UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000340--Project Specialist

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>Thailand</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Environment Programme</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>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Bangkok [THA]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

Thailand is located in Southeast Asia. The climate is tropical, with the monsoon season running from May/June through October/November. Bangkok is the capital of Thailand, and it is also the most populated city in the country. It is located in the Chao Phraya River delta in the central part of the country. Bangkok has an estimated population of 8.75 million as of 2017 (13% of Thailand’s total population), based on data from the 2010 census. Over the past decades, Bangkok has grown rapidly with little urban planning or regulation. This has led to traffic congestion and air pollution, and there is frequent flooding of streets during the rainy season in the City’s low-lying areas.

The cost of living in Thailand is relatively low, as compared to many other capitals in Southeast Asia. Housing is widely available in various sizes and at various price points. Private healthcare in Thailand is of excellent standard, and there are numerous top hospitals in Bangkok, which fall far below countries like

We are inspiration in action
the US in terms of price. There are numerous high-quality international schools available in Bangkok, with English as the language of instruction. Bangkok has different public transportation options, including the BTS Skytrain and MRT Underground, metered taxis, mobile-based ride-hailing services (Grab, All Thai Taxi, etc.), tuk tuks, motorbike taxis, buses and boats.

Assignment Details

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Organizational Context & Project Description

The United Nations Environment Programme (UNEP) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP’s OzonAction is one of the implementing agencies under the Multilateral Fund for the Implementation of Montreal Protocol (MLF) to assist developing countries to implement activities at the national level to phase-out consumption of ozone depleting substances (ODS). In addition to the implementing agency, UNEP’s OzonAction provides direct assistance to developing countries to enable them to maintain their compliance status with the Montreal Protocol’s obligations for phase-out of ODS through its Compliance Assistance Programme (CAP). Given the adoption of the Kigali Amendment by the Parties to the Montreal Protocol, the support to countries will also include the phase-down of Hydrofluorocarbon (HFC).

UNEP CAP team in Asia and the Pacific Office supports 38 countries in Asia and the Pacific region under the CAP services. These services include network & thematic meetings, compliance monitoring, data reporting, policy support and technical assistance, monitoring & control of ODS trade, NOU capacity building, south-south cooperation, and awareness and information. UNEP Asia and Pacific Office is also implementing a number of projects approved under the Multilateral Funds including Hydrochlorofluorocarbon (HCFC) Phase-out Management Plans (HPMP) Implementation and Preparation, Institutional Strengthening Project and Enabling Activities for Hydrofluorocarbon (HFC) Phase-down in selected countries. The activities of the projects include the development and implementation of a set of policy measures such as licensing and quota system to control consumption of ODS and achieve reduction in their use, enforcement of trade control through cooperation and capacity development of customs services, capacity building of servicing sector and awareness and outreach to stakeholders and public. These also include cross-sectoral approaches related to phase-out of ODS in building and construction, cold chains, IT sector and leveraging other policy tools such as public procurement, fiscal incentives, incentive-based replacement schemes among others. These measures assist the Governments to enable the smooth and effective transition of refrigeration and air-conditioning (RAC) sector to alternatives refrigerants and technologies.
The partners include mainly the governments of the countries represented by their designated National Ozone Units (NOUs) and National Ozone Officers (NOO), usually sitting in the Ministries of Environment or other related ministries or agencies. NOUs usually coordinate the project activities at the national including the engagement with key stakeholders such as customs authorities, technical and vocational training institutes, standards agencies, other line ministries and private sector including the end-user of cooling technologies, importers and traders, manufacturers of RAC products and producers of refrigerant substances. In addition, other implementing agencies under the Montreal Protocol implementation modality, such as UNDP, UNIDO and World Bank and national cooperation agencies such as GIZ are involved in projects on direct technology transfer and industry conversions to ozone-friendly technologies and practices.

**Sustainable Development Goals**  13. Climate Action

**Task description**

Within the delegated authority and under the supervision of Senior Montreal Protocol Regional Coordinator and Montreal Protocol Officers or his/her designated mandated representative(s), the UNV in Project Management in South Asia Network will:

**Planning, Implementation and Monitoring of approved Multilateral Fund Projects:**

- Maintain regular communications with the NOOs in the planning, implementation and follow-up of project activities to ensure effective implementation and timely delivery of the projects approved by the Executive Committee including the Institutional Strengthening Project, HCFC Phase-out Management Plan (HPMP), verification of HCFC consumption, preparation of HFC Phase-down Management Plan;
- Liaise and assist the NOOs in the preparation and submission of relevant reports such as progress report and expenditure report etc. to meet the requirement of UNEP;
- Develop Term of Reference and liaise with and monitor performance of consultants in the delivery of the assignment such as preparation of HCFC Phase-out Management Plan (HPMP), preparation of HFC Phase-down Management Plan, verification report of HCFC consumption etc.;
- Maintain and update monitoring table for the implementation of these approved projects.

**Preparing the Multilateral Fund (MLF) Project-related Reporting:** Support CAP team in Asia and the Pacific Office and provide inputs to

- Prepare progress report for Asia and the Pacific, which is to be prepared by UNEP OzonAction and submitted to the Multilateral Fund Secretariat on annual basis.
- Prepare the Project Completion Report (PCR) of individual project and multi-year agreement project upon completion of the project;
- Prepare specific reports as required by the Executive Committee.

**Project Cooperation Agreement (PCA)/Small Scale Funding Agreement (SSFA):**
In consultation with countries, prepare and finalize PCA/SSFA as per template of UNEP and approved project proposal by the Executive Committee;

Process the PCA/SSFA for review and signature;

Monitor the implementation of the PCA/SSFA and make request for release of advance as per the progress made and the PCA/SSFA payment conditions;

Others:

- Support innovation within the Asia Pacific CAP team on project and knowledge management and collaborative tools;
- Others, as assigned by the Senior Montreal Protocol Regional Coordinator and Montreal Protocol Officers.

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

- As an active UNEP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP and its beneficiaries in the accomplishment of her/his functions, including:
  - Timely implementation, payment release and closure of approved Multilateral Fund projects in accordance with UNEP rules and regulation and the Executive Committee Decisions.
  - Timely preparation and signatory of the SSFA/PCA with countries.
  - Timely submission of the Multilateral Fund Project-related Reporting satisfactory to UNEP.
- 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

• 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

Education - Additional Comments
Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. science, engineer, environment, policies or chemical or area related to law; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Required experience
24 months

Experience Remark
- At least 2 years of professional work experience at the national and/or international level in project planning, implementation, management or monitoring or other relevant programmes; experience with developing report, capacity building, policy settings and legislation system is an asset, as is experience working in the UN or other international development organization;
- Desired technical knowledge on the ozone depleting substances, ozone depletion or climate change issues, energy efficiency and application of climate friendly alternatives is advantage.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in environmental management, energy efficiency, climate change issues, volunteerism as a mechanism for durable development, and the UN System.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Development programme management Mandatory

Area of Expertise Requirement
Need Driving Licence
No
Conditions of Service and other information

Condition of Service

Click here to view Conditions of 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.

**Application Code**

THAR000340-6625

**Application procedure**

* Not yet registered in the UNV Talent Pool?

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?

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:** 31 March 2020

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDM0MA==](https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDM0MA==)

**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.