



## 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:** **Programme Development and Implementation Specialist**
- 2. Type of Assignment:** **International UNV volunteer**
- 3. Project Title:** **Conflict Prevention and Mitigation in the Rasht Valley**
- 4. Duration:** **1 year, with possible extension**
- 5. Location, Country:** **Rasht valley (east) with extensive travel to Khatlon (south) region, Tajikistan**
- 6. Expected Starting Date:** **As early as possible**
- 7. Brief Project Description:**

Communities Programme is a multi-year initiative that builds on the previous achievements of UNDP from 1996 and supports working toward the achievements of the Millennium Development Goals (MDGs) and the implementation of Tajikistan's Poverty Reduction Strategy. The Communities Programme operates through its 5 Area Offices located in Soughd (north), Khatlon (south) and Direct Ruled districts (west and central east) that cover most of Tajikistan (excluding Pamir). The new phase of CP commencing 2010 aims to apply a more programmatic approach and strengthens its focus on sustainability. At the local level, CP aims at strengthening local governance systems by adopting a two-fold strategy: a) to build capacity of national and sub-national governments to plan, budget and monitor development on their territories in a participatory and inclusive way and in line with PRS targets, as well to secure investments and provide public services, support rural economic development, natural resources management, health and disaster risk management, and b) enhance capacities of private sector and civil society to develop, participate in decision-making, exercise influence and hold governments accountable.

In late 2012, UNDP Tajikistan has received funding from the Bureau for Crises Prevention and Recovery (BCPR) to implement 'Strengthening conflict management capacities for dialogue in conflict prone areas of Tajikistan'. This is a 1,5 year initiative to be completed by the end of 2013. Other resource mobilization opportunities for delivering development results in Rasht valley are being extensively sought by CP.

- 8. Host Agency/Host Institute:** **UNDP Communities Programme**
- 9. Organizational Context:**

### United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

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To implement the conflict prevention and human security projects, UNDP largely relies on the local authorities at the district and jamoat levels (the smallest administrative unit of the GoRT), as well as on community based organizations/NGO, private sector and various governmental departments. Partnership between UNDP and its counterparts is made operational through the participatory local development planning process that involves local governments, civil society and private sector representatives. During his/her performance the Volunteer will be directly and closely cooperating with all key stakeholders on ground.

**10. Type of Assignment Place:                    Assignment with family**

**11. Description of tasks:**

Under the overall guidance of the Communities Programme Manager and direct supervision of the Senior Governance Officer, the UNV volunteer will substantively support in:

- Formulating regular project work plans and monitoring their implementation;
- Implementing the Area Office monitoring and evaluation plan through,
  - (1) frequent field visits, and interviews with local and national counterparts;
  - (2) quantitative and qualitative data collection, compilation, processing and extensive use of the data to analyze the project outcomes;
  - (3) compilation of key observations, lessons learnt and recommendations for future programming;
- Updating regularly project beneficiaries' database;
- Maintaining regular project reports writing;
- Identifying and/or design tools for conducting participatory monitoring and evaluation of local development planning process supported by the Communities Programme in Rasht valley;
- Conducting capacity development of local governments and civil society institutions in participatory monitoring and evaluation;
- Conducting capacity gaps assessment, and preparing action plan in M&E and reporting in field;

The Programme Development and Implementation Specialist will also provide inputs in:

- resource mobilization efforts of the Communities Programme through formulation of concept notes, project proposals and other documents for potential and active donors;
- implementation of Area Office activity and communication plan;
- performing other tasks for the Communities Programme, as required;

Furthermore, in accordance with UNV's policy & programmes and UNV regional Programme Strategy, UNV volunteers are encouraged to:

- Work closely with UNV FU&PO, in order to contribute to development of youth policy and promotion of volunteerism of GoRT;
- 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;
- Work with UNV FU for contributing to the UNV Country Team's knowledge management through organising workshops on successful articles writing;
- Collaborate with UNV FU to organize events and formulate small projects for promoting volunteerism and youth participation into projects and/or activities;
- 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.

## 12. Results/Expected Output:

- Substantive support in formulation of project work plans, including M&E and communication plans provided;
- Capacity development of CP staff and its key stakeholders in planning and conducting participatory M&E of district planning process;
- Ideas for resource mobilization opportunities for Communities Programme, and particularly Gharm Area Office extensively sought, discussed with the management and follow up action plan developed (regularly);
- At least 4 concept notes and 3 funding proposals developed, presented and submitted to potential donors;
- Capacity gaps assessment of the CP staff and its stakeholders in M&E and reporting identified, action plan developed and followed upon;
- Capacities of at least 100 local government officials and civil society representatives in conflict prevention and mediation skills enhanced (as per project work plan);
- Inputs in development, monitoring and implementation of CP communication plan provided (regularly); Inputs for development of information and communication materials provided (regularly);
- Key observations and lessons learnt in the field of conflict prevention and human security regularly documented and Lessons Learnt Report for the project developed, presented and accepted (Lessons Learnt Report is to be developed on semi-annual basis);
- 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, in collaboration with other UN volunteers.

## 13. Qualifications/Requirements:

- University degree in International Development, Conflict Resolution, Peace Studies or relevant subject.
- At least three years professional experience working for international organizations in governance, capacity building, conflict prevention and other related fields;
- General understanding of the development context in the Central Asia, especially Tajikistan and Kyrgyzstan;
- Previous experience in project cycle management, particularly in M&E and reporting;
- Experience in resource mobilization; experience in communications would be an asset;
- Excellent knowledge of English; good command of Russian and/or Tajik is an asset;
- Excellent knowledge of prevailing theories and approaches in conflict prevention, including human security aspects;
- Good computer skills, including full command of text and spreadsheet programmes;
- Strong sense of responsibility, willingness to take initiative;
- Very good inter-personal communication, presentation and analytical skills;
- Affinity with the mandate and role of the United Nations;
- Ability to work in a multicultural and multinational environment;
- Flexibility to travel extensively inside Tajikistan and within Central Asian countries;

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- Strong sense of security and flexibilities in one of the most Islamic conservative regions in RT

#### **14. Living Conditions:**

The population of Tajikistan is approximately 7.3 million, of which over 73% live in rural areas and 40% is under the age of 18. The country is faced with challenging geography, as it is 93% mountainous and landlocked, with limited access to other regions. Following the civil war period (1992/97), Tajikistan slowly transitioned from the status of post-conflict recovery requiring direct humanitarian assistance into an economically viable nation state, promoting sustainable development based upon nascent democratic and market economy principles. As of 2009, a gross domestic product of Tajikistan is US\$ 5.0 billion with estimated 5.4% growth in 2010.

The Rasht Valley is located in the north-eastern part of Tajikistan and has a population of circa 287,721, spread across five administrative districts. It borders with Kyrgyzstan and has multi-ethnic communities. The valley is an agricultural area, and its produce, particularly apples, pears and potatoes, was once famous and exported to different parts of the former Soviet Union. However, since independence, rural infrastructure has deteriorated, and poor land management practices coupled with lack of agricultural support services have led to drastic drops in quality and productivity, while new borders have led to the loss of previous markets. As a result, communities have suffered from growing income insecurity, leading to distress migration, with large shares of the working age male population leaving to work abroad. The Rasht Valley is one of the most beautiful mountain areas in Tajikistan.

During the Civil War in Tajikistan, Rasht Valley was the opposition base. However, local population is very kind and friendly to the foreign visitors demonstrating respect to local culture and traditions.

#### **15. Conditions of Service**

A 12-monthly contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,777.00 for a single volunteer; US\$2,027 for a volunteer with one dependant or US\$2,227 for a volunteer with 2 or more dependants; settling-in-grant; life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

#### **Description of Assignment prepared by the Project Manager/UN Agency:**

Gulbahor Nematova, Programme Manager, Communities Programme

**Date: 04 February, 2013**

#### **Description of Assignment approved by UNDP/RR/CD or UNV Country Office Teams/Support Office:**

Keiichi Sato, UNV Programme Officer

**Date: 04 February, 2013**