UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000278--Programme Support 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>Sudan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>International Fund for Agricultural Development</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Youth</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>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Khartoum [SDN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

Khartoum is the capital and trading centre of Sudan and is situated in Khartoum State, at the junction of the Blue and White Nile rivers; Omdurman is also a suburb of Khartoum, giving the urban area a population of over 3 million. It has long served as a major communications centre between the Arab countries of North Africa and central African countries. The city lies near the rich, irrigated cotton-growing Gezira area to the south and much of its trade is based on Nile river traffic. An oil pipeline links the city with Port Sudan on the Red Sea. Industries include tanning, textiles, light engineering, food processing, glassware, and printing. Sudan’s climate ranges from tropical in the south to arid dry desert in the north. Khartoum is one of the hottest capitals in the world in summer, although the winter months are cooler and pleasant. A rainy season in many areas spans from April to October. Because of the political uprising, Khartoum was classified as a non-family duty station. This, however, was a temporary decision and was
reverted given the positive developments in the Sudanese political scene. Khartoum has an adequate level of services, accommodation and facilities. One can rent a comfortable modern apartment or house with air conditioners that mitigate the hot and dusty climate. Medical facilities are basic. The cost of living may be high, depending on the standards, particularly for food and accommodation. It is normally a relatively safe environment, but due to political developments, it is sometimes marked by small criminality or anti-western public demonstrations. MORSS (Minimum Operating Residential Security Standards) compliance is required. Generally the city is safe compared to other capitals in the continent. There are many restaurants and cafes for socializing, although limited sports facilities due to the climate although one can get membership of gyms for indoor exercise and there are clubs for swimming. International personnel should be prepared to use cash while in Sudan. ATM facilities are only available for local accounts. Credit cards cannot be used while in Sudan. Currency exchange and money transfer facilities, such as Western Union, are available in Khartoum. All Photography without a permit is forbidden in Sudan. Do not take photographs without express permission. On occasion, even the sight of a camera has caused problems from the authorities and others. Where an official is present, you must ask permission to photograph. It is advised to obtain such permission prior to any display of a camera. Sudan is culturally Islamic and observes Sharia Law. Staff members are cautioned to behave in a manner appropriate to local mores and customs. Dress code is modest and conservative (arms and legs covered), although trousers are acceptable for women, head scarves do not need to be worn by expatriate women in the capital, men should wear long trousers. Public displays of affection should be avoided. Public drunkenness is forbidden and possession of alcohol in Sudan is against the local laws. Visitors should always note that UN staff members are not permitted to bring alcohol into the country.

Assignment Details

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<tr>
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Organizational Context & Project Description

The International Fund for Agricultural Development (IFAD) is an International Financial Institution and a Specialized United Nations Agency whose mission is to enable poor rural people to overcome poverty. IFAD’s headquarters is in Rome, Italy, and its staff work with poor rural people and their governments, communities and organisations in more than 90 countries to develop and finance programmes and projects aimed at increasing agricultural productivity and incomes. The Programme Management Department (PMD) is responsible for the overall lending programme of the Fund, and is composed of five regional divisions (Asia and the Pacific; East and Southern Africa; Latin America and the Caribbean; Near East, North Africa and Europe Division), Environment and Climate Division and Technical Advisory Division.

IFAD strategic goal in Sudan is to increase food security and incomes for smallholder crop producers, subsistence farmers, pastoralists and smallholder agro pastoralists, particularly women and youth. Interventions focus on agriculture, livestock and forestry in the rainfed areas, with the aim of increasing...
productivity and resilience of the rural poor, and of improving their access to sustainable rural finance services, markets and profitable value chains. The country portfolio includes five projects: the Butana Integrated Rural Development Project (BIRDP); the Integrated Carbon Sequestration Project (ICSP); the Integrated Agricultural and Marketing Development (IAMDP); and the Livestock Marketing and Resilience Programme (LMRP). In addition, a new project on Sustainable Natural Resources and Livelihoods Programme (SNRLP) is currently being designed and awaiting board approval in September 2019. In Sudan IFAD has been particularly effective in rural finance, community-based development, gender mainstreaming and natural resources management, and the successful models are being brought to scale. In parallel, new innovative approaches are being introduced in the portfolio, such as pro-poor public-private partnerships in livestock value chains and production of improved seeds, bringing along a renewed focus on marketing related issues such as quality and post-harvest management.

The IFAD Country Office in Sudan has number of staff led by a Country Director (CD) and including a Country Programme Officer (CPO) and other support staff. The Sudan team is recruiting a Country Programme Assistant (CPA) and is supported from the Head Quarters by a Programme Liaison Officer (PLO).

Under the direct supervision of the Country Director (CD), the UNV Youth Programme Support Officer will mainly support IFAD’s Livestock Marketing and Resilience Programme (LMRP) in Sudan. He/she will prepare an annual work plan reviewed by the supervisor. Weekly meetings will help to monitor and reorient his/her work. Mid-year review and annual review will help to analyse performance and plan subsequent period.

Sustainable Development Goals 1. No poverty

Task description

Under the direct supervision of the IFAD Country Director (CD) for Sudan, the International UN Youth Volunteer will:

Programme development, supervision and implementation support:

- Under the leadership of the CD for Sudan assist and support the implementation and monitoring and evaluation of IFAD’s Livestock Marketing and Resilience Programme (LMRP).
- Provide advice to enhance the project management, including capacity building, with regard to loan administration and procurement, proper financial management and audit procedures, assist management in the development of an efficient M&E system which includes RIMS indicators, and develop exit strategies and institutional mechanisms for sustainability after project completion.
- In consultation with the CD, support the organization and participation in supervision and follow-up missions, contributing also to strategic assessments in his/her area of expertise, identifying constraints to implementation, making appropriate recommendations, and ensuring timely follow-up of the recommendations.
- Support the review of: (i) Annual Work Plans and Budgets (AWPBs), (ii) Audit Reports; and (iii) Progress Reports. Monitor project progress and implementation, anticipate problems and
recommend to CD the preventive measures.

- Assist the timely and systematic completion of project activities and closure of loans and grants.
- Contribute to project supervision and/or implementation support missions and report writing in all areas for purposes of securing that thematic aspects are systematically and consistently considered in the supervision reports such as monitor the status of the implementation of the mission recommendations.
- Undertake any other task assigned by the CD.

**Knowledge management activities**

- Support horizontal collaboration and knowledge sharing among IFAD-funded projects through meetings, workshops and exchange visits on different thematic areas including gender, and implementation issues.

- Support documentation of innovations and lessons learnt, by scouting for innovations; preparing articles, reports or briefs to websites, journals, newspapers, etc., and documenting pro-poor innovations emanating from the experience of IFAD projects.
- Contribute to knowledge management products by writing about achievements in promoting gender equality (e.g. impact on quality of life for women, equal job opportunities, family and maternity protection, fighting family and gender-based violence etc.)

**Policy development**

- Contribute to policy engagement activities and events based on the experience in IFAD projects on the policy areas in which the IFAD programme has comparative advantage.

**Partnerships**

- Contribute to the establishment of networks and build partnership with: UN agencies and other donors, private sector and civil society representatives and with projects and programmes in the region that are relevant to the country programme.
- Participate in different UN thematic working groups (gender, climate change, communication, Youth etc. on behalf of IFAD Country Office)
- Identify funding opportunities with other donors that would help mobilize additional resources for rural poverty alleviation.
- 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 self-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**

- Gain insights into the development, coordination and implementation of medium to longer-term strategies for International Financial Institutions (IFIs) collaboration with governments and other national stakeholders for rural poverty reduction.
- Strengthen the UNV competency to support the design, supervision and implementation of IFI financed programmes with a view to maximizing development effectiveness, impact and sustainable development results.
- Expand the UNV knowledge of innovative approaches to poverty reduction and collaboration with partner institutions to facilitate their replication and scaling up.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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
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• 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

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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<td>Education - Additional Comments</td>
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• Advanced degree in social sciences, gender, economic, business management, rural development, agriculture, agricultural economics, rural finance, public policy or related disciplines.

• Demonstrated interest and/or experience (up to 2 years) in development institutions and/or government service. Qualifying work in gender equality, country programme analysis with International Financial Institutions, development cooperation agencies would be an asset.

• Motivated to contribute towards peace and development and to serve others;
• Good interpersonal, networking and communication skills;
• Willingness to contribute and work as part of a team;
• Flexible and open to learning and new experiences;
• Respect for diversity and adaptability to other cultures, environments and living conditions;
• Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
• Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

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<th>Required experience</th>
<th>12 months</th>
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<td>Experience Remark</td>
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At least 1 year.

Language

• English (Mandatory), Level - Fluent
• AND - Arabic (Optional), Level - Working Knowledge

Area of Expertise

• Knowledge management, archiving and documentation Mandatory
• Policy, regulation, planning and education and capacity building Mandatory
• Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

16 Jan 2020
Need Driving Licence: No

Competencies & Values:
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

Conditions of Service:

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) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,305. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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 procedure

Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

* Not yet registered in the UNV Talent Pool?

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?

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: 30 January 2020

doa.apply_url https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDI3OA==

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.