

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000073--Partnerships and Coordination Specialist

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	Myanmar
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Yangoon [MMR]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyidaw and its largest city is Yangon. The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Most of them are Buddhists.

Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 33 degrees Celsius. The months of March, April, and May the weather in Myanmar can be very hot and humid, especially around the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the hot temperatures, there

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are areas that can be quite pleasant. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude.

Living conditions at the Duty Station: Yangon is family duty station with Category B hardship level. In terms of the safety and security, it is safe and no high level threat of security. For housing, it will vary depend on the types of lodging and its facility. For travel and transport, taxis are available and inexpensive. Grab also available in the country. Buses are also low fair options with routes running all over the city. Owing to the geographic location of Myanmar, Burmese cuisine has been influenced by [Chinese cuisine](#), [Indian cuisine](#) and [Thai cuisine](#).

Assignment Details

Assignment Title Partnerships and Coordination Specialist

Organizational Context & Project Description

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP Country Programme during 2013-2017 and as a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country.

The UNDP Country Office in Myanmar is a key interlocutor and advisor to the union government on evidence-based and integrated planning and policy making, rule of law, civil service reform, parliamentary capacity and institution building, and expanding its programme at the state, region and township levels in order to ensure stronger institutions at all levels of government as well as broader public engagement as part of the effort to build and sustain peace. The new UNDP Myanmar Country Programme (2018-2022) has been finalized and a new structure will be implemented to support a more integrated and collaborative way to help Myanmar achieve sustainable development and sustained peace. The Country Office has aligned the new office structure with the new CPD and designed new ways of working that will facilitate more collaboration across the office, create the foundations for more sub-national level work and higher delivery, facilitate the relocation of the country office from Yangon to Naypyidaw during the upcoming CPD period, and emphasize learning and support to national staff capacity development.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Under the direct supervision of Deputy Resident Representative, the International UN Volunteer will carry out the following tasks:

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- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the UNV
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

The UN Volunteer will undertake the following tasks:

- Working with the UNDP Resident Representative (RR) and Deputy Resident Representative (DRR), support coordination between RR/DRR and the senior management team, UN Country Team, UNDP teams and other in the development of UNDP's response to the Partnership and Coordination, focusing on the following:
 - Thorough mapping, assessment and analysis of the aid coordination situation and country needs based on existing context and provision of strategic advice to CO Management
 - Identification of strategic opportunities for UNDP support to and participate in new partnerships, including opportunities for joint programming with other development partners and the private sector and IFIs, etc.
 - Support the DRR and RR by attending meetings with partners, documenting meetings, disseminating meeting minutes and ensuring follow-up actions by relevant staff.
 - Identify key issues, opportunities and challenges arising from meetings/events and sharing with relevant staff.
 - Leveraging participation in such meetings to identify opportunities for synergies across UNDP portfolio and developing concept notes and papers to generate follow-up actions.
 - Prepare any follow-up letters, minutes, reports required related to the above.
- Development and implementation of partnerships and resource mobilization proposals
- Design and formulation of a new Partnership Platform
- Creation and coordination of partnerships/funding proposals with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society etc.
- Support to the organization of International Donor Conferences, Round tables, Partnership Forums etc.
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for cost-sharing.
- Identification, sharing and application of international best practices and lessons on Aid Coordination related issues relevant to the country's recovery needs and goals.

- Capacity building for country office staff including field offices in 8 locations

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

- Development and implementation of partnerships and resource mobilization proposals
 - Design and formulation of a new Partnership Platform
 - Creation and coordination of partnerships/funding proposals with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society etc.
 - Support to the organization of International Donor Conferences, Round tables, Partnership Forums etc.
 - Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for cost-sharing.
 - Effective support to the Government for International Donor Conferences, Round tables, Partnership Forums etc.
 - Establishing a system for ensuring effective internal information sharing related to partnerships.
- 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 or equivalent Advanced Degree in international affairs/development, economics, governance related, public policy/administration, or other related field.

Required experience 24 months

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Experience Remark

- Demonstrated interest and/or experience in a minimum of two years of paid working experience in a relevant field
- Previous in-country experience in developing countries preferably in the Asia-Pacific region
- Previous experience developing partnerships
- Provide written expertise to generate reports, minutes and concept notes (a test will be administered)

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory
- Other development programme/project experience Optional

Area of Expertise Requirement

Resource mobilization, partnerships and coordination

Need Driving Licence No

Conditions of Service and other information

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

Conditions of Service for International Specialist:

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) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) 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\$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/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 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 periodic home visit and for the final repatriation travel (if applicable). 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.

Application Code MMRR000073-4748

Application procedure

*** Not yet registered in the UNV Talent Pool?**

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?**

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.

Application deadline: 18 June 2019

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.