

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### RWAR000567--UN Youth Volunteer in Triple Nexus (Development, Humanitarian, Peace & Security) M&E

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

<b>Country of Assignment</b>	Rwanda
<b>Host Institute</b>	Resident Coordinator Office
<b>Volunteer Category</b>	International Youth
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	15-02-2021
<b>Duty Station</b>	Kigali [RWA]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

#### Living Conditions

The Republic of Rwanda is a [landlocked](#) country in the [Great Lakes region](#) of east-central [Africa](#), bordered by [Uganda](#) (north), [Burundi](#) (south), the [Democratic Republic of the Congo](#) (west) and [Tanzania](#) (east). With more than million people, Rwanda has the densest population in continental Africa most of whom engaging in [subsistence agriculture](#) and 39% of the population live below the international poverty line of USD 1.25 a day. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills".

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 one of the safest places for tourists. Rwanda is also currently known for being among the fastest developing economies with a sustained 8+% annual economic growth recorded for the last 10 decade.

The principal form of [public transport](#) in the country is [shared taxi](#)/bus, with express tarmacked routes linking the major cities and local services serving most villages along the main roads of the country. Housing prices differ considerably depending on what sort of living

standards you have and the location. You can live with a local person for very cheap, take a room in a shared house for anywhere from \$250 to \$600, or rent an entire house to yourself for more. The nicer the house (and there are plenty of mansions), the higher the rent, obviously. A modern apartment could cost as much as \$1,000 or more.

Internet in Rwanda is not expensive, reliable and accessible countrywide for both 3G and 4G. Some houses have WIFI, but most people opt to buy a USB modem and either pay for a monthly data plan or pay per KB used. Rwanda has 2 main mobile telecommunication companies i.e. MTN and Airtel which offer an unlimited monthly plan for RWF 20,000 per month (US\$ 20). BSC and Liquid Telecom are the main companies that provide 4G coverage although all other companies also provide 4G coverage.

Rwanda has more than 40 district public hospitals and 400 health centres serving a population of nearly 12 million people. Kigali has 6 main public hospitals with up-to-date equipment and qualified personnel, those hospitals are King Faisal Hospital, Rwanda Military Hospital, Kigali Teaching University Hospital, Kibagabaga Hospital, Kacyiru Police Hospital and Muhima Maternal Hospital. King Faisal Hospital serves as regional reference hospital. There are also many private clinics and pharmacies. The great majority of Rwandans are covered by various health insurances schemes including rural population and vulnerable people who are covered by the famous universal Medical insurance Scheme locally known as "Mutuelle de Santé".

For expats looking for schools, pre-school, kindergarten and childcare, it is advised to look for international schools and ECD centres that are mostly located in Kigali. Parents choose where to send their children depending on their budget and the preferred education programme. Available international schools are internationally accredited and offer a variety of curricula/education programmes based on the target nationalities: American, French, British, Canadian, Belgian, etc. Among those are International School of Kigali (ISK), Green Hills Academy, Wellspring Academy Rwanda, Kigali International Community School, Riviera High School, The Earth School Africa (Cambridge), Mother Mary School, Hope Academy Rwanda, Little Bears Montessori, École Francophone Antoine de Saint-Exupéry (EFASE) – French Programme, Belgian School – Ecole Belge de Kigali. All schools provide tuition and learning costs information on their respective websites.

Rwanda's security is one of the reasons come and even decide to settle. The country otherwise known from its tragic history of genocide is one of the safest places in world. Residents and visitors can walk, bike or drive 24/7 in streets of Kigali, other cities and towns across the country. The population is known for being calm, very welcoming and supportive to visitors. The whole country enjoys Level 2 security per UNDSS classification. UN staff and other expats can work at any duty station in the country. All 30 Districts of the country are considered as family duty stations for UN personnel. The country's hardship classification is A – lowest. There sporadic incidences of insecurity are pickpocketing, snatching handbags and mobile phones at less lighted spots in Kigali. Security briefing is mandatory for new staff upon arrival. Residential Security Survey is mandatory before any International UN Staff occupies or signs a lease agreement of a house. Requisite residential security measures apply and these are contained in the Country approved Residential Security Measures (RSM) document which is checked for compliance by UNDSS. Whenever needed, UN personnel are covered by health and emergency/security evacuation plans.

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 1 000 mm of precipitation annually, with the driest months being July to September and the wettest February to May.

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

## Assignment Details

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### Assignment Title

UN Youth Volunteer in Triple Nexus (Development, Humanitarian, Peace & Security)  
M&E

### Organizational Context & Project Description

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" puts 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

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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 One United Nations (One UN) in Rwanda is convened by the Resident Coordinator (RC), who coordinates all UN operations at the country level, with the support of the Resident Coordinator Office (RCO). The United Nations system in Rwanda consists of 22 UN agencies, programmes, and funds. Since 2008, the UN in Rwanda has been delivering as one: this means: one leader – the UN Resident Coordinator; one budget; one programme – the five-year Development Assistance Plan (UNDAP II) – and one voice.

This UNV assignment is part of the Resident Coordinator Office flagship programming initiative, particularly the support in the management and implementation of the One UN data monitoring and reporting strategy which are geared towards realization of 2030 Agenda for Sustainable Development.

## Sustainable Development Goals

## 17. Partnerships For the Goals

### Task description

Under the direct supervision of Data Management & Results Monitoring/Reporting Officer, the UN Volunteer will undertake the following tasks:

Within the delegated authority and under the supervision of the Data management and results reporting officer or his/her designated mandated representative(s), the UNV will:

1. Proposal development and reporting for humanitarian preparedness and response and peace building programme:
  1. Assist in humanitarian/emergency preparedness and response (e.g. CERF) and peace building proposal development.
  2. Assist in reporting for CERF and Peace Building Programme
2. Planning, monitoring and reporting:
  1. Support the planning, progress monitoring and reporting on the UNDAP and Joint Programmes, with a focus on reporting on triple nexus humanitarian- development- peace building.
3. Research, mapping and documentation:
  1. Assist in data compilation and analysis to capture triple nexus best practices from other RCOs;
  2. Map and document One UN Rwanda data activities/initiatives related to triple nexus approach with a view to identify opportunities, challenges, and good practice to enhance triple nexus approach.
  3. Assist the RCO, and other inter-agency groups, e.g. results groups, in developing reports and working papers;
  4. Contribute to the preparation of various written and public information documents, e.g. drafts sections of studies, background papers, bulletins, correspondence and presentations related to the triple nexus work of the One UN Rwanda.
4. Communication for results
  1. In collaboration with the UN Communication Group, support the communication of results with a focus on triple nexus work.
5. Carry out other required tasks and assignments.

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

- Enhanced humanitarian, development, peace & security triple nexus focus in the planning, monitoring and reporting of One UN Rwanda Development Cooperation Framework (UNDAP II);

- RC/UNCT high quality proposals and reports, including UNDAP and Joint Programs, using data sources and tools generated by the UNV from a range of topics;
  - A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of triple nexus issues papers produced, activities participated in and capacities developed
- 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

### Education - Additional Comments

International Studies/Development

**Required experience** 3 months

### Experience Remark

- Demonstrated interest and/or experience (ideally one year) in programme management in the areas of humanitarian, development and or peace building;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Experience in working with SDGs and/or humanitarian and/or peace & security is an asset, as is experience working in the UN or another international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills; Excellent interpersonal skills; culturally and socially sensitive;
- Ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
- Familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment;
- Ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision, ability to work with tight deadline.

### Language

- English (Mandatory) , Level - Fluent
- AND - French (Optional) , Level - Working Knowledge

### 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
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- 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.

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 to achieving diversity in terms of gender, nationality and culture.*