UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SENRO00508--Project Coordinator


Informations générales

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<th>Pays d’Affectation</th>
<th>Senegal</th>
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<td>Agence/Institution hôte</td>
<td>UNWomen</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
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<tr>
<td>Date présumée du début d’affectation</td>
<td>Immédiate</td>
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<tr>
<td>Dakar [SEN]</td>
<td>Lieu d’Affectation</td>
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<td>Lieu d’Affectation avec Famille</td>
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The assignment will take place in the nation’s capital, Dakar, a family duty station (Hardship classification A) with frequent missions to other countries in the G5 Sahel. Dakar is a livable city. The spontaneous reception and hospitality of the Senegalese is among the characteristic features of this West African country. The living conditions in Dakar are good, as well as the access to health services. The yellow fever vaccine is compulsory and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and are also recommended. The basic drugs are available in pharmacies but it is recommended to bring specific prescription drugs.

According to ANSD/RGPHAE 2013 official estimates the population of Dakar metropolitan area reaches...
over 3.1 million people. The total population of Senegal is 13.508.715 inhabitants (ANSD 2013). Senegal is located on UTC/ GMT. Senegal has warm climate and sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are on average around 30°C. Rainy season is in the northern hemisphere’s summer/fall.

The currency used in Senegal is called Franc CFA (XOF). On 05 February 2018 the exchange rate is 1 USD = 549.01 XOF. Many hotels, restaurants and businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. Senegal has many first class hotels (4 and 5 stars) both in the capital, Dakar, and in other cities. These hotel complexes are often members of international hotel chains. The accommodation facilities are in general good and the choice is wide. It is possible to rent unfurnished and furnished accommodations from 450 to 2000 USD. UN Volunteers can also co-rent and share private accommodations, which must comply with Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

To enter Senegal, a valid passport is required. A visa is also compulsory, except for ECOWAS (Economic Community of West African States) nationals. Nationals of other countries should contact the closest Senegalese representation. Senegalese Embassies and consulates in various West African countries and in other parts of the world issue visas.

The UNV Field Unit can provide assistance in booking temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting a permanent accommodation.

Détails sur l'Affectation

Titre de l'Affectation  Project Coordinator
Contexte organisationnel & description du projet

The UN Women West and Central Africa Regional Office was launched in 2013 following a restructure of UN Women globally. As part of the restructure the sub-regional offices of West Africa and Central Africa were united to form the West and Central Regional Office (WCARO). With the Regional Office located in Dakar, Senegal, the office covers a host of countries throughout the region. The Regional Director oversees the work of UN Women across the region.

UN Women is committed to ensuring equality between women and men as partners and beneficiaries of peace, security, and humanitarian action with a goal of a more peaceful and gender equal societies through the women, peace and security agenda. The impact of conflict is often measured by casualties: Women and girls face heightened risks due to displacement and the breakdown of normal protection structures and support, gender-based violence. Also, Women and girls are disproportionately exposed to risk, increased loss of livelihoods, security, and even lives, during and in the aftermath of conflicts and
insecurity.

Under the overall supervision of the WCARO Policy Adviser for Peace, Security and Humanitarian action, the **UNV Project Coordinator** will coordinate the implementation of a regional project on peace and security.

**Brief Project Description:**

The United Nations is supporting efforts for peace and security in the Sahel region, which is experiencing complex security, political and humanitarian challenges. It is home to the resounding constraints of extreme poverty, exacerbated by the effects of climate change, frequent food crises, an average population growth rate of 3.2%, unresolved internal tensions, the reality of violent extremism (VE) including women and youth radicalization, illicit trafficking and terrorist-linked security threats. Currently, the region has a growing number of terrorist movements and some countries including Nigeria, Niger and Chad are also facing attacks by Boko-Haram. These various terrorist movements lead to crises that degrade the security situation in the Sahelo-Sahelian strip. The security fragility is characterized by mass killings, drug, arms and human trafficking, abductions and kidnappings, individual and collective rapes, forced and early marriages, collective marriages, sexual slavery of women and girls and other forms of violence against women. The presence of such terrorist groups lead to crises that further degrade the security situation in the Sahelo-Sahelian strip.

Empirical evidence from research has pointed to the need to take women’s rights into account and involve them in peace efforts as underlined in the UN Security Council Resolution 1325 and all the subsequent resolutions on Women, Peace and Security. Although the effects of terrorism, violent extremism and community conflicts in the Sahel have an adverse impact on both men and women, they have a disproportionate impact on women and girls. Armed conflicts and increase in terrorism has resulted in mass displacements within and outside the Sahel region, with adverse effects on populations and especially on women and children. Of particular concern is the security of women and girls, risk of sexual violence, deepening poverty and their ability to cope with the heavy burden of care during crisis. The protection of women will need gender sensitive security reform in all countries, gender and human rights respect by the different forces in the region) and the protection of women in humanitarian situation. It is at the same time crucial to emphasize women’s leadership and contributions to addressing the current security crisis in the Sahel by building on ongoing initiatives and achievements recorded at regional level, to strengthen and consolidate women’s voice and agency as an inseparable value and important ingredient to securing stability and economic growth in the Sahel region.

In this context, UNWOMEN has developed a regional flagship programme entitled: “**Programme to accelerate the implementation of the women's peace and security agenda for better conflict prevention and peacebuilding in the sahel region**”. The Overall objective of this program is promoting sustainable peace through greater participation of women in efforts to prevent and counter Violent extremism and community conflicts in the G5 Sahel. It aims to achieve 2 key results:

-A conducive environment to the implementation of commitments and norms on women, peace and
security is strengthened at national and regional level

- Women’s civil society groups are capacitated to engage in strategies to prevent extremist violence and promote social cohesion

UNWOMEN seeks to recruit an international volunteer who will coordinate the implementation of one project financed by Austria and which will be implemented in 4 countries of the Sahel region: Niger, Mali, Burkina Faso and Chad.

**Objectifs de développement durable**

5. Gender Equality

**Description de l’action**

Under the overall supervision of UN Women WCARO Policy Adviser for Peace, Security and Humanitarian Action, the project coordinator will be responsible for the following key Functions:

1. **Strategic direction and technical management of the project**
   - Provide technical and strategic assistance to project activities, including planning, implementing and monitoring, and ensure quality control of interventions;
   - Provide practical support to country offices and implementing partners in the areas of project management and planning, field activity implementation and management, as well as monitoring and evaluation of the project impacts;
   - Develop terms of reference of consultants and subcontractors, and assist in the selection and recruitment process and provide technical supervision of the work carried out by the experts and consultants hired by the project;
   - Advise on political and legal issues concerning the project;
   - Ensure the preparation and revision of the project annual plan of Action;
   - Inform the Project Coordinator of the progress of the project, according to the mechanisms and frequency established in the project document;
   - Represent the project at regional and national levels;
   - Ensure the timely submission of quality progress reports and donor reports as well as the other reporting documents (multi-year, annual, quarterly, operational, logbook, report);
   - Establish systems for project planning, implementation and monitoring, in collaboration with partners and UNWOMEN country offices;
   - Record and maintain documents on relevant Programme activities, issues, and risks.

2. **Ensure quality coordination with UNWOMEN country offices staff, implementing partners and other stakeholders**
   - Coordinate relationships with partners to support implementation and expansion of the projects, raise potential problems and suggest solutions;
   - Identify capacity building needs and support partners through technical assistance, mentoring, training and capacity development initiatives, as needed.
• Gather and compile all information necessary for monitoring and reporting on program and projects from the planning to the evaluation stages;
• Monitor the implementation of activities and the expenditure of funds; conduct regular monitoring visits, as required;
• Draft and provide inputs to annual and quarterly reports; coordinate the submission of implementing partner financial and narrative reports;
• Provide inputs from the project to the WPS regional program reporting.

3. Manage people and finances of the project

• Coordinate development and preparation of financial resources of the program including budgeting and budget revisions, and expenditure tracking and reporting;
• Monitor the allocation and disbursement of funds to participating partners;
• Develop good collaboration with staff of UNWOMEN country offices

4. Networking, partnership building and resource mobilization

• Build and sustain effective close working partnerships with government counterparts, UN Agencies and regional stakeholders through active sharing of information and knowledge to facilitate program implementation and build capacity of stakeholders to achieve and sustain results.
• Draft communication and advocacy materials to promote awareness, establish partnerships/alliances, ensure visibility and support resource mobilization
• Participate in appropriate inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues on joint planning and preparation of joint regional Women Peace and Security projects.
• Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. Advocate and facilitate knowledge building and management and communication

• Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.
• Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable program results.
• Research, benchmark and report on best and cutting-edge practices for development planning of knowledge products and systems.
• Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

Participate in meetings and policy dialogues on issues related to peace and security in the Sahel

En plus de ce qui précède, les Volontaires des Nations Unies sont censés : • Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la do-cumentation mise à disposition
par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre. • Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil. • Réfléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ; • Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou encourager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

- Production of regular technical note regarding Peace and Security situation in the Sahel
- Training sessions on Gender, peace and security for the region
- Progress report on UN Women peace and security response in the Sahel available
- Funds mobilized with his/her support to implement UN Women strategic plan, and donor data base available for the Sahel

Key Performance Indicators:

- Timely and quality implementation of Programme/Portfolio activities against set workplans, timelines and budgets, in line with the Strategic Note
- Quality and timely reporting
- Strong relations with partners and stakeholders
- Regular and timely monitoring of activities
- Timely and quality implementation of advocacy events in line with work plan
- Enhanced best practices and lessons learned documented and circulated

• 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

Qualifications / Exigences

Domaine de qualification
Master degree or equivalent

Niveau de qualifications - autres commentaires

Advanced University degree in social sciences, law, international relations, Gender Studies or other
Expérience Requise

36 mois

Remarques sur l’Expérience

- At least 3 years of progressively responsible experience in managing complex and multi-component programme interventions with national/regional partners, preferably related to gender, peace-security and humanitarian affairs;
- Experience in joint programming and working with different partners;
- Experience in Africa and particularly the Sahel;
- Experience in developing program documents on gender equality and gender mainstreaming in peace and security processes;
- Previous experience working in the UN system is an asset.

Linguistiques

- French (Mandatory), Niveau - Fluent
- AND - English (Mandatory), Niveau - Fluent

Domaine d'expertise

- Other development programme/project experience Optionnel
- Development programme/project administration Obligatoire
- Gender equality and the advancement of women Optionnel

Domaine d'expertise requis

- At least 3 years of progressively responsible experience in managing complex and multi-component programme interventions with national/regional partners, preferably related to gender, peace-security and humanitarian affairs;
- Experience in joint programming and working with different partners;
- Experience in Africa and particularly the Sahel;
- Experience in developing program documents on gender equality and gender mainstreaming in peace and security processes;
- Previous experience working in the UN system is an asset.

Permis de Conduire exigé

Non

Compétencies et Valeurs

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
Conditions de service et autres informations

Conditions de service

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$ 1,651. 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.

**Code d’application**
SENR000508-6503

**Application procedure**

* Not yet registered in the UNV Talent Pool?

Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 17-03-2020

doa.apply_url
https://vmam.unv.org//candidate/show-doa/U0VOUjAwMDUwOA==

**Avertissement**
Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.