UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBR000146--Research Assistant

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>Zambia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Lusaka [ZMB]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Assignment with family.</td>
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Living Conditions

Lusaka became the capital city of Zambia in May 1935. Lusaka’s central position in Zambia and its extremely pleasant climate were two of the main reasons for its selection as the capital. It is a metropolis, which provides a home to about two and half million (2.5M) inhabitants of many different nationalities. It has grown to become the seat of the Government of the Republic of Zambia and as such all diplomatic missions, international organizations, industrial and commercial entities have set base. Its political, social, economic and cultural significance has also increased through the years. Lusaka has all amenities in place that would make a visitor stay comfortable. For more information, visit: http://www.zambiatourism.com.
Assignment Details

Assignment Title: Research Assistant

Organizational Context & Project Description

In October 2012, UNDP launched the Biodiversity Finance Initiative – BIOFIN, as a new global partnership seeking to address the biodiversity finance challenge in a comprehensive manner – building a sound business case for increased investment in the management of ecosystems and biodiversity, with a focus on the needs and transformational opportunities at the national level.

In Zambia, the initiative is spearheaded by the Ministry of Lands and Natural Resources (MLNR). The Ministry has revised its National Biodiversity Strategy and Action Plan (NBSAP) of 1999 and put in place NBSAP-2 of 2015 which is the prerequisite to the initiative.

MLNR and UNDP are looking for two dynamic individuals to work as Research Assistants under the BIOFIN Initiative. The selected Research Assistants will work under the supervision of the BIOFIN Country Team Leader/Lead Consultant.

Sustainable Development Goals: 15. Life on Land

Task description

Under the direct supervision of the BIOFIN Country Leader and Lead Consultant, the National UN Volunteer will undertake the following tasks:

- Assist the BIOFIN Country Team Leader/Lead Consultant in completion of various outputs from Phase 1 of the BIOFIN initiative;
- Assist the BIOFIN Country Team Leader/Lead Consultant in analysing and proposing policy options to promote biodiversity investment and direct expenditure/budget decisions to support biodiversity and ecosystems management;
- Data gathering and analysis to facilitate drafting of knowledge products arising from phase 1 of the BIOFIN initiative. These knowledge products are meant to be used in advocacy to the public, private and financial sector towards increasing levels of finance for biodiversity conservation in Zambia;
- Undertake project administrative tasks related to awareness creation, capacity building events and other advocacy related assignments;
- Assist in documenting lessons learned ranging from institutional considerations to technical issues.

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

- Drafted policy briefs derived from the Biodiversity Finance Needs Assessment and Biodiversity Expenditure Review conducted in phase 1;
- Finance solution on Green Credit and Debit Cards finalized with fully quantified projected results and indicators;
- Draft BIOFIN Gender Action Plans developed;
- Weekly Reports on progress for assigned tasks submitted each week; meetings and other engagements arranged to facilitate BIOFIN outreach.

- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td></td>
</tr>
<tr>
<td>- Bachelor's degree in finance, economics or related field;</td>
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<tr>
<td>- A Master's degree will be an added advantage.</td>
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<table>
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<tr>
<th>Required experience</th>
<th>24 months</th>
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<tbody>
<tr>
<td>Experience Remark</td>
<td></td>
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<tr>
<td>- Finance, economics and administration related experience;</td>
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<tr>
<td>- Exposure to environmental issues or biodiversity highly desirable.</td>
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Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Sustainable natural resources management and climate change adaptation Mandatory

Area of Expertise Requirement
- Finance, economics and administration.
Conditions of Service and other information

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 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 and official processes;

- 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;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- 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 ZMBR000146-6250

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 for to which you would like to apply.

Application deadline: 26 February 2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/Wk1CUjAwMDE0Ng==

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.