



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 Officer
2. **Type of Assignment:** International UN Volunteer
3. **Project Title:** Protracted Relief and Recovery Operation - Assistance to food-insecure households affected by multiple livelihoods shocks
4. **Duration:** 1 year
5. **Location, Country:** Osh, Kyrgyz Republic
6. **Expected Starting Date:** As soon as possible
7. **Brief Project Description:**

WFP, under this Protracted Relief and Recovery Operation, aims to improve the food security situation of the affected population through three main interventions. Firstly, the operation will continue to provide targeted food assistance to vulnerable food-insecure families during the winter- and pre-harvest lean seasons. Secondly, WFP will assist selected target beneficiaries through food-for-work (FFW) and food-for-training (FFT) activities that enable more sustainable improvement of their food security situation, particularly through peace building initiatives. Finally, WFP will provide support to the Government to strengthen food security monitoring as a way to better anticipate and manage food shocks in view of the increased risk faced by the most vulnerable.

8. **Host Agency/Host Institute:** UN World Food Programme

9. Organizational Context:

Following the deterioration in food security caused by climatic and economic shocks in 2008, WFP launched Emergency Operation (EMOP) 108040 from 2009-2011. Food for assets/training (FFA/T) was piloted under this EMOP as an alternative means to reach beneficiaries in 2010. Following the inter-ethnic conflict in Osh and Jalalabad later that year, WFP initiated EMOP 200161 from 2010-2011. Both EMOPs ended in June 2011 with Protracted Relief and Recovery Operation (PRRO) 200036 starting in July 2011 to support food insecure populations through vulnerable group feeding (VGF) and FFA/T. In addition, WFP initiated a food security monitoring system (FSMS) to strengthen Government's capacity to analyze and apply food security data. WFP has established strong partnerships with the Kyrgyz Government, specifically the Ministry of Social Development (MOSD), the Ministry of Emergency Situations, and local authorities at province, district and local administrative levels.

United Nations Volunteers

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10. Type of Assignment Place: Assignment without family

11. Description of tasks:

Under the direct supervision of Head of WFP Osh sub-office, the UN Volunteer will undertake the following tasks:

- Responsible for overall assistance in management of peace building activities which includes implementation and monitoring of programmes and activities in the region;
- Prepare project proposals related to peace building activities in line with the WFP operational requirements and ensure effective implementation;
- Assist in preparation and dissemination of timely analytical and critical reports including proposals for improvements in operation and the scope of programmes;
- Assist in assessing the need for food in emergency situations, draw up plans for its timely arrival in coordination with government and other donors, and monitor the implementation of these plans if required;
- Assist in identifying fields of development where food aid can be usefully employed and give assistance in planning, formulating, and targeting recipients for new requests for WFP aid through peace building activities;
- Undertake visits to view project outputs and beneficiaries, inspect storage places and points where WFP commodities are received in the distribution points, in order to ensure that progress is made in the achievement of project objectives;
- Design and maintain databases of indicators relating to WFP peace building projects;
- Assist in providing continuing liaison with bilateral food aid programmes, with UN agencies and with NGOs providing technical or other forms of assistance to WFP assisted projects.
- Assist in developing and sustaining liaison with key professionals and NGOs engaged in the field of food security. Prepare periodic reports on the progress of operational projects;
- Ensure compliance with WFP's policies, criteria and procedures with respect to food assistance;
- Assist programme in preparation/update of the early warning, risk analysis and contingency planning in order to respond to humanitarian crises. Periodically monitor the management of risks and report on any actions taken;
- Provide training and technical guidance; Perform other related duties as required

Furthermore, UN Volunteer s 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;
- 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:

- Well documented analytical reports

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- Well managed projects that are cost effective and efficient, and comply with WFP's implementation strategy for peace building activities.
- Preparation of documents and project proposals which bring together country programmes in a manner which reflects strategic organization and country objectives and strategies and executive decisions.
- Effective coordination with other units, which leads to adequate delivery of required resources.
- 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:

- Good analytical skills;
- Resourcefulness, initiative, maturity of judgment, tact, negotiating skills;
- Ability to work in a team, and establish effective working relations with persons of different national and cultural backgrounds.
- Excellent presentation skills.
- Ability to cope with hardship situations;
- Flexibility in accepting work assignments outside normal desk description.
- Ability to deal patiently and tactfully with people of different national and cultural backgrounds.
- Fluent in written and spoken English essential.

14. Living Conditions:

Osh is currently under security phase III and the UN is well established in the region, including in capital Bishkek. The UN and major other organizations and NGOs have also established a presence in Osh. The city is the second largest in Kyrgyzstan with an estimated population of about 220,000.

Osh was seriously affected by inter-ethnic strife in June 2010. Life in Osh was severely disrupted and many services ceased. A large number of people were displaced. Several hundred people were murdered and many more women raped. Foreigners were neither targeted nor became victims; most were evacuated. International humanitarian actors helped restore basic services and the international community provided assistance to Government to rebuild some of the property damage various neighborhoods. Two-and-a-half years after the violence tensions remain between ethnic Kyrgyz and Uzbeks and little signs of accommodation and cooperation between the now highly divided communities exist; inter-ethnic marriages are no longer acceptable to local people. Life has, however, very much returned to normal in terms of range of items available at supermarkets, entertainment options, etc. Street crime is very low. UN premises meet high security requirements. The most serious impediment are low-quality medical services and the absence of international schooling. Osh airport can take Medevac flights and has international connections to Istanbul on Turkish Airlines and on China Southern to Urumchi, and elsewhere on non-UN cleared carriers.

15. Conditions of Service

A 12-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:

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Mr. Mike Huggins, Deputy Country Director/OIC, WFP

Date: 21 January 2013

**Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:
Ms. Gemma Marie Carnacete, UNV Programme Officer**

Date: 21 January 2013