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>Bolivia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>10</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>La Paz [BOL], Cochabamba [BOL], Sucre [BOL], Santa Cruz [BOL], Potosi [BOL]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

Bolivia is a landlocked South American country of almost 11 million people. More than 50 percent are indigenous population who speak mainly Quechua or Aymara as well as Spanish. The others are mainly descendants of Spaniards and mestizos (part native Bolivian ancestry, part Caucasian ancestry).

Bolivia shares a border to the north and east with Brazil, to the west with Peru, to the southwest with Chile, to the south with Argentina, and to the southeast with Paraguay. It has a varied climate and terrain or set of geographic features. In the western part, the Andean cordillera (system of mountain ranges) extends from north to south. It has some of the highest peaks in South America. The center of the country consists of fertile valleys. The lowlands extend east toward the Amazon rain forest.
Thanks to a prudent macroeconomic policy, economic growth in Bolivia averaged 5 percent between 2004-2014. The favorable economic context led to a reduction in moderate poverty and in extreme poverty. Due to a more challenging international context, economic growth decreased in 2015-2016 however there is economic stability.

Nevertheless, the country is among the poorest countries of the Americas, and in some parts of the country living conditions should be expected to be basic. Practically all towns are connected by extensive bus routes.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Field Public Outreach and Voter Education Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Context &amp; Project Description</td>
<td></td>
</tr>
</tbody>
</table>

This position is located in the UNDP Project in support of Elections in Bolivia with duty station in the capital of selected departments in Bolivia. The Public Outreach and Voter Education Expert reports to the Field Electoral Officer.

UNDP Bolivia is currently implementing its Country Programme 2017-2021. In line with the implementation of Sustainable Development Goals (SDGs), it is expected to localize SDGs and expand its interventions at the local level in the area of poverty reduction and fostering resilience against environmental risk and climate change. Climate change and environmental degradation affects more the poorest people: those living in vulnerable areas with fewer resources and is often the reason for people falling back into acute poverty. For this reason, UNDP Bolivia is putting special effort to enhance their adaptation or recovery capacity as well as preparedness to shocks.

On 22 November, discussions within the Dialogue Roundtable facilitated by the Episcopal Conference of Bolivia, the European Union and the Personal Envoy of the UN Secretary General, Jean Arnault, led to the signing of an agreement, requesting increased UN engagement in Bolivia. The Agreement states: *With a view to overcoming the crisis that faces the country, protecting life, containing and preventing violence, ensuring respect for human rights, promoting dialogue and guaranteeing the holding as soon as possible of a transparent, credible and inclusive electoral process, we deem it necessary for the United Nations system, to undertake as a matter of urgency and in support of national efforts, a Peacebuilding Programme that includes:*

  b) *Support efforts to prevent and overcome conflicts through dialogue, particularly in those areas of the country most affected by violence;*

  c) *Accompany and support through technical assistance the Supreme Electoral Tribunal and the Departmental Electoral Tribunals, so that the electoral process meets the highest national and international standards;*
d) Establish UN presence in the departments to promote the full exercise of the political rights of citizens, in conditions of equality and free from intimidation, during the electoral campaign, the elections and the post-election period. Pay special attention to the full, free and safe participation of women and indigenous peoples in the electoral process;

g) Increase the activities of the United Nations System in Bolivia, focusing particularly on the most vulnerable people, with the participation and representation of social organizations;

The Agreement further gives the UN a general coordination role of support provided from the international community and. Based on this, the UN is contemplating a broad package of support to strengthen the United National Country Team in different areas that includes Dialogue, Human Rights, Development and Elections.

UN support will be provided in a challenging environment and in a short timeframe ahead of the 2020 general elections that are a repetition of the 20 October 2019 election. Currently, 42 of the vocals of the Supreme Electoral Tribunal (TSE) and Departmental Electoral Tribunals (TED) are detained or under house arrest, many still resigning and finding trained staff will be challenging. Based on discussions with different stakeholders and with the first appointed vocal to the TSE, the UN proposes to support dialogues among relevant stakeholders to mitigate potential conflict and to provide UN electoral assistance to the Tribunals.

The law foresees legislative and presidential elections to be held no later than April 2020, followed by a possible second presidential round (constitutionally Art 22.1 within 45 days of the first round), and by local elections later in the year, with possible second round for Governors. This electoral calendar suggests for UN engagement for a period of one year, starting December 2019. There is a small possibility of local elections being held in parallel to the general elections in April. In that case the project would still be in place for one year, with a change of activities for the time after the elections.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

**Task description**

Within delegated authority, the Public Outreach and Voter Education Officer will assist the Field Electoral Officer, in carrying out in the field location the following duties and responsibilities:

- Under the supervision of the Field Electoral Officer and the Chief Technical Advisor, contributes to the implementation of electoral programmes and processes in one or more of the following areas, as required: electoral training, capacity building, civic/voter education, external relations, electoral procedures, electoral operations, electoral logistics, electoral security, and/or voter registration.
- Supports the Field Electoral Officer in proving technical and operational advice to the Departmental Electoral Tribunals, as appropriate, in drafting, planning and implementing communication and outreach strategies and voter education plans in the department, under the supervision of the Field Electoral Officer and Communications Expert;
- If required and in coordination with Field Electoral Officer and Communications Expert, assists in addressing policy and procedure guidance on electoral processes as well as logistic and operational
support for the implementation of the public outreach and voter education activities;

- Provide inputs to the TSE in developing local public outreach and voter education messages as required;
- Facilitate the coordination of the TSE in mobilizing local authorities and civil society groups to support the participation of underrepresented groups, including women and youth, in the electoral and political process;
- Provide inputs and monitor the implementation of the TSE gender public outreach and voter education strategy;
- Provides advice and contributes to the capacity building of counterpart(s) in the Departmental and local TSE offices, in line with national and international best practices and commitments;
- Reinforces the technical and operational capacity of the TSE in the fields of public outreach and voter education, building on national and regional comparative experience and good practice;
- Contributes to compiling periodic reports to headquarters on electoral and political developments in the assigned area of responsibility
- Promotes dialogue efforts, including by convening structured meetings and similar activities to raise awareness about the different stages of the 2020 electoral process.
- Supports dialogue and cooperation among relevant stakeholders with the aim of creating a conducive environment for peaceful and inclusive elections
- Perform other related duties as required.

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

- Efficient support to the electoral process available in order to organize credible and transparent elections specifically in the areas of electoral training, civic/voter education, external relations and outreach;
- Timely, responsive, balanced, objective and high-quality support provided in the field of electoral activities;
- Capacity building through training and coaching documented;
- All reports (Daily and weekly SitRep, etc.) on major electoral/political developments and issues in the field, including immediate and longer-term problems, are received regularly and within set deadlines;
- Relevant information and recommendations to better support national actors in the conduct of the process provided;
• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);

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

• A comprehensive understanding of the environment and ability to engage with different stakeholders to promote an environment for conducive and inclusive elections.

Qualifications/Requirements

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td></td>
</tr>
<tr>
<td>• Advanced University degree (Masters or equivalent) in political science international economics, international relations, law, public administration, or a related field. A first level university degree with a relevant combination of academic qualifications and additional two (2) years’ experience may be an accepted in lieu of the advanced university degree.</td>
<td></td>
</tr>
<tr>
<td>Required experience</td>
<td>24 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td></td>
</tr>
<tr>
<td>• A minimum of two (2) years of progressively responsible experience in public outreach and voter education and related areas. Experience in community development or media/public information will be an asset. Experience with UN/NGO or other International bodies is an added asset.</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>• Spanish (Mandatory), Level - Fluent</td>
<td></td>
</tr>
<tr>
<td>• AND - English (Optional), Level - Working Knowledge</td>
<td></td>
</tr>
<tr>
<td>Area of Expertise</td>
<td></td>
</tr>
<tr>
<td>• Election support activities Mandatory</td>
<td></td>
</tr>
<tr>
<td>• Other communications related experience Mandatory</td>
<td></td>
</tr>
<tr>
<td>Area of Expertise Requirement</td>
<td></td>
</tr>
<tr>
<td>Need Driving Licence</td>
<td>No</td>
</tr>
<tr>
<td>Competencies &amp; Values</td>
<td></td>
</tr>
</tbody>
</table>

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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$ 1,631. 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: BOLR000622-5916

Application procedure

* Not yet registered in the UNV Talent Pool?
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?
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: 05-Jan-2020

doa.apply_url: https://vmam.unv.org/candidate/show-doa/Qk9MUjAwMDYyMg==

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.