

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NPLR000161--Coordination 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

Country of Assignment	Nepal
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Kathmandu [NPL]
Assignment Place	Family Duty Station

Assignment Place Remark

N/A

Living Conditions

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 of 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 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 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.

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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.

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) will be provided monthly.

Assignment Details

Assignment Title

Coordination Officer

Organizational Context & Project Description

UNDP Nepal Country Office (CO) works with the people, the Government of Nepal, and a host of partners to pursue equitable and sustainable human development through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, crisis, disasters and impact of climate change, while laying down strong foundations for a society based on rule of law with an inclusive and participatory democracy.

The overarching priority of UNDP Nepal's current Country Programme Document (CPD) 2018 – 2022 is to support the people and Government to build a lasting peace and achieve the Sustainable Development Goals (SDGs) by:

- Strengthening governance institutions from community to national level;
- Improving incomes and generating employment;
- Improving the policy environment and planning capabilities;
- Protecting Nepal's development gains from the effects of natural disasters and climate change and socio-economic impacts of the on-going COVID-19 crisis, and
- Promoting gender equality and social inclusion, and empowering women and excluded groups.

The COVID-19 crisis has resulted in harsh negative socio-economic impacts for Nepal and its people. While the early nation-wide lockdown slowed the spread of the virus during the early months, the impacts on the economy, jobs and livelihoods were severe. Since the easing of the lockdown by June 2020, the spread of the virus has also drastically increased.

UNDP is part of the UN Humanitarian Country Team and co-leads the early recovery cluster. Besides, UNDP has been assigned as the dedicated Global Technical Lead Agency for the United Nation's socio-economic response and recovery, and as such was technically leading Nepal's chapter formulation process as outlined in the *UN Framework for Responding to the Socio-Economic Impacts of COVID-19 in Nepal*. In addition to the above, UNDP is also implementing several initiatives dedicated to socio-economic response and recovery, with a strong focus on green recovery and reaching the most vulnerable and marginalized people and groups.

This UNV assignment is part of UNDP's attempt to streamline its overall coordination efforts, with particular focus on UNDP's support to Nepal's socio-economic recovery from COVID-19. The UNV will provide direct support to UNDP's coordination, programming and partnership efforts, including by engaging with all levels of government, international development partners, civil society and other UN agencies.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the overall guidance of the Resident Representative and the Deputy Resident Representative, and within the delegated authority and under the supervision of the Programme Management Analyst, UNDP Nepal CO, or his/her designated mandated representative(s), the UNV Coordination Officer will:

- Support UNDP Nepal CO coordination efforts related to COVID-19 socio-economic recovery efforts, including in its role as the Technical Lead Agency for implementation, monitoring and reporting of the activities under the *UN Framework for Responding to*

the Socio-Economic Impacts of COVID-19 in Nepal, its role as co-lead of the humanitarian Early Recovery Cluster, and in relation to green recovery and social protection initiatives and any other relevant coordination efforts. Support will include:

- Drafting of inputs to joint work plans, proposals, reports, Terms of References, briefs, concept notes and other documents;
 - Support to coordination and compilation of joint monitoring and reporting efforts;
 - Support in planning and follow-up of working group meetings;
 - Provide technical support to the preparation of background documents, donor briefs, program briefs and strategic points for meetings and partnership strengthening;
 - Provides substantive inputs and support to the preparation and finalization of periodic reports on coordination, partnerships and resource mobilization efforts through coordination, information gathering and analysis.
 - As requested by the supervisor/management, participate and report back in/from inter-agency coordination meetings
 - Any other coordination related support, as required
- Support UNDP Nepal CO's internal planning, coordination, implementation and reporting of socio-economic recovery related programming, in close collaboration with the Policy Advisors, Portfolio Managers, Field office staff, Program Management Analyst, and other team members, including in the following areas:
 - Provide required support to UNDP Nepal CO colleagues in implementation and monitoring of UNDP's COVID-19 green recovery initiative on municipal waste management;
 - Provide internal coordination support to UNDP Nepal CO's COVID-19 socio-economic recovery related programming efforts to support regular internal updates and awareness raising among UNDP colleagues, including with Field Office colleagues, to promote internal coherence in implementation and communications;
 - Support internal monitoring and reporting of UNDP Nepal CO's COVID-19 socio-economic recovery projects, in close coordination with relevant program colleagues;
 - Actively participate in discussions and contribute to design and formulation of new project proposals related to COVID-19 socio-economic recovery, with focus on green recovery efforts;
 - Performs 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 UNDP Nepal CO team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP Nepal CO and its beneficiaries in the accomplishment of her/his functions, including:
 - UNDP Nepal CO coordination efforts related to COVID-19 socio-economic recovery are effectively supported with timely, high-quality inputs to written documents and preparation and follow-up to coordination meetings;
 - UNDP Nepal CO internal planning, coordination, implementation and reporting of COVID-19 green recovery initiatives is effectively supported with timely, high-quality written inputs, internal coordination and knowledge management, and support to monitoring and reporting;

- Increased efficiency, effectiveness in delivering intended results and UNDP's commitments in support of the people of Nepal;
- Increased accountability vis-à-vis the Government of Nepal and international development partners.
- 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) 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

Required Experience: 5 years

1. Education, qualifications, skills, experience, areas of expertise:

- Master's degree in a relevant area, e.g. social sciences, international development, economics, environmental science or other relevant fields;
- At least five years of professional work experience at the national and/or international level in development coordination and/or programming; experience with green economy or other environmentally sustainable development initiatives is an asset, as is experience working in the UN or other international development organizations;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- 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;

Required experience 60 months

Experience Remark

Required Experience: 5 years

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Language

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

Area of Expertise

- Other emergency management experience Optional

Area of Expertise Requirement

Required Experience: 5 years

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Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service

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

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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;

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- 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 NPLR000161-8300

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.

This is a national UN Volunteer assignment, therefore only nationals of (the Programme Country) and legal residents in (the Programme Country or territory) with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 30-11-2020.

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TIBMUjAwMDE2MQ==>

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.