



## DESCRIPTION OF ASSIGNMENT

### **Preamble:**

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**

- 1. Country of Assignment:** Kyrgyzstan
- 2. Agency Name:** UNDP/UN Resident Coordinator's Office
- 3. Volunteer Category:** Youth
- 4. Number of Volunteers:** 1
- 5. Duty Station:** Bishkek, Kyrgyzstan
- 6. Duration:** 12 months
- 7. Expected Starting Date:** 6 May 2019
- 8. Living Conditions:**

The position will be based in Bishkek, Kyrgyzstan where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. The UN Youth Volunteer is advised to rent a UN Department Safety and Security approved apartment or house. Bishkek is a safe and nice place to live. The city has all necessary infrastructure and services.



**9. Assignment Place:** Family duty station

Assignment Place Remarks: UN Youth Volunteer assignments are always without family.

**10. Assignment Title:** UN Youth Volunteer in Monitoring and Evaluation (M&E) (Peacebuilding)

**11. Organizational Context & Project Description:**

In June 2013 based on peacebuilding needs analysis report the United Nations together with national partners developed the first Peacebuilding Priority Plan (PPP) for Kyrgyzstan, which was approved by the United Nations Peacebuilding Fund. In order to achieve the outcomes of the first PPP UN agencies implemented 10 projects during 2013-2016. The 1st PPP was completed successfully in 2016.

To consolidate and further strengthen the development gains over the years and deal with new peacebuilding challenges, UN Country team jointly with the government of the Kyrgyz Republic spent approximately one and half years analysing the situation related to the complex subject of Prevention of Violent extremism, conducting its own research and studying what others have found. Results of this thorough analytical work have become a foundation for the new Peacebuilding Priority Plan for 2018-2020 and consequently for the three Outcome projects through which the new PPP is being implemented. If the previous PPP was implemented through 10 PBF funded projects, the new PPP is being implemented only through three joint PBF funded projects. As per recommendation of the final evaluation of the first PPP, joint work of several RUNOs within a given Outcome bring stronger results. Therefore, each project will be jointly implemented by several RUNOs.

The new Plan focuses on a set of measures to cope with the emerging challenges related to the prevention of violent extremism. The three projects were approved by the Joint Steering Committee (JSC) comprised of multiple representatives from Parliament, offices of the President and of the Prime-minister, governmental agencies, civil society organizations and UN agencies.

The Joint Steering Committee (JSC) which was established in 2013 by the decree of the President of the Kyrgyz Republic to formulate and oversee implementation the first Plan will continue performing same functions under the new Plan with support from the PBF Secretariat. The PBF Secretariat performs relevant coordination, M&E and other tasks and is an integral part of the new PPP implementation. PBF Secretariat which sits in the Resident Coordinator's Office supports the work of the Joint Steering Committee and its two Co-chairs, UN Resident Coordinator and a high-level government representative.

The UN Volunteer will work within the UN RCO, located in UN House and will work/cooperate with all UN agencies and national partners to support M&E functions performed by the PBF Secretariat in order to strengthen the joint work of UN Agencies and national partners in the implementation of peacebuilding and conflict-prevention programmes, to initiate innovative M&E of PBF funded project results, to support the development and implementation of the new peacebuilding and conflict prevention initiatives.

## **12. Sustainable Development Goals: 16. Peace, Justice and Strong Institutions**

### **13. UNV Focus Area: Monitoring and Evaluation, Peacebuilding**

#### **14. Task descriptions**

Under the direct supervision of the PBF Secretariat Manager, and under the overall supervision of the UN Resident Coordinator (RC) the UN Youth Volunteer will undertake the following tasks:

- Support the UN RCO and UNCT in the analysis of the UN system's assistance and contribution to the country's donor assistance in peacebuilding and conflict prevention;
- Support UNCT in activities related to monitoring and evaluation of the Peacebuilding Priority Plan for 2018-2021 (PPP) and all PBF funded projects in the country;
- Support in reporting on progress and results of the PPP and other peacebuilding projects;
- Support the development of UNCT analytical and research initiatives;
- Support the effectiveness in the UN Country Team (UNCT) implementation of UN Joint programmes focusing on:
  - Support to establishment of effective mechanisms for monitoring the PPP implementation and other PBF funded projects in consultation with UN partners, the Government, civil society, multilateral and bilateral institutions,
  - Support to identification of strengths and weaknesses in UN programmes from the point of view of coherence and effectiveness in the context of peacebuilding, UN System reform and Sustainable Development Goals (SDGs),
  - Assisting the UN partners to meet requirements of the donor and partners in terms of accountability and planning in relation to effectiveness of peacebuilding work;
- Support innovative monitoring of joint results of UNCT PPP M&E group to increase effectiveness of peacebuilding work:
  - Promote and support application of innovative and participatory monitoring approaches and tools, such as real-time monitoring and use of Big Data,
  - Support development and application of tools for improved monitoring and reporting of peacebuilding results;

- Support the creation of strategic partnerships and implementation of the resource mobilization strategy for UNCT focusing on the following results:
  - Analysis and research of information on donors, preparation of substantive briefs on donor strategies and national development strategies, provision of advice to UNRC and UNCT on ensuring synchronicity, alignment and complementarity between these strategies and UN's activities,
  - Contribute to coordination of the substantive preparation of the UNCT meetings, Development Partner meetings, and other key events in close consultation with appropriate counterparts in government, multilateral and bilateral partners;
- Knowledge Management;
- Promote information sharing and shared learning, such as through sharing good practices and lessons learned.

Furthermore, UN Youth 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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

## 15. Results/Expected Outputs

- Support to the implementation of PPP Results and Resources Framework and other peacebuilding work of the UN is provided;
- Support to the development of UNCT resource mobilization strategy is provided, including support to joint programmes and joint funding opportunities is provided;
- Support to the coordination mechanisms on M&E issues established between stakeholders on implementation of peacebuilding projects;
- Support the reporting on the implementation of PPP and other peacebuilding work, development of ToRs for baseline and end line perception surveys, analysis of reports of data collected for the baseline and end line surveys;
- 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 development during the

assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

### **Qualifications / Requirements**

**16. Required Age:** UN Youth Volunteers must be between 18 and 29 years for the whole duration of their assignment (born on or after July 1, 1990)

**17. Education – Required Degree Level: Master’s degree**

Education - Additional Comments:

**18. Type of degree:** international development, international relations, social science, political science, statistics, development studies, communications, public administration or other relevant field.

**19. Required Experience:** Have up to two years of working experience and maximum one year professional experience abroad.

Experience of writing analytical reports.

#### **Computer skills:**

- Advanced skills in use of computers and office software packages.

#### **Other skills/experience and qualifications:**

- Knowledge about the UN system,
- Good communication, analytical and report writing skills.

#### **20.. Experience Description:**

- Knowledge of M&E concepts and systems,
- Experience developing or designing or executing M&E plans,
- Experience in writing analytical documents.

**21. Language Skills:** Fluency in English is required, knowledge of Russian is asset.

#### **22. Areas of Expertise:**

Expertise	Mandatory yes/no
monitoring and evaluation	Yes

### **Additional Requirements for Area of Expertise:**

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

**Professional skills:** including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.

**Inter-personal skills:** including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

**Volunteering-related skills:** including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

### **23. Need Driving License: No**

### **24. Competencies and Values:**

1. **Integrity and professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
2. **Accountability:** mature and responsible; ability to operate in compliance with organizational rules and regulations.
3. **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.
4. **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
5. **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious



working

relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;

6. Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
7. Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
8. Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

### **Conditions of Service and other information**

#### **25. 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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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\$1,305. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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.

#### *Disclaimer*

*The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*