UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

DEUR000025--Research and Policy Associate

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

Country of Assignment: Germany
Host Institute: United Nations Volunteers
Volunteer Category: International University
Number of Volunteer: 1
Duration: 6 months
Expected Starting Date: 15-01-2020
Duty Station: Bonn [DEU]
Assignment Place: Family Duty Station
Assignment Place Remark:

Living Conditions

The UN Volunteer will be based in Bonn, where the UNV headquarters is located. Germany is at security level 1 (Minimal) and is considered non-restrictive regarding travel. Currently there are no significant security threats in general nor direct threats to UN personnel or assets within the country.

Specific information regarding Bonn, which is in the German state of North Rhine Westphalia, can be found here: [http://www.bonninternational.org/](http://www.bonninternational.org/).

Assignment Details
The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. UNV works with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism. UNV is administered by the United Nations Development Programme (UNDP) and has its headquarters in Bonn, Germany, with around 150 staff members at headquarters, and 6,500 volunteers deployed in the field. UNV also has an Office in New York, five Regional Offices in Amman, Bangkok, Dakar, Nairobi and Panama City and around 60 Field Units that represent the organization at the country level.

The Volunteer Advisory Services Section (VASS) helps to position UNV as a Knowledge and Policy Hub on volunteerism for the Sustainable Development Goals. VASS is responsible for developing knowledge, evidence, and policy to support implementation and achievement of Outcome 1 of the Strategic Framework (the efforts of Member States to deliver on the 2030 Agenda are supported through volunteerism as an effective means of implementation and people engagement) through research, the generation of knowledge and evidence and the provision of technical advisory services to UN member states on research, measurement and volunteer infrastructure. VASS also hosts the Plan of Action Secretariat on Volunteerism.

The Plan of Action to Integrate Volunteering into the 2030 Agenda (POA) is a framework under the auspices of the United Nations (UN) through which governments, volunteer-involving organizations, UN agencies, private sector, civil society, and academia come together to strengthen people’s ownership of the 2030 Agenda; integrate volunteering in national strategies and policies; and measure the contribution of volunteering to the SDGs. As part of the Plan of Action and as requested by United Nations General Assembly (GA) Resolutions A/RES/70/129 and A/RES/73/140, the United Nations Volunteers programme and the International Federation of Red Cross Red Crescent Societies will chair a Global Technical Meeting (GTM 2020) at the 2020 High Level Political Forum on Sustainable Development (HLPF) on the topic of “Reimagining volunteerism for the 2030 Agenda.” The Plan of Action recognizes that evidence-building must be global and inclusive: “A collective and shared global volunteerism research agenda will allow for greater resourcing, collecting and dissemination of key evidence. Strengthening the evidence of the impact of volunteerism and sharing related knowledge within and beyond the volunteer community is a prerequisite for effectively influencing policies, programming and joint action” (Plan of Action, para 95).

According to the GA Resolutions and associated UN Reports of the Secretary General, the ‘foundations’ of the GTM 2020 should be built by a broad and diverse evidence base, and include evidence gathered and analyzed through the POA National Situational Analyses in 2017-2018 and the regional POA consultations hosted by the UN Regional Commissions during the 2019 Regional Forums on Sustainable Development. The evidence should come from a wide range of stakeholders including Member States, civil society, academia and the private sector, with a strong focus on data and analysis from the global South and on types of volunteering that have been traditionally ignored. Key questions to consider should include...
looking at how volunteer contributions are distributed across the SDGs, where and why volunteers are best placed to meet certain targets, consideration of current and future trends, where and why there are gaps and challenges and what steps could be taken to accelerate progress.

Sustainable Development Goals  17. Partnerships For the Goals

Task description

Under the direct supervision of the VASS Policy Specialist, the International University Volunteer will:

- Support the collection of good practices on volunteering for the Sustainable Development Goals;
- Assist with the design and launch of a good practices database and visual analysis, including through providing content and testing;
- Liaise with Plan of Action stakeholders and UNV colleagues to validate and quality assure submissions of evidence and good practices on volunteering for the SDGs;
- Assist in the generation of new data on volunteering evidence and trends, including through survey design, dissemination and analysis;
- Support the analysis of existing evidence on volunteering through desktop research and synthesis, including the identification of trends and innovations;
- Support the publishing of a global synthesis report on volunteering through conducting desk research;
- Write summaries of evidence and other pieces to be used for the UNV website and Knowledge Portal on volunteering;
- 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

- Quality and rigorous support to the collection of good practices on volunteering for the SDGs to ensure an accurate, up to date, relevant, and diverse database and analysis is launched in time for the GTM in July 2020;
- Sensitive and timely coordination and communication with POA partners to ensure good practices and evidence is collected on time and without gaps;
- Analytical synthesis of evidence and evidence products to feed into the evidence base for the GTM in July 2020.
• 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

• Academic; currently enrolled or recently graduated from a bachelors (or higher) degree in development studies, social studies or political sciences.

Required experience
0 months

Experience Remark

• Demonstrated interest, knowledge and/or experience of the 2030 Agenda and the SDGs, international development challenges, trends and actors; volunteering, civil society, and citizen action.

• Good computer skills, particularly in Microsoft Office suite. Ability to use social media and/or basic knowledge of programming/web design/graphic design desirable.

Language

• English (Mandatory), Level - Fluent

Area of Expertise

• Volunteer programmes and volunteer management Optional

Need Driving Licence
No

Competencies & Values

• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• Working in Teams
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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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 (choose from the drop down menu the appropriate rate here): US$979 The VLA base rate is a global rate, while the PAM is 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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.
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: DEUR000025-5781

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.

Application deadline: 01 December 2019
*Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

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.