

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LAOR000561--Programme and Reporting Specialist

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	Lao People's Democratic Rep
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Expected Starting Date	01-11-2020
Duty Station	Vientiane [LAO]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The position will be based in the capital, Vientiane. Living conditions in Vientiane are comfortable but residents must make concessions due to the tropical climate and under-developed infrastructure, including health facilities. Vientiane is a relatively safe place to live in, with violent crime incidents very rare. However, single females should exert vigilance if moving alone during the dark and it is best advised to move in groups.

The biggest hazards relate to traffic accidents, hence utmost care should be exerted when in traffic, especially when riding a motorbike. Volunteers must have a motorbike licence to ride a motorbike in Lao PDR.

The Vientiane entertainment scene is still quiet and in order to avoid feeling lonely the person should be proactive in forming friendships, and hence should be ready to make the best of e.g. the UNV Buddy Programme. There is a wide range of housing options in Vientiane located within easy reach of the UNICEF office. Houses or apartments are usually of good standards. All basic commodities can be bought in Vientiane and its immediate vicinity.

The UNV Office in Laos will assist the UNV in finding adequate accommodation. House shares with 3-4 people are most common but

single apartments are also available. The city centre is full of restaurants, shops, bars and internet cafes all line up along the Mekong river.

Assignment Details

Assignment Title

Programme and Reporting Specialist

Organizational Context & Project Description

The Lao PDR is, per capita, the most heavily bombed nation in the world. During the Indochina conflict in the 1960s and 1970s, it was the scene of ground battles and aerial bombardments. Records indicate that over two million tons of bombs were used, including more than 270 million submunitions from cluster munitions, and that up to 30% of them failed to explode. Some 40 years after the war ended, unexploded ordnance (UXO) still poses a threat to Lao PDR. As well as causing deaths and injuries, UXO impacts on the lives of Lao people across the country by contributing to food insecurity by limiting safe access to potentially rich agricultural land. In addition, the cost of implementing development projects in UXO contaminated areas is higher and delays often occur when the land needs to be cleared, and in some cases, projects stop entirely.

Today, UXO constitutes a significant obstacle to the achievement of the Sustainable Development Goals (SDGs), as well as national plans to lift the country out of the list of Least Developed Countries by 2020. In 2016, a national SDG18 – 'Lives Safe from UXO' was launched by the Prime Minister of Lao PDR and the UN Secretary General on the sidelines of the ASEAN summit hosted in Vientiane, Lao PDR.

The UXO programme has been tackling the deadly legacy of war since 1996. More than 38,000 hectares of land – equivalent to 380 square kilometers – have been cleared and more than 1.5 million items of UXO destroyed. This increases the safety of people in nearby communities and expands the amount of land available for food production and other development activities.

UNDP Lao PDR supports two governmental institutions in the UXO Sector: UXO Lao, the national clearance operator, and the National Regulatory Authority in UXO/Mine Action Sector (NRA), the coordinator and regulator of the UXO sector. In terms of funding, the UXO Unit is the largest portfolio in UNDP Lao PDR. Currently projects are funded by more than five different donors who contribute through a variety of modalities. The UXO Unit is currently working with both UXO Lao and NRA through a five-year project document until the end of 2021. Regular communication of results is closely linked to the resource mobilization strategy for the current and future project cycles.

In order to ensure effective implementation of the UXO Programme, UXO Lao need project implementation support and capacity-building aimed at achieving:

- Quality of overall work and attainment development results.
- Overall capacity for results-based management and quality reporting enhanced.
- Synergies between Programme/Planning, Finance and other relevant teams, in NRA and UXO Lao respectively, strengthened, close synergy with UNDP programme ensured and relationship between the national IPs and development partners improved.
- Project strategic planning and implementation, financial oversight, and monitoring and evaluation (M&E) improved.

The UN Volunteer will be part of the UNDP UXO Unit. UNDP has another UN Volunteers in Governance/Livelihoods and Poverty Reduction and Natural Resource Management and Climate Change Units. The UXO Unit is staffed with eight people. At project level there will be an international UXO Chief Technical Advisor to the UXO sector, Technical Advisor on financial management, a Programme and Reporting Specialist and a M&E Specialist.

Additionally, the UN Volunteer will also have the opportunity to work closely with the National Regulatory Authority for the UXO/Mine Action Sector in the Lao PDR (NRA) coordinating the UXO sector and potentially also some of the key government entities relevant for the UXO programme, namely the Ministry of Labour and Social Welfare, the Ministry of Foreign Affairs, and the Ministry of Planning and Investment; additionally, the UN Volunteer will be engaging with relevant Development Partners/donors.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

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Under the direct supervision of the UNDP Chief Technical Advisor and the UXO Lao POPI Unit Officer, the UN Volunteer will undertake the following tasks:

- a. Provision of project support to partners and assistance of compliance functions through capacity building:
- Support and train the Implementing Partners (IPs) in best practices in the formulation, implementation and monitoring of key strategic and other documents.
 - Provide support to and training of Programme Units of UXO Lao to ensure that programme formulation, design and implementation are adhering to principles of Results Based Management policy.
 - Support to IPs and training of relevant staff on report and proposal writing aimed at ensuring good quality products, such as donor proposals, annual reports, specific donor reports, etc
 - Support to evaluations, audits and spot checks, and help create good follow-up systems on implementation of recommendations.
 - Support initiatives that promote/contribute to the cohesion and synergies between the Programme, Finance and other relevant teams in UXO Lao, such as resource planning and management, reporting, development of proposals.
 - Support UXO Lao from an M&E perspective with the development of a sound research capacity.
- b. Supports the management and implementation of IP projects:
- Support and strengthen the oversight efforts of IP projects, under close guidance and consultation with UXO Unit Management.
 - Undertake field trips with key staff and support them in the systematic collection of data to monitor the progress of the project and ensure proper project work planning and monitoring/review of work plans are undertaken in a timely and quality manner by the Project Managers.
 - Review regular IP reporting including capturing of results and lessons learned and provide feedback on how to strengthen reporting and how to use these in communication materials; Support in work planning, financial management and other forms of oversight of the projects.
 - Supports the establishment of strategic partnerships and implementation of the IP resource mobilization strategies.
 - Support in the coordinate of analysis and research of information on donors, preparation of substantive briefs on areas of IP work/priorities, identification of opportunities for initiation of new projects/activities.
 - Support UXO Lao in producing high quality donor reporting in a timely manner.
 - Help IPs organize visits for donors, media, etc.
 - Support UXO Lao in the development of a communications strategy and necessary training for key staff.
 - Support donor relations with advocacy and reporting.
 - Support capacity strengthening of Project staff.
 - Support the production of articles and reports with hands on mentoring with project staff.

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

- More effective management of UXO programme and improved capacity, skills and performance of implementing partners.
 - Increased donor and public awareness of progress made by IPs with UNDP support.
 - Enhanced partnerships and coordination within the sector.
 - Improved reporting system of the project with a focus on RBM and dissemination of results to Development Partners.
- 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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Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Bachelor's Degree in a relevant area, e.g. Development programme/project administration, Social Sciences, Management or area related to International Development, Programme Management or Training.

Required experience 36 months

Experience Remark

- *At least 3 years of professional work experience at the national and/or international level in capacity strengthening, Mine Action, International Development, Development programme/project administration desirable.*
- *Knowledge of UN system is an advantage, or other relevant programmes; experience with Mine Action is an asset, as is experience working in the UN or other international development organization.*
- *Excellent English 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 International Development, Mine Action, volunteerism as a mechanism for durable development, and the UN System.*

Language

- Laotian (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent

Area of Expertise

- Land mines and demining. Optional
- Development programme/project administration Mandatory
- Capacity building of non-governmental organizations Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning

- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and

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satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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

LAOR000561-7806

Application procedure

Application procedure:

* Not yet registered in the UNV Talent Pool?

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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.

This is a national UN Volunteer assignment, therefore only nationals of Lao PDR and legal residents in Lao PDR with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 13 October 2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TEFPUjAwMDU2MQ==>

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.