UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TJKR000033--Spotlight Initiative 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**

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Tajikistan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</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>until 31-12-2021</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Dushanbe [TJK]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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**Living Conditions**

Tajikistan is a unique country with long and rich culture. Currently, multiple development initiatives are under way aimed at putting the country on sustainable development pathway. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment to attain the set objectives. Flexibility and the ability and willingness to live and work in at times challenging conditions are essential.

**Security**

The UN security management system in Tajikistan has sub-divided the country into 4 Security Level Areas (SLA). SLA Dushanbe and DRS covers Dushanbe, Tursunzoda, Shahrinaw, Hisor, Rudaki, Varzob, Vahdat,
Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Spotlight Initiative Coordinator</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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The European Union and the United Nations have launched the Spotlight Initiative, an ambitious and innovative multi-year global programme aimed at addressing all forms of violence against women and girls (VAWG), and harmful practices. It will follow a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women’s empowerment, as well as ending impunity for VAWG.

In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative will follow a human rights-based approach and take into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination and uphold the principle of “leaving no one behind.”

The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls (EVAWG), in numerous countries globally, including Tajikistan. The initiative comes with the highest level of commitment globally and will be governed by the UN Deputy Secretary General and the Vice President of the EU Commission.

The Spotlight Tajikistan Programme will be implemented through four Recipient UN Organizations – RUNOS (UN Women, UNFPA, UNDP and UNICEF) with a focus on addressing Sexual and Gender Based Violence (SGBV), notably violence within the family. In line with the impact expected from the Spotlight Initiative in the region, the interventions from the Spotlight Tajikistan Programme will contribute to ensuring that women and girls, particularly those most vulnerable, live a life free of violence and harmful practices.

This will be achieved through a comprehensive multi-sectoral, survivor-centred and do-no-harm approach to the implementation of interventions across the six Outcome Areas/Pillars, to bring positive and meaningful change to the lives of women and girls subject to all types of violence and harmful practices in Tajikistan, ensuring that women and girls, particularly those most vulnerable, live a life free of violence and harmful practices.

These six pillars include:

1) Laws and Policies,
2) Institutional Strengthening,
3) Prevention of Violence,
The interventions across the six Pillars will complement each other to engage a range of actors and institutions at the national and sub-national levels, ensuring that actions at the national level are influencing change at the sub-national levels and that local actions and voices are informing decisions at the national level.

The Spotlight Tajikistan Programme aims to effect change at the individual and inter-personal level, while shifting institutional practices and social norms which are more gender equitable and supporting legal and policy improvements and enforcement of existing legislation on VAWG, in line with international human rights standards, accelerating Tajikistan’s achievement of SDG 5 on Gender Equality and the broader 2030 Agenda.

The programme will generate new connections and facilitate creativity in seeking solutions to difficult challenges. It will listen and build on the priorities of key stakeholders and recognize that empowerment and change must start from within. The UN system will model this change in its investment and approach to partnership, striving to ‘walk the talk’ in EVAWG and building the momentum for wider fight for equality in Tajikistan.

This post is in line with the new generation of Resident Coordinator offices, with the new skillset and competencies required to deliver on the 2030 Agenda, as well as the EU/UN Spotlight Initiative.

**Sustainable Development Goals** 5. Gender Equality

**Task description**

The UNV Spotlight Initiative Coordinator (UNV SI Coordinator) will exercise overall responsibility for facilitating the planning and coordination of the Spotlight Tajikistan Program, monitoring and reporting on the implementation and programme results, overseeing joint programme implementation and providing technical support and mentoring to the implementing Agencies as needed, ensuring the technical coherence of the Spotlight Initiative in Tajikistan. This role will be carried out with the support of a Programme Specialist who will be directly managed by the UNV SI Coordinator.

This requires working closely with various high-level stakeholders the Resident Coordinator’s Office, RUNOS and the technical task-forces (on Monitoring and Evaluation, Communications and Finance and Administration), the EU Delegation technical focal point as well as other stakeholders – such as the National Multi-stakeholder Steering Committee and the Civil Society Reference Group.

*The UNV SI Coordinator will therefore need to have demonstrated experience and understanding of gender equality, women’s empowerment and EVAW, as well as coordination and mentoring experience and communication and mediation skills.*
The UNV SI Coordinator will be ultimately accountable to the UN Resident Coordinator, working closely with the Resident Coordinator’s Office (RCO) on technical issues as required. However, in the spirit of collaboration, engagement and transparency, the UNV SI Coordinator will report regularly to an Oversight Committee chaired by the RC and comprised of all the Heads of RUNOs. On a daily basis the UNV SI Coordinator will work in close coordination and under the technical guidance of UN Women as Technical Coherence Agency and Chair of the Tajikistan Gender Thematic Group.

The UNV SI Coordinator facilitates the planning, coordination and reporting of the Spotlight Initiative, ensuring the technical coherence of the intervention. This includes:

1. **Guide the implementation of the Spotlight Programme in Tajikistan**
   - ensure the timely coordination and management of the Spotlight Programme, notably by ensuring the consolidation of joint annual work plans and budgets, facilitating and following-up on agreed deliverables and schedules;
   - report regularly to the Spotlight Oversight Committee on programme performance and results;
   - ensure that programme guidance, updates and information is consolidated for the Steering Committee, implementing partners and other stakeholders, with the support from the Programme Specialist and in close coordination with the RCO;
   - regularly communicate with the Spotlight Initiative Secretariat Technical Unit in New York as needed;
   - provide technical advice on best global practices and innovative approaches to support effective programme implementation and achievement of programme deliverables, regularly consulting and providing feedback on products developed and relevant documents (including support and feedback on implementation processes) to ensure coherence and quality;
   - develop a common vision and understanding amongst the agencies on the main technical issues/interventions, sharing what is the evidence on what works and support the different agencies to ensure the evidence of what works to prevent and respond to VAWG is at the center of the programme.

2. **Oversee the monitoring and reporting of the programme**
   - oversee and contributing to the process of monitoring the programme implementation of activities and finances – and ensuring the resulting maintenance of internal expenditure controls, production of consolidated budgets and annual reports (both narrative and financial) following SI guidelines and tools and ensuring the coherence and quality of the final products;
   - guide the Programme Specialist on monitoring and evaluation support to the team and follow-up on activities and deadlines;
   - prepare analytical reviews and systematically capturing lessons learnt and main findings from the programme implementation, making recommendations and ensuring that SI teams follow technical advice and recommendations;
   - identify and monitor programme risks and provide support and guidance to mitigate and address them in a timely manner.
3. Coordinate between the different UN agencies and support the implementation team to achieve a coherent and aligned presence of the Spotlight initiative in Tajikistan

- provide technical support to RC, RUNOS and the UN Women Country Programme Manager on inter-agency coordination related activities by attending meetings, events, and participating in groups and committees;
- support coordination with other UN agencies, EU delegation, government departments, donors and NGOs to ensure the Initiative’s capacity development approach is harmonized and aligned with other in-country efforts;
- provide guidance in the overall coherence of the programme across pillars, in line with Country Programme Document;
- facilitate the Spotlight Implementation Hub (SI Hub) where focal points from implementing Agencies and thematic task forces will coordinate interventions and discuss and plan joint programming, notably facilitating linkages with partners when implementation of activities is similar;
- provide SI Hub and wider implementation team with substantive advice and technical assistance, providing training and capacity development as needed;
- mentor and coaching implementing staff and providing input to performance assessments as required;
- guide the process of delivery of technical assistance and engagement with partners, as per the planned activities;
- support recruitment processes, as necessary.

4. Promote partnerships and support in developing resource mobilization strategies

- provide technical and coordination support to RUNOS and RC in the development of a joint resource mobilization and sustainability strategy for the programme;
- develop relevant documentation on donors and develop potential opportunities for resource mobilization;
- support the SI Hub as needed to build, manage, and expand relationships with national and sub-national partners.

5. Oversee advocacy, knowledge building and communication efforts

- support the implementation team in drafting briefs, policy dialogue and other documents related to the Spotlight Initiative – monitoring that these are being done and ensuring the coherence and quality;
- organize periodic consultations with key stakeholders, women leaders, human rights experts and UN partners to gather inputs on interventions, as necessary;
- support representation of the Spotlight Programme in meetings and policy dialogues as necessary;
- oversee the design and implementation of the Spotlight Communication and Advocacy Strategy, including following-up and supporting joint tasks, ensuring the coordination of efforts, the coherence of the messages and the quality of communication and visibility products;
facilitate the dissemination of knowledge products on the Spotlight Programme targeting relevant stakeholders at the state, national and international levels;
review and oversee the development of knowledge management strategies and methodologies and products on the Spotlight Programme, in collaboration with the SI Hub and the relevant task forces.

6. Strengthen the civic engagement and participation

- Keep the partners and stakeholders updated on the UNV modality;
- Identify UN Volunteer opportunities within the programme and increase the number of UN Volunteer assignments to support the partners with efficient volunteer solutions;
- Any other related tasks as may be required or assigned by the supervisor.

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

- Timely and quality programme strategies and contributions
- Timely and quality of programme delivery in line with budget, workplans and the Programme Document (including quality reports), ensuring technical coherence
- Quality of advocacy, communication and knowledge management initiatives, including overseeing maintenance of internal systems
- Quality background and presentation materials
- Timely and accurate support to events, workshops, and missions
- Full compliance of administrative activities with UN rules, regulations, policies and procedures
- Performance of implementation team
- Strong and positive relationships with donors, partners and other stakeholders working in the area of elimination of the violence against women and girls

- 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
- Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required.

Required experience
60 months

Experience Remark
- At least 5 years of professional work experience at the national and/or international level in gender equality and empowerment, and/or elimination of violence against women and girls; experience with UN coordination is a strong asset;
- Strong knowledge and experience with evidence-based approaches to ending violence against women and girls

Language
- English (Mandatory), Level - Fluent
- And One of these - Russian, Tajik (Optional), Level - Working Knowledge

Area of Expertise
- Gender equality and the advancement of women Mandatory
- Development programme/project administration Mandatory
- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement
- Strong strategies / programme formulation, implementation and monitoring and evaluation skills, with ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making
- Ability to develop detailed operational plans, budgets, and deliver on them
- Knowledge of Results Based Management and developing capacities on RBM
- Excellent oral and written skills; excellent drafting, formulation, reporting skills, with accurate and professional document production and editing
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners
- 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
- Ability to work with minimum supervision; ability to work with tight deadlines
- Strong networking skills and ability to interact with donors, identify and analyze trends, opportunities and threats to fundraising
• Commitment to continuous learning - initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment
• Flexibility - adaptability and willingness to travel within the area of operations as necessary

Need Driving Licence
No

Competencies & Values
• Adaptable and Flexible
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Working in Teams

Conditions of Service and other information

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**

TJKR000033-6396

**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: 13 March 2020**

doa.apply_url

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

**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.