General Information

Country of Assignment: Guinea Bissau
Host Institute: United Nations Development Programme
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: 01-04-2021
Duty Station: Bissau [GNB]
Assignment Place: Family Duty Station

Assignment Place Remark

Living Conditions

The Republic of Guinea - Bissau is a West African country bordering the north with the Republic of Senegal, the south with the Republic of Guinea and the southwest with the Atlantic Ocean. The country has an area of 36,125 km2 and consists of a mainland and islands that includes the Bijagós Archipelago, with 88 islands and islets, of which only 20 are inhabited. However, it exhibits some of the best beaches in West Africa.

The (humanitarian) operation in Guinea-Bissau is unique. 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. Therefore, flexibility and willingness to live/work in harsh conditions, are essential.

Climate

Located approximately halfway between Ecuador and the Tropic of Cancer, Guinea-Bissau has a tropical climate, characteristically hot and humid. There are two distinct seasons: the rainy season and the dry season. The rainy season extends from mid-May to mid-November, with higher rainfall in July and August. The dry season corresponds to the remaining months of the year. The months of
December and January are the freshest. However, temperatures are very high throughout the year.

Administration

On the administrative level, Guinea - Bissau is divided into eight regions: Bafatá, Biombo, Bolama / Bijagós, Cacheu, Gabú, Oio, Quinara, Tombali and an Autonomous Sector of Bissau which is the capital. The main cities are the capital Bissau with more than 400,000 inhabitants, followed by Bafatá, Gabu, Cantchungo, Farim, Catlió and Buba.

Demography

The population is estimated in 1,584,791 inhabitants, according to the Census conducted in 2009 (National Institute of Statistics). The population growth rate is 2.2% and 43% of the population are living in the urban area. Guinea Bissau is a multi-ethnic country with more than thirty ethnic groups. At the cultural level, there are two main groups: animists who predominate in coastal areas and Muslims in the eastern part of the country.

Languages

Portuguese is the official language and Creole is the national language used as a means of communication for more than 70% of the population. The other languages spoken in the country are Balanta, Fula, Mandinga, Manjaco, Mancanhe, Papel, Blafada, Bijagó and Felupe.

Immigration and health formalities

Citizens of the Economic Community of West African States (ECOWAS) do not need an entry visa.

The international certificate of vaccination against yellow fever is required of all travellers. Vaccination against Hepatitis A and B; Meningitis; Tetanus are highly recommended.

Medical Facilities:
- UN Health Clinic and Dispensary (UN House and UNIOGBIS HQ),
- MEDEVAC procedures established.

Mobile Communication

There are two mobile service providers: Orange and MTN. Both systems work effectively, except that communication between them is sometimes difficult.

Currency/exchange

Guinea-Bissau is part of the West African Economic and Monetary Union of (UEMOA, French acronym), and according to the regulations of the travellers must declare, in writing, upon entering and leaving the country, those means of payment which amount exceeds the equivalent value of 1,000,000 CFA.

Shopping and hotel facilities do not accept credit cards but is possible to withdraw values in ATMs. UNSMS Personnel are strongly recommended to use banks or authorized forex bureaus to change money.

UNDSS Travel Advisory

Guinea Bissau is a country with a history of political instability and coups. The security situation is under control, but some tensions prevail. Terrorism is a serious Regional threat. Crime rate is generally considered low. Main hazards include road traffic accidents and medical issues.

It is important that prior arrangements are made with UNDP for airport reception and accommodation before visitor's arrival. Staff members are strongly advised to use only recommended hotels.

Taking photographs of the airport, docks or military or police installations is strictly forbidden. For more detailed information on the country and emergency contacts, all UN personnel travelling to Bissau are strongly advised to print and carry with them the Travel Security Information File (TSIF), Security Levels in Guinea Bissau and Bissau are Moderate-Level 3.

Security Clearance Procedure: Security Clearance is required for travel to this country, which uses TRIP at https://dss.un.org. Requests for clearance should be submitted 7 days prior to travel. Technical assistance for TRIP is available at dsshelp@un.org or +1 917 367-9438. For in-country travel, clearance requests should be at least 2 days prior to the travel.

Gender equality and inclusion

Unlike other countries in the region, homosexuality is not prohibited in Guinea Bissau. There is a degree of tolerance towards LGBTI
Assignment Details

**Assignment Title**  
Programme Officer for Inclusive Economic Growth

**Organizational Context & Project Description**

The project "Blue economy as a catalyst to green recovery" started in January 2021. Over a period of 18 months, the project will highlight Guinea-Bissau’s status as a Small Island Developing State (SIDS) and its opportunities to tap into its vast Blue Economy potential to lead an inclusive and sustainable socio-economic recovery that leaves no one behind. The project will play a catalyst role in supporting the development of an overarching National Blue Economic Strategy, improving the governance framework and transparency for marine resources, and supporting entrepreneurship with particular attention to youth and females.

The project is funded through the RFF 2.0 and will be implemented through the Direct Implementation Modality (DIM) and an "Initiation Plan". The It will be implemented in complementarity efforts with other strategic initiatives and projects within the Strategic Economic Unit, for example, the SERP, GNB 2030, Financial Inclusion/Fintech, Diaspora, Relief and Recovery through Strengthening Private Sector engagement.

The project emphasizes the development of a blue economy strategy through a multi-stakeholder process, building institutional capacity in blue economy and engaging with the private sector. The project includes two programmatic outputs: first, to (i) strengthen national and community-based institutions' capacities to integrate blue economy opportunities into post-Covid-19 green recovery and second, (ii) to enhance private sector capacity to directly engage in and benefit from green recovery as part of the country COVID-19 future endeavors for building forward better.

The United Nations Development Program (UNDP) implements programs in order to empower more and more people and thus help nations to become stronger and more resilient.

UNDP is the UN’s global development network, intervening for change and supporting people to build a better life. UNDP is present in 177 countries and territories and works with people to achieve their own solutions to global and national development challenges.

We have been present in Guinea-Bissau since the signing of the Cooperation Agreement with the Government of Guinea-Bissau after independence, on June 29, 1975. Since then, we have implemented programs in partnership with the Government and Civil Society Organizations in the country. promoting sustainable development, democratic governance, and economic growth.

**Sustainable Development Goals**

1. No poverty

**Task description**

Within the delegated authority and under the supervision of the Recovery and Resilience Specialist/ Head of the Strategic and Economic Unit (a.,i) the IUNV Programme officer on Inclusive Economic Growth will:

- Support the programmatic implementation of the RFF and, mapping and analysis of gaps, entry points and opportunities contributing to youth and female entrepreneurship in the blue and green economy initiatives;
- Support the Monitoring and Evaluation of Project implementation;
- Support the dialogue and outreach efforts at the national, local and community level to strengthen Socio-Economic Recovery and build Resilience and foster inclusive sustainable economic growth that leaves no one behind;
- Draft and coordinate the procurement of studies, assessment, consultancies and agreements;
- Seek alignment and synergies with other activities and initiatives of UNDP (e.g., the Accelerator Lab) and international and national partners, particularly in areas related to youth and female entrepreneurship for improved livelihoods and enhancing the involvement of the Bissau-Guinean diaspora in the economic and financial life in Guinea-Bissau;
- Contribute to the development of partnerships between UNDP and other UN agencies, as well as with government institutions, other African SIDS, academia, NGOs, IGOs, the private sector, existing sustainable development alliances, and other stakeholders and international networks;
- Collaborate and coordinate with national partners through external advocacy, networking, coalition building and initiating timely research and analysis;
Qualifications/Requirements

- Use internal platforms for dissemination and reporting and to enhance project quality (e.g., IATI, ATLAS, SharePoint);
- Contribute to data collection and communication efforts on the project when needed;
- Perform such other duties as may be assigned.

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:

- Contributed to the coordination of the RFF and supported the implementation of activities, including monitoring and follow up of the project implementation;
- Supported synergies between the RFF and other ongoing initiatives within the Economic and Strategic Unit;
- Supported the dialogue and outreach efforts demonstrable at the national, local and community level to strengthen Socio-Economic Recovery and build Resilience and to foster inclusive sustainable economic growth that leaves no one behind;
- Contributed to evidence based research and assessments related to Inclusive Economic Growth;
- Supported the development of contracts and agreements;
- Developed new and diverse partnerships to foster inclusive and economic growth between UNDP and national and international stakeholders;
- Developed relevant communication material and prepared briefing notes/minutes and talking points.

- 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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<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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Education - Additional Comments

Advanced higher degree (minimum Master of Arts) in a relevant area, e.g., international relations, international development, or economics;

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<th>Required experience</th>
<th>36 months</th>
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Experience Remark

At least three years of professional work experience in engaging and working with civil society groups in different countries and contexts in Africa, preferably Guinea-Bissau or the West-African region.

Previous work experience from the UN or other international development organization is highly desirable.

Language

- English (Mandatory), Level - Fluent
AND - Portuguese (Mandatory), Level - Working Knowledge

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

- Proven programmatic management experience with sound knowledge of all aspects of the project cycle (design, implementation, monitoring & evaluation) is required;
- Previous work experience from the UN or other international development organization as well as knowledge of principles and procedures for the implementation of UN projects, monitoring and evaluation is a valuable asset;
- Working experience in field and with youth and female entrepreneurship and the inclusion of marginalized communities is an asset;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Sound security awareness;
- 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, Teams, Word, etc.) and office technology equipment.

LANGUAGES: Fluency in English and Working Knowledge of Portuguese.

Need Driving Licence

- No

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:


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.

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$ 1,682. 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  

GNBR000101-8868

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: 9-03-2021

doa.apply_url  

https://vmam.unv.org//candidate/show-doa/R05CUjAwMDEwMQ==

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.