UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

USAR000054--IUNV Generation Equality Forum 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

Country of Assignment: United States of America
Host Institute: UNWomen
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 6 months
Expected Starting Date: Immediate
Duty Station: New York [USA]
Assignment Place: Family Duty Station
Assignment Place Remark

The GEF Secretariat seeks to recruit a Forum Consultant who will assist in the overall planning and coordination of the Generation Equality Forums in Mexico and France.

Living Conditions

The UN Volunteer will reside in New York, which is a family duty station. It is a dynamic city with access to a range of public transport, infrastructure, accommodation, and cultural activities.

The cost of living is high. As is the case for UN staff and partners, the volunteer will make their own arrangements for housing and transportation to and from work.

The average monthly Volunteer Living Allowance (VLA) for a Specialist UN Volunteer in the United States

21 Feb 2020
in 2018 was $3,476 per month (those with dependents will receive more). The average monthly Volunteer Living Allowance (VLA) for a UN Youth Volunteer in the United States in 2018 was $2,782 per month.

These amounts include a 30 per cent accommodation supplement to offset the high accommodation costs in New York duty station. Candidates are encouraged to consider this when applying.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>IUNV Generation Equality Forum Specialist</th>
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Organizational Context & Project Description

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The year 2020 marks the 25th anniversary of the Fourth UN World Conference on Women and adoption of the Beijing Declaration and Platform for Action (1995), the international blueprint for gender equality and women’s empowerment. In that context, UN Women is convening the Generation Equality Forum (GEF), a global gathering for gender equality, co-chaired by France and Mexico, with the leadership and partnership of civil society.

The key outcomes of the Forum will be feminist agenda-setting and the launch of ‘Action Coalitions’ for scaled-up and urgent action focused on critical issues to accelerate gender equality achievements. Action Coalitions are multi-stakeholder partnerships, involving civil society, governments, private sector, parliamentarians, trade unions, UN agencies and other stakeholders, who share a common goal to accelerate action on a critical thematic area of concern. These areas of concern will be determined in the lead up to the Forum in close collaboration with civil society and other stakeholders and based on the outcomes of the various review processes that are being undertaken for the 25th anniversary of the Beijing Platform for Action.

The Forum is envisaged as a global public conversation enabled through technology. Making the forum technologically accessible throughout the world and having civil society and feminist youth voices leading it, are crucial and critical aspects that make this forum unique.

The governance structure of the Forum includes a Civil Society Advisory Group, a Multi-Stakeholder Steering Committee and the Core Group, the ultimate decision-making body, co-chaired by UN Women, France, Mexico and two (rotating) civil society representatives. These three groups are supported by a Secretariat at UN Women.

Sustainable Development Goals

5. Gender Equality

Task description

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
1. **Oversee and coordinate the overall logistic preparations for the Mexico and Paris Forums ensuring a consistent approach across both events**

- Serve as the primary focal point at the Generation Equality Secretariat for the Forum’s logistical preparations, facilitating the GEF logistics subgroup and representing UN Women in all Forum logistical-related meetings and discussions;
- Liaise regularly with focal points in France and Mexico, designated event management companies and UN Women colleagues to ensure the Forums in Mexico City and Paris adopt a consistent approach and address all logistical and security needs as set by UN Women and the overall Core Group;
- Prepare a work plan and a timeline, including all preparatory and logistical elements needed for both Forums events and track progress against that work plan;
- Develop and maintain documents and tools such as checklists, calendars, weekly status updates and databases to organize information about Forum logistics;
- Support invitation and registration processes in coordination with representatives of the Core Group and in close collaboration with other members of the Secretariat, including setting up and implementing a system to send out invites, tracking of responses and conducting follow up, as well as maintaining participants’ records (e.g. passport copies, visa requests, itineraries, etc.)
- Support the registration and participation of civil society representatives in the Forum in close collaboration with the Civil Society Division and Civil Society Advisory Board, liaising with the France and Mexico focal points.
- Coordinate UN Women colleagues’ participation in both Forums, including by developing requirements for participation, drafting guidance notes and compiling list of UN Women participants list;
- Identify, establish and maintain contacts with government officials, other UN agencies, non-governmental organizations, diplomatic missions, media, etc. that could provide a significant support in the planning and organization of the Forums and ensure appropriate mechanisms to facilitate collaboration and exchange of information;
- Respond to requests of relevant external stakeholders regarding updates on Forum preparations and provide guidance and support to UN Women colleagues for their participation in the Forums, including requirements for participation, and practical information;
- Ensure the Forum’s Arts and Culture components are duly integrated with all the logistics preparations and adequately planned for;
- Ensure the Satellite Sessions are duly integrated with all the logistics preparations and adequately planned for;
- Provide on-site coordination in Mexico and Paris Forums as necessary.

2. **Ensure consistency, complementarity and effectiveness of Mexico and France Forum programmes**

- Serve as the primary focal point at the Generation Equality Secretariat for the Forum’s overall Forum programme (agenda) coordination;
- Liaise regularly with the focal points in France and Mexico and any facilitation stakeholders as
needed to ensure the Forums in Mexico City and Paris adopt consistent and complementary approaches and achieve the goals and objectives as set by UN Women and the overall Core Group;

- Coordinate and convene relevant partners, supervising the administrative tasks related to the Forum programme preparations;
- Prepare a master work plan and a timeline, including all elements needed in the preparation of both Forums’ programmes and track progress against that work plan.
- Develop and maintain tools such as checklists, contact lists and databases to organize information about the Forum programmes;
- Liaise with relevant UN Women offices and units to ensure coordination with expected participants in the Forums and support their adequate preparation for the events in collaboration with other Secretariat team members as needed.
- Assist in the production of internal and external communication materials, including graphic and audio visual, related to the Forum programme to ensure its dissemination and use among participants and beyond.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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 self-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

- Substantive and coordination contributions provided for the implementation of GEF stakeholders engagement strategy;
- Substantive, logistical and coordination support provided for the Forums planning and implementation;
- Provision of timely technical and coordination support to country offices organization Satellite Sessions;
- Timely delivery of inputs to briefing notes, talking points, presentations and other briefing materials as needed.

- 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

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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>Required Degree Level: Master's degree</td>
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<td>Required Experience: 4 years</td>
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<tr>
<td>• Degree level: Master Degree or equivalent</td>
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<tr>
<td>• Type of degree: Advanced higher degree (Master’s or equivalent), preferably in Event Management, Business Administration, Public Administration, Political Science, International Relations or related field.</td>
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<td>Required experience</td>
<td>48 months</td>
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<td>Experience Remark</td>
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<td>• At least 4 years of relevant experience at the national and international levels including experience in organizing international events.</td>
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<td>Language</td>
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<td>• English (Mandatory) , Level - Fluent</td>
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<td>Area of Expertise</td>
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Need Driving Licence: No

Competencies & Values:
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Knowledge Sharing
- Planning and Organizing
- Professionalism

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$ 1,631. 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**  
USAR000054-6414

**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:** 03 March 2020

**doa.apply_url**  
https://vmam.unv.org//candidate/show-doa/VVNBUjAwMDA1NA==

**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.