



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: Participatory Governance Analyst

2. Type of Assignment: International UN Volunteer

3. Link to UNV Programme Strategy: Outcome 4 (Volunteer contributions towards crisis prevention and recovery in UNV programme countries strengthened and recognized); Outcome 7 (Youth, women and marginalized groups' voluntary participation in recovery and development decision-making is enhanced); outcome 9 (Policies and partnerships established to implement the Programme Strategy)

4. Project Title: UNV Support to Governance for Palestinian Statehood

5. Duration: 12 months, renewable upon UNDP availability of funds and performance

6. Location, Country: Jerusalem, Occupied Palestinian Territory

7. Expected Starting Date: Immediate

8. Brief Project Description:

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is implementing the three-year programme "Governance for Palestinian Statehood". The ultimate goal is to strengthen Palestinian aspirations to achieve a functioning, accountable and independent State focusing on three principal areas of support namely, i) strengthen public institutions, ii) foster civic engagement in national planning and policy processes, and iii) strengthen national and international advocacy platforms for Palestine. The incumbent will contribute to the establishment of sustainable platforms for inclusive dialogue and accountable interaction between State authorities and the civil society, with a special focus on women's groups and youth.

9. Host Agency/Host Institute: UNDP PAPP, see at <http://www.undp.ps/en/index.html>

10. Organizational Context:

In December 1978, the UN General Assembly adopted resolution 33/147, which called on UNDP to provide assistance to the Palestinian people. By this date, the West Bank and the Gaza Strip had endured over 10 years of occupation, which had led to increased levels of poverty and unemployment. Hundreds of thousands were living in refugee camps in slum conditions without the most basic amenities. Infrastructure had been allowed to deteriorate, including schools, health facilities, housing, roads, and water and sanitation systems, despite the steady population growth. In response to the UN resolution in support of the economic and social development of the Palestinian people, UNDP launched the



Programme of Assistance to the Palestinian People (PAPP). A programme office was established, initially in New York and subsequently in East Jerusalem. A donor campaign was organised, and field operations commenced in August 1980.

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

12. Description of tasks:

Under the direct supervision of the Team Leader and Senior Governance Advisor, the UN Volunteer analyzes political, social and economic trends and participates in the formulation, management and evaluation of programme activities. In particular, s/he will focus on reinforcing the social contract by encouraging civil society participation in policy formulation with a particular focus on youth and women organizations. The UN Volunteer may supervise and lead programme support staff. S/he will work in close collaboration with the Programme Management Support Unit, programme and operations units, staff in other UN Agencies, UNDP HQ staff, as well as national partners such as the PNA, the Private Sector, NGOs, and donors.

Under the direct supervision of the Team Leader and Senior Governance Advisor, the UN Volunteer will undertake the following tasks:

- Ensure **implementation of programme strategies** under the concerned portfolio, focusing on achievement of the following results:
 - Thorough analysis and research of the political, social and economic situation in the oPt;
 - Provide support to the Democratic Governance Trust Fund (DGTTF) and Bureau for Crisis Prevention and Recovery (BCPR) programmes/projects;
 - Analysis and synthesis of proposals for support and interventions within areas related to social accountability and democratic dialogue such as civic engagement, civil society participation in planning and policy processes, inclusion of women's groups and other vulnerable groups into decision making processes.
- **Formulation of programmes** within the area of civil society participation and social accountability by translating UNDP's priorities into local interventions and ensuring mainstreaming issues such as capacity development, gender equality, and conflict sensitivity:
 - Initiation of a project, presentation of the project to the Project Appraisal Committee, finalization of contribution agreement; and participates in recruitment processes for projects;
 - Application of conceptual models in support of programme design;
 - Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions; assistance in audit of projects under the Direct Execution /National Execution modality;
 - Preparation of inputs for reporting, including donor reporting.
- Support creation of strategic partnerships and implementation of the resource mobilization strategy, focusing on achievement of the following results:
 - Analysis and research of information on donors and other partners, including international organizations and CSOs, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects;
 - Contribution to the overall office effort in resource mobilization through analysis and synthesis of proposals;
- Liaison and network with other international organizations working in the field of civil society participation and civic engagement in the oPt (e.g. DFID, GIZ, EC, USAID, etc.);

United Nations Volunteers

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



- Contribution to the formulation of joint UN programmes as appropriate;
- Liaison with appropriate HQ-based colleagues such as those in Regional Bureau for Arab States (RBAS) and the Bureau for Conflict Prevention and Recovery (BCPR);
- Provide advisory services to the Palestinian Authority and ensure facilitation of knowledge building and management focusing on achievement of the following results:
 - Identification of sources of information related to policy-driven issues focusing on participatory planning and inclusive politics; identification and synthesis of best practices and lessons learned directly linked to programme country policy goals;
 - Sound contributions to knowledge networks and communities of practice;
 - Organization of training for the projects staff on programme issues;
 - Professional growth through active learning.

Promotion of the United Nations Volunteers 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 his/her primary role as UNV Participatory Governance Analyst:

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

- Palestinian Statehood programme and other projects within the Governance Unit are efficiently supported and implemented.
- Strategic partnerships established and resource mobilization targets achieved.

¹The 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.



- UNV Programme mainstreamed and integrated within partnerships and resource mobilization activities among donors' community
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

14. Qualifications/Requirements:

The incumbent must be a dynamic, multi-functional person, who supports UNDP/PAPP with professionalism, dedication and client orientation. The following qualifications are required

- Master's Degree or equivalent in Political Science, Peace & Conflict Studies, Social Sciences or any related field.
- 2-3 years of relevant experience at the national or international level in providing management advisory services and hands-on experience in design, monitoring and evaluation of development projects;
- Experience in the use of computers and office software packages and handling of web-based management systems;
- Fluency in English, both in reading and writing; understanding of Arabic is an advantage;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development.

15. Living Conditions:

The UN Volunteer will reside in Jerusalem, which is in security phase 1. As is the case for UN staff and partners, the volunteer will make his/her own arrangements for housing and transportation to and from work. Jerusalem is a family duty station. Travel into the West Bank is only permitted in a UN vehicle with a UN driver, and no overnight stays are permitted. Travel into Gaza is only permitted in an armored UN vehicle with a trained driver. Overnight stays in Gaza are strictly confined to an approved, secure hotel.

16. Conditions of Service A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 2,757 for single person, US\$ 250 for person with one dependant, and US\$ 450 for person with two or more recognized dependants; settling-in-grant; life, health, and permanent disability insurance; return airfares; resettlement allowance of US\$ 150 per month of satisfactory service.

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

Ms. Abla Amawi, Team Leader and Senior Governance Advisor, UNDP PAPP

Date: 24 January 2013

Description of Assignment approved by UNV Field Unit:

Mr. Ernesto Maio, UNV Programme Officer

Date: 24 January 2013