



## 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:** Volunteer Development Officer
2. **Type of Assignment:** International UN Volunteer
3. **UNV Programme Strategy Outcome:** Youth, women and marginalized groups (Outcome 7)
4. **Project Title:** Eastern Caribbean Volunteer Development
5. **Duration:** 2 years
6. **Location, Country:** Bridgetown, Barbados
7. **Expected Starting Date:** October 2013
8. **Brief Project Description:**

The UNDP Barbados Subregional Office is well positioned to promote innovative programme approaches that support inclusive governance through its governance portfolio of projects and initiatives. These projects support youth and governance, volunteer development, citizen security, democratic dialogue, governance trends analysis and research as well as, state and non-state capacity development. These existing inclusive governance initiatives support significant contributions to the implementation of the recent approved UNV Youth Volunteering Strategy.

The overall aim of UNV Youth Volunteering Strategy is to facilitate enhanced youth participation and voice in peace and sustainable development programmes. UNV and UNDP volunteer development assistance supports the realization of youth social, economic and human potential as stated in the following outcomes:

- Outcome 1: Increased recognition of the contribution of youth volunteering to development and peace, as well as to youth empowerment.
- Outcome 2: Improved capacity of relevant stakeholders (governments, youth-led organizations, private sector and civil society) to support an enabling environment for regional, national and community youth volunteering for peace and development.
- Outcome 3: Increased and diversified opportunities for youth volunteers to contribute and learn as development actors during their United Nations Youth Volunteer assignment.

The UNDP Youth-IN Project which is a part of the UNDP Barbados Governance programme provides a platform of assistance that supports Caribbean youth development and volunteerism initiatives. These initiatives include Caribbean Youth Think Tank, a proposed Eastern Caribbean Volunteer Development Support Platform (ECVSP) and the UNDO/DGTF Project - Caribbean Youth: Actioning the UNDP Citizen Security Human Development Report.

### United Nations Volunteers

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Youth-IN project components link and support UNV Youth Volunteering Strategy outcomes as follows:

- **Youth Think Tank (Outcome 1):** The Caribbean Youth Think Tank (YTT) supports Outcome 1 as the assistance has created new spaces for youth voice and enhanced sharing of Caribbean youth perspectives in national, regional and global policy discussions and dialogues. This is a youth-led initiative facilitated by UNDP. UNDP supports Caribbean youth contributions to build 'The Future They Want'<sup>1</sup> through youth innovation and capacity building, empowerment and leadership development. The Caribbean YTT team access and engage with regional, national and global youth to expand Caribbean youth contributions to UN Post-2015 agendas for sustainable SIDS development.
- **Volunteer Support Platform (Outcome 2):** The Eastern Caribbean Volunteer Development Support Platform (ECVSP) will facilitate enhanced partnership with global and regional volunteer programmes. This link with Outcome 2 through the establishment and strengthening of linkages between Caribbean national and regional youth volunteer schemes and UNV global volunteer programmes. The UNDP Barbados and the OECS funded and hosted 2011 'Regional Volunteer Networking Consultation' and the 2012 'Volunteerism in the Eastern Caribbean: A Desk Review on Existing Programs' contributed data, research analysis and in-depth profile of volunteerism in Caribbean. The ECVSP design will support new network development and a volunteer framework to promote and support Eastern Caribbean Small Island Developing States (SIDS) development activities through new partnerships with volunteer organizations e.g. CUSO, VSO, AVID, JICA to support coordination forums that increase information sharing and regional collaboration.
- **Citizen Security (Outcome 3):** UNDP Barbados and OECS supported the formulation of the 2012 Caribbean Human Development Report (CHDR) on Citizen Security<sup>2</sup>, which links with Outcome 3 support engaging volunteers to strengthen the promotion of citizen security, crime prevention, peace and conflict resolution, human rights through in-country networks and civic contributions. The UNDP 2012 CHDR defines citizen security as "the social situation in which all persons are free to enjoy their fundamental rights and public institutions have sufficient capacity against a backdrop of the rule of law, to guarantee the exercise of those rights and respond efficiently when they are violated."

The report recommended reform programmes to support change agendas vis-à-vis state/citizen relationships, empowerment of vulnerable population groups – women and youth to reduce risk and build resilience and develop sustainable Caribbean societies. The CHDR highlights an alarming increase in armed violence in Caribbean countries and its impact on the lives and well-being of Caribbean populations. The CHDR states that "Caribbean youth worry about child abuse, rape, robbery, guns and shoot-outs, police abuse, unemployment, drugs, and lack of road safety." The central recommendation from this UNDP report is that the Caribbean countries need to support the shift from state security to citizens' security, with enhanced support to strengthen:

- Responsive and accountable institutions
- Inclusive governance through social cohesion, active citizen involvement and enhanced public awareness

Given the focus and priority of UNV/HQ on programmes that target crime prevention, reduction of armed violence and the current high levels of insecurity, the UNDP Barbados Governance Unit will link with the new UNV citizen security volunteer placement programme, proposed for UNDP country offices that actively support youth and citizen security project development.

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<sup>1</sup> <http://futurewewant.org/>

<sup>2</sup> <http://www.regionalcentre-lac-undp.org/en/hdr-caribbean>

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**9. Host Agency/Host Institute:** UNDP Barbados and the OECS

**10. Organizational Context:**

UNDP Barbados and the OECS is a sub-regional, multi-country office which provides assistance to 10 middle-income Eastern Caribbean Small Island Developing States (SIDS), both independent and British Overseas Territories (BOTs). The UNDP Barbados Subregional Office in collaboration with United Nations Volunteers (UNV) is promoting the revitalization of volunteerism in Barbados and the OECS. UNDP Barbados provides assistance that promotes consensus-building through improved dialogue between governments, civil society, and private sector dialogues to facilitate governance reforms and change agenda action with global regional and national partnerships.

The Barbados Office supports regional, national and sub-national people-centred development projects to achieve MDGs targets, SIDS-specific programme results in thematic areas of: Democratic Governance, Poverty Reduction and Social Development, Disaster Risk Reduction, Environment, Energy and Climate Change. The UNDP Barbados and OECS Governance Unit supports:

- i. Inclusive governance and sustainable human development in Caribbean SIDS strengthens sustainable and equitable growth development frameworks;
- ii. Global and regional cooperation; capacity-building of key governance institutions and people-centred development; youth participatory governance, citizen security, communities outreach, promoting volunteer development and strengthening of national and sub-national organizations.

**11. Type of Assignment Place:** Family duty station

**12. Description of tasks:**

Under the direct supervision of and the overall supervision of the Deputy Resident Representative, the UNV will support the Governance Unit Programme and related programme outputs - Caribbean Youth Think Tank, Volunteer Support Platform and Citizen Security to support effective implementation of UNV Youth Volunteering Strategy through the following outputs and tasks:

**Youth Think Tank (YTT) Implementation Support<sup>3</sup>**

- Building on CARICOM Commission on Youth Development (CCYD) Report<sup>4</sup>, supports YTT group to initiate data analysis and research to support youth participation in planning and policy development
- Provides assistance to YTT members to formulate and define research to support evidence-based human development policies and supports research dissemination
- Assist the development of communications To promote inclusion of youth issues in Caribbean regional and national policy agendas, support YTT public awareness and development of youth-friendly communications, which would include the development of a logo and slogan to brand the Caribbean YTT youth initiatives
- UNDP Governance Unit Programme and youth-related projects
- Liaises and mentors YTT group to address identified issues that reflect improved YTT members' capabilities and capacities and to emerge as an independent grouping that bridges formal and informal Caribbean youth governance structures that address issues identified in the CARICOM Commission on Youth Development (CCYD) research

<sup>3</sup> Caribbean Youth Think Tank (CYTT), launched on the 24 May 2012. <http://www.youth-in.com/index.php/ytt-home/108-ytt-news/197-youth-think-tank-workshop>,

<sup>4</sup> [www.caricom.org/.../cohsod\\_youth/eye\\_on\\_the\\_future\\_ccyd\\_report.pdf](http://www.caricom.org/.../cohsod_youth/eye_on_the_future_ccyd_report.pdf) CARICOM Commission on Youth Development (CCYD) research



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### **Volunteer Support Platform Implementation Support**

- Undertakes research and consultations to identify potential volunteer involving agencies and partners interested in participating the volunteer support platform
- Assists in negotiating and drafting MoUs with identified partners to facilitate the establishment of ECVSP
- Supports designing the structure, format and outreach of the platform and a regional launch across the UNDP 10 country programme network
- Liaises with key volunteer sending organizations to gather data on their policy and presence
- Assists in information sharing and coordination of partner organizations activities and beneficiaries

### **Citizen Security Implementation Support**

- Undertakes research and consultations to identify potential partners and volunteers to re-activate implementation of the UNDP Project: Caribbean Youth: Actioning the UNDP Citizen Security Human Development Report.
- Assists in implementation of recommendations in Caribbean Human Development Report 2012 and support the monitoring and implementation of the Eastern Caribbean Citizen Security programme
- Liaises with local partners to gather citizen security information and strengthen national databases that build on the data benchmarked in the 2012 UNDP CHDR
- Drafts and formulates TORs and RFPs to facilitate the recruitment of consultants for specific project tasks

### **Governance Programme Support for the delivery of technical assistance**

- Coordinate/conduct outreach UNP governance programme activities in partnership with development stakeholders including civil society and the media
- Facilitate the implementation of project communications in collaboration with UN Agencies and Youth-IN partners i.e. CARICOM, OECS and respective Member States
- Collate and provide information to support the preparation of periodic, status and ad hoc reports on governance programme outputs and activities
- Contribute to the formulation and finalizing of project documents and programme support documents (PSDs) with information updates and submissions, preparing formulation inputs and drafting relatively routine correspondence;
- Any other related support functions as may be required.

Furthermore, UN Volunteers are encouraged 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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- 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.

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### **13. Results/Expected Outputs:**

- Youth Think Tank, Volunteer Support Platform and Citizen Security advanced project outputs with UNV implementation support
- UNV Youth Volunteering Strategy outcomes advanced with UNV implementation support
- Volunteerism and Governance public awareness advanced with UNV advocacy support

### **14. Qualifications/Requirements:**

- Master's Degree in Development Studies, Economic Studies and/or other related field
- Relevant national / international work experience in youth development.
- Knowledge of youth development and sustainable livelihoods
- Ability to plan community projects and work with communities;
- Knowledge of project formulation, implementation, monitoring, evaluation and reporting;
- Strong analytical skills, ability to conceptualize, plan and execute innovative ideas;
- Ability to formulate and manage budgets and mobilize resources;
- Displays open, co-operative behaviour with other team members;
- Maintains strong relationships with partners and clients;
- Remains calm and in control, and good humoured even under pressure;
- Responds positively to critical feedback and differing points of view;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently.
- Excellent oral and written skills;
- Proficiency in Microsoft applications including Microsoft Excel, and Microsoft Project;
- Fluency in English.

### **15. Living Conditions:**

In Barbados living conditions are of a high standard and enjoy long tradition of political and social stability. Health, education and public transport services are of reasonably high quality and are readily accessible. The cost of living is high and comparable to many developed countries. In terms of safety, the country has a relatively low crime rate, although standard precautions must be observed. Given the sub-regional nature of the work, the selected candidate will need to travel frequently in the region.

### **16. Conditions of Service**

A 24 month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 2,362 for single person, US\$ 2,612 for person with one dependent and US\$ 2812 for person with two or more recognized dependents; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance of US\$ 150 per month of satisfactory service.



**Description of Assignment prepared by:**

*Governance Unit, UNDP Barbados and the OECS*

**Date:** September 2013

**Description of Assignment approved by**

Lara Blanco

Deputy Resident Representative, UNDP Barbados and the OECS Office

**Date:** September 2013