

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NPLR000181--Social Policy 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

Country of Assignment	Nepal
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kathmandu [NPL]
Assignment Place	Family Duty Station

Assignment Place Remark

N/A

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

Assignment Title	Social Policy Research Assistant
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Organizational Context & Project Description

UNICEF's Regional Office for South Asia (ROSA), through effective support to country offices and strategic engagement with partners, contributes to winning support for the cause of children from decision makers and the wider public particularly on key priority issues in South Asia. This includes providing technical assistance, capacity building and coordination in the region.

The impact of COVID19 threatens to undermine progress on gender equality in South Asia, particularly progress made in support of girls' education, health and wellbeing. UNICEF is committed to promoting gender equality – across all sectors – as a dimension of UNICEF's equity strategy in the context of the pandemic and within the Sustainable Development framework.

UNICEF's Gender Action Plan 2018-2021 in alignment with the Strategic Plan (2018-21) demonstrates the organization's strengthened commitment to the promotion of gender equality and the empowerment of women and girls as its core mandate. ROSA has specific focus on **gender socialization, value of girl child and technical assistance in achieving six headline results for the region in which gender requires a significant focus across:** Save newborns, Stop stunting, Educate all girls and boys, End child marriage, Stop open defecation, Eradicate polio. As part of the COVID19 response, ROSA is integrating gender across five working group areas:

UNICEF Regional Office for South Asia (ROSA) requires an individual consultant to continue to provide knowledge management technical assistance to work with the Regional Gender Adviser to further the Gender area of work across the region and country offices, specifically on gender and MHM, gender and immunization, gender responsive monitoring, value of girl child, and focus on transformative gender results, thus, a consultant Gender Specialist will support the Regional Gender Adviser to accelerate important gender initiatives, generate gender knowledge products with the country offices, promote gender responsive programming, promote a regional learning practitioner series on achieving gender results, accelerate evidence, and enhance gender programming in the South Asia region.

Under the guidance of the Regional Gender Adviser and working as a member of the Regional office Gender Unit and in collaboration with other Sections, the Gender consultant is accountable for the development, design, planning, implementation and management of the Gender work assigned within his/her area of responsibility. He/she provides technical support for strategic programme communication on gender and supports knowledge management across sectors in ROSA.

This entails 1) producing strategic frameworks and communication campaigns around the adolescents girls at gender stereotypes; 2) supports cross-sectional collaboration and coordination; 3) supports the south asia regional gender monthly meeting and across other sectoral networks; and 4) producing case studies, summaries at communication materials for internal and external audiences.

Sustainable Development Goals

10. Reduced Inequalities

Task description

Within the delegated authority and under the supervision of Regional Adviser. Social Policy or his/her designated mandated representative(s), the UNV Social Policy Research Assistant will:

- Assist mapping thinktanks with high profile on socioeconomic policy and/or social sector policy issues, identify leading researchers and their teams in the region and/or with significant work record and high profile in South Asia
- Compile a database on trends in social sector expenditure and public budget turnout highlighting data gaps in the region
- Compile and inventory of relevant research and evidence-based policy advocacy over the last 3 years
- Provide research assistance, carry out specific research assignments independently
- Assist drafting TORs, write meeting notes
- Liaise with technical experts, regional advisers and their teams at ROSA and in Country Offices or Headquarters as necessary and requested by the Social Policy Adviser.

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 UNICEF ROSA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF ROSA and its beneficiaries in the accomplishment of her/his functions, including:
 - List of relevant thinktanks, academic institutions in SAR countries
 - Database on trends in social sector expenditure and public budget turnout
 - Inventory of relevant research and evidence-based policy advocacy
 - Useful inputs into draft analyses
- 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 Education Level: **Master's** degree in quantitative social science, statistics, or journalism.

Required Experience: 2 years Work experience will add value especially when involving writing and research.

- Fluency in English
- 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;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Availability within short notice;

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Required experience

24 months

Experience Remark

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- Availability within short notice;

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Public information and reporting Mandatory
- Knowledge management, archiving and documentation Mandatory
- Web and graphic design Mandatory

Area of Expertise Requirement

Required Education Level: **Master's** degree in quantitative social science, statistics, or journalism.

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Need Driving Licence

No

Competencies & Values

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- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Professionalism
- 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 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

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(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

NPLR000181-9315

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: 22-04-2021.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TIBMUjAwMDE4MQ==>

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.

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