UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GNBR000082--Innovation Lab Coordinator

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>Guinea Bissau</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>04-05-2020</td>
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<tr>
<td>Duty Station</td>
<td>Bissau [GNB]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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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. Some people, especially in capital, speak/understand French whereas English is not widely used. The country’s 1998-99 civil war and the persistent political instability devastated the economy. Facilities and infrastructure in general are very limited.

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 nonviolent, 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 D 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). The situation regarding electricity has considerably improved, at least in the capital city, although cuts are still happening.

Guinea-Bissau is a unique country with much to offer, both naturally and culturally, and it provides for an interesting and enriching environment. Yet it 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: Innovation Lab Coordinator
Organizational Context & Project Description

Guinea-Bissau context remains complex and with uncertainties and challenges. With a population of 1.6 million people and half of them young (aged 15 to 35), Guinea-Bissau continues to be one of the poorest and most fragile countries in the world, with recurrent political-military crises and where deprivation reaches extremes. According to multidimensional poverty indicators (2016 data), the national incidence of multidimensional poverty (MID) reaches 58% of the population and with large regional disparities. Similarly, UNDP’s Human Development Report 2017 showed that Guinea-Bissau ranks 177th out of 188 countries studied worldwide. Unemployment of women and young people, particularly in urban areas, is a major source of concerns and a latent threat to stability and peace since young people are those that are more disproportionately affected by poverty (80% of the poor are young).

These social and economic indicators are in striking contrast with the natural and human capital potentially available to the country, including forestry, minerals, water, animal, fisheries and agricultural, tourism and cultural potential. Being a Small Islands Developing State (SIDS), positioned between the sub-Saharan arid ecosystems and the ecoregion of Guinea's rainforests, Guinea-Bissau has majestic land-based landscapes combining dense and open forests with plant-rich forest savannahs and an archipelago of some 80 tropical islands most of them inhabited. The country has plenty of fresh water and rainfall, minerals like phosphate and bauxite, and a relatively vast maritime territory covering 105,000 km2 and a maritime coast extending over 350 km. About 10% of its territory is covered by mangroves and 26.3% is classified as protected areas for the preservation of biodiversity. Its richness goes beyond the natural resources by including intangible cultural heritage, particularly in the traditional knowledge, know-how, and creativity of the Guinea Bissau people.

Despite efforts by the UN and the international community, the country is just coming out of yet another prolonged political crisis between 2016 and 2019, while economic developments remains erratic and
dependent on the performance in production and export of one single product, raw cashew nuts. There is a consensus that the reforms agenda linked to the political dialogue and better governance together with our traditional national and international partners remains a critical factor that need to be addressed and will require continue attention and engagement. However, the current development trajectory of the country is such that unless a major shift is brought forward to accelerate progress, the objective of attaining the 2030 Agenda and the SDGs in Guinea Bissau is bound to fail. In addition, at this current pace, there exist a real risk for Guinea Bissau to be Left Behind even by its regional and sub-regional peers.

There is an increasing recognition that the limited development progress achieved by the country in past decades and the recurrent cycle of instability call for new and more innovative approaches, solutions and engagement/partnerships to address the country development challenges. And these must go beyond the traditional business models and traditional partners that we have been usually engaging with.

This in turn require more innovation and creativity in the way UNDP currently thinks and works at country level to be better fit for the challenge. This reflection is needed and also timely, as UNDP Country Office in Guinea Bissau is currently preparing its new Country Program Document (CPD) that will define and guide the programmatic work of UNDP CO over the period 2021-2025.

UNDP CO has identified a number of ideas about what kind of processes and activities are needed to renew the organization and it has planned to create an Accelerator Lab within the office with the task of leading this innovation agenda. The Lab is meant to provide strong emphasis on learning such system thinking, foresight etc. and in breaking silos to develop closer interaction and collaboration across different units, partners and thematic issues, including by reviewing the physical space within which UNDP operates. This would be an immediate priority. In parallel, through the lab, UNDP will develop a much stronger engagement with the innovative ecosystem present in the Bissau Guinean society and its agents of change to maximize collective intelligence, map existing and potential innovations, and better understand any positive deviance that could be scaled up. Through these interactions, tools and processes UNDP also wants to inform and permeate to the maximum extent possible our forthcoming Country Program Document that will guide UNDP CO work over the 2021-2024 period.

It is important to note that there is no silver bullet or blueprints available for finding new development solutions but through these learning processes and tools the Lab can help and facilitate such an outcome. It is anticipated that this initiative will improve our collective learning about innovations, help find some innovative solutions viable for Guinea Bissau and influence UNDP and other UN agencies’ s programs to embrace innovation and the new tools and methodologies available with potential to scale up some of the solutions. The ultimate expectation is that innovation will allow UNDP and partners to reduce the gap between current approaches and the country long standing development challenges.

**Sustainable Development Goals**

**Task description**

The Accelerator Lab, which is tasked to develop new ideas and experiment new solutions for Guinea

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**UN VOLUNTEERS**

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Bissau, will be a key element of a redesigned Strategic and Innovation Unit within UNDP that is led by the senior economist. Within this context and organizational structure, UNDP is seeking an international UNV Innovation Lab Coordinator who will be leading the day to day work of the Lab.

Within the delegated authority and under the supervision of the Senior Economist or his/her designated mandated representative (s), the UN Volunteer Innovation Lab Coordinator will:

- Create an environment that fosters innovation and innovative thinking, and new ways of working;
- Identify and establish a network/platform of “agents of changes” with whom to develop an agenda of change;
- Formulate effective new ideas and innovative strategies for program development and implementation;
- Manage the implementation of a number of specific innovation project portfolios in the country;
- Prepare outreach and advocacy materials associated with innovation as needed;
- Develop new partnerships;
- Generate collective knowledge by combining better understanding, ideas and knowledge;
- Proactively use blogs and social networks to share knowledge and experiments;
- Regularly link with UNDP Accelerator Lab Global Network and share learning and insights from country-specific experience;
- Identify new sources of evidence and insights, analyze and visualize patterns (including by using non-conventional data sources), to present new insights in an accessible and comprehensive manner to enable meaningful analysis and creation;
- Proactively explore and identify new methods / approaches and knowledge to address development challenges;
- Collaborate with program / project managers to anticipate emerging needs, adapt customer demand and support the country office in developing a pipeline of emerging projects;
- Explore opportunities for resources and investment mobilization by proactively mapping potential partners and creating investment proposals in the Lab;

Examples of activities:

Some activities will be dedicated to the need for (a) developing new ways of working, (b) to learn design thinking essentials as a potentially new way of working, and (c) work around the new country office space to make it more conducive for creativity and cross practices fertilization, including by involving external actors.

Other activities will involve the organization of a series of innovation workshops and dialogue with different actors of the ecosystem to learn from, discuss and engage on, innovation. These workshops will also help better understand and map the existing ecosystem and will be the basis on which expanding and facilitating new partnerships with innovation as the common denominator.

Activities will also be developed to reach out small startups, youth associations, private investors and other possible nodes/agents present in the innovation ecosystems of Guinea Bissau and partners with them in innovation design and testing. Hackathons and other similar competitions on innovation...
and social changes in the context of the SDG will be organized.

Over time and with increasing information and data gathering, the Lab will develop a platform/data base to capture existing innovation and best practices in both the private and public sector in Guinea Bissau.

Organize SDG boot camp to better understand the 17 Sustainable Development Goals (SDGs) set by the United Nations by 2030 and promote out-of-the-box thinking. These camps will provide an opportunity for young people active in civil society to find social impact solutions that will enable them to contribute to the achievement of the SDGs.

Similar to hackathons, as part of the SDG boot camp, there might be competition that aims to select the best SDG projects that will be awarded either financially or in opportunities to show case the project in international workshop and/or conference.

Through partnerships and joint ventures with innovators, and also through direct experimentation and testing, over time the Lab is expected to eventually build a portfolio of experiments (of 8-12 weeks duration) to test solutions that can address some of developmental challenges of Guinea Bissau and accelerate the SDG.

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.

The Lab is meant to create an open space for innovative partnerships with potential agents of change wherever they are, be it in the private sector, government institutions, local communities, civic society, the diaspora, development partners, and academia with whom share responsibility in designing and delivering solutions to some key development challenges facing Guinea Bissau.

It is expected that through this new initiative, the CO will create new demand and generate new intelligence and action. The ultimate objective of this initiative is to improve our collective learning about innovation, finding some innovative solutions viable for Guinea Bissau and influencing UNDP and other UN agencies’ It is difficult to identify specific a priori outputs with regard to a new initiative that has “finding innovative solutions” at the center of its objective. What it can be assessed is whether the protocols that can lead to this desired outcome are being used and proper processes and methodologies are being followed. However, some benchmarks to measure whether the work is heading in the right direction and towards the expected results can be identified and these will be the basis upon which the UNV, as an active UNDP team member, will be assessed. The benchmarks are as follows:

- Creation of opportunities for increased diversity in stakeholders to consult and partner to solve development problems
Meaningful and sustainable participation of partners in this initiative’s work from early stage and throughout iteration
Use of real time data sources to drive decision making in UNDP and by national partners
Mapping on how communities and people solve problems by themselves and building on that in UNDP programs and government policies
Testing of ideas from an early stage, to quickly find out what works and what doesn’t
Identification of new breeds of problems and new potential allies on the horizon, even if they don’t fit into our usual categories

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 university degree (Master’s or equivalent) in international development, international relations, development economics, design thinking, social innovation, computer science or any other relevant area

**Required experience**
36 months

**Experience Remark**

- Professional work experience at the national and/or international level in promoting development policy and/or social innovation;

- Professional knowledge and proven experience in at least one of the following domains: Future and Prospective Thinking, Systems Research and Mapping;

**Experience in the following areas is desirable, but not mandatory:**

- Proven access to cutting edge innovation networks;
- Key awareness of key global and regional trends;
- Experience with implementing the SDGs
- Experience working in the UN or other international development organization;
- Working experience in a developing country.

**Language**

- English (Mandatory) , Level - Fluent
Area of Expertise

- And One of these - French, Portuguese (Optional), Level - Working Knowledge

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

Conditions of Service and other information

Conditions 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$ 1,651. 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

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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  
GNBR000082-6528

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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: 25 March 2020

doa.apply_url  
[https://vmam.unv.org//candidate/show-doa/R05CUjAwMDA4Mg==](https://vmam.unv.org//candidate/show-doa/R05CUjAwMDA4Mg==)

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.