

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000489--UNV Programme Associate

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	Bangladesh
Host Institute	United Nations Population Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Cox's Bazaar [BGD]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Cox's Bazar is a district of Bangladesh and it is famous for fishing port and tourism. It is one of the most-visited tourist destinations in Bangladesh. The beach in Cox's Bazar is an unbroken 120 km (75 miles) sandy sea beach with a gentle slope, making it the second longest sea beach in the world. The climate of Cox's bazar is similar to the rest of the country. The climate of Bangladesh is generally determined by its location in the tropical monsoon region: high temperature, heavy rainfall, generally excessive humidity, and distinct seasonal variations. It is further characterized by the location in the coastal area. Historically Cox's Bazar, like other parts of Bangladesh, is a safe place to live. Since August 2017, with the large scale Rohingya influx from Myanmar, Cox's Bazar is seen as a district with a humanitarian crisis. Culturally Cox's Bazar is very diverse and well-known for its traditional heritage. The communications systems in Cox's Bazar is well developed and the district is well-connected with other cities. All the national mobile networks are operational in Cox's Bazar. Walking within Cox's Bazar city is only allowed during day time. Travel by rickshaw is also permitted within Cox's Bazar only during day time. Cox's Bazar has a domestic airport and is currently classified as a family duty station (Security Level 3-moderate; Hardship category-D).

Assignment Details

Assignment Title UNV Programme Associate

Organizational Context & Project Description

On 25 August 2017, coordinated attacks by insurgents on multiple police posts and an army base in Rakhine State, Myanmar, sparked retaliations and violence towards the minority Rohingya population. This has resulted in a significant influx of Rohingya refugees into the Cox's Bazar district of Bangladesh, which borders Myanmar. According to the Inter Sector Coordination Group (ISCG) in Cox's Bazar, since August 2017, more than 720,000 new-arrivals have entered Bangladesh, resulting in the "fastest growing humanitarian crisis in the world". This massive influx has exacerbated an already protracted refugee crisis situation that continued from the 1970s, which makes the current situation unique and extremely complex. Even prior to August 2017, close to 300,000 Rohingya refugees had already been residing in Bangladesh, including 80- 90,000 who had fled violence in Rakhine in October 2016.

For close to a decade now, UNFPA Bangladesh has supported vital health and protection services for registered refugees in camp settlements, and in the last 2 years, UNFPA has strengthened its service provision support to refugees within and outside the camps. UNFPA is spearheading lifesaving efforts to respond to the acute health and protection needs of women and girls amid this crisis, as well as planning interventions for the protracted situation ahead. UNFPA is one of the original five UN agencies authorized by the Government to work in Cox's Bazar to support refugees. UNFPA is working to ensure access to life-saving commodities, emergency cash assistance, dignity kits, Women Friendly Spaces and has capacitated local health and GBV systems to be able to better accommodate the needs of refugees.

Since August 2017, UNFPA has been working with partners on the ground to ensure Rohingya women and girls have access to lifesaving SRHR services and prevention and response services for GBV. To address the protection needs of women and girls, UNFPA has distributed dignity kits and provided access to life-saving health and psychosocial support services for GBV survivors. The Women Friendly Spaces (WFS) provide case management and psychosocial support activities and offer women and girls a space in which to access services, relax and participate in arts and crafts activities.

Against this backdrop and given the significant population of adolescents and youth in the Rohingya and host communities, UNFPA is now strengthening the agency's response to meet the needs of this young population. UNFPA will continue providing life skills education to adolescent and youth boys and girls in different locations in Ukhia and Teknaf – both in camps and in host communities but reach out to an increasing number of adolescents and youth in the coming years. These structured life skills and livelihood skills interventions will be provided through UNFPA Implementing Partners (IPs) and the adolescent and youth team in Cox's Bazar will support the management and monitor the effective implementation of all interventions.

Sustainable Development Goals 5. Gender Equality
Task description

Under the overall supervision and management of the A&Y Programme Officer (IUNV), this position is responsible for supporting the UNFPA Adolescent and Youth (A&Y) programme in Cox's Bazaar. The incumbent will be responsible for supporting UNFPA's A&Y interventions at the field level by working closely with Implementing Partners (IP), coordinating interventions in camps and host communities, supporting field level monitoring and collecting data required for quarterly as well as donor reporting.

Programme Support:

- Provide programmatic support to all A&Y related projects implemented in the district, including UNFPA's coordination role in the Youth Working Group.
- Liaise with Implementing Partner (IP) staff at field level, directly in the camps and host communities as appropriate, to support the provision of life skills education interventions to adolescents and youth.
- Support interventions at the field level by ensuring the availability of resource material, supporting the delivery of effective sessions to adolescents and enabling them to use project

resources and communication materials.

- Visit Women Friendly Spaces (WFS) where interventions for adolescent girls are delivered and support/backstop their delivery.
- Network with other agencies providing adolescent/youth interventions to identify opportunities for collaboration and sharing of information.
- Support the quarterly reporting and fund disbursement processes of the IPs.

Administrative Support:

- Provide administrative support to the A&Y team on all programming and procurement related issues.
- Prepare and maintain bill payments and create requisitions (as applicable) for A&Y related interventions.
- Maintain documents for filing purposes of the A&Y unit – with a special emphasis on project interventions.
- *Provide support to A&Y team members conduct trainings for relevant staff of IPs on adolescent and youth related work.*
- Provide necessary support to ensure effective field missions from the Country Office and Development Partners, events and small scale training programmes.

Monitoring and Evaluation:

- Work closely with IPs to collect project data needed for regular monitoring and reporting requirements.

Other Corporate Tasks:

- Collaborate with relevant programmes of the UNFPA Sub-Office to ensure teamwork.
- Any other relevant activities/responsibilities as assigned by the Supervisor, Representative and/or Deputy Representative.

Furthermore, UN Volunteers are required to:

- Strengthen knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities.
- 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.

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 to the A&Y team in the implementation of all A&Y programme interventions in Cox's Bazar
- Completed monthly and quarterly reporting document
- 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

Master's degree in social sciences or any other relevant field. Advanced university degree in social sciences, (e.g. in public health, humanitarian affairs, political science, development studies, demography or a related field) or the equivalent combination of education and experience in a related area.

Required experience 24 months

Experience Remark

- A minimum of 2 years of experience in programme implementation with experience in the development sector.
- Experience in humanitarian work would be an asset.
- Programme management support, particularly in relation to A&Y, gender, GBV, health and/or adolescent sexual and reproductive health.
- Ability to work independently and with minimal supervision and input.

Language Skills

- English (Mandatory) , Level - Fluent

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W. www.unv.org

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- AND - Bengali (Mandatory) , Level - Fluent

Area of Expertise

- Human rights Mandatory

Area of Expertise Requirement

- Understanding of adolescent and youth programming in developing and/or humanitarian settings.
- Strong interest in and motivation for working with diverse partners and learning and innovating to suit the context.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

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

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.

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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 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.

Application Code BGDR000489-3676

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 to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of (the Programme Country) and legal residents in (the Programme Country or territory) with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 27.12.2018

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.