UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
NPLR000157--Communication & Knowledge Management 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Nepal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-10-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kathmandu [NPL]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Living Conditions

Kathmandu is categorized as a B duty station. Living conditions are overall good. Comfortable inexpensive flats (furnished and unfurnished) are available in Kathmandu. Both imported and local foods and clothing are available. There is a wide variety of restaurants, coffee shops, and places to socialize. Both air pollution and water quality are an issue; only filtered water should be drunk, and many people chose to wear a filter mask when venturing out into trafficked areas.

Public transport is easily available and taxis are numerous and inexpensive. There are several hospitals/clinics, which are of acceptable quality; for serious conditions or surgeries the UN recommends medical evacuation to Bangkok. Crime is low. As such the main dangers come from traffic related accidents and the risk of earthquakes. UN staff, including UNVs, are required to have a ‘go-bag’ with emergency equipment, are provided with security training, and are equipped with a hand held radio in case of emergency. Power cuts can be an issue, especially during the winter, although there have been improvements on this front in recent years. Most houses and apartments are equipped with inverters, solar panels, or both. Kathmandu has a temperate climate with coldest temperature
reaching just above zero at night during the winter and mild but humid during the monsoon period, mid-June to end September. Due to poor housing insulation and power cuts, it can get very cold inside during the winters. Nepal has unlimited outdoor sports and trekking opportunities, a vibrant and fascinating cultural life, and excellent travel opportunities.

Assignment Details

Assignment Title
Communication & Knowledge Management Specialist

Organizational Context & Project Description
United Nations Population Fund's (UNFPA) support to Nepal began in 1971 and has evolved in response to the changing national contexts. The current 8th Country Programme (2018-2022) is in line with Sustainable Development Goals, ICPD Programme of Action, the UN Development Assistance Framework (UNDAF) for Nepal, and national priorities set by the Government of Nepal.

UNFPA is the UN's sexual and reproductive health agency, taking the lead in delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's current strategic plan (2018-2021) reaffirms its goal of universal access to sexual and reproductive rights, focusing women, adolescents and youth and focuses on three aspirational transformative results to be achieved by 2030: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices against women and girls.

Advancing gender equality and promoting the empowerment of women are key priorities in the UNFPA Strategic Plan 2018-2021. UNFPA is a leading player in Gender-Based Violence prevention and response in Nepal. The Country Office manages a portfolio of Gender-Based Violence (GBV) programmes, focused both on multisectoral essential services and on prevention. This includes its flagship GBV Prevention and Response (GBVPR) project, jointly funded by the Governments of Norway and Switzerland. Evaluations and reviews have shown positive results from the first phase of the project, and there is scope to consolidate and further expand the GBV portfolio through a second phase of the project. This position is intended to assist the country office in managing the communication and knowledge management portfolio of the second phase of the GBVPR project as well as to further enhance and grow UNFPA Nepal's capacity in creating visibility and documenting & disseminating best practices, lessons learned in the area of GBV prevention and response.

Sustainable Development Goals
5. Gender Equality

Task description
Within the delegated authority and under the supervision of the GBV Prevention and Response Team Leader or her designated mandated representative(s), the UNV Communications and Knowledge Management Specialist will perform the following key and specific functions/responsibilities:

- Develop and lead the implementation of the GBV Advocacy, Prevention and Response Project Communications and Knowledge Management strategy;
- Lead the development of a well-maintained knowledge management system that gathers, extracts, packages, maintains, distributes and continually updates evidence, data and knowledge on GBV for internal and external audiences;
- Lead in drafting and editing Gender and GBV communication materials and supporting communication initiatives;
- Coordinate with field staff, the GBV Sub Cluster Coordinator and the GBV Information Manager to track, analyse and disseminate data on GBV in the COVID context
- In close collaboration with the Operational Research Team and the M&E team, identify and collect existing and emerging evidence resources to inform ongoing project implementation;
- Coordinate regularly with the Asia Pacific Regional Office (APRO) Gender and GBV Team on identifying and sharing evidence resources to contribute to innovative approaches to the project’s implementation, including capturing the effect of COVID on GBV incidence and service provision;
- Engage actively with project implementing partners, provincial UNFPA staff and beneficiaries to collect good practices, lessons learned, and identify strategies for utilizing collected feedback to improve activity implementation, including capturing the COVID context-related best practice on service provision during a pandemic;
- Support the Programme Specialist, GBV in Kathmandu and Programme Analysts, GBV in the implementation of community
outreach events, ensuring COVID-related precautions and regulations are followed;

- Prepare Newsletters, Case Studies, infographics, and Fact Sheets for wider distribution among partners, donors, government partners, and stakeholders. Coordinate with the advocacy and communication officer to promote GBVPR through UNFPA Nepal’s social media and digital platforms including website;
- Conduct field missions to monitor communication and community outreach activities, identify the area of improvements and gather information and human stories for advocacy and communication materials;
- Support and document field visits and prepare meeting reports;
- In close coordination with the Communications Officer in Kathmandu, establish close working relationships with TV, radio and news agencies to promote and disseminate UNFPA’s mandate, goals, activities, and principles;
- Assist with the organization of activities related to GBVPR project and provide general support for planning and project administrative activities as needed;
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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 UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its’ partners in the accomplishment of her/his functions. Specifically:
  - Planning and implementation of the GBVPR Project’s communications initiatives is done to increase the standing and awareness of the project with stakeholders, including donors, partners, the media and the public.
  - Developed and produced communication and advocacy instruments and materials, including briefing materials, press releases, social media messages and Voices stories and coordinated it’s dissemination through effective channels.
  - Provided coordination in the development and implementation of innovation and knowledge management strategies aimed at improving the efficiency and effectiveness of delivering UNFPA programmes and achieving targeted outcomes.
  - Supported the design, implementation, testing, transitioning, scaling, monitoring, evaluation and learning from all operational research outputs and monitoring feedback, in close collaboration with the operational research team.
  - Led the knowledge management activities in the project and expanding and maintaining a knowledge base of good practices, innovation and evaluative evidence.
- 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.
  - 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)
Qualifications/Requirements

Required Degree Level

Master degree or equivalent

Education - Additional Comments

- A minimum of Masters's or Bachelors Degree in Development Studies, Journalism, Communications, or any other related subject;
- A minimum of 3 years (with Masters) or 5 years (with Bachelors degree) of professional experience of advocacy, communications and knowledge management work (in journalism, media or other capacity) is essential;
- Knowledge of international donors/funders and the development sector, and how to target communications that resonate with these stakeholders is a plus;
  - Work experience in the UN or other international development organizations is an asset;
  - Experience in the development sector, and how to target communications that resonate with these stakeholders, is preferable;
  - Knowledge and understanding of key issues related to gender equality, women’s empowerment and gender based violence prevention and response would be an asset;
  - 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, 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;
- Familiarity with content management systems and online social networks and social media and solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, database software and tools, etc.);
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in women’s health and rights, dignity and protection issues, volunteerism as a mechanism for durable development, and the UN System.

Required experience

36 months

Experience Remark

- A minimum of Masters’s or Bachelors Degree in Development Studies, Journalism, Communications, or any other related subject;
- A minimum of 3 years (with Masters) or 5 years (with Bachelors degree) of professional experience of advocacy, communications and knowledge management work (in journalism, media or other capacity) is essential;
- Knowledge of international donors/funders and the development sector, and how to target communications that resonate with these stakeholders is a plus;
  - Work experience in the UN or other international development organizations is an asset;
  - Experience in the development sector, and how to target communications that resonate with these stakeholders, is preferable;
  - Knowledge and understanding of key issues related to gender equality, women’s empowerment and gender based violence prevention and response would be an asset;
  - 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, 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;
- Familiarity with content management systems and online social networks and social media and solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, database software and tools, etc.);
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in women’s health and rights, dignity and protection issues, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Database design, administration and maintenance Optional

Area of Expertise Requirement

- A minimum of Masters's or Bachelors Degree in Development Studies, Journalism, Communications, or any other related subject;
- A minimum of 3 years (with Masters) or 5 years (with Bachelors degree) of professional experience of advocacy, communications and knowledge management work (in journalism, media or other capacity) is essential;
- Knowledge of international donors/funders and the development sector, and how to target communications that resonate with these stakeholders is a plus;
  - Work experience in the UN or other international development organizations is an asset;
  - Experience in the development sector, and how to target communications that resonate with these stakeholders, is preferable;
  - Knowledge and understanding of key issues related to gender equality, women’s empowerment and gender based violence prevention and response would be an asset;
  - 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, 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;
- Familiarity with content management systems and online social networks and social media and solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, database software and tools, etc.);
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in women’s health and rights, dignity and protection issues, volunteerism as a mechanism for durable development, and the UN System.

Need Driving Licence

- No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
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$ 1,651. 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.

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

15 Sep 2020
or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

Application Code  
NPLR000157-7741

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:** 27-09-2020

`doa.apply_url`  
[https://vmam.unv.org/candidate/show-doa/TIBMUJAwMDE1Nw==](https://vmam.unv.org/candidate/show-doa/TIBMUJAwMDE1Nw==)

**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.*