



UN VOLUNTEER 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.

1. UNV Assignment Title: Recovery Coordination Specialist

UNV PSRF 'Outcome 4: Volunteer contributions towards crisis prevention and recovery in strengthened and recognized.'

2. Type of Assignment: International UN Volunteer

3. Project Title: RC/Humanitarian Coordination Unit/ National Early Recovery

4. Duration: 12 months

5. Location, Country: Abidjan, Côte d'Ivoire

6. Expected Starting Date: As soon as possible

7. Brief Project Description: On July 2008 the Government of Côte d'Ivoire and the United Nations System signed the UN Development Assistance Framework (2009-2013) which consist of 5 key priorities: (1) peace consolidation and Human Rights protection, (2) Governance, (3) basic social services, (4) Economic recovery and Food security, and (5) environment.

The ensuing years were marked by political, social and humanitarian tensions in the country. The deteriorating political situation started following a dispute over the results of the second round of presidential elections in November 2010, which led to a decrease of UN operational activities in the country from 2010 to the beginning of 2011. The post-electoral crisis was overcome on the second quarter of 2011, and the country political situation progressively improved.

In light of the new political landscape, the government elaborated – with support from the UN system a National Development Plan (NDP 2012 – 2015). Considering that UNDAF cycle ends on December 2013, the UN Country Team and the national partners decided to revise and extend the current UNDAF (2009-2013) until 31 December 2015. This exercise will enable to better align UN priorities with those of the government, ensuring that UNDAF next programming cycle (starting 2016) stays aligned with the NDP.

When the UN System works together to provide a well coordinated, focused, and coherent response to the country's priority, the impact is much greater than when UN agencies work alone. Working together, the UN System can provide advice and assistance in a wide range of issues, and can ensure that the support provided by each agency is complementary, rather than duplicative. The real benefit from UN coordination is therefore the increased impact in reducing poverty. At the same time, UN agencies and the Peace

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Keeping Mission (UNOCI) joint efforts to strengthen state authority, security, social cohesion and peace, and to secure livelihoods and revive local economy.

The Resident Coordinator, as the team leader of United Nations System Agencies, assumes the overall responsibility for, and the coordination of the operational activities for the development of the UN System at the country level. In Côte d'Ivoire, the Resident Coordinator is also Deputy Special Representative of the Secretary General, Humanitarian Coordinator and UNDP Resident Representative.

The UN Country Team, which is composed of 16 resident and five non-resident UN agencies, is expected to play a more prominent role in supporting the transition from humanitarian to development, the peace building and development efforts of the country in the context of the revised UNDAF (2013-2015).

Enhancing the prospects for joint collaboration at the time of transition from humanitarian and peacekeeping towards peacebuilding and longer-term development, requires a correspondingly strengthened coordination capacity under the leadership of the Resident Coordinator. In particular, the end of the humanitarian funding and the future phase-out of OCHA will require additional capacity within the Resident Coordinator's Unit for humanitarian action, sector – based coordination, field coordination, protection, social cohesion and land tenure, resource mobilization, communication and information management.

8. Host Agency/Host Institution: UNCT Coordination Unit

9. Organizational Context: The incumbent will be based in the overall guidance of the Resident Coordinator/Humanitarian Coordinator (RC/HC), and Deputy Special Represent Secretary General (DSRSG) Coordination Unit, and under the direct supervision of the Strategic Planning Adviser/Head of the Coordination Unit, in close contact with all members of the Coordination Unit.

S/He will report directly to the Head of the Resident Coordinator's Office who will regularly inform the RC/HC on progress.

10. Type of Assignment: Non-family duty station

11. Description of tasks:

Under the direct supervision of the Strategic Planning Adviser/Head of the Coordination Unit and in close contact with all members of the Coordination Unit, the UN Volunteer Recovery Coordination Specialist will assume coordination and information sharing among all UN agencies, international and national partners and lead Ministries in the area of early recovery and will assist in undertaking the following tasks:

1) Ensure support to the RC/HC and relevant coordination mechanisms to ensure that early recovery coordination is done in the best interest of affected and vulnerable populations, by ensuring that the multidimensional recovery process is needs-based and conducted in an effective and principled manner, focusing on the achievement of the following results:

- Assist the RC/HC in his lead role of in coordinating the inter-agencies early recovery network.
- Assist the RC/HC on ER policy issues.
- Assist the RC/HC with advocating for ER issues with the government and donors community.
- Interact with the national lead institutions and coordination mechanisms, and promote exchange and return on information.
- Interact with the global Cluster Working Group on Early Recovery on behalf of the RC.
- Contribute to inter-cluster information management coordination led by UN humanitarian coordination team through interaction with information management focal points in other



clusters, to ensure coherence and coordination between intra and inter-cluster information management initiatives.

- Provide feedback and information flow to the national partners to inform the implementation of the National Recovery Strategy and relevant national priorities, as well as future programming and budgeting exercises.

2) Facilitate inter-agency coordination and mainstreaming of Early Recovery focusing on the achievement of the following results:

- Facilitate the establishment of mechanisms to ensure consensus on the recovery process and the transparent use of resources, through appropriate consultative processes involving the participation of all stakeholders.
- Coordinate with the other clusters especially regarding the early recovery activities.
- Ensure that ER actors are aware of relevant policy guidelines and technical standards provided by the Cluster Working Group on Early Recovery (CWGER) and that their responses are consistent with these.
- Support the integration of early recovery into existing inter-cluster / inter-agency coordination meetings and provide the necessary secretariat support; ensure that coordination mechanisms are managed efficiently.
- Promote national ownership of programmes through increased consultation and participation of key stakeholders to ensure that ER activity in the districts is complementary to common and nationally owned reconstruction strategies.
- Support the inclusion of counterparts and using local resource persons on specific recovery issues where possible.
- Generate and disseminate information products and services to provide an overview of all clusters' activities and support humanitarian coordination, including: contact Directory of early recovery actors; Who Does What Where (3W); meeting minutes; standard forms; policy or technical guidance; datasets; etc.

3) Facilitate Early Recovery (ER) planning and advise relevant stakeholders on implementation, focusing on the achievement of the following results:

- Ensure that inter-sector linkages and cross-cutting issues (Gender, HIV/AIDS, Human Rights, and Environment) are taken into account in the activities for early recovery.
- Take into account how best to support the local and national efforts for early recovery.
- Support the development and/or application of policies guiding the recovery process.
- Take the lead on developing strategic planning and programmatic support to national systems in developing capacities for ER.
- Work closely with national counterparts, donors and other stakeholders to ensure that the ongoing ER activities tie in with national recovery strategies and with the UNDAF.
- Support the development of local-level early recovery plans that conform to the country ER Strategy.
- Provide orientations and guidance to sub-regional, intersectoral coordination and support the coordination recovery activities at national and sub-regional level.
- Manage the Local Transition Fund and support resource mobilization for inter-agencies Early Recovery activities.
- Support the transition of existing coordination structures towards Government lead coordination mechanisms.
- Assure commitment to the collection of age and sex disaggregated data/information where appropriate.

4) Ensure M&E and reporting, focusing on the achievement of the following results:



- Support the establishment of monitoring mechanisms and report progress on early recovery activities in a timely, transparent and consolidated manner; identifying gaps and proposing alternatives.
- Conduct regular field monitoring/assessment/evaluation missions and provide technical inputs, as needed, to fulfill the reporting requirements of the Humanitarian Support Unit.
- Prepare and follow-up on issues for the Local Transition Fund Program.

5) Support resource mobilization:

- Work closely with the HC/RC, the ER cluster and other cluster leads and working groups, Government counterparts and other stakeholders on the development of a resource mobilization strategy.
- Support resource mobilization under the Local Transition Fund and advise the UNCT on alternative source of funding for peacebuilding projects and activities.
- Support the DSRSG/RC/HC in preparing for meetings with humanitarian partners, including preparation of agenda, briefs, minutes and other relevant documents.
- Support the submission of projects to the regional Consolidated Appeal Process.
- Explore new source of funding including with non-resident donors.
- Support resource mobilization through the Peacebuilding Fund.
- Provide technical advisory and implementation support to the achievement of the outcomes in the areas of economic recovery and early recovery coordination.
- Support operational and financial management of the early recovery activities.
- Assist in the preparation of a report on recovery activities and future plans.
- Assist in the preparation of background documentation, presentations, and other materials required.
- Perform other related duties as assigned by the supervisor.

Promotion of the UN Volunteer Programme mandate¹

UN Volunteers are expected to integrate the UN Volunteers Programme mandate within their assignment as well as promote voluntary action through engagement with communities (urban & rural) during the course of their work. As such UN volunteers should dedicate a proportion of their working week to the following in support of and in synergy with their primary role as UN Volunteer.

- Strengthen knowledge and understanding of the influence of voluntary action by the communities affected by issues of interest of UN System through the following;
 - research of the subject matter.
 - develop knowledge of non-profit community based organizations and promote major issues of these organizations through publications and dissemination of information, that will influence development and peace-building initiatives.
 - undertake awareness-raising (promotion) activities in communities that will increase knowledge of issues of interest to UN System's mandate.
 - encourage communities to volunteer thoughts and actions to the development of their communities on the basis of core issues discussed in or for publications.

¹ The United Nations Volunteers (UNV) Programme was created by the General Assembly (GA) in 1970 through GA resolution [26/59](#). Since then, UNV's mandate has been expanded by GA resolution [31/131](#) in 1976, GA resolution [56/38](#) in 2001 and others in the follow-up to the International Year of Volunteers in 2001.



- Build relationships with a wide range (private/public) of Community Based Organizations, (CBO's) Civil Society Organizations (CSO's) - to support and/or participate in community driven voluntary activities and assist them to tell their stories to the World Volunteer Web site;
- Encourage, mobilize and support co-workers and fellow UN Volunteers to better understand the connections between the UN System mandate and voluntarism;
- Monitor on a continual basis the impact of integrating UN System's mandate and activities voluntary action at the community level;
- Contribute to articles/write-ups on the peace-building and development process and experiences from the above outlined activities and submit them to UNV publications/websites, newsletters, press releases, etc.;
- Promote and/or advise CSOs and citizens groups in the use of OV (online volunteering), and encourage relevant - groups to use OV whenever – technically possible.

12. Results/Expected Output:

- The key results have a direct impact on the overall response and support of UN System to the national recovery strategy.
- Accurate analysis and presentation of information enhances UN's position as a strong development partner and allows to regularly re-aligning its approach with contextual changes.
- The information provided facilitates decision-making of both government and UN System management

13. Qualifications/Requirements:

Education:

- University Master's Degree in Political Science, International relations, Law, Economics, Public Administration, Sociology, or other relevant field.

Experience:

- 3 to 5 years of progressively responsible professional experience in humanitarian affairs and/or development at the international level
- Familiarity with programmatic issues relative to early recovery and transition is an advantage;
- Knowledge about the UN system is an advantage.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems.
- General knowledge of UN system policies, rules, regulations and procedures governing administration.

Language:

- Fluency in written and spoken French with working knowledge of English, or fluency in written and spoken English with working knowledge of French.

Corporate Competences and Values:

Promote ethics and integrity, creating community organizations and sustainability.

Create and promote enabling environment for open communication.

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Professionalism: broad and in-depth knowledge, understanding and experience in various aspects of the implementation of marine and coastal environmental programs. I can demonstrate ability to provide in timely manner programmatic support in marine pollution and protection issue apply good judgment and be accurate; ability to take initiative, ownership, and work independently under established procedures; willingness to accept wide responsibilities;

Integrity: demonstrate the values of the UN in daily activities and behaviors while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behavior; does not abuse power or authority;

Communication: good spoken and written communication skills, including ability to draft clear and concise reports; good interpersonal skills.

Corporate Responsibility and Teamwork: Demonstrating commitment to UNV's vision and values, supporting information-sharing environment, developing self-awareness, understanding and valuing diversity, developing team skills and coaching, assessing performance, promoting excellence in performance, facilitating learning from others, preventing and resolving conflicts.

People Skills: Listening, giving, and receiving feedback, demonstrating interpersonal effectiveness, sharing knowledge and experience, handling criticism, showing empathy and becoming assertive.

Service Client Orientation: Considering others in decisions and actions, designing/implementing processes and procedures that effectively meet partners' and/or colleagues' needs, providing effective and appropriate service to serving volunteers/other clients.

Accountability: Taking responsibility and accountability for one's own actions; considering the consequences before acting and making a decision; interpreting and following UNV's policies and procedures accurately.

14. Living Conditions:

Cote d'Ivoire is a post conflict country and a non Family Duty Station. As such in general, Cote d'Ivoire has reasonably good infrastructure, such as, running water, electricity, sanitation and housing. In view of the recent conflict that followed the elections results of December 2010, it is imperative that all UN Volunteers familiarize themselves with security guidelines and situation upon arrival in the country. The UNDP Country Office / UNV Field Unit will assist them in ensuring that they attend an in-depth security briefing.

The UNDP CO/ UNV Field Unit will book a temporary accommodation for the first two nights at UN Volunteer expenses which can be extended or not at UN Volunteer discretion until getting a permanent accommodation. Alternatively, UN Volunteer could co-rent and share private accommodation which must comply with the UN Minimum Operating Residential Security Standards (MORSS).

UN Volunteers should be aware they are exposed to a number of tropical diseases. Yellow fever vaccination is compulsory to enter in Cote d'Ivoire. Other mandatory vaccinations are Hepatitis A, B, tetanus, which are available at UN Medical Service in Abidjan for free.

Malaria: Prophylaxis is recommended for all part of the country. Prophylaxis is available at UN Medical Service as well as in pharmacies.

All UN staff members, including UN Volunteers, have a 24 hours access to a Medical Service clinic. Moreover, in Abidjan there are hospitals and clinics cleared by UN Medical Service.

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Cote d'Ivoire is hot and humid; Abidjan has high temperatures (25 – 35 degrees celcius) and high humidity with 2 rainy seasons (longest one being during European summer). It is therefore advised to bring light clothing.

Various mobile phone companies work in Cote d'Ivoire. SIM cards are available at the airport or in shopping centers.

Abidjan is the commercial capital of Cote d'Ivoire, and a large cosmopolitan city. There is an active social atmosphere including a variety of restaurants and shopping. There is a large selection of adequate housing options in various parts of the city ranging from apartments to single family houses. Abidjan is currently under UN Security Level 3, with some areas in the West and North under Security Level 2 or 4, and is considered a non-family duty station.

15. Conditions of Service

A 12 months contract; Monthly Volunteer Living Allowance (VLA) intended to cover housing, basic needs and utilities: single rate US\$ 2, 248.00; with one dependant US\$ 2,498.00; and with two dependants US\$ 2,698.00. A Settling in grant; health insurance coverage; life and permanent disability insurance; resettlement allowance of US\$ 150 per month of satisfactory service.

Description of Assignment prepared by:

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