

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TUNR000162--ECD Programme Coordinator (Early childhood development)

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	Tunisia
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Tunis [TUN]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The UN Specialist Volunteer will be based in Tunis with frequent field missions.

Geography and Climate: Tunisia, the smallest country of the North African coast, with a population of slightly over 10 million of which about 60% live in urban locations, has one of the highest living standards on the continent. Tunis is the capital of the country and the largest city (population of approximately two million in and outside the city proper). As a small country, all destinations within Tunisia can be reached in a day drive. Tunisia borders with Libya (Southeast) and with Algeria (West).

Tunisia has a Mediterranean climate. Along the coast of northern Tunisia, summers are hot and dry, and winters are warm and rainy. In the northwest, there is occasional snowfall in the mountains. In southern Tunisia, it is hotter and drier. Southern Tunisia, where the Sahara begins, is semi-desert. In some parts, there are oases with giant palm trees and small market gardens.

Religion: About 99 percent of the population is Muslim, especially Sunni Islam, as it is the major and state religion. Tunisia has also a small Christian population, composed of Roman Catholics, members of the Greek Orthodox Church, and French and English Protestants. In addition, there is a small population of Sephardic Jews.

Economy: The country does not have vast stocks of hydrocarbons like its neighbours Algeria and Libya but has prospered under long-standing

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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

government policies to develop manufacturing, tourism, and agriculture. At the same time, social programs limit population growth, provide a high standard of education, and ensure a relatively decent standard of living for all. The largest percentage of Tunisia's exports are agricultural and mining products, which generate over 11 billion dollars a year. Tunisia's biggest export partners are France and Italy. Tunisia is a member of the Arab Fund for Economic and Social Development (AFESD), the Arab Monetary Fund, and the Union of the Arab Maghreb (UMA).

Public transportation: In addition to the private taxi services, the state runs a reliable and cost effective public transport system.

Safety and security: The crime rate is low, but there have been cases of theft. Walking alone during daylight hours is permitted, but you may want to be more careful at night. Tunisia is still undergoing a critical period of democratic and social transition. The heated political debate has, at times, developed into a localized confrontation among ideological opponents. Although these tensions are unrelated to foreigners, it is nevertheless important to remain updated on the political situation. Therefore, security advice is sent systematically by UNDSS and UNHCR security staff. Since 2015, there have not been terrorist attacks in Tunisia.

Assignment Details

Assignment Title ECD Programme Coordinator (Early childhood development)

Organizational Context & Project Description

UNICEF Tunisia conducted a participative mid-term review of its country programme in 2018 resulting in a significant strategic reorientation including structural changes to the planned results in line with the child life cycle approach. The UNV Programme Coordinator will join a multisectoral team under an outcome that promotes the nurturing care of children (aged 0 to 6 years) including through interventions in health/nutrition, protection, early stimulation and early childhood education.

Over the next two years, UNICEF Tunisia office will continue to engage in ECD programming through three strategic interventions: 1. Governance systems to coordinate the implementation of the national multisectoral and multi-partner strategy for ECD, 2. standard setting and modelling for early childhood education and strengthening of the teacher training system, and 3. Conceptualising and modelling of a multisectoral programme promoting positive parenting.

Tunisia has adopted a multisectoral ECD Strategy and operational plan in 2017, engaging 12 Ministries, civil society and the private sector around the common goal of holistic child development. Within the framework of the first strategic intervention of UNICEF's Programme, UNICEF will strengthen the Ministry of Family Affairs's coordination function and help advance the implementation of the strategy by supporting the establishment and operationalization of multisectoral coordination committees at national and regional levels. To ensure the effective tracking of strategy implementation, UNICEF will also develop monitoring tools and build the capacity of key stakeholders at national and regional level to use these tools.

In the framework of the third strategic intervention of the programme, UNICEF has conducted a multisectoral survey on the knowledge, attitudes and practices (KAP) of Tunisian parents of children 0-6 years, which, together with the results of the new Multiple Indicator Cluster Survey on the situation of children and women in Tunisia (MICS 6) will provide key evidence for the development of a comprehensive national parenting programme. Preliminary results suggest that significant levels of violence, low breastfeeding rates and limited stimulation of young children will be among several key

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

issues that the programme will aim to address. To do so, UNICEF will partner with international and national experts and stakeholders in health/nutrition, education and protection to develop, implement and document positive parenting programme packages in pilot regions for replicability and scale up at national level. The programme will develop/adapt relevant parenting packages to be delivered by diverse service providers and platforms, including health workers, early childhood educators, social workers, community leaders and the media.

The programme includes 5 phases

1. Conception of programme and development of a costed operational plan
2. Development of parenting programme packages and capacity building of stakeholders (training of trainers, trainings)
3. Implementation, monitoring and documentation (pilot zones)
4. Digitalisation of parenting packages
5. Evaluation, lessons learned and scale up strategy

The project will have be governed by a steering committee and engage a diverse range of partners at national and regional level, including government ministries, international and national experts, civil society/NGOs, communities, the private sector and the media.

Sustainable Development Goals 4. Quality Education

Task description

Under the direct supervision of the Early Childhood Development Specialist and team lead, the UN Volunteer Programme Coordinator (ECD) will be serving as coordinator of interventions on ECD governance and on the conceptualization and development of the positive parenting programme. He will work in close collaboration with the multisectoral team in the office and with relevant national partners.

Primary responsibilities include coordinating multiple programme components and partners at national and local level, supporting and monitoring implementation of activities at national and regional level ; documentation and reporting. Specifically, s/he will undertake the following tasks:

- Support the effective coordination of programme interventions on governance and parenting throughout all phases, including programme conceptualisation, implemen-tation and documentation, and facilitate synergies between the different programme workstreams;
- Ensure regular outreach, liaison and information sharing with national and regional stakeholders of the programme, prepare and support the coordination of relevant meetings (steering committee at national level; technical committees at local level, coordination meetings with government and NGO partners, civil society, media, etc), draft meeting minutes and ensure follow-up actions;
- Draft and/or input in relevant programme documents including workplans, monitor-ing frameworks, reports, and help coordinate inputs on technical documents for ef-fective programme implementation;
- Support the development of partnerships for programme implementation, including through outreach

to potential partners, the drafting of calls for expression of interest, terms of reference, PCAs and other relevant documents;

- Support the implementation of programme activities as necessary (at national and regional level), in particular in the preparation and coordination of partner consultations, trainings, the piloting of parenting packages with different service providers (health workers, educators, social workers, etc.) and campaigns with the media;
- Ensure the monitoring of programme activities and support budget monitoring including through regular liaison with partners, field monitoring visits, follow up on the timely submission and feedback on deliverables and the consolidation of reports;
- Ensure knowledge management including documentation, reporting and the development of lessons learned on the programme and establish a shared document repository;
- Provide inputs in donor and other relevant reports in line with UNICEF standards;
- Any other tasks as requested by supervisor/ senior management particularly related to ECD more broadly and specifically on ECD governance and the parenting programme.

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

- Regular liaison with key ECD partners facilitated and consultative process on coordination structures and modalities supported (organisation and documentation of meetings, consultations, workshops);
- Consultations and workshops organised with ECD focal points to facilitate the development of joint monitoring and reporting tools on the ECD strategy;
- Trainings organised and supported at national and regional level to build the capacity of key stakeholders on ECD monitoring and reporting tools;
- Coordination and synergies between multiple programme partners and workstreams supported throughout different phases of the programme (conceptualisation, capacity building, programme implementation, monitoring, reporting);
- Programme implementation partnerships in place to ensure engagement of national and regional stakeholders in health/nutrition, education, child protection engaged throughout all programme phases (including government ministries, civil society/NGOs, communities and the media) ;
- Programme activities effectively coordinated, supported and monitored and timely submission of deliverables ensured ;
- Programme documents including workplans, monitoring frameworks, reports, and technical

documents available and accessible through a joint document repository.

- 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 from an accredited academic institution in the field of international development, or another relevant social science field.

Required experience 36 months

Experience Remark

- At least three years of experience in project or programme management in social area, coordination of partnerships and reporting;
- Experience in the following sectors is highly desirable: early childhood development, education, health, nutrition or child protection;
- Drive for results, teamwork and communication skills required;
- Good knowledge of Microsoft Office software package (MS Word, Excel, Spreadsheet, Internet etc.) and experience in handling of web-based management system.

Language Skills

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

Area of Expertise

- Development programme management Mandatory
- Capacity building of non-governmental organizations Mandatory
- Monitoring and evaluation Optional

Area of Expertise Requirement

- Experience in working with the the international development sector is highly desirable;
- Demonstrated networking and partnership building skills;
- Demonstrated experience coordinating diverse stakeholders including national authorities, civil society.

Need Driving Licence No
Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- 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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and

T. +49 (0)228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0)228-815 2001 W. www.unv.org

We are inspiration in action

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

permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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 TUNR000162-4430

Application procedure

* Not yet registered in the UNV Talent Pool?

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

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



Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>.

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 using the Application code.

Important: After creating your account, complete all sections of your profile and submit it.

* 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 using the Application code.

Deadline for submission : 25/08/2019

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.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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