



## 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 Network Coordinator**
- 2. Type of Assignment:** **International UN Volunteer**
- 3. UNV Programme Strategy:** ***Outcome 5, Crisis Prevention and Recovery (capacity development); Social Inclusion Pillars: youth, women and marginalized communities; Mobilization of volunteers through strengthening youth led organizations, volunteer networks and harnessing the potential of youth***
- 4. Project Title:** **Early Recovery Facility (ERF)**
- 5. Duration:** **12 months**
- 6. Location, Country:** **Dhaka, Bangladesh**
- 7. Expected Starting Date:** **March 2013**

### 8. Brief Project Description:

The Early Recovery Facility (ERF) is aimed at promoting national ownership of the post disaster early recovery process through the fullest possible engagement of national and local authorities in the planning, execution and monitoring of recovery actions with UNDP assistance. It will mobilize resources to prepare, plan, and implement interventions to ensure that the people affected by disasters recover and seek development gains. The ERF will support the national and local government in developing policies and plans for full recovery. Such support will be provided through systematic assessment of recovery needs, coordination amongst various agencies, preparation of an early recovery plan/ framework, and human resource support wherever necessary. The ERF will promote equity, social inclusion, and transparency in promoting recovery policies and plans. It will advocate people's participation in recovery planning, and promote policies and programmes which do not discriminate on the basis of gender, ethnicity, religion, age, disability, etc. The ERF will support and strengthen the Early Recovery Network and Early Recovery Cluster in Bangladesh, develop an overall recovery preparedness plan, and advocate for the allocation of resources in support of early recovery activities. United Nations Development Programme (UNDP) recognizes that there are several agencies, from both the United Nations (UN) system and Non-Governmental Organizations (NGO) sector, which have extensive experience and operational capacity in the area of recovery. The ERF will not seek to replace the existing capacity with its own. The ERF will build on the national and local capacity for recovery, and highlight the need for recovery programmes through its advocacy and knowledge management. The ERF will strive to ensure that recovery assistance is available to those who need it most, that there are no significant gaps in the overall recovery programme, and various sectors are adequately represented and harmonized.

### United Nations Volunteers

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UN Volunteers is administered by the United Nations Development Programme (UNDP)



## 9. Host Agency/Host Institute: UNDP Bangladesh

### 10. Organizational Context:

The ERF functions as a professional unit, dedicated to implementing UNDP's early recovery policies and guiding principles in the national context of Bangladesh. It will be supported by a core team, led by an International Project Manager. The Manager is supported by four advisors with expertise in shelter, capacity building and monitoring & evaluation as well as Project Officer and Admin and Finance Associate. ERF's aim is to establish synergy with the Comprehensive Disaster Management Programme (CDMP) phase II, another important programme of the UNDP to map out areas where each can complement the other and avoid probable duplication. UNDP country office through Climate Change, Environment & Disaster (CCED) Cluster is playing assurance role to manage and achieve the expected results of ERF.

The ERF will strive to expand its partnership with national volunteer organizations. ERF will support the creation of network of 'disaster volunteers' comprising and linking the existing bases; such as Bangladesh Scouts, Girl Guides and Red Cross/Red Crescent Volunteers/Cyclone Preparedness Programme. ERF will support the establishment of a common platform of 'disaster volunteers' for effective coordination of volunteer groups and invest in skill enhancement.

The Volunteer Network Coordinator would work together with ERF Capacity Building Specialist in facilitating the implementation of capacity building programme designed for the volunteer organizations in Bangladesh on behalf of ERF.

### 11. Type of Assignment Place: assignment without family (HPC specific)

### 12. Description of tasks:

Under the direct supervision of ERF Capacity Building Specialist and secondary supervision of the UNV Programme Officer, the Volunteer Network Coordinator will undertake the following tasks:

- Support implementation of capacity development of national volunteer organizations;
- Finalize SOP for partnership with Bangladesh Scouts;
- Develop database of volunteer forces;
- Strengthen partnership with Narayanaganj City Corporation for disaster response capacity;
- Develop network of urban volunteers in partnership with the UNDP Urban Partnerships for Poverty Reduction (UPPR) project;
- Facilitate learning and sharing of volunteers experiences;
- Develop a strategy for UNDP to mobilize national and international volunteers for emergency response and early recovery;
- Support ERF team for emergency response as needed; and
- Any other related tasks as required.

### ***Promotion of the United Nations Volunteers Programme mandate<sup>1</sup>***

*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 his/her primary role as UNV Network Coordinator:*

- Strengthen knowledge and understanding of the influence and impact of voluntary action by communities through the following:

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<sup>1</sup>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.



- research of the subject matter,
  - develop knowledge of non-profit community based organizations developing new or applying traditional methods in engaging with communities,
  - undertake awareness-raising (promotion) activities for increased community participation and action,
  - encourage local people to volunteer thought and action to enhancing their community.
- Build relationships with a wide range (private/public) local organizations, groups or individuals and 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 community participation and voluntarism;
  - Monitor on a continual basis the impact of policy reform on voluntary action at the community level;
  - Contribute to articles/write-ups on the findings from the monitoring process and experiences from the above outlined activities and submit them to UNV publications/websites, newsletters, press releases, etc.;
  - Promote and/or advise local groups in the use of OV (online volunteering), and encourage relevant local individuals and groups to use OV whenever technically possible.

### 13. Results/Expected Output:

- Capacity development of national volunteers implemented;
- SOP for partnership with Bangladesh Scouts finalized and functional;
- Database of volunteer forces developed;
- Partnership with Narayanaganj city corporation for disaster response capacity strengthened;
- Network of urban volunteers in partnership with UPPR established;
- Learning and sharing of volunteers experiences advanced;
- Integrated and coordinated national volunteer network ready to respond to disaster events;
- Strategy for UNDP Bangladesh to mobilize national and international volunteers for emergency response and early recovery;
- Final Report on the assignment for both ERF and UNV.

### 14. Qualifications/Requirements:

- An undergraduate degree in social science or related field. Post graduate studies in humanitarian aid/development/community management related field is an asset.
- Fluency in written and spoken English;
- Past experience and/or interest in Early Recovery and Emergency Response will be an asset;
- Computer Skills: ability to use standard software applications. Additional software applications for programming, database management, developing communications materials will be an asset.
- Working experience in the developed country would be an advantage.

### Competencies and values:

- **Integrity and professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- **Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment;
- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and



to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;

- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- **Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- **Flexibility, adaptability, and ability** and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
  - **Genuine commitment towards the principles of voluntary engagement**, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

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

Dhaka is the center of political, cultural and economic life in Bangladesh. Although its urban infrastructure is the most developed in the country, Dhaka suffers from urban problems such as pollution and overpopulation. In recent decades, Dhaka has seen modernization of transport, communications and public works. The city is attracting large foreign investments and greater volumes of commerce and trade. It is also experiencing an increasing influx of people from across the nation; this has reportedly made Dhaka one of the fastest growing cities in the world.

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

A 12 month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$1,885 for single person; US\$2,135 for persons with one recognized dependent; or US\$2,335 for persons with two or more recognized dependents; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service. All UN Volunteers are required to follow the Revised UNV Conditions of Service which came into effect in September 2008.

#### **Description of Assignment prepared by the UNV Field Unit/UN Agency:**

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Project Manager  
Early Recovery Facility  
UNDP Bangladesh  
Date: 23 January 2013

#### **Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:**

Sesheeni Joud Selvaratnam  
Programme Officer  
UNV Bangladesh  
Date: 23 January 2013