

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SENR000532--Project Coordinator

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	Senegal
Host Institute	UNWomen
Volunteer Category	International Specialist
Number of Volunteer	2
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Dakar [SEN]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

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 Lake Chad Basin. 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 04 April 2020 the exchange rate is 1 USD = 594,218 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 the 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 permanent accommodation.

Assignment Details

Assignment Title

Project Coordinator

Organizational Context & Project Description

The countries in the Lake Chad Basin (LCB) region, particularly Cameroon and Nigeria have undergone unprecedented effects of multiple ongoing crises, including the effects of climate change, violent attacks and alleged human rights abuses by Boko Haram (BH) which resulted in hunger and malnutrition, loss of livelihoods, destruction of property, the disruption of government institutions, medical and education facilities. More than 2.5 million people have been uprooted in the region and women and girls have been disproportionately affected by the crisis which magnified the already existing inequalities. Given the context of these countries; urgent, targeted, life-saving, sustainable and gender-responsive humanitarian assistance and programmatic interventions in support of building women's resilience are critical to address the immediate needs and enable women and girls in the LCB region to withstand crisis, recover from their impact and increase resilience to future crisis.

Cameroon has been affected by attacks by BH in the Far North region, a refugee crisis in the East regions resulting from political instability in the Central African Republic (CAR) and recurrent environmental shocks such as flooding and drought that exacerbated food insecurity. Around 4.3 million people are estimated to be in need of humanitarian assistance and the situations remain particularly severe in the Far North region including the Kolofata and Kerawa districts where UN Women plans to provide gender-responsive services and support to ensure that women and girls lead, participate in and are empowered by and benefit from humanitarian response and recovery and resilience building efforts.

Nigeria was plagued by violence and armed conflict since 2009 due to the BH insurgency and operations by security forces, which resulted in the destruction, disruption of livelihoods and a grave humanitarian crisis. Over 27,000 people have been killed in the three most affected states including Yobe and women and girls have been abducted and hundreds of children used as human bombs. In 2019, over 7.1 million people are estimated to be in need of humanitarian assistance in North East Nigeria. Women and girls are disproportionately affected by sexual and gender-based violence and trafficking, social ostracization, and many remain economically vulnerable. UNWOMEN will implement various activities in these areas to help women recover from the shock of the impact of the conflict and strengthen their resilience to participate in peacebuilding.

At regional level, a Regional Stabilization, Recovery and Resilience Strategy for Areas Affected by Boko Haram in the Lake Chad Basin Region (Regional Strategy) was adopted in 2018 and is expected to drive, rationalize and complement various initiatives and interventions aimed at stabilizing and building resilience in eight states and provinces affected by Boko Haram. The Regional Strategy is underpinned by a set of nine guiding principles, including gender mainstreaming. It is recognized in the strategy that issues of gender are at the heart of the crisis around Lake Chad and will be central to its sustainable resolution. At the regional level, UN Women works with the LCBC and African Union (AU) to drive forward regional policy, collective advocacy and the knowledge base on issues related to gender equality and resilience as well as foster peer-learning among country offices and local partners in line with Grand Bargain localization commitments.

To respond to the urgent and protracted needs of women and girls in crises and disasters in the LCB region, UNWOMEN will implement a Women's Resilience Programme in Cameroon and Nigeria with funding from the Government of Japan. The program proposes a comprehensive package for women's and girls' resilience that focuses on rendering prevention, preparedness and

response systems, plans and tools gender-responsive. Through targeted action and the development and rehabilitation of infrastructures, this programme will serve the needs of women and girls in crises, ultimately enabling them to withstand crises, recover from the impact of crises and increase their resilience to future crises.

UN Women's project 'Promoting women's resilience in the Lake Chad Basin Region' 2020/2022 funded by the Government of Japan focuses on two key outcomes:

Outcome 1: Crisis affected women and girls are prepared to withstand crises, recover from these and increase their resilience to future crisis;

Outcome 2: Prevention, preparedness and recovery systems, plans and tools are gender-responsive and inclusive through enhancing women's leadership, and decision-making, and building the capacity of women leaders and key stakeholders.

UNWOMEN seeks to recruit an international volunteer who will be based at the regional level and will assist in the coordination of this project financed by the Government of Japan and which will be implemented in 2 countries of the Lake Chad Basin Region: **Nigeria (Gashua and Damaturu) and Cameroon (Kerawa and Kolofata).**

Sustainable Development Goals

5. Gender Equality

Task description

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;
- Advising on political and legal issues concerning the project;
- Ensure the preparation and revision of the project annual plan of Action;
- Inform the regional adviser 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;
- Record and maintain documents on relevant Programme activities, issues, and risks.

2. Ensure quality project coordination, implementation at regional level and timely donor reporting

- 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.
- Collect information from country offices and ensure the timely submission of quality progress reports and donor reports as well as the other reporting documents (multi-year, annual, quarterly, operational, reports);
- Contribute to strategic connection, result-based reporting and knowledge management with global Women's Resilience to Disasters and Crisis program and support strategic cooperation particularly between the Sahel Resilience Programme and the "Promoting women's resilience in the Lake Chad Basin Region" programme" in joint cooperation with the Sahel Resilience Programme Coordinator.
- 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;
- Establish systems for project planning, implementation and monitoring, in collaboration with partners and UNWOMEN country

offices;

- Provide inputs from the project to the regional report.

3. 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 the capacity of stakeholders to achieve and sustain results.
- Develop background materials, technical briefs and gender analysis that will inform UN Women's strategic positioning and contributions to regional processes including...
- Draft communication and advocacy materials to promote awareness, establish partnerships/alliances, ensure visibility and support resource mobilization on issues related to gender-responsive DRR and humanitarian action and crisis response under the broader umbrella of promoting women's resilience in the Lake Chad Basin Region.
- Participate in inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues on joint planning and preparation of joint regional, DRR and humanitarian action-crisis response related projects.
- Research information on potential donors and prepare resource mobilization materials and briefs for fundraising and partnership development purposes.

4. Advocate and facilitate knowledge building and management and communication

- Participate in the development of a LCB resilience programme knowledge management and communications strategy to guide relevant activities contribute to enhanced knowledge sharing and increased visibility of UN Women's programmatic interventions.
- 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 a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
- Participate in meetings and policy dialogues on issues related to resilience and humanitarian action in the Lake Chad Basin.

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

- Production of regular technical note regarding Peace & Security, disaster resilience and humanitarian situation in the Lake Chad Basin
- Training sessions on gender, disaster risk reduction and humanitarian for the region
- Progress report on UN Women resilience, DRR and humanitarian response in the Lake Chad Basin available

Funds mobilized with his/her support to implement UN Women strategic plan, and donor data base available for the Lake Chad Basin.

• 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

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Education - Additional Comments

Advanced University degree in social sciences, law, international relations, Gender Studies or other related field, or equivalent

Required experience 36 months

Experience Remark

At least 3 years of progressively responsible experience in managing complex and multi-component programme interventions with national/regional partners, preferably related to gender, disaster resilience and humanitarian affairs;

Language

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

Area of Expertise

- Development programme/project administration Mandatory
- Development programme management Mandatory
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

Area of Expertise Requirement

Experience in managing complex and multi-component programme interventions with national/regional partners, preferably related to gender, disaster resilience and humanitarian affairs;

Experience in joint programming and working with different partners;

Experience in Africa and particularly the Lake Chad Basin;

Experience in developing program documents on gender equality and gender mainstreaming in peace & security and humanitarian processes

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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>.

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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 SENR000532-7347

Application procedure

*** 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: 8 November 2020

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/U0VOUjAwMDUzMg==>

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.