UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
GNBR000104--Climate Promise Facilitator

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>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>9 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-04-2021</td>
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<tr>
<td>Duty Station</td>
<td>Bissau [GNB]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Assignment Place Remark

Living Conditions

The UNV will have Guinea Bissau’s UNDP Country Office (CO) as a duty station. The CO will be responsible for workspace arrangement for the UNV.

Guinea Bissau is a unique country. 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

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

12 Mar 2021
Organizational Context & Project Description

The United Nations Development Programme (UNDP) operates in over 170 countries and territories, helping to achieve the eradication of poverty, to reduce inequalities and to increase sustainability. Within this challenging scenario, partnership development is a crucial aspect for the achievement of UNDP goals and the engagement of different institutions among the private and public sectors. Climate change is the single greatest challenge humanity has ever faced, threatening water and food security, health, livelihoods, and the safety of billions of people. The global response to this challenge must be just, inclusive, and leave no one behind, while seeking the most efficient climate solutions that advance multiple Sustainable Development Goals at once. UNDP ambitious “Climate Promise” supports over 115 countries including 41 African counties to enhance their Nationally Determined Contributions (NDCs) under the Paris Agreement by 2020, with demonstrated increase in ambition for greater emissions reduction and resilience building. To deliver this Promise, UNDP is leveraging its extensive expertise and capacities across the world, including through our donors and partners, to support country offices.

Indeed, countries are expected to finalize and submit their revised NDCs to the United Nations Framework Convention on Climate Change (UNFCCC) before the COP26 scheduled in Glasgow, Scotland in November 2021. However, the COVID-19 pandemic, which has resulted in preventive restrictions, has a substantial impact on implementing the activities of the Climate Promise. This situation results in delays, which could compromise the finalization of NDC revision submission to the UNFCCC. The case is particularly worrying for some countries which have more limited capacity to support. Therefore, to strengthen the capacities of the UNDP Country Offices, UNDP is recruiting a pool of United Nations Volunteers (UNVs) to support the coordination and delivery of the Climate Promise activities.

Guinea Bissau experienced an important delay in 2020, which led to postponing the submission of the updated NDC to 2021 to the UNFCCC. The NDC updated process was relaunched officially in September 2020 with the support of UNDP, Expertise France and African Development Bank. So far, only the stock take has been conducted for the 5-year implementation of the first NDC submitted in 2015, in addition to identification of capacity building needs in both adaptation and mitigation. The stock take conducted by Expertise France will serve as a baseline for the NDC update. UNDP received a formal request to support the update of the NDC, through some key interventions such as the national inventory for GHG and mitigation scenarios definition.

The international UNV will bring support to the coordination of this process and the required tasks are mentioned in the next sections.

Sustainable Development Goals

13. Climate Action

Task description

Within the delegated authority and under the supervision of UNDP Climate Promise focal point in the Country Office or his/her designated mandated representative(s), the UNV Climate Promise Facilitator will be expected to assist with the following activities and tasks:

- **Delivery, monitoring and reporting of Climate Promise activities (40%)**
  - Review and revise workplans and budgets and provide inputs to the preparation of results-based work plans;
  - Coordinate day-to-day implementation of climate promise activities;
  - Support the preparation of project progress reports and related presentations, briefings, knowledge products and relevant documents, as required;
  - Support the quality assurance of the initiative through the substantive and financial monitoring of the Climate Promise activities, including through periodical meetings with national partners, mainly the Ministry of Environment and Biodiversity as the coordinator of the national process in Guinea Bissau, to identify operational bottlenecks and develop recommendations for effective solutions;
  - Liaise with the Climate Promise country focal point on the implementation progress and advise of any deviations from the project plan;
  - Support the recruitment of consultants and the administration of contracts for specific Climate Promise activities, through drafting TORs, finalizing advertisements, screening, long and short listing, interviews and contracts monitoring;
  - Maintain records of project files and other supporting documents;
  - Prepare project completion reports and ensure compliance with contractual obligations;
Stakeholder management, partnership coordination, and external relations (40%)

- Support the coordination and management of communications with donors, implementing partners, and other cooperation agencies that are engaged in NDC enhancement and implementation support;
- Liaise and build relationships with government counterparts, other United Nations (UN) agencies, international non-governmental organizations (INGOs), academia, private sector, civil society, Youth and women organizations and other relevant stakeholders engaged in NDC support, including Climate Promise activities;
- Support the establishment of strategic partnerships and management of external relations around NDC enhancement and implementation;
- Co-ordinate/work in close co-operation with the partners supporting the NDC to ensure synergy
- Facilitate meetings with stakeholders, as requested.

Knowledge management and innovation (20%)

- Contribute to knowledge building and sharing related to the Climate Promise implementation and NDCs;
- Contribute to the compilation and dissemination of best practices and lessons learned through relevant knowledge platforms including the UNDP Global Community of Practices related to Energy, Climate and Environment;
- Identify and synthesize of best practices and lessons learnt directly linked to the Climate Promise and NDC support;
- Keep well-informed of new developments and innovative approaches/solutions in the areas of climate change and environmental management and actively contribute to the office learning process and corporate knowledge tools
- Promote the work of UNDP Climate Promise in collaboration with UNDP communication team, including contact with civil society, private sector, government and the media.
- Produce a post-NDC revision synopsis report, as requested.
- Support in elaborating concept notes and proposals to support UNDP CO efforts in mobilizing resources to enhance Paris Agreement implementation in the country, based on the results of the NDC climate promise initiative;
- Any other related tasks as may be required or assigned by the supervisor.

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:
  - Liaise closely with the UNDP country coordinator at regional and/or global level to ensure updated tracking table for progress of climate promise roll out in the target country, to support internal reporting
- Regular reports to CO Climate Promise focal point, country coordinator and relevant CO senior management on overall status of roll out in the target country
- Coordination for implementation of support to be rolled out in country, including calls with country coordinator and relevant technical teams across UNDP and with partners
- Contribution to documentation and communications materials related to the Climate Promise roll out
- Take the lead on delivering specified activities on the country work plan, in agreement with the CO.

- 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 a relevant area, e.g. related to Energy, Environment, natural or social sciences natural resources management and/or sustainable development, climate change, economics and development studies; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Required experience

60 months

Experience Remark

At least five years of professional work experience at the national and/or international level in sustainable development, climate change, or natural resource management/environmental protection, or other relevant programmes; experience with UNDP is an asset, as is experience working in the UN or other international development organization.

Language

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

Area of Expertise

- Development programme management Mandatory
- Climate change mitigation and mechanisms for technology transfer Mandatory

Area of Expertise Requirement

- 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;
- Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in human development, leave no one behind and digitalization, volunteerism as a mechanism for durable development, and the UN System.

Language skills: Fluency in spoken and written English and French is required. Working knowledge of Portuguese is an advantage.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
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**

GNBR000104-9031

**Application procedure**

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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:** 28-03-2021

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/R05CUjAwMDEwNA==](https://vmam.unv.org/candidate/show-doa/R05CUjAwMDEwNA==)

**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.*