

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### RWAR000590--Programme Assistant in Environment and Climate Change

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.

## General Information

<b>Country of Assignment</b>	Rwanda
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	01-10-2021
<b>Duty Station</b>	Kigali [RWA]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

The Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of Congo and Tanzania. With 12 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture and 40% of the population live below the poverty line. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills".

Since the devastating 1994 genocide against the Tutsi, Rwanda has emerged as an impressive story of transformation in Africa. Guided by successive national medium-term plans and by comprehensive policy reforms over the last two decades, the country has achieved remarkable socioeconomic progress demonstrated, inter alia, by a more than three-fold increase in per capita gross domestic product (GDP) from \$206 in 2002 to \$729 in 2016.1 Real GDP growth averaged 8.2 per cent during 2000-2010, and 7.3 per cent for 2010-2016, much higher than the 5.2 per cent average for sub-Saharan Africa.

The principal form of public transport in the country is share taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country.

A valid passport with visa is mandatory. From 1 Jan 2018, Citizens of all countries can get visa upon arrival without prior application. For those who enter from countries with yellow fever cases, a certificate of yellow-fever vaccination is required. COVID-19 test done with 48 hours is also mandatory. Much of Rwanda lies at too high an elevation for malaria to be a major concern, but the disease is present and prophylactic drugs are strongly recommended. It is advisable not to drink tap water. Bottled mineral water can be bought in all towns. Hospitals are in all major towns. There is also the UN Dispensary that can provide 1st aid assistance and guidance.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive more than 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May.

The unit of currency is the Rwanda franc. The US dollar is the hard currency of preference, but Euros and Pound can also be easily exchanged. It may be impossible to exchange travellers' cheques away from the capital. Credit cards are accepted in all the major hotels, restaurants, and shops in Kigali.

In addition to Kinyarwanda, French and English are the major spoken languages. Rwanda is a unique country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness. Therefore, flexibility and cultural awareness are essential.

# Assignment Details

## Assignment Title

Programme Assistant in Environment and Climate Change

## Organizational Context & Project Description

UNDP in Rwanda, in conjunction with other UN agencies programmes, supports the work of the Government of Rwanda in finding and implementing solutions in the three focus areas together with the Sustainable Development Goals: Poverty reduction, Environment and Climate Change, and Transformational Governance.

The country office has two programme units; Sustainable Growth Unit, and Transformational Governance Unit. It has an Accelerator lab as well as programme support units which include the Operations (Finance, HR, Procurement, and ICT), Management Support and Communications.

The Sustainable Growth Unit (SGU) provides substantive policy and strategic support to the UNDP Resident Representative in Rwanda in his mandate to support the implementation of the National development agenda such as the Vision 2050 National Strategy for Transformation (NST). Its portfolio deals with poverty reduction on one hand and sustainable management of natural resources and environment at the other hand. The main objective of SGU is to be catalytic in the implementation of the 1st pillar of NST "Inclusive Economic transformation". To deliver on this core function, SGU works closely with other UN agencies in Rwanda and different government institutions which receive technical and financial support from UNDP. Currently the SGU interventions are on institutional capacity building through management of projects/programmes in transformational capacity building, environment & natural resources management, NDC implementation, effective development cooperation for results, youth and women employment programme, etc.

## Sustainable Development Goals

13. Climate Action

## Task description

Under the direct supervision of Programme Analyst of the Sustainable Growth Unit with the coordination of Head of the Sustainable Growth Unit, the UN Volunteer will undertake the following tasks:

Assist in planning and implementation of Environment and Natural Resources (ENR) sector and Green Economy, NDC and Youth and Women Recovery projects.

Support the management of the Country Office's ongoing environmental and climate change programmes alongside participating in the formulation of new environment and climate change proposals.

Assist in formulation and implementation of Global Environment Facility (GEF)/ Small Grants Programme (SGP) as well as Climate Smart Agriculture (CSA) and resilience;

Assist in monitoring and evaluation of the management of environment, natural resources, and climate change projects/programmes.

Assist in development and implementation of communication and outreach activity plan as well as documenting and disseminating project progress, challenges and lessons learnt.

Actively participate and support projects in organizing workshops, meetings, and other related programmes.

Actively participate in project studies and/or assessments.

As part of a team, facilitate knowledge building and management within the unit in the framework of programming

Contribute to the Delivery as One (DaO) initiative aligned with the implementation of UNDPA II. assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Furthermore, UN Volunteers are required 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 International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

### Results/Expected Outputs

Effective and efficient delivery of the ongoing projects,

Concept notes and/or proposals for resource mobilization developed.

Assistance provided to the preparation and implementation of UN Joint Programmes

Support provided to the development and publication of ToRs for consultancies, the creation of their POs, consultant reports reviewed, and the payment process facilitated in collaboration with IPs, UNDP procurement and finance teams.

Workshops organized, policy briefs, articles and story pitches produced.

Assistance provided to communications with UNDP project partners in Rwanda.

Enhanced support to programming interventions in the areas of environmental issues during the development UNDP II and ROAR.

New innovative ideas and opportunities are scouted for.

• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

Bachelor's or equivalent in a relevant area, e.g. Environmental Sciences, Environmental Management, Environmental Economics or area related to development studies.

**Required experience** 24 months

### Experience Remark

At least 2 years of professional work experience at the national and/or international level in environment, climate change or other relevant programmes; experience with government is an asset, as is experience working in the UN or other international development organization.

### Language

- English (Mandatory) , Level - Fluent
- AND - French (Optional) , Level - Working Knowledge

### Area of Expertise

- Other energy, environment and climate change related experience Mandatory
- Development programme management Mandatory

### Area of Expertise Requirement

Expertise	Mandatory yes/no
Environment, Climate Change and Natural Resources Management	Yes
Programme/Project Management	Yes

### Need Driving Licence

No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

## Conditions of Service and other information

### Condition of Service

[Click here to view Conditions of Service](#)

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*We are inspiration in action*

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

**Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

#### **Application Code**

RWAR000590-9529

#### **Application procedure**

##### **Prerequisites**

This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility here: [JICA website](#).

This is a UN Volunteer assignment and eligible candidates must be 25 years of age or older.

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### Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment, via competency-based interviews held via skype or telephone.

### How to apply

Please apply via the link below. You can then either log in if you already have an account or register via '[Candidate Signup](#)'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

**Application deadline:** 20 June 2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/UldBUjAwMDU5MA==>

### Disclaimer

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*