

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LAOR000558--UN Youth Volunteer in Reformed Country Programming

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	Lao People's Democratic Rep
Host Institute	Resident Coordinator Office
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-02-2021
Duty Station	Vientiane [LAO]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The position will be based in the capital, Vientiane. Living conditions in Vientiane are comfortable, but residents must make concessions due to the tropical climate and under-developed infrastructure, including health facilities.

Vientiane is a relatively safe place to live in, with violent crime incidents rare. However, single females should exert vigilance if moving alone during the dark and it is best advised to move in groups.

The biggest hazards relate to traffic accidents. Hence utmost care should be exerted when in traffic, especially when riding a motorbike.

The Vientiane entertainment scene is still quiet, and to avoid feeling lonely, the person should be proactive in forming friendships, and hence should be ready to make the best of, e.g. the UNV Buddy Programme.

Houses or apartments are usually of good standards. All basic commodities can be bought in Vientiane and its immediate vicinity.

Assignment Details

Assignment Title

UN Youth Volunteer in Reformed Country Programming

Organizational Context & Project Description

The Resident Coordinator system ensures the coordination of all organisations of the United Nations dealing with operational activities for development at the country level, regardless of the nature of their presence in the country. It encompasses the UN Resident Coordinator, the UN Country Team and Resident Coordinator's Office and is served by the UN Development Coordination Office.

The Resident Coordinator system is focused on the advancement of sustainable development, leaving no one behind, and with the eradication of poverty in all its forms and dimensions as an overarching objective, consistent with the integrated nature of the 2030 Agenda for Sustainable Development. In performing her/his functions, the Resident Coordinator is guided by the respective UN Cooperation Framework and international frameworks, norms and standards agreed amongst the Member States of the United Nations.

The post will be hosted by the UN Resident Coordinator's Office to support the fulfilment of the roles and responsibilities of the Resident Coordinator system.

With the 2030 Agenda for Sustainable Development at its core, and in response to the General Assembly resolution 71/243 on the quadrennial comprehensive policy review of operational activities for development of the United Nations system, the UN Secretary General's report (December 2017) "Repositioning the United Nations development system to deliver on the 2030 Agenda: our promise for dignity, prosperity and peace on a healthy planet" put forward a comprehensive proposal on further improvements to the resident coordinator system to ensure more coherent, accountable and effective support for the 2030 Agenda. This was further reinforced by General Assembly resolution 72/729 of 1 June 2018, which gave the Secretary-General the mandate to implement the repositioning.

A reinvigorated Resident Coordinator system is at the centre of a repositioned United Nations development system, and while the system has been instrumental in driving coherence on the ground over the past four decades, it is now insufficiently robust to respond to the needs of the 2030 Agenda. The report stresses that the Resident Coordinator Offices will need to be adequately staffed to ensure sufficient substantive capacities to lead United Nations Country Teams. The core capacity will include expertise in coordination and strategic planning, economics, tailored policy support, results monitoring and evaluation, and strategic partnerships, plus a robust standing communications capacity within the United Nations country team. This post is part of this new generation of resident coordinator office, with the new skill set and competencies required to deliver on the 2030 Agenda.

The position will be located in the United Nations Resident Coordinator's Office (RCO) in Lao PDR and will report to the Head of Office working in close coordination with the RCO Senior Economist and the Development Coordination Officer/Data Management and Results Monitoring/Reporting.

The United Nations is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of the Resident Coordinator's Office (RCO) Senior Economist, and in close coordination with the Development Coordination Officer/Data Management and Results Monitoring, the UN Volunteer will undertake the following tasks:

1. Provide support to the implementation and monitoring of the UN reform in Lao PDR in line with the UN Management and Accountability Framework and supported by the new generation of tools, in particular the Sustainable Development Cooperation Framework (SDCF) 2022-2025.

1. In close cooperation with the rest of the UN RCO team members, work with the UN Results Groups/M&E Group on ensuring the establishment of efficient systems to manage and report against progress in the implementation of the UN SDCF.
- Support coordination, information-sharing and collaboration among UN Agencies, including Non-Resident Agencies in the spirit of One UN.

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).

- Support with oversight of effective utilisation of new tools for coordination and accountability established as part of the repositioning of the UN development system, in line with General Assembly resolution 72/279.
- Support more holistic and integrated national development partner coordination and information-sharing.
- Support the identification and analysis of issues that impact multiple SDGs and their targets and of 'accelerator interventions' that can help unlock sustained and accelerated progress towards sustainable development across multiple sustainable development areas.
- Perform other duties as required to help ensure a coherent approach to the UN's support to the implementation of the 2030 Agenda by the stakeholders.

2. Support further **SDG localisation and monitoring and reporting of the UN Country Team collective response aimed towards the SDGs achievement**

1. Assist the UN RCO and UN Country Team with localised SDGs monitoring and reporting on the UN's collective support through the UN Partnership Framework monitoring/reporting, among other mechanisms.
2. Provides support to identify, and leverage expertise and assets from across the UN development system, resident or non-resident, to improve shared results, addressing gaps in SDG coverage, effectively utilising the mandates, capacities, comparative and collaborative advantages within the UN system to do so;
3. Help the RC and RCO ensure alignment of UN development efforts with national development needs and priorities, to foster coherence and impact, and to reduce overlaps, duplication and fragmentation;
4. Contribute to the monitoring of aid effectiveness in the context of the Busan Global Partnership for Effective Development Cooperation.

3. Supports **knowledge management and capacity development**

1. Keep abreast of regional and global economic trends and issues and helps analyse their implications for the realisation of the SDGs at country level;
2. Support the UN Policy Advisory Team and the UN Results Groups to help ensure an integrated approach to the UN's policy advisory support to national counterparts and other partners.
3. Monitor reform success stories concerning the UN in Lao PDR and assist with the reporting to the Development Cooperation Office and other stakeholders.

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

- Effective support in implementation and monitoring of the UN reform in Lao PDR is provided in line with the UN Management and Accountability Framework and supported by the new generation of tools, including the UN Sustainable Development Cooperation Framework.
 - Substantial contribution to supporting further SDGs localisation and monitoring and reporting of the UN Country Team collective response aimed towards the SDGs achievement.
 - One of the UN RCO "champions" in knowledge management and capacity development with regards to the SDGs and the integrated UN system.
- 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

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).

Education - Additional Comments

University postgraduate degree or equivalent in international relations, social sciences, political science, international development and/or management, or related discipline.

Required experience 3 months

Experience Remark

- Demonstrated interest and/or experience (ideally one year) in international development, in particular in designing and adapting monitoring and evaluation processes, and building cooperation amongst different organizations.
- Demonstrated interest in the 2030 Agenda for Sustainable Development and SDGs.
- Experience in evidence-based analysis and research, particularly on the subject of sustainable development.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Good understanding of the country/regional context is considered an advantage.
- Awareness of the United Nations and UN coordination-related activities, especially inter-agency cooperation, is considered an advantage.
- Interest and/or experience in promotion of knowledge generation and management.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement**Age requirement**

UN Youth Volunteers should be between 18 and 29 years old throughout the duration of their service.

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.

Need Driving Licence No

Competencies & Values

- Accountability
- Building Trust
- Client Orientation
- Commitment to Continuous Learning
- Communication
- Creativity
- Knowledge Sharing
- Leadership
- Planning and Organizing
- Professionalism
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

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).

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 (choose from the drop down menu the appropriate rate here): US\$1,321. 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.

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.

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed

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).



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).

10 Jul 2020

Page 7 of 7