UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

RWAR000547—Associate Child Protection 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Rwanda</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</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>
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<tr>
<td>Expected Starting Date</td>
<td>01-01-2020</td>
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<tr>
<td>Duty Station</td>
<td>Kibuye [RWA], Karongi</td>
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<tr>
<td>Assignment Place</td>
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<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Living Conditions

The Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With more than 11 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture and 39.1% lives below poverty line. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills".

The country has received considerable international attention due to its 1994 genocide, in which between 800,000 and one million people mostly of Tutsi ethnicity were killed. Rwanda’s development since the genocide is however a remarkable story of social and economic transformation which is based on resilience, dignity (Agaciro), self-determination and hard work. The country has made remarkable socioeconomic progress in the past decade with real GDP growth averaging 8.2% annually translating into...
improvements in the health situation.

Major health reforms resulted in increase in the number of health facilities, reduction in financial barrier to access health, improved access to basic health services such as immunization, good access to safe drinking water, improved housing and use of innovative health technologies which contributed to doubling of the life expectancy in the 20 years following the genocide against the Tutsi and attainment of all targets related to the three health-MDGs. Notable success in reduction of child mortality and considerable improvements in maternal health were recorded while the HIV/AIDS national prevalence remains stable at 3% in people between ages 15 and 49; and the country has achieved one of the highest national ART coverage rates in sub-Saharan Africa, reaching 78.2% percent of those eligible for ART based on the new WHO ART guidelines. The current TB prevalence is 85/100 000 people, and the TB mortality rate has been reduced by 81%.

In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. The country now has many international visitors and is regarded as a safer place for tourists.

The principal form of public transport in the country is share taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country. A valid passport with visa is mandatory. In view of the bilateral agreements, nationals of the following countries may visit Rwanda without visa for a period up to 90 days: USA, UK, Germany, Canada, Uganda, Tanzania, Kenya, Burundi, Democratic Republic of Congo, Sweden, Mauritius, South Africa and Hong Kong. The entry visa can be applied online at www.migration.gov.rw or obtained upon arrival with a payment of US$ 30. This visa allows a person to enter for 30 days and if he/she wishes to stay longer he/she must seek another class of residence permit.

Much of Rwanda lies at too high an elevation for malaria to be a major concern, but the disease is present and prophylactic drugs are strongly recommended. It is advisable not to drink tap water. Bottled mineral water can be bought in all towns. Hospitals are located in all major towns. There is also the UN Dispensary that can provide 1st aid assistance and guidance.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely go above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May. The unit of currency is the Rwanda franc. The US dollar is the hard currency of preference. It may be impossible to exchange travellers’ cheques away from the capital. Credit cards are usually only accepted at the major hotels, supermarkets, restaurants and bars in Kigali and other major cities.
Assignment Details

Assignment Title: Associate Child Protection 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).

The UNHCR Representation Office in Rwanda principally manages a refugee population (mainly refugees from the Democratic Republic of Congo who have been on the Rwandan territory since 1996 and Burundian refugees who have been arriving in the country further to the volatile situation in Burundi since April 2015) as well as a significant returnee population of Rwandan refugees returning after many years in exile. It is composed of the Branch Office in Kigali and Field Offices in Huye, Gicumbi, Rusizi, Rubavu, Karongi, Kirehe and Nyamata. It hosts approximately 155,749 refugees in three protracted refugee camps, namely Nyabiheke and Gihembe (managed by Gicumbi Office) as well as Kiziba (managed by Karongi Office), three new refugee camps, namely Kigeme and Mugombwa (managed by Huye Office) as well as Mahama (managed by Kirehe Office), and urban settings (Kigali and Huye). The existing transit center in Rusizi (Nyagatare Transit Centre) that was receiving Rwandan returnees has also started functioning as a reception center for Burundian new arrivals. As of December 2013, Rwanda hosted approximately 74,000 Congolese refugees. 99% of the refugee caseload is predominantly composed of refugees from the Democratic Republic of Congo (DRC), with 84% originating from North Kivu and 11% from South Kivu. The number of Burundian refugees by October 2015 hosted is 69,856 (camp and urban based). Both Congolese and Burundian refugees are recognized in Rwanda on a prima facie basis. A number of the overall caseload lives in the urban areas in and around Kigali and Butare, and the group is mainly composed of refugees from diverse nationalities.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Head of Field Office, the UN Volunteer will undertake the following tasks:

- Individual child protection case work according to best interests procedures; conducting best interests assessments (BIA), best interests determinations (BID) and family tracing/reunification in accordance with relevant UNHCR protection standards and IASC guidance, ensuring appropriate case tracking and follow-up of child protection cases.
- Support staff and partners in the strengthening of a functioning Best Interests system: identification,
assessment, referral, response and assistance, monitoring and documenting of cases of children at risk.

- Support the organization of and trainings in Best Interests Procedures and Child Protection.
- Contribute to effective child protection reporting and information management through the provision of disaggregated data on populations of concern and their problems.
- Contribute to the systematic application of participatory, community and rights-based approaches, ensuring that children, adolescents and youth are included (as appropriate) in participatory assessments and community-based protection initiatives.
- Contribute to capacity-building initiatives for communities, including children, adolescents and youth to assert their rights and to strengthen community-based child protection initiatives.
- Participate in the updating, implementation and monitoring of child protection related SOPs.
- Support the implementation of the child protection aspects of the (Country) Protection Strategy and programming in relation to individual case management but also participatory evaluations, setting up of alternative care arrangements, strengthening of child protection mechanisms and establishment of youth programming.
- Support other child protection activities and initiatives in coordination with colleagues in the operation.
- Contribute to the implementation of UNHCR framework for the protection of children, and specifically the child protection strategy in (Country).

Specifics to sub/field offices work if support is needed and requested:

- Support/establish working BID panel and best interests system in close collaboration with staff and partners.
- Follow-up and support on child protection cases and BID/BIA case management, including referrals for family tracing and response to specific needs.
- In collaboration with colleagues, promote and find durable solutions for children (and their families).
- Support participatory, AGD-sensitive analysis to form the essential basis for UNHCR’s work.
- Intervene with authorities on child protection issues.
- Contribute to national/sub-national (child) protection (including sectoral/cluster) strategies, project submissions and budgets.
- Support other Child Protection related activities.
- The UN volunteer will be part of the Protection team of UNHCR Field Office in Karongi and closely work with other colleagues as appropriate. He/she will support the implementation of the UNHCR Framework for the Protection of Children:
  - Girls and boys are safe where they live, learn and play;
  - Children’s participation and capacity are integral to their protection;
  - Girls and boys have access to child-friendly procedures;
  - Girls and boys obtain legal documentation;
  - Girls and boys with specific needs receive targeted support
  - Girls and boys achieve durable solutions in their best interest
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

- Cases are referred for resettlement in accordance with existing SOPs;
- Timely identification, treatment, response and monitoring of child protection cases implementing best interests procedures;
- Timely treatment and management of BID cases, including those requested by the Resettlement Unit;
- Staff and partners empowered and trained in best interests procedures;
- Best interests procedure implemented;
- Child protection strategy rolled out;
- Data management and reporting for child protection accurate and updated;
- Child protection related SOPs updated and implemented;

- 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

Type of Degree: University degree in Social Work, Social Science, International Refugee or Human Rights Law, Political Sciences or related areas.

Required experience
24 months

Experience Remark
Minimum 2 years of work experience with refugees and/or other people of concern in a protection capacity, individual case work (managing interviews, conducting assessments, counselling, case advocacy
and management, identifying solutions, etc.). International experience required.

Desirable Qualifications and Skills:

- Knowledge of UN policies and procedures;
- Knowledge / awareness of UNHCR’s Framework for the Protection of Children and Education and SGBV strategies;
- Knowledge of community communication and engagement approaches;
- Knowledge / awareness of cross cultural issues, especially in the context of child protection;
- Knowledge / awareness of gender issues and how to apply rights and community based approach to identify and respond to specific needs;
- Previous experience in child protection is a great advantage;
- Previous experience in working with communities;
- Skills in conducting trainings and exercises with large groups of people (e.g. trainings, participatory evaluations);
- Excellent drafting and analytical skills;
- Excellent interviewing and counselling skills;
- Ability to manage information, in a confidential manner, and to use database management systems;
- Ability to conduct individual and group assessments and to identify protection risks, to liaise with partners and pro-actively find solutions.

Computer skills: Office Package (excellent knowledge of Word, good knowledge of Excel and Power Point) and Internet browsing.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Protection of refugees, asylum seekers and IDPs Mandatory

Area of Expertise Requirement
- Need Driving Licence: No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams
Conditions of Service for International Specialist:

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$ 1,631. 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**

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.

**Application Code**

RWAR000547-5898

**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 December 2019

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.