

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### MOZR000712--Associate Livelihood and Economic Inclusion Officer

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

<b>Country of Assignment</b>	Mozambique
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Nampula [MOZ]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

Mozambique has a total population of about 29 million people and Maputo is its capital city. An entry visa is required for travelers and must be obtained from Embassy prior to arrival. However, some nationalities are exempted from visa requirement and usually travelers are advised to check their visa status prior to travelling to Mozambique. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 72.49 meticals (MZN) as per September 2020. There are several private clinics that provide quality healthcare, plenty of Banks and ATMs to meet financial needs. Visa cards are accepted in few limited hotels.

The duty station is in Nampula city, capital of Nampula Province, with frequent visits to Maratane Refugee Settlement, located some 35 km of the city. Nampula is classified under UNHCR rules and regulations as a "C – family" duty-station. It may be that the incumbent is asked to spend two to three days per week working accompanied or independently in the refugee settlement. Conditions in the settlement are reliable both security and social wise, but can be harsh during summer months due to humidity, dust and heat. Direct contact with people, sometimes in extremely vulnerable conditions will be a daily activity, requiring patience, openness and utmost

respect from the incumbent. In the settlement, basic facilities are available, but the incumbent is expected to know how to handle long hours working outdoors. In Nampula, basic health facilities and food shops/restaurant are available. The general security situation is reliable. Accommodation can be found through house renting from the private sector. Communication and transport services are also available.

# Assignment Details

## Assignment Title

Associate Livelihood and Economic Inclusion Officer

## Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country ([www.unhcr.org](http://www.unhcr.org)).

The Associate Livelihood and Economic Inclusion Officer will be key in operationalizing the strategic vision to align livelihoods and economic inclusion efforts with the Global Compact on Refugees (GCR), which underscores the need to mobilize additional actors and to adopt a whole-of-society approach to strengthen refugee self-reliance and help ease pressure on host countries. Promoting economic

inclusion of refugees is a key development area that will enable the achievement of these objectives and contribute to the 2030 Agenda's Sustainable Development Goals.

Leveraging the growing global momentum, UNHCR is working to translate the objectives of the GCR into impactful results for persons of concern (POC). Contributing to this global roll-out of the GCR, the Associate Livelihood and Economic Inclusion Officer, with support from the Livelihoods and Economic Inclusion Unit in the Division of Resilience and Solutions (DRS), works towards the following objectives:

- 1) improve the enabling environment for refugees to work through advocacy on the right to/at work, access to economic opportunities and service;
- 2) assist in seeking new and strengthen existing partnerships including with the private sector, development actors, government institutions and specialized agencies to advance economic inclusion of refugees; and
- 3) enhance ongoing livelihoods and economic inclusion programming through evidence-based and market-driven approaches to improve economic inclusion outcomes.

The Associate Livelihood and Economic Inclusion Officer should be proactive, always looking for new opportunities and persuasive in mobilizing donors and new partners around new models of economic and social integration.

The incumbent will assist in interacting with the government counterparts and other stakeholders with specific mandate in livelihood activities as well as with the refugee communities. Within UNHCR, the Associate Livelihood and Economic Inclusion Officer will work under the supervision of the the Associate Livelihoods and Economic Inclusion Officer and closely with multi-functional teams on matters including but not limited to protection, education, cash, partnerships, research and analytics, SGBV, solutions, complementary pathways and more. S/he will support the office's involvement with livelihoods and economic inclusion, working with relevant external stakeholders from government line ministries, development actors, private sector, UN agencies, international organizations, NGOs, research institutions and universities.

Maratane Refugee Settlement was established in February 2001 and since 2003 has become the only reception centre and official settlement in Mozambique where refugees and asylum-seekers (RAS) can be registered and assisted. It is located some 35 km from Nampula city, capital of Nampula Province, Northern Mozambique and managed by the Instituto Nacional de Apoio aos Refugiados – INAR, under the Ministry of Interior. Maratane hosts approximately 9,500 RAS, representing 33 percent of the total population of RAS in the country. Most of Maratane's population has been in the settlement for over 8 to 10 years, and a steady flow of new arrivals enter the settlement every month at the average of 120 to 150 individuals, mainly from DRC and Burundi, but also a few from Rwanda, Somalia and other countries.

**Task description**

Within the delegated authority and under the supervision of the Associate Livelihoods and Economic Inclusion Officer or his/her designated mandated representative(s), the UN Volunteer Associate Livelihood and Economic Inclusion Officer will:

- Maintain close contact and cooperation with partners to facilitate the economic inclusion of refugees, such as line ministries, private sector and development actors in accordance with UNHCR Global and Country level policies, priorities, and strategies, in particular the Global Compact on Refugees. This includes advocating with public and private sector services providers to include UNHCR POC in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).
- Work with the multi-functional team, more specifically with the Protection Unit, to assess the legal framework for the right to work and rights at work and recommend/implement advocacy initiatives and policy reforms to improve UNHCR POC's economic inclusion, rights and access to work.
- Build on UNHCR databases to support regular information sharing and coordination among different humanitarian, developmental and governmental stakeholders. This includes supporting the implementation of socioeconomic and wealth ranking surveys utilising community-based strategies to inform targeting, monitoring and facilitation of development programmes.
- Conduct necessary assessments in collaboration with relevant private and public stakeholders, including impact assessments on local economies and surveys that help to identify investment and funding opportunities that enhance the economic inclusion of UNHCR POC.
- In case UNHCR is implementing specific livelihoods activities, strengthen, guide and monitor the livelihoods interventions to help ensure they are market-based, and that the role of UNHCR has been strategically determined in consideration of its comparative advantage vis-à-vis other partners.
- The post holder will update and contribute to the implementation of the strategy for livelihoods in the area of responsibility within the Field Office where the position is located.
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- S/he will assist in the implementation of all livelihoods programmes. The incumbent will also be responsible to undertake stakeholder mapping and conduct outreach to potential development and private sector partners and respective opportunities to facilitate the socio-economic integration of persons of concern (POC) and peaceful coexistence with host community.
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- S/he is responsible for assisting in data collection and analysis, in the evaluation of the activities in the field and support the Office in the dialogue with the technical services of the local authorities and other agencies involved in livelihood projects. From an internal point of view, the post holder works in close contact with the colleagues in Community Services, Programme and Protection units.
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- The incumbent of the position will be required to spend 70% of the time on field visits, implementation of activities, liaising with direct beneficiaries and implementing partners, 15% on monitoring, reporting and contributing for UNHCR global evidence and 15% of the time helping to identify and implement innovation practices, potential new partners, communication and logistics.
- Perform other related 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.

**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:

- Effective support is provided to the needs assessment and needs analysis of POC in the country in a participatory manner using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning and in due consideration to the centrality of

protection and do-no-harm.

- Support in ensuring that relevant operational partnerships are built and project partnership agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.
- Effective and timely support is provided to the formulation and implementation of a clear and coherent livelihood and economic inclusion strategy, which incorporates a thorough age, gender and diversity (AGD) analysis, do-no-harm approach, while reflecting the Organization's global, regional and country level priorities.
- The participation of POC is assured through continuous assessment and evaluation using participatory, rights and community-based approaches.
- Obstacles towards refugee inclusion in labor markets and business identified and strategies to overcome these obstacles developed in partnership with government entities and development actors.
- Livelihoods interventions are developed, implemented and monitored.
- UNHCR Operation in Nampula has sufficient support in the field of livelihoods thus better able to provide sound advice and guidance to its Implementing and Operational Partners.
- Capacity of UNHCR Operation in Nampula is strengthened so that more and ever-improving livelihoods programs are implemented and PoCs self-reliance is achieved.
- Self-reliance is enabled for refugees through the application of International and National Commitments including Sustainable Development Goals (SDGs), and relevant UN/UNHCR protection standards.
- Livelihoods activities are guided by global, regional and country priorities and reflect UNHCR's policy on age, gender and diversity (AGD).
- Participation of persons of concern is ensured through continuous assessment and evaluation using participatory, rights and community-based approaches.
- Activities in agriculture, livestock, environment and other income-generating activities carried out by partners and PoCs/ host communities are effectively implemented, monitored and evaluated according to the planned programmes.
- All livelihoods interventions are implemented based on technical advice and relevant policy/guidance.
- Reports are on time and in accordance with the requirements of the field, country office, Regional Bureau of Southern Africa, Headquarters and donor requirements.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- 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** Bachelor degree or equivalent

### Education - Additional Comments

Business Management; Socio-Economic Development; Economics/International Economics; Rural Development; Financial Management; or other relevant field.

**Required experience** 24 months

### Experience Remark

#### Essential:

- Technical competencies in sub-sectors relevant to economic development e.g. microfinance, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.
- Experience in facilitating the economic inclusion of vulnerable and marginalized groups in collaboration with internal and external

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

stakeholders, ideally in varied field contexts.

- Experience in working with and developing partnerships with private sector, NGOs, UN organisations, and government authorities in sub-sectors relevant to livelihood programming e.g. microfinance, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.

Desirable:

- Knowledge about latest development in the livelihoods sector, including broader UN processes on the SDGs and the Global Compact on Refugees.
- 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;
- Sound security awareness;
- Have affinity with or interest in humanitarian work with displaced populations], volunteerism as a mechanism for durable development, and the UN System.

### Language

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

### Area of Expertise

- Other finance, economics and administration related experience Mandatory
- Other development programme/project experience Mandatory
- Protection of refugees, asylum seekers and IDPs Optional

### Area of Expertise Requirement

- Excellent computer skills (MS Word, Excel, PPT and data management soft-wares.

### Need Driving Licence

No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Respect for Diversity
- Self-Management
- Working in Teams

# Conditions of Service and other information

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Condition of Service

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

## Conditions of Service for International Specialist:

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 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\$ 1,651. 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>.

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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

MOZR000712-8032

**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: 27 October 2020****doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/TU9aUjAwMDcxMg==>**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.*