 113 live births per 1000 women, is the highest in the South Asian region. Adolescent pregnancy is also associated with high maternal morbidity, neonatal and infant mortality and malnutrition. Moreover, the majority of the girls who are given in marriage as children have lower levels of education and participate less in the labour market, which consequently perpetuates the vicious cycle of poverty and disempowerment.

As a United Nations agency that is mandated to promote gender equality and empowerment of women and young people, UNFPA recognizes that gender based discrimination and child marriage - which are intricately linked with each other - are among the unfinished agenda in Bangladesh while the country has achieved many other socio-economic development targets in the past decades. Straddling the cusp of the Adolescents and Youth and the Gender components of UNFPA's Ninth Country Programme in Bangladesh, UNFPA is planning to focus on eliminating child marriage, which will form an integral part of UNFPA's support to the Government of Bangladesh during the next CP 2017-2020.

**Sustainable Development Goals**

5. Gender Equality

**Task description**

Under the direct supervision of the National Programme Officer – Gender and Adolescents and Youth (A&Y) and overall guidance of the Programme Specialist A&Y, the UN Volunteer will undertake the following tasks:

- Work closely with relevant programme staff in the field and in Dhaka, of the A&Y unit, to support the implementation of all A&Y unit's interventions at district level by;
- Providing administrative support to the A&Y related projects implemented in the relevant district.
- Liaising with the Department of Women Affairs/MoWCA and Directorate of Secondary and Higher Education/MoE at district level, as appropriate, to support the provision of life skills education interventions to adolescents and motivate adolescents to engage in the A&Y unit's project interventions.
- Supporting the project interventions by ensuring the availability of resource material, conducting effective sessions and enabling adolescents to use project resources and communication materials.
- Acting as the youth focal person whom adolescents can reach out to for addressing specific issues and questions.
- Networking with other adolescent groups/clubs/organizations to ensure their participation in UNFPA's programmes.
- Providing necessary support to ensure effective field missions, hospitality events and small scale training programmes.
- Supporting the quarterly fund disbursement processes of the Implementing Partners using FACE form.
- Assisting the A&Y unit on all programming and procurement related issues.
- Preparing bill payments and create requisitions (as applicable) for the A&Y unit.
- Working with different partner organizations including the media, as and when required.

- Maintaining documents for filing purposes of the A&Y unit – with a special emphasis on project interventions.
- Work in coordination with other UNFPA staff (field officers), as appropriate, at the field to implement UNFPA mandated activities
- Writing reports, blog entries and articles related to adolescent and youth related projects.
- Working closely with programme staff and the UNV secretariat on developing training modules on volunteerism, sustainable development goals, social entrepreneurship and gender issues for young people;
- Networking and building relationships with local and international youth organizations, community initiative groups, NGOs and participate in local initiatives that promote volunteerism;

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

- Adolescents from A&Y unit's project communities, schools and centres effectively participate in planned interventions.
- Timely and effective implementation of A&Y unit's project work plans.
- A final statement of achievements towards volunteerism for 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

**Required Degree Level** Bachelor degree or equivalent

#### Education - Additional Comments

University Degree (Bachelor) in Social Sciences, Development Studies, Communications or other relevant field.

**Required experience** 36 months

#### Experience Remark

- Proven ability to reach out effectively to large groups of people;
- Experience in working on issues of A&Y, especially life skills education, child marriage and adolescent friendly health services;
- Demonstrated ability to work in teams and in harmony with persons of different national background and cultures;

#### Language

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

**Area of Expertise**

- Gender equality and the advancement of women Mandatory
- Other communications related experience Mandatory
- Public information and reporting Optional

**Area of Expertise Requirement**

Adolescent and Youth Development, Life Skills Education, Gender, Adolescent Sexual and Reproductive Health and Rights.

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service:**

Note on novel coronavirus – COVID-19.

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 Entities](#))

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**

BGDR000625-9321

**Application procedure**

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 National UN Volunteer Specialist 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.

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/QkdEUjAwMDYyNQ==>**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.*