



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: Sanitation Monitoring Officer

UNV PSRF, Outcome 2 'Delivery and use of basic services enhanced at sub-national levels through volunteerism'

2. Type of Assignment: International UN Volunteer

3. Project Title: Rural Water Supply, Sanitation and Hygiene in Difficult and Hard-to-Reach Areas of Bangladesh

5. Duration: 12 Months

6. Location, Country: Dhaka, Bangladesh

7. Expected Starting Date: March 2013

8. Brief Project Description:

Due to its environment, vulnerability to seasonal flooding and population density, access to safe water and sanitation is a challenge over much of Bangladesh. Extensive areas are prone to an array of diseases related to unsafe water, inadequate sanitation and poor hygienic practices. The detrimental impact upon the health and development of the population, especially children, of regular bouts of illness is significant, in terms of stunting, aggravate malnutrition, insufficient nutrient absorption as well as retarded mental development. The relationship between poor access to safe WASH facilities in schools and enrolment, attendance, retention and attention rates is widely known with girls, particularly of menstrual age, being particularly affected, due to inadequate or often, a complete absence of private and clean sanitary facilities necessitating the girls to miss school for up to one week each month.

Across the country, access to safe water and sanitation facilities is restricted by natural environmental conditions, high population density, low household income, and poor operation and maintenance. Access to safe and sustainable sanitation is reduced by the high water table and the frequency of flooding, which restricts the range and longevity of standard facilities, necessitating more expensive and often unaffordable options. Even when there are facilities, the full health benefits are not realised due to the inability to purchase soap and water containers for effective handwashing. The issue of inappropriate operation and maintenance is acutely felt in schools, primarily due to a lack of sense of ownership of the facilities. Integrating WASH in schools into the local community is essential for any effective, sustainable, demand-driven and disaster-resilient intervention.

In Bangladesh and around the world, the importance of safe and appropriate access to WASH facilities in schools has been accepted as an integral part of the school package. A new approach has been

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



developed to address some of the key issues preventing the complete package of benefits of WASH facilities being realised in the school and the community, simultaneously. This new approach, called School Led Total Sanitation, gives a leading role to the children and the School Management Committee (SMC) in the creation of demand for quality, appropriate and sustainable services, their maintenance and monitoring, reducing their vulnerability to natural disasters. Furthermore, this approach uses children as change agents amongst their peers, families and in the community.

On this basis, UNICEF, through a range of government and NGO partners, is implementing a School Led Total Sanitation approach, in selected primary and secondary schools in the most under-served and vulnerable districts across Bangladesh, to build the capacity of communities to reduce their vulnerability to illness and natural disasters, and to empower girls in their right to quality education.

The proposed Sanitation Monitoring Officer would work closely with the government and sector staff to build their capacity to design, plan and implement initiatives to improve their resilience to disasters, while increasing the demand for improved access to WASH facilities and for girls' rights to quality education.

9. Host Agency/Host Institute: WASH Section, UNICEF Bangladesh

10. Organizational Context:

The Sanitation Monitoring Officer will work closely with partner NGOs and at least three government departments/directorates (Department of Public Health Engineering, Directorate of Primary Education and Directorate of Secondary and Higher Education) in addition to selected schools, School Management Committees and School Brigades. The government departments and directorates will be heavily involved in the planning, implementation, training and monitoring of the project activities, in association with the Sanitation Monitoring Officer. The School Management Committees and School Brigades will be implementing the project within the respective schools and the communities and will be responsible for feeding back to the Sanitation Monitoring Officer on progress and challenges faced with implementing the SLTS approach in communities in extremely poor and vulnerable areas of Bangladesh. The Sanitation Monitoring Officer will play a key role in collecting the learning from the project activities and determining solutions to ensure that the required support to the community is available and availed of. The success of the project depends upon the capacity and willingness of the communities to demand improved WASH facilities and this UNV role will be key to mobilising this support and ensuring that interventions continue to strengthen the community capacity and that the support is available to ensure that activities are completed and properly maintained. The enhanced community capacity, increased through the SLTS approach, is anticipated to address the key persistent issues which have historically plagued WASH projects within communities.

UNICEF will be the host agency and is the Cluster Lead in the WASH sector and a key actor in the WASH in Schools Technical Working Group. UNICEF has been heavily involved in the inception, compilation and release of the newly adopted Minimum Standards for WASH in Schools in Bangladesh and would offer a dynamic, challenging and supporting learning environment for the proposed UNV with access to technical support at a local, national, regional and global levels.

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

12. Description of tasks:

Under the direct supervision of the WASH Specialist, the UNV WASH Sanitation Monitoring Officer will undertake the following tasks:

- Liaise with implementing partners on their activities, monitoring their progress on a weekly basis
- Conduct monitoring visits to the schools, communities and implementing partners to determine progress and identify issues or sources of learning
- Compile the learning from the various sources and document the process highlighting any areas of learning



- Facilitate the sharing of the learning within the sector in Bangladesh, where appropriate
- Develop training materials and carry out training to sector staff on SLTS.

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 Sanitation Monitoring Officer:

- Strengthen knowledge and understanding of the influence and impact of voluntary action by communities in Bangladesh 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:

Tasks/deliverables	Timeframe
<ul style="list-style-type: none"> • Review partner progress relative to the Workplan 	<ul style="list-style-type: none"> • Weekly
<ul style="list-style-type: none"> • Review partner resources and attend training, to determine the appropriateness of the training and the resources, making recommendations where necessary 	<ul style="list-style-type: none"> • Monthly
<ul style="list-style-type: none"> • Conduct field visits to schools, communities and the partners to compare progress and the effectiveness of the interventions 	<ul style="list-style-type: none"> • Monthly
<ul style="list-style-type: none"> • Compile the learning from the project in terms of which activities have been effective, which less so, identify bottlenecks and alternative approaches as well as recommendations for future interventions 	<ul style="list-style-type: none"> • Months 9 to 10

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.



<ul style="list-style-type: none"> Facilitate the sharing of the learning within the sector in Bangladesh, and across the region/globally, where appropriate Develop training materials and carry out training on SLTS to sector staff 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. 	<ul style="list-style-type: none"> Month 11 Month 12 <p>Month 11-12</p>
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14. Qualifications/Requirements:

- An undergraduate degree in water/sanitation/community development or related field;
- Good analytical skills
- At least 2-3 years of experience in community development;
- Excellent understanding of the principles of project activity monitoring;
- Excellent people skills to harness the learning from a range of partners and to provide motivation;
- Good communication skills and demonstrated experience in effective report writing
- Fluency in written and spoken English is essential;
- 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



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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Date: 22/01/2013

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

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Date: 22/01/2013