



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.

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| 1. Type of Assignment: | International UN Youth Volunteer |
| 2. Type of Assignment Place: | Family Duty Station |
| | UN Youth Volunteer assignments are always without family. |
| 3. Assignment Title: | UN Youth Volunteer in Adolescent and Youth Programme |
| 4. Link to UNV Strategic Framework: | National Capacity Development through volunteer schemes |
| 5. Duty Station, Country: | Kigali, Rwanda |
| 6. Duration (in months): | 12 months |
| 7. Expected Starting Date: | February 2018 |
| 8. Host Agency/Host Institute: | United Nations Population Fund (UNFPA) |

9. Organizational Context/Project:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA expands the possibilities for women and young people to lead healthy and productive lives.

Since UNFPA started working in 1969, the number – and rate – of women dying from complications of pregnancy or childbirth has been halved. Families are smaller and healthier. Young people are more connected and empowered than ever before.

With one of sub-Saharan Africa's highest population densities, Rwanda's mostly rural population relies largely on subsistence farming. The estimated population growth in the coming decades could challenge efforts to reduce poverty. UNFPA helps ensure the wider availability of reproductive health and youth-friendly HIV prevention services through a framework of appropriate national policies, strategies, and guidelines. It backs high-quality, disaggregated data to guide policymaking and planning. Programmes also bolster responses to gender-based violence, and help to empower women in rural areas.

10. Description of tasks:

Under the direct supervision of the Programme Specialist - Gender, Culture and Human Rights, the UN Youth Volunteer will undertake the following tasks:

1. Support the office of the Programme Specialist – Gender, Culture and Human Rights in analyzing and interpreting the political, social and economic environment relevant to adolescent sexual and reproductive health and in the identification of opportunities for UNFPA assistance and intervention.
2. Support the office in keeping well informed of new policy and development frameworks, and the preparation of inputs for policy dialogues, technical assistance and development frameworks regarding adolescent sexual and reproductive health;
3. Support the office in implementation of services targeting young people; including service integration, Comprehensive Sexuality Education, community- based and public oriented demand creation for youth- friendly services with specific focus on adolescent girls;
4. Support implementing partners in the area of adolescents and youth, including programme planning, development of activities, providing technical support to implementation and ensuring quality narrative and financial reporting;
5. Support the creation and documentation of knowledge about current and emerging trends in Adolescent Health, by analyzing programmes, projects, strategies, approaches, and ongoing experience of lessons learnt and best practices and share with colleagues and external partners;
6. Ensure programme interventions in the area of Adolescent and Youth are informed by available evidence and the UNFPA Strategic Plan;
7. Support the office and the monitoring and evaluation teams in monitoring progress towards program outcomes, collecting and analyzing program related data, report compilation and writing and development of M&E reporting tools;
8. Support advocacy and resource mobilization efforts of the country office by preparing relevant documentation, i.e., project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events, contribute to fulfilling donor's as well as UNFPA statutory reporting requirements;
9. Report to supervisor any possible/ potential constraints to program implementation

- and recommend solutions to overcome such obstacles;
10. Perform other duties as and when required by UNFPA Representative/Deputy UNFPA representative / direct supervisor.

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 Youth 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.

11. Results/Expected Outputs:

- Increased provision of support on adolescent sexual and reproductive health resulting from proper analysis of political, socio-economic environment of Rwanda and opportunities;
- Increased communication on updated policies and strategies for intervention in the domain of adolescent sexual and reproductive health;
- Ensured quality planning, implementation and reporting of youth and adolescent programmes;
- Expedited creation of knowledge and documentation of emerging trends in adolescent health through programme/projects, etc., analysis and best practices;
- Assured alignment of youth and adolescent programmes to UNFPA's current Strategic Plan;
- Well written M&E report of UNFPA's interventions developed using designated M&E tools;
- Ensured communication and debriefing on programme/project progress.
- 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.

12. Qualifications/Requirements (including competencies, values and skills):

- Master's Degree (or equivalent) in Social Sciences or related fields;
- Demonstrated interest and/or experience (up to 2 years) in the domain of sexual and reproductive health and rights and HIV prevention is required;
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;

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- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Fluency in spoken and written English is required, and knowledge of French is an asset;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

UN Youth Volunteers must be between 18 and 29 years for the whole duration of their assignment.

13. Learning expectations

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.

14. Living Conditions

The Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With almost 10 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture and 3/4 of the population live below the international poverty line of US\$1.25 a day. Rwanda is a verdant country of fertile and hilly terrain and bears the title "**Land of a Thousand Hills**".

The country has received considerable international attention due to its 1994 genocide, in which between 800,000 and one million people were killed. In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. The country now has many international visitors and is regarded as a safer place for tourists.

The principal form of public transport in the country is share taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country.

A valid passport with visa is mandatory. In view of the bilateral agreements, nationals of the following countries may visit Rwanda without visa for a period up to 90 days: USA, UK, Germany, Canada, Uganda, Tanzania, Kenya, Burundi, Democratic Republic of Congo, Sweden, Mauritius, South Africa and Hong Kong. Visas can be applied online at www.migration.gov.rw

A certificate of yellow-fever vaccination is required. Much of Rwanda lies at too high an elevation for malaria to be a major concern, but the disease is present and prophylactic drugs are strongly recommended. It is advisable not to drink tap water. Bottled mineral water can be bought in all towns. Hospitals are located in all major towns. There is also the UN Dispensary that can provide 1st aid assistance and guidance.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May.

The unit of currency is the Rwanda franc. The US dollar is the hard currency of preference. It may be impossible to exchange travellers' cheques away from the capital. Credit cards are usually only accepted at the major hotels in Kigali.

In addition to Kinyarwanda, French and English are the major spoken languages.

15. Conditions of Service for International UN Youth Volunteer

The duration of your assignment is 12 months.

A 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\$1270. 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 example, if the PAM for the current month is 54.6%, then the VLA for that month will be $US\$1270 \times 1.546 = US\1963 .

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.

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