

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PAKR000357--Experimentation Associate

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	Pakistan
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Islamabad [PAK]
Assignment Place	Family Duty Station

Assignment Place Remark

The UN system is committed to creating an inclusive workplace, and commits to taking appropriate measures to enable persons with disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. In this context, "reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms^[1].

Should applicants may need reasonable arrangements to facilitate their interview and assessment during the recruitment and selection process, please submit your request in your application.

^[1] Convention on the Rights of Persons with Disabilities, Article 2

Living Conditions

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The duty station for the assignment will be Islamabad, Pakistan. As this is a national UNV assignment, the volunteer will be responsible for arranging his/her own housing and other living essentials.

A Volunteer Living Allowance (VLA) 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).

The UNDP offices in Pakistan have been adapted to receive people with disabilities. All needed facilities are available such as elevator, ramp, toilet setup, etc. Arrangements will be made for transportation for any field activities.

Assignment Details

Assignment Title Experimentation Associate

Organizational Context & Project Description

The UNDP Strategic Plan 2018-2021 embraces the complexity of development and commits the organization to helping countries find faster, more durable solutions to achieve Agenda 2030. Important development trends like urbanization, climate change, and rising inequalities pose significant challenges on our path to achieve the 2030 agenda of achieving the Sustainable Development Goals (SDGs).

To face the challenges innovatively, UNDP's initiative of Country Accelerator Lab Network calls for interdisciplinary approaches and non-linear solutions that crowd in the collective efforts of variety of partners and tap into local insights and the knowledge of people closest to the problem and the solutions. The initiative is also a recognition and an investment in the emerging momentum among a growing number of UNDP Country Offices around joining together disruptive, cutting edge methodologies with contextual, country-based insights and expertise to accelerate impact and progress toward the Sustainable Development Goals.

Our network will surface and reinforce locally sourced solutions at scale while mobilizing a wide and dynamic partnership of actors contributing knowledge, resources and experience. The idea is to transform our collective approach by introducing new protocols, backed by evidence and practice, which accelerate the testing and dissemination of solutions within and across countries. This will enable the global community to collectively learn from local knowledge and ingenuity at a speed and at a scale that our societies and planet require.

Borrowing from UNDP Global Accelerator Lab Network's mandate and objectives, UNDP Pakistan committed its support towards innovation solutions for development in 2017. In 2019, UNDP Pakistan accelerated its support by launching its own UNDP Innovation-Accelerator Lab. The Lab is funded by the State of Qatar and the Federal Republic of Germany. The Lab stands as a dedicated learning space to tackle emerging complexity of development challenges we face in Pakistan. Situated in the heart of UNDP strategic programming, we are working with projects and partners to reimagine solutions to create systemic transformation.

UNDP Innovation AccLab core service lines under which we have used different tools to understand complex challenges:

- Exploration: identifying emerging trends and entry points
- Solution Mapping: identifying innovative solutions using systems thinking
- Experimentation: developing portfolio of experiments
- Technical support: technical advisory to programmes, building staff capability and new partnerships
- Learning & Working-out-loud: creating a culture of innovation by communicating new learning internally and positioning UNDP externally by telling our innovation story

Towards this, UNDP Pakistan is looking for a dynamic and creative individual to join the Accelerator Lab team as a National UN Volunteer and provide support in ecosystem mapping, identification and testing solutions through a portfolio of experiments for the portfolio of development challenges identified by the lab.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

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The National UN Volunteer, under the direct supervision and guidance of the Accelerator Lab team will undertake the following tasks:

- Research and identify entry-points related to emerging development trends, data, technologies and issues; and mapping their impacts on the economy, environment, and society;
- Support the Acc-Lab in the design of specific field research and participatory methods to identify entry points;
- Identify and support the mapping, assessment and testing of local solutions for challenges faced by the communities;
- Support the design of portfolio of experiments to validate the hypotheses and test the effectiveness of identified solutions;
- Support the generation of knowledge products capturing of results and learning from the experiments for rapid reflection and adaptation;
- Identify and engage with stakeholders and non-traditional partners pertaining with the portfolios (local start-ups, innovators, entrepreneurs, universities) to maintain stakeholder relationships.
- Provide other support as required.

Furthermore, participants in the Talent Programme are required to:

- Strengthen their knowledge on the SDGs and the United Nations Development System
- 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);
- Contribute articles/write-ups on field experiences and submit them for UNDP and UNV publications/websites, newsletters, press releases, etc.;
- 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

- Efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its project participants as per the tasks listed above;
 - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment; and
 - A final statement of achievements towards volunteerism for peace and development during the assignment.
- 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

- Bachelor's degree in Anthropology, Sociology, International Development, Business, Social Sciences, Engineering or related field;
- Master degree or enrolled in a Masters programme in the above areas is welcomed.

Required experience 24 months

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Experience Remark

- Professional working experience of over 2 years;

Required:

- Experience designing and conducting qualitative and quantitative research and analysis;
- Experience in building partnerships, working in participatory methods and engaging diverse stakeholders such as civil society, academia, private and public sector; and
- Experience in innovative approaches / entrepreneurship activities in Pakistan.

Desireable:

- Experience in development programming or policy development;
- Experience in approaches such as ethnography and behavioral insights, design-thinking;
- Experience working on social entrepreneurship, inclusive business models, innovative products and services, incubation, etc.; and
- Experience identifying gaps and opportunities in the innovation ecosystem in Pakistan.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other development programme/project experience Optional

Area of Expertise Requirement**Skills:**

- Strong communication (verbal and written) with diverse stakeholders;
- Ability to work effectively in a team;
- Thinking out of the box, and coming up with creative non-conventional ideas;
- Adaptability to a multicultural environment, respecting diverse backgrounds and points of view; and
- Openness to change and ability to manage complexities.

Need Driving Licence

No

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.

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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 (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 PAKR000357-7986

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 an announcement for a national UNV assignment. Therefore, only citizens of Pakistan and legal residents of Pakistan with refugee or stateless status can apply for this advertisement.

*To be eligible to apply to the **UNDP-UNV Talent Programme for Young Professionals with Disabilities**, candidates need to be a person living with a disability.*

Application deadline: 15-11-2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/UEFLUjAwMDM1Nw==>

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.