UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MNGR000035--SDGs Data and Research Assistant

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>Mongolia</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 University</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>20-01-2020</td>
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<tr>
<td>Duty Station</td>
<td>Ulan Bator [MNG]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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UN University Volunteer Assignments are without family.

Living Conditions

Mongolia is located in the heart of the Asian continent and covers an area of 1,566,500 kilometers. Mongolia’s climate is extreme continental – an extreme climate with five to seven months where the main temperature remains below freezing point. Higher temperatures occur for two or three months in summer. The winter months begin from November and last until mid-March. The coldest months are from mid-December to the end of February or mid-March when the temperature drops to below zero to minus 20 degrees centigrade and occasionally even lower. Mongolia’s capital Ulaanbaatar is one of the world’s most polluted cities – its “harmful dust” is 6-7 times higher than the most lenient World Health Organization standards. Due to this hazardous condition, it is highly encouraged to wear a good protective mask during...
the high peak period and use air purifiers. The spring is usually characterized by violent dust storms, gusty winds and constant changes in pressure. Mongolia is generally a peaceful country without any security phase.

Mongolia has a population of just over 3.2 million people (2018, National Statistics Office), making it one of the least densely populated countries in the world. Capital and largest city is Ulaanbaatar has population of over one million. Unofficially the population is higher with growing urban poverty. The official language, Mongolian, is spoken and understood throughout the country, while Kazakh is spoken by a minority group in Western Mongolia. Russian is extensively spoken, and English is becoming common, as more population resides in urban areas and has access to learning the language. Ulaanbaatar has fairly good international flights and train connections. While regular daily flights are operated by only a few different airlines, travel by air is the most convenient and fastest means of travel to and from Ulaanbaatar. The Trans-Siberian and Trans-Mongolian trains connect Ulaanbaatar with Europe and Asia. All-important locations in the country are accessible by air and road.

There are no immunization and or vaccination requirements for people entering Mongolia. International telephone, internet, and fax services work well in Ulaanbaatar. There are several cellphone operator companies, and internet services are very popular in Ulaanbaatar at reasonable rates. Wireless facilities are available in many locations.

Foreigners can rent fully furnished apartments in any part of the city. Medical and dental services are available for international personnel in Ulaanbaatar. For more information on Mongolia, the following link is recommended: http://lonelyplanet.com/mongolia

**Assignment Details**

**Assignment Title**
SDGs Data and Research Assistant

**Organizational Context & Project Description**

The main objective of the UNDP Country Program is to support Mongolia in transforming an enormous development potential of its vast mineral wealth into inclusive and sustainable growth and development. This issue is also at the core of the Mongolia Sustainable Development Vision 2030 and the 2030 Sustainable Development Agenda. In accordance with the 2030 Sustainable Development Agenda of ‘leaving no one behind’, UNDP aims to apply a whole of society approach to its Country Program implementation. To this end, UNDP will support the government of Mongolia and work with the wide range of partners in translating its Sustainable Development vision and the SDGs into concrete government policies, plans and budgets for actual implementation.

The United Nations Development Programme (UNDP) is the UN’s global development network, working in 177 countries and territories. UNDP opened its representative office in Ulaanbaatar in 1973 after more than a decade of successful cooperation with Mongolia. Ever since, UNDP has worked for equitable and
sustainable development for the benefit of all Mongolians. UNDP is committed to helping the Government and the people of Mongolia to achieve 17 Sustainable Development Goals as well as other national development priorities. Our focus in Mongolia is on a) reducing poverty and inequality on the one hand, and b) reducing vulnerabilities of people caused by environmental degradation, climate change or exclusion from decision making on the other hand. We aim to do so using a whole-of-government and society approach in line with the 2030 Sustainable Development Agenda principle of ‘leaving no one behind’.

UNDP Mongolia seeks to host an international UN University Volunteer who will support SDG data analysis. The UN University Volunteer will provide support to the Project on implementation of SDGs in Mongolia. The Project has three key components; i) Multi-stakeholder partnerships are established to support innovative approaches for SDG acceleration, ii) Planning, budgeting, M&E and financing frameworks aligned with 2030 Agenda, and iii) Data eco-system strengthened using innovative approaches to facilitate evidence-based solutions and accountability. Under these components, the UN University Volunteer is expected to assist in the project implementation by focusing on various aspects of SDG related data collection, data collection and validation methodology, non-traditional sources of data, regular update of data availability, and building partnerships on data analysis for policy making.

In this specific assignment, the UN University Volunteer will work closely with all UNDP country office colleagues, with the other UN agencies, with International Financial Institutions and other development partners as well as with the Government of Mongolia.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of UNDP National Project Coordinator and SDGs Advisor, the UN Volunteer will undertake the following tasks:

- Keep up-to-date on economic situation, key development policy decisions, and overall development challenges in Mongolia, and their implications for achieving SDGs;
- Keep up-to-date on SDG data collection methodologies adopted globally, and provide timely update on the status of data readiness against indicators for which data collection methodologies are available;
- Provide support to the operationalization of the partnerships on SDGs related data, by engaging with the National Statistical Office (NSO), and government and other relevant stakeholders involved in producing and reporting on administrative and other types of data;
- Assist in regular update of the SDG data platform/dashboard, and communicating the newly produced data to decision-makers and the public;
- Assist in designing qualitative data collection methods, including from non-traditional data sources and explore opportunities and potentials of using big data and deep data for SDG monitoring and overcoming the data gaps;
- Conduct analysis of SDG data by different categories of disaggregation to reveal issues,
achievements, or areas or groups lagging behind, and communicate the findings through infographics, visual aids, and other innovative means;
- Assist in coordinating and delivering dialogues, workshops and conferences related to SDGs;
- Assist in knowledge management, public outreach and communications;
- Any other related tasks within the scope of the assignment as may be required or assigned by the supervisor.

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

- Regular updates to UNDP Country Office (CO) management team on progress of implementation of SDGs project in Mongolia;
- Contribution of support on strengthening data ecosystem using innovative approaches to facilitate evidence based solutions;
- Provision of SDG-related analysis into ongoing projects;
- Development of briefs as applicable and guided by senior management;

- 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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<tr>
<th>Required Degree Level</th>
<th>Secondary education</th>
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Education - Additional Comments

Currently studying towards a degree in Economics, Social Policy, Statistics, Public Policy, Information Systems, or other relevant field.

Required experience

0 months

We are inspiration in action

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

- Demonstrated interest and/or experience (up to 2 years) in data collection and analysis in social, economic, environment or public policy areas;
- Strong analytical, research, financial, writing and communications skills;
- Possess excellent communication and report writing skills and ability to sift through voluminous documentation and extract pertinent information;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Experience in areas related to SDG16 would be an asset;
- Good grasp of sustainable development issues in Asia and transition economies;
- Excellent Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).
- Good ability to develop infographics will be a plus;

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other development programme/project experience Mandatory

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
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
Conditions of Service and other information

Condition of Service: 

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) per month and 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 (choose from the drop down menu the appropriate rate here): US$979 The VLA base rate is a global rate, while the PAM is 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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). 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 MNGR000035-4910

Application procedure

Eligibility: This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply. Eligible candidates must be below 29 years of age throughout the assignment.

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 (assignment) 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 (assignment) to which you would like to apply.

Candidates may apply to a maximum of three (3) special calls (assignments) per advertisement. Your order of preference may be specified in the ‘Additional Remarks’ section of your profile.

**Application deadline: 11 August 2019**

**Selection process:** Kindly note that only shortlisted candidates will be contacted. Some UN Agencies select the candidate based on a review of the profiles of the shortlisted candidates, some conduct Skype or phone interviews (competency based). By 13 September, you will be informed by UNV of the outcome of the selection process.

**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.