

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GNBR000068--Development Cooperation Officer

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	Guinea Bissau
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	01-08-2019
Duty Station	Bissau [GNB]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

The Republic of Guinea-Bissau, a small country in western Africa, is one of the world's poorest nations. The capital is Bissau and the official language is Portuguese. Many people outside of Bissau speak only an indigenous language or Creole. English is not widely used. The country's 1998-99 civil war and the persistent political instability devastated the economy. Tourist facilities and infrastructure in general are very limited and not up to common minimum standards with respect to tourism.

Guinea-Bissau continues to experience periodic political disruptions and instability, although with no violent incidents, all travellers to the country should closely monitor the political situation. Visitors should avoid political gatherings and street demonstrations. Demonstrations typically begin or end in front of the former Presidential Palace in "Praça dos Heróis Nacionais." While most demonstrations in Bissau are non-violent, the imbalance of power in the country can lead to violent demonstrations. For safety and security issues, UN Security in the country will provide security advisories and procedures.

Guinea-Bissau is a hardship E duty station but considered a family duty station. It has many limitations in terms of reliable education and health services (there is a UN Clinic for UN staff). There are recurrent

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electricity cuts even in the capital city. There are supermarkets and some restaurants.

Guinea-Bissau is a unique country and it provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title Development Cooperation Officer

Organizational Context & Project Description

This International UNV assignment is to support UNDP in the area of economic governance and the achievement of the SDG and more specifically UNDP's programme "Guinea-Bissau 2030: Strengthening Capacities for Strategic Planning and Partnership to implement Public Policies and the SDGs in Guinea-Bissau 2019-2022". The focus of this programme is to support the Government to develop an efficient national planning system, its national statistics system, the domestication of SDGs, and to develop partnerships, resource mobilization while reinforcing aid coordination. This programme is managed by the Strategic Policy Unit of UNDP.

UNDP Guinea-Bissau intervenes in different practice areas, including sustainable development (local economic development and employment promotion, climate change adaptation/environment) and democratic governance (public administration and decentralization, justice and rule of law, elections, and support to parliament and CSOs). The office has currently 15 active projects, with a total delivery between 15 to 20 USD million in recent years. The country office is currently composed by approximately 60 staff members, including both programme and operations. In addition, UNDP also manages the staff working for the Resident Coordinator's office and staff working for GEF and Global Fund.

Within the UNDP Regional Bureau for Africa (RBA), Strategy and Policy Units (SPUs) have been established in Country Offices (COs) to help support governments in Sub-Saharan Africa address their unique economic governance and human development challenges. Acting as the CO think tanks, SPUs primarily provide policy analysis and advisory services to governments, UNDP, the United Nations System and other national partners. They also support SDGs implementation; economic analyses; intelligence gathering; policy and programme development; policy advocacy; partnership building; aid coordination; and resource mobilization.

In Guinea-Bissau, the Strategic Policy Unit is the lead team in supporting the government, through the Ministry of Economy and Finance and the Ministry of Foreign Affairs and Cooperation, in all aspects related with development planning and coordination, aid coordination and the SDGs in fragile contexts.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Within the delegated authority and overall supervision of Senior Economist of UNDP as head of SPU, the UN Volunteer will closely work with the Chief Technical Adviser of the programme/or his/her designated mandated representative(s) to:

- Support the Government of Guinea-Bissau and UNDP to coordinate development cooperation partners,

namely by organizing sectorial working groups, developing ToRs, preparing meetings and respective agendas;

- Support the revision of existing documents and policies to identify development coordination mechanisms options;
- Support the Government to develop and implement a development cooperation policy/strategy and plan of action ;
- Support the Government to adopt and implement a national strategy and plan of action to promote partnerships and mobilize resources, which can included analysis of current and potential partnerships per sector and provision of training to government officials on partnerships' management;
- Support the Government to elaborate the annual development cooperation report or any other document regarding monitoring of development cooperation and aid flows;
- Produce technical documents and actively participate in all activities linked with the development cooperation effectiveness principles and its application in Guinea-Bissau;
- Support Guinea-Bissau participating at the Global Partnership for Effective Development Cooperation
- Identify and propose good examples and lessons learnt in terms of development cooperation effectiveness;
- Support the Government in maintaining and regularly updating the Aid Coordination Data Base;
- 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 UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:
 - o Development cooperation partners are coordinated and regular sectorial meetings take place;
 - o National development cooperation strategy is adopted, implemented and disseminated;
 - o Partnerships and Resource Mobilization Strategy and its plan of action is adopted and implemented;
 - o Aid coordination mechanisms are explored to improve aid effectiveness in Guinea-Bissau;
 - o The annual development cooperation report is produced and aid flows are monitored and reported on a regular basis;
 - o Development cooperation effectiveness principles are promoted and applied in the country, for instance participation of Guinea-Bissau in the Global Partnership for Effective Development Cooperation is supported;
 - o Support to the Government to maintain and regularly update the Aid Coordination Data Base is

provided.

- 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 Master degree or equivalent

Education - Additional Comments

- Advanced higher degree (Master's or equivalent) in international development, international relations, development economics or any other relevant area.

Required experience 36 months

Experience Remark

- At least 3 years of professional work experience at the national and/or international level in promoting development cooperation effectiveness, fostering partnerships and mobilizing resources; experience with implementing the SDGs is an asset, as it is experience working in the UN or other international development organization;
- Working experience in a developing country is desirable.

Language Skills

- English (Mandatory) , Level - Fluent
- And One of these - French (Mandatory) , Level - Fluent
- AND - Portuguese (Mandatory) , Level - Working Knowledge

Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

- Good oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Good interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including government officials, private sector, civil society organizations and other UN colleagues;
- Ability to work and adapt professionally and effectively in a challenging environment and 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 UNDP's areas of work (poverty reduction, governance and in volunteerism as a mechanism for durable development, and the UN System.

Need Driving Licence No

Competencies & Values

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

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

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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 GNR000068-4924

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: 15 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.