

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BTNR000005--NCD Coordinator for Bhutan

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>	Bhutan
<b>Host Institute</b>	UN Institute for Training and Research
<b>Volunteer Category</b>	International 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>	Thimphu [BTN]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

The initial contract is for 12 months, renewable subject to performance & funding.

### Living Conditions

Thimphu, the capital of Bhutan, experiences a [wet season](#), which runs from May through September and a [dry season](#) that covers the remainder of the year. Rainfall in the valley varies between 500 millimetres (20 in) and 1,000 millimetres (39 in) per year, the bulk of which is received during the monsoonal wet season. The average temperature recorded during winter varies between 5–15 °C while in summer the variation is between 15–30 °C. The coldest average (minimum) temperature in January is –2.6 °C and the average highest temperature recorded during August is 25 °C.

## Assignment Details

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

**Assignment Title**

NCD Coordinator for Bhutan

**Organizational Context & Project Description**

UNITAR is an autonomous body within the United Nations that was established in 1965 pursuant to a UN General Assembly resolution. UNITAR's mission is to develop the individual, institutional and organisational capacities of countries and other United Nations stakeholders through high quality learning solutions and related knowledge products and services to enhance decision-making and to support country-level action for overcoming global challenges.

UNITAR hosts the Defeat-NCD Partnership and other relevant strategic initiatives working in the field of noncommunicable diseases and addressing related risk factors - such as road crashes, deaths and injuries, and assisted technologies for improved health outcomes.

The Defeat-NCD Partnership is a multi-stakeholder partnership anchored in the United Nations and includes Governments, multilateral agencies, civil society, academia, philanthropies, and the private sector. It was established in January 2018 to help tackle the most significant global health problems of the age: premature death, sickness, disability, and the associated social and economic impacts of selected non-communicable diseases (NCDs). It is based on the expert guidance and the technical norms and standards issued by the World Health Organisation for managing NCDs.

This assignment will enable populations in Bhutan and the other priority countries to access a range of interconnected essential services and resources through four pillars of interventions:

- **NCD National Capacity Building (Pillar 1):** Work with Governments and other in country stakeholders to assess gaps in their NCD capabilities. Through technical support develop a multi-year NCD National Costed Action Plan. Facilitate engagement of relevant partners to ensure expansion of NCD services in line with national targets. The overall objective is to ensure that countries have institutional capacities, structures, systems, and financing in place to tackle NCDs.
- **Community Scale-Up of NCD Services (Pillar 2):** Aim to demystify, democratise, decentralise, and where safely possible, demedicalise NCD service provision. Enable the earlier screening and management of risk factors as well as the mitigation of established disease. at the community level. By increasing the use of self-care interventions, improve patient compliance, resulting in better treatment and health outcomes. The overall objective is to bring more of the necessary prevention and management of NCD services directly to the communities and people who need them most.
- **Affordability and Accessibility of Essential NCD Supplies (Pillar 3):** To make the provision of NCD supplies simpler and more cost-effective by designing a Marketplace to create a fair, competitive environment that serves the interests of both buyers and suppliers. Using market-sizing and price-tracking studies, the Marketplace's methodology will correct current market failures due to information imbalances. It will also help address regulatory bottlenecks in an appropriate manner. The overall objective is to enable the consistent provision of affordable essential NCD medicines, diagnostics, and equipment in low-resource countries.
- **Sustainable NCD Financing (Pillar 4):** Governments need to invest more in health, with a greater share allocated to finance their national costed action plans for NCDs. While cost savings can be achieved by linking NCD programming with other conditions and improving service delivery and by reducing the cost of NCD supplies, additional and innovative financing will be needed outside of the ongoing aid support and expanding fiscal allocations. The overall objective is to establish a long-term sustainable financing model for NCD programming in low-resource countries.

**Sustainable Development Goals**

3. Good Health and Well-being

**Task description**

The purpose of this assignment is to provide technical advice on on public health, NCDs, and lead the management, design, implementation, monitoring and reporting of The Defeat-NCD Partnership programme activities, in support of the Ministry of Health, Royal Government of Bhutan. Within the delegated authority and under the guidance of the Programme Coordinator or his/her designated mandated representative(s), the NCD Coordinator for Bhutan will carry out the following tasks:

**National NCD Capacity Building**

- Lead the development of Bhutan national NCD strategy and costed action plan.
- Prepare for and support regular meetings of the intersectoral committee for NCDs responsible for implementing, monitoring, and

evaluating the National NCD Strategy and its related National NCD Costed Action Plan.

- Lead relevant epidemiological, economic, and service delivery studies/research to inform both policy development and various multisectoral planning for NCDs.
- Lead technical assistance to support policy analysis for NCDs and support new policy development for NCDs in Bhutan, including coordination structures and multisectoral monitoring frameworks that improve data availability for better analysis.
- Lead the development and refinement of tools and methods on NCD programme implementation at country level.
- Lead in the monitoring and evaluation of the national NCD strategy and costed action plan.
- Lead identification and development of training and institutional capacity strengthening needs in terms of human resources to manage NCDs at all levels of the health services and develop and implement plans to address them in a phased manner.
- Promote use of technology/digital tools for e-learning/skill development of primary health care workers and implementation of decision support systems for service delivery for NCD management in the country.
- Responsible for mobilising resources from national and international donors and investors to fund the national NCD Strategy and Costed Action Plan.
- Join the efforts of teams in the various Defeat-NCD country programmes to develop institutional operational modalities and frameworks.
- Develop collaboration with national and international universities, research institutions, and think tanks to support implementation of national plans for prevention and control of NCDs.
- Lead global knowledge-sharing by documenting lessons learned on capacity building in Bhutan.

### **Community Scale-up for NCD Services**

- Lead in designing and implementing a nationwide NCD screening programme with proper referral pathways and data collection mechanisms.
- Identify innovations and interventions to increase the provision of NCD services to communities in a cost-effective manner including last mile delivery and improved patient self-care. Drive institutional processes to transform some of these interventions as investible services to that can attract venture or private equity capital.
- Analyse existing or proposed primary health care systems and services on their inclusion of NCDs; identify needs for improvement and the methods and resources to accomplish such improvements.
- Develop new programme proposals and proactively explore opportunities to raise new funding and capital to scale up the effort of NCD services at community level.
- Actively participate in annual planning, monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts.
- Build and strengthen close working relationship with all health sector counterparts in country.
- Lead development of NCD services for people affected by disasters, conflicts, and crises, with a particular focus on pandemics.
- Lead the development of grants and agreements with identified implementation partners for managing the grant out activities in accordance with UNITAR rules and regulations.

### **Affordability and Accessibility of Essential NCD Supplies**

- Build a strong working relationship and provide technical assistance to improve public, faith-based, and private sector procurement and supply chains for accessibility, availability and affordability of essential NCD medicines, diagnostics, and equipment in Bhutan.
- Assess and provide assistance where needed to develop/improve the electronic forecasting, inventory, stock and logistics management information system and roll out trainings on their efficient use.
- Promote The Defeat-NCD Marketplace to relevant stakeholders as a procurement tool to help make provision of quality NCD supplies simpler and more cost effective in the country.
- Assess NCD drugs and supplies quality assurance practices and the country's approved suppliers, and pre-qualification process.
- Lead the documentation and tracking of improved affordability and accessibility of NCD drugs, diagnostics, and medical devices in Bhutan through the development of the country and regional market monitoring studies, and global State of the World's Essential Medicines and Diagnostic Supplies for Noncommunicable Diseases report.

### **Sustainable NCD Financing**

- Lead the management of The Defeat-NCD pooled fund in country and ensure appropriate fundraising, grant management and donor reporting for the fund.
- Lead the development of innovative financing instruments for funding the National Costed Action Plan for the prevention and control of NCDs

- Provide continuous analysis of health financing needs to implement the national costed action plan on NCDs.
- Ensure continuous engagement and knowledge sharing across relevant stakeholders and government departments ensuring the flow of funds to NCD care as per the budget.

### **Reporting**

- Develop progress reports for the implementation of the national NCD programmes.
- Manage timely reporting to the donors for their contributions to The Defeat-NCD pooled fund in Bhutan.
- Prepare briefing notes and/or presentations as requested for the Royal Government of Bhutan officials to showcase Bhutan's work on tackling NCDs nationally and internationally.
- Any other related tasks as may be required or assigned by the supervisor.

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**

As an active UNITAR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the Government of Bhutan and its beneficiaries in the accomplishment of her/his functions, including:

- Develop the National NCD Strategy and Costed Action Plan.
  - Coordination structures for NCDs are active and regular meetings are held to advance progress of the National NCD Strategy and Costed Action Plan for the prevention and control of NCDs.
  - Develop and keep updated a situation analysis for NCD programming in the country.
  - Mobilise funding (investments and grants) towards activities within the Costed Action Plan for the prevention and control of NCDs.
  - Expand The Defeat-NCD Partnership programming in Bhutan in support of the Costed Action Plan for the prevention and control of NCDs.
  - Procurement orders are placed to The Defeat-NCD marketplace from Bhutan resulting in cost savings for the country and a pipeline of orders is also in place.
  - Development of innovative financing instruments for The Defeat-NCD Partnership in Bhutan.
  - Develop and deliver relevant trainings as part of the capacity building effort.
  - Development of activities to scale up NCD services at the community level, in particular national screening efforts for NCDs that mobilize different partners.
  - Identify and develop new services for improved primary care, self-care, diagnostics or last-mile delivery of NCD drugs and supplies.
  - Develop strategic partnerships with the key stakeholders, including potential implementing partners, research institutes/public health university and other training institutions.
  - Identify relevant topics and conduct research for NCD management in country and publish knowledge studies in distinguished scientific/ public health platforms.
  - Timely and quality financial and narrative reporting to meet external and internal requirements (e.g. external communications for programme, internal knowledge sharing with other team members in country and Geneva, governance and donor requirements).
  - Responsible for creating and keeping updated Asana Forms (<https://asana.com/guide/help/premium/forms>) to standardise all tasks related to this assignment and its functions, customised to the Defeat-NCD Partnership and UNITAR specific needs and workflows.
  - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated, and documented in all activities throughout the assignment.
- 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

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**Required Degree Level** Master degree or equivalent

## Education - Additional Comments

Master's degree or equivalent in public health and a Graduate degree in Medicine, from an accredited and recognized academic institution is required.

**Required experience** 60 months

## Experience Remark

- At least 5 years of relevant professional work experience for Public health, Government facility, large International organisation, etc.
- Strong demonstrated track record in programme monitoring, evaluation, and reporting is required.
- Relevant work experience in at least two of the following areas: health policy development, health system strengthening and transformation, primary health care, project planning and management, capacity building and health innovation.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Accuracy and professionalism in document production and editing.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.
- Sound security awareness.
- Have affinity with or interest in public health, volunteerism as a mechanism for durable development, and the UN System.
- Knowledge in using project management tool Asana (<https://asana.com>) on a daily basis is required for this assignment. Certification as an Asana Certified Pros (<https://academy.asana.com/series/certified-pro-courses>) or Asana Ambassador (<https://academy.asana.com/series/asana-ambassador-courses>) is preferred. Completion of relevant courses on Asana Academy (<https://academy.asana.com>) in order to enrol on the Asana Ambassador programme is required within one month of starting this assignment.
- UNITAR prefers the volunteer to be self-sufficient and arrange to be equipped with the requisite professional tools and equipment to carry out this assignment such as laptop with standard Adobe and Microsoft Office software, and a mobile phone.

## Language

- English (Mandatory) , Level - Fluent
- AND - Dzongkha (Optional) , Level - Working Knowledge

## Area of Expertise

- Public health Mandatory
- Monitoring and evaluation Mandatory

## Area of Expertise Requirement

**Need Driving Licence** No

### Competencies & Values

- 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 for International Specialist:

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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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\$ 1,651. 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** ([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 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;
- 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** BTNR000005-8207

### 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: 29 November 2020

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

### 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.*