UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000307--Associate Inter-Agency 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

Country of Assignment: Iraq
Host Institute: UN High Commissioner for Refugees
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: until 31-01-2021
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Erbil [IRQ]
Assignment Place: Non-Family Duty station
Assignment Place Remark

Erbil is a non-family duty station and is classified as security risk moderate. UN personnel in Erbil live in MORSS (Minimum Operational [Residential] Security Standards) compliant residences outside of the UN compound.

The Rest and Recuperation (R&R) cycle in Erbil is 8 weeks, with the designated place of R&R being Amman, Jordan.

Living Conditions

UN personnel in Iraq operate in a volatile security environment. In Erbil duty station, personnel work in secured compound with limited access outside of the city, which usually can only be done with stringent
clearances and depending on the destination, a military escort. Erbil is a non-family duty station and is classified as security risk moderate. UN personnel in Erbil live in MORSS (Minimum Operational [Residential] Security Standards) compliant residences outside of the UN compound.

International personnel operating in Iraq must take online security awareness in the field trainings prior to arrival in Iraq and undertake a mandatory Security Induction Awareness Training (SAIT) immediately upon arrival. The Rest and Recuperation (R&R) cycle in Erbil is 8 weeks, with the designated place of R&R being Amman, Jordan.

Currently there are UN flights (UNAMI) to and from Iraq, covering Iraq. There are many international flights to Erbil, Baghdad and Basra. There are some ATMs operational in Erbil (Northern Iraq). The dominant currency in use in Iraq is USD. The Iraq Dinar is used with an exchange rate of approximately USD 1 = 1,220 Iraqi Dinars. Market is mostly cash based; both USD and Iraqi Dinar are widely accepted. Payments by credit cards are accepted in limited number of shops. UN personnel need to be culturally sensitive and adjust to the culture of the country.

Assignment Details

**Assignment Title**
Associate Inter-Agency Coordinator

**Organizational Context & Project Description**

As of January 2020, some 245,000 Syrian refugees are residing in Iraq. More than 99 per cent of the Syrian refugee population resides in the Kurdish Region of Iraq (KR-I), with the vast majority of Kurdish ethnicity. Out of the protracted Syrian population, some 40 per cent is living in one of the ten refugee camps across KR-I and 60 per cent resides in the host community. The number and profile of Syrian refugees in Iraq is expected to remain more or less stable during the next years. Return intention surveys highlighted that many Syrian refugees are likely to remain in Iraq for the medium term.

Despite the challenging political climate in Iraq, the elections and new Kurdistan Regional Government (KRG) cabinet, the economic climate and increase in new arrivals, the protection environment in KR-I remains conducive. The KRG and host community remained welcoming and accommodating towards the refugee population, and Syrian refugees with UNHCR certificates can freely move back and forth to Syria through the official Peshkhabour border crossing point.

However, the absence of an effective legal framework for refugee protection continues to preclude longer-term residency rights to stay and other legal benefits for Syrian refugees. The difficult economic situation has negatively affected the livelihood opportunities of Iraqis and Syrians refugees alike and has stretched existing public services and hosting capacities. Lack of access to sustainable employment and livelihood opportunities is the main self-reported vulnerability by Syrian refugees in needs assessments in 2018 and 2019, and also the root cause of protection issues, such as child labour and child marriage, and has also led to refugees seeking relocation to camps.
The Syrian refugee response in Iraq is coordinated and implemented through the 3RP (the Regional Refugee and Resilience Plan) platform under the leadership of UNHCR and the co-leadership of UNDP. The 3RP in Iraq counts 8 Sectors and 2 Sub-Sectors in which activities focusing on the same thematic area are coordinated. The leads of all (Sub-)Sectors meet at least once a month in the Inter-Sector Working Group (ISWG) to discuss overarching challenges, opportunities and strategic directions. The ISWG is chaired by the Ministry of Planning (MoP) and lead by the UNHCR’s Solutions Officer.

Given the protracted nature of the majority of the Syrian population and the conducive protection environment in KR-I, the 3RP strategic direction aims at a gradual transition from an emergency humanitarian response to a longer-term solutions-oriented approach with a focus on self-reliance, and inclusion of refugees in and strengthening of public services and national systems, in line with the Global Compact on Refugees (GCR).

The 2020-2021 response plan highlights this cross-sectoral strategic direction by conceptualizing the solution-oriented activities per Sector under the 3RP Resilience Component. The Protection Sector, and Gender Based Violence and Child Protection Sub-Sector, will continue to invest in capacity-building activities and close collaboration with the Ministry of Labour and Social Affairs (MoLSA). The Education Sector will support the further development of the Ministry of Education’s (MoE) Education Integration Policy for Syrian Refugees and its implementation. The Health, Shelter and WASH Sector continue to explore avenues to remove duplication of assistance between humanitarian and public services, including the integration of protracted refugee camps into the surrounding municipalities, and invest in capacities of the refugee and host communities, and national systems. Even humanitarian-oriented Sectors, such as Basic Needs, are switching towards a more sustainable approach, such as long-term Multi-Purpose Cash Assistance (MPCA), replacing in-kind assistance with cash assistance and invest in new cash-out technologies.

**Sustainable Development Goals**

8. Decent work and Economy Growth

**Task description**

Within the delegated authority and under the supervision of Solution Officer (P3) or his/her designated mandated representative(s), the UN Volunteer will undertake the following tasks:

- Contribute to the 3RP strategic direction by assisting UNHCR offices, implementing partners, operational partners and Sectors to achieve objectives they set under the 3RP Resilience Component: strengthening coordination with development actors, private sector and relevant government entities, support government capacity building processes and enhance inter-sectoral coordination. Liaise closely with UNDP and Ministry of Planning on initiatives that contribute to the Resilience component.
- Coordinate and provide technical support to internal UNHCR programs, initiatives and processes focusing on long-term solutions and exit strategies and linking the initiatives to external stakeholders. Examples of such initiatives are: integration of refugee camps in surrounding municipalities, capacity building projects with MoLSA and area-based programming. In order to achieve a harmonized
• Assist 3RP community with the development and draft of an Inter-Sectoral Solutions Strategy and Framework and link the Strategy to other key documents such as the 3RP 2020-2021 Iraq Chapter and UNHCR’s Multi-Year and Multi-Partner Protection and Solutions Strategy.

• Support the coordination of livelihoods activities targeting Syrian refugees by:

1. Supporting the Livelihoods Sector lead to promote harmonized and coordinated practices in the implementation of livelihoods-related initiatives in KR-I, within and outside the 3RP process.

2. Exploring in close coordination with UNDP opportunities to establish a separate livelihoods coordination platform for Syrian refugees.

3. Strengthening linkages and referrals between the Livelihoods Sector and other Sectors such as Basic Needs, Food and Protection.

4. Liaising with development actors and local authorities to advocate for economic and financial inclusion of Syrian refugees in Iraq.

• Liaise with development actors such as the World Bank, UNDP and ILO to increase awareness about 3RP initiatives and strategic direction and to create linkages with development programming in Iraq.

• Assist in the overall 3RP coordination process:

1. Prepare and lead ISWG and other relevant meetings, workshops and trainings.

2. Develop and maintain, in close collaboration with the Information Management Unit, Information Management and External Relations tools and product related to the Syrian refugee response, including the 3RP portal.

3. Strengthen, in close collaboration with the PI Unit, all 3RP Public Information and external communication tools and platforms.

4. Draft and review quarterly Sector dashboards, annual planning documents and other relevant reporting related to the 3RP.

• Act as overall back-up of Solutions Officer and perform other duties as required.

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.

1. Results/expected outputs
As an active UNHCR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR and its beneficiaries in the accomplishment of her/his functions, including:

- Provide support to and follow up on the strategic, operational and day to day coordination of the 3RP process.
- Inclusion of relevant stakeholders in 3RP process, respecting their respective mandates and programme priorities.
- Provide appropriate support for operational planning and forward looking coordination of the inter-agency humanitarian and development response.
- Support the planning of adequate contingency and preparedness for new emergencies is in place.
- Provide analysis on key humanitarian/development issues and trends in collaboration with the information management team.
- Conduct regular programmatic and funding gaps analysis.
- Support the development of harmonized assessment, monitoring and evaluation activities in line with the agreed inter agency response.
- Draft correspondence, documents and reports, guidance notes, background information for meetings and workshops.
- Conduct regular field visits to support and build the capacity of field working groups as well as ensuring field perspectives underpin the sector strategy.
- Liaise with external partners and local organizations on behalf of different Sectors, the 3RP leads, and UNHCR.
- Work closely with government counterparts on issues related to the 3RP.

• 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. Political Sciences, Economics, International Relations, Development Studies or area related to refugee protection; 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

36 months

We are inspiration in action
Experience Remark

- At least 3 years of professional work experience at the national and/or international level in coordination, livelihoods, economic-inclusion or refugee protection or other relevant programmes; experience with working for UNHCR is an asset, as is experience working in the UN or other international development organization;

- Demonstrated expertise in emergency response and preparedness planning and monitoring, including a good understanding of related standards and indicators. Demonstrated expertise in either assessments, monitoring and evaluation, research for programmes, and policy / context analysis. Experience in leading and facilitating meetings, delivering presentations, and conducting trainings for technical and non-technical audience. Work experience in the interagency response

- 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;

- Sound security awareness;

- Have affinity with or interest in refugee protection, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Protection of refugees, asylum seekers and IDPs Mandatory

- Monitoring and evaluation Mandatory

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

Area of Expertise Requirement

Demonstrated expertise in emergency response and preparedness planning and monitoring, including a good understanding of related standards and indicators. Demonstrated expertise in either assessments, monitoring and evaluation, research for programmes, and policy / context analysis. Experience in leading and facilitating meetings, delivering presentations, and conducting trainings for technical and non-technical audience. Work experience in the interagency response
Need Driving Licence: No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- 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 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**

IRQR000307-6222

**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:** 26 February 2020

**doa.apply_url**

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

**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.