



## 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:** **Peace and Security Coordination Specialist**
- 2. Type of Assignment:** **International UN Volunteer**
- 3. Project Title:** **UNCT's commitments under UNDAF  
(Peace and Cohesion, Effective Democratic Governance,  
and Human Rights)**
- 4. Duration:** **12 months**
- 5. Location, Country:** **Bishkek, Kyrgyz Republic**
- 6. Expected Starting Date:** **As soon as possible**
- 7. Brief Project Description:**

UNDAF is the strategic programme framework that describes the collective response of the UN system to national development priorities. It reflects the comparative advantage of the UN by emphasizing the thematic competence of the UN organizations involved, without necessarily highlighting their specific mandates. It shows where the UN system can bring its unique strengths to bear in advocacy, capacity development, programming, and cutting edge knowledge and policy advice, for the achievement of the internationally agreed standards and development goals, including MD/MDG related national priorities.

The UNDAF for 2012-2016 was signed by the Government and the UN in March 2011. It includes the following priorities for joint work: (a) Peace and Cohesion, Effective Democratic Governance, and Human Rights; (b) Social Inclusion and Equity; (c) Inclusive and Sustainable Job-Rich Growth for Poverty Reduction. 'Peace and stability toward sustainable development' represents overarching goal.

Two years after the June 2010 events, reconstruction and rehabilitation have progressed but a number of issues remain. There has been no comprehensive reconciliation process. Ethnic tensions in the south of the country remain within an overall climate of nationalist sentiments. Underlying conflict issues at the local level and national level need to be addressed constructively in order for lasting peace to be built. In addition, given the political transition process in the country towards building a parliamentary democracy, the UN system needs to play a key role in facilitating a process of national reconciliation, foster consensus around key development challenges and contribute to the creation of a culture in which disagreements around political change process and development priorities are handled in a constructive and peaceful way.

The various UN organizations and the UN Country Team (UNCT) did respond to the events in April and June 2010. The UN Peacebuilding Fund (PBF) provided substantial financial assistance to the post conflict

### 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>

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



programming to the various UN agencies in Kyrgyzstan. Most UN organizations operational in Kyrgyzstan were involved in the humanitarian response. As the situation remains tense in the South and in other parts of the country, it will be crucial for the UN system to continue delivering its programming in a conflict-sensitive manner and to continue mainstreaming conflict prevention and peace-building into ongoing and future programming to address the root causes of conflict.

As part of the One UN and an integral contributing agency in the UNDAF, UNV Kyrgyz Republic has committed to the delivery of successful peacebuilding initiatives through volunteer assignments as well as technical resources assistance.

The UN Volunteer is expected to provide technical support and guidance to the UN system in Kyrgyzstan to coordinate programming and policy work related to peacebuilding activities targeted to realize the UNCT's commitments under UNDAF Pillar 1 (Peace and Cohesion, Effective Democratic Governance, and Human Rights). The volunteer will work to provide technical inputs on peacebuilding issue and provide coordination services to assist the UN Country Team (UNCT) in formulation, monitoring and coherent implementation of UNCT peacebuilding interventions in close partnership with national counterparts, civil society and other actors. The UN Volunteer will be placed in the Office of UN Resident Coordinator in Bishkek.

## **8. Host Agency/Host Institute: UN system in Kyrgyz Republic**

### **9. Organizational Context:**

UN in Kyrgyzstan is a trusted and effective partner in national development efforts designed to achieve real improvements in people's lives. Its main mission is to strengthen the capacities of key actors in Kyrgyzstan and to build partnerships to achieve tangible results in the following areas:

- Accelerate pro-poor development, good governance and environmental sustainability objectives in close partnership with government, civil society, mass media, the UN system, the private sector and donors.
- Raise awareness of and capacity in cross-cutting themes such as conflict prevention, disaster risk reduction, gender equality and respect for human rights.
- Ensure that the UN system is perceived as a single effective team in Kyrgyzstan.

Currently, all UN agencies in Kyrgyzstan are under One UN Programme, which means that collaboration between Agencies is being deepened to revitalize the country's path to achieve sustainable, pro-poor and nationally owned development results. The One UN Programme thus is the vehicle through which the UNCT will continue to support the Government to tackle current social, political and economic challenges, through joint programming, One Fund, joint communications, joint resource mobilization, and harmonization and simplification of business practices. *Therefore, the UN Volunteer will work with all UN agencies, local government organization and the local communities to advocate for peace-building and to achieve UNDAF goals, which eventually will lead to achievement of sustainable development and establishing peace, tolerance and mutual understanding in the country.*

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

### **11. Description of tasks:**

Under the direct supervision of the UN Resident Coordinator for Kyrgyz Republic, the UN Volunteer will undertake the following tasks:

### **Policy Advice, Analysis and Reporting**

#### **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>

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



- Support and promote mechanisms of joint UNCT engagement in policy development and conflict analysis.
- Coordinate reporting processes on ongoing peacebuilding activities including under PBF funding, and provide inputs to reports and various briefing notes.

### **Programme Design, Implementation and Resource Mobilization**

- Provide advice to UN organizations in relation to the implementation of conflict prevention, reconciliation and peace-building initiatives and programmes and advocate for joint activities;
- In close coordination with the RC, liaise with governmental and non-governmental organizations, and donors active in the field on conflict prevention, reconciliation, and peace and development, and identify opportunities for partnership building and resource mobilization.

### **Conflict Sensitivity and Prevention Mainstreaming**

- Support the UNCT and individual UN organizations to mainstream conflict prevention and conflict sensitivity into their programming and strategies (including conducting trainings, support in the identification of consultancies, conflict sensitivity review of project/ programme plans, etc.).
- Facilitate that conflict prevention and peace-building are integrated into the implementation of the new UNDAF 2012-2016.

### **Capacity Development and Knowledge Sharing**

- Support the UNCT to strengthen the capacity in conflict prevention through training and knowledge networking.
- Document lessons learned emerging from joint conflict prevention programming and activities and sharing with different UN organizations in Kyrgyzstan.

### **Coordination on Issues of Conflict Prevention and Peace-building**

- Enhance cooperation and collaboration between UN organizations (and other stakeholders, i.e. NGOs, donors, etc.) to jointly address issues of reconciliation, peace-building and conflict prevention, especially with regards to the implementation of PBF interventions
- In close coordination with the RC, build and maintain close working relationships with the Government counterparts on issues of conflict prevention in order to enhance national ownership.
- Assist UN Agencies, Funds and Programmes to enhance synergies between conflict prevention programmes. Maintain close contacts with conflict prevention focal points in various UN organizations and other actors, contributing to joint policies/ approaches in conflict prevention and peacebuilding as necessary.
- Closely collaborate with the Department of Political Affairs and its Regional Centre for Preventive Diplomacy (UNRCCA), UNDP's Bureau for Crisis Prevention and Recovery (BCPR) and other existing programmes and institutions working on conflict prevention in the UN system and outside (e.g. OSCE, NGOs, bilateral donors and international organizations).
- Closely collaborate with the Peace and Development Advisor to ensure synergies and cooperation benefitting all UN agencies.
- Perform other duties as and when required by the UN RC and the UNCT.

### **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;

### **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>

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



- 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:**

- Coordination of the implementation of the IRF funded peacebuilding projects is undertaken , including:
  - Regular coordination meetings of the IRF focal points are convened
  - Quarterly Steering Committee meetings at the Heads of Agency level are convened. Presentations to the UNCT on IRF implementation are organized
  - Support to joint reporting when and where required is provided
  - Liaising with the UN Multi-Partner Trust Fund & Peacebuildign Fund
  - Providing technical advice on the implementation of the projects, including follow up to the outcomes of the IRF evaluation
- Concise monthly activity reports are produced.
- Leadership in the designing new programme for the peacebuilding programmes is undertaken. Coordination process of drafting any new submissions to PBF is undertaken.
- UN Agencies are assisted at the request of the UNCT to compile reporting under existing and future programmes funded from the PBF.
- Documentations on ongoing peacebuilding programmes of the UN agencies are compiled.
- Technical support is provided to the UN Agencies in approaching donor organizations.
- Monthly field trips are undertaken to the project sites to review and conduct monitoring of the ongoing UN peacebuilding activities. Visits to the completed UN peacebuilding projects are also undertaken.
- PBF recipient agencies are assisted in developing consolidated information briefs on the UN peacebuilding activities and when required provide this information to the existing systems and databases.
- Brochures and advocacy materials in the area of UN peacebuilding activities in Kyrgyzstan are drafted and finalized.
- UNCT peacebuilding programming pertaining to Infrastructure for Peace as articulated in the UNDAF 2012-2016 Pillar 1 Outcome 1 is tracked.
- 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.

## **13. Qualifications/Requirements:**

- Post graduate degree in Social Sciences, Development Studies, International Relations, Communications or related fields
- Highly developed interpersonal skills and capacity to work in a team environment
- Experience in programme design, management, capacity development, communication and advocacy.
- Knowledge of the political, economic and social dynamics of the Central Asia region would be an asset.
- Experience in the usage of computers and office software packages.
- Fluency in English. Knowledge of Russian is an asset.

## **14. Living Conditions:**

The physical location of the UN volunteer will be in the capital of Bishkek, Kyrgyzstan. The UN Volunteer is advised to rent a UN Department Safety and Security approved apartment or house. Bishkek is safe and nice place to live. The city has all necessary infrastructure and services are accessible.

## **15. Conditions of Service**

### **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>

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



A 24-months contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,845.00 for a single volunteer; US\$2,095 for a volunteer with one dependent or US\$2,295 for a volunteer with 2 or more dependents; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

**Description of Assignment prepared by the UNV Field Unit/UN Agency:**  
**Gemma Marie Carnacete, UNV Programme Officer**

**Date: 17 January 2013**

**Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:**  
**Mr. Alexander Avnessov, UN Resident Coordinator/UNDP Resident Representative**

**Date: 17 January 2013**