



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: Small Island Developing States (SIDS) Officer**
- 2. Type of Assignment: International UN Volunteer**
- 3. UNV Programme Strategy: UNV Partnership Strengthening**
- 4. Project Title: Small Island Developing States Conference 2014**
- 5. Duration: 12 months**
- 6. Location, Country: Apia, Samoa**
- 7. Expected Starting Date: 1 April 2014**
- 8. Brief Project Description:**

The Small Island Developing States (SIDS) Officer will work in the Office of the United Nations Resident Coordinator. The UN Office of the Resident Coordinator is located in the Samoa Multi Country Office (MCO) of the United Nations Development Programme, (servicing the Cook Islands, Niue, Samoa and Tokelau) in Apia, Samoa. The UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, the UNDP offers global perspective and local insight to help empower lives and build resilient nations.

Within the UN Office of the Resident Coordinator, the Small Island Developing States Officer will carry out activities related to implementation, monitoring and reporting on the SIDS Conference through advocacy, coordination, public awareness, information sharing and knowledge

United Nations Volunteers

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

Email information@unvolunteers.org <http://www.unvolunteers.org>

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



exchange, in close cooperation and partnership with UN agencies, regional organizations, national authorities and civil society.

The Third International Conference on Small Island Developing States and its associated Preparatory Commission (PrepComm) is anticipated to be held in Apia, Samoa, from the 27th August to the 4th September 2014. It will focus the world's attention on a group of countries that remain a special case for sustainable development in view of their unique and particular vulnerabilities. The Conference will invite input from all Member States.

The United Nations General Assembly has decided that the Conference will seek to achieve the following objectives:

- a. Assess the progress to date and the remaining gaps in the implementation;
- b. Seek a renewed political commitment;
- c. Identify new and emerging challenges and opportunities for the sustainable development of SIDS and means of addressing them; and
- d. Identify priorities for the sustainable development of SIDS to be considered in the elaboration of the Post-2015 UN Development Agenda.

The resolution calls for “a concise, focused, forward-looking and action-oriented political document.” The small island States have also expressed their desire to highlight successful partnerships and areas of innovation.

The preparations for this important Conference are getting underway now, starting with a robust, SIDS-directed national preparatory process. These national preparations will feed into regional meetings in June and July of 2013, followed by an inter-regional preparatory meeting scheduled for August or September.

After the small island developing states have completed their preparations, the global process will begin in early 2014, bringing together the full range of stakeholders—Member States, civil society, private sector representatives, and others. As these partners add their voices to those of the SIDS, the result will be a constructive and meaningful conference advancing the cause of sustainable development in SIDS, strengthening partnerships, and contributing to the wider dialogue on a sustainable future for all.

9. Host Agency/Host Institute: UNDP Samoa Multi-Country Office (MCO)

The UNDP Multi-Country Office (MCO) based in Samoa covers four Pacific island countries (Cook Islands, Niue, Samoa and Tokelau), and manages regional programmes for ten additional countries. The MCO is implementing a programme cycle (2013-17) that has been designed in joint coordination between three country offices in the Pacific (Samoa, Fiji & the Pacific Centre), resulting in a common Sub-Regional Programme Document for Pacific Island Countries, and strategic alignment of programmes for increased impact.

United Nations Volunteers

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

Email information@unvolunteers.org <http://www.unvolunteers.org>

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



Most of the MCO is focused in climate change and environment (93% of its budget), although the office also provide significant support in poverty eradication and governance. The environment portfolio, currently \$48m, has steadily increased over the last years and is expected to grow to \$81m by end of 2013. Programme delivery has also increased (\$2.7m, \$4.3m, \$4m, \$6.8m and \$6.9m), exceeding scorecard targets. Our regular resources only account for 8% of annual expenditure. Moreover, the MCO stands 9th in the ranking of UNDP global GEF fund delivery at \$4.7m (2011 figures).

10. Organisational Context:

The International UN Volunteer (IUNV) will work within the Office of the Resident Coordinator (RC). The Small Island Developing States Officer will carry out activities related to implementation, monitoring and reporting on the SIDS Conference through advocacy, coordination, public awareness, information sharing and knowledge exchange, in close cooperation and partnership with UN agencies, regional organizations, national authorities and civil society.

A specific learning plan will be developed to facilitate the integration and further professional development of the IUNV in the organization.

11. Type of Assignment Place: Assignment with Family

12. Description of tasks:

The UNV Small Island Developing States (SIDS) Officer will work directly under the Resident Coordinator (RC) Unit to support the successful implementing of the Third Small Island Developing States Conference. Under the guidance and direct supervision of the Resident Coordinator, Deputy Resident Coordinator, SIDS Junior Professional Officer as well as the UNV Programme Officer. The UNV SIDS Officer is expected to perform the below responsibilities:

Project Technical Support

- Strengthen the capacity of the UN Office of the Resident Coordinator and UN Country Team Working Group on SIDS by working in close collaboration with regional organizations, national governments and other United Nations Country Team partners in the implementation of the Third SIDS Conference 2014;
- In consultation with UN Country Teams and the Governments of the Cook Islands, Niue, Samoa and Tokelau, assist where required to prepare and disseminate regional reports drawn from the national consultation processes undertaken in April and May 2013.
- Support UN Country Teams, Government of Samoa and associated donor partners and NGOs in coordination and information exchange on the sustainability of the SIDS conference.



- Conduct research, develop case studies and prepare articles and stories for regional and global publications of UNDP, UNDP website and its partners where required.
- Assist with organizing workshops, conferences and meetings; and
- Carry out other duties related to the mandate and functions of the UN Office of the Resident Coordinator and UNDP support to the SIDS as assigned.

Furthermore, the UNV SIDS Officer is encouraged to:

- Strengthen her/his knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities, e.g. in events that mark International Volunteer Day;
- 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 s/he is undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases and so forth;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers; and
- 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.

13. Results/Expected Output:

- Development of first-hand understanding of the workings of the UNDP internal system;
- Appreciation of the achievements and challenges of small island developing states; the implementation of projects and the achievement of results;
- Improved ability to project management;
- A final statement of achievements towards volunteerism for development during the assignment, such as mobilization of local and international volunteers for the SIDS Conference 2014;
- Involvement in outreach events and advocacy surrounding the SIDS Conference 2014 and associated themes;
- Write a substantive article on a topic of relevance to volunteerism and the pursuit of resilience in regards to small islands developing states and the role of the United Nations.

14. Qualifications/Requirements:

- Hold a relevant advanced degree (Masters Degree or equivalent), preferably in development studies, law, economics or related fields.
- An undergraduate degree with a relevant combination of academic qualifications and experience in related area may be accepted in lieu of an advanced degree.

**UN****Volunteers**

inspiration in action

- The successful candidate will have a minimum of two (2) years' experience in development work and/or a related field such as programme management, environment or sustainable development.
- Demonstrated experience working on the integration of sustainable development policies is an asset.
- Experience working in or with a national, state or local government administration is highly desirable. Experience at the international level in the Asia-Pacific region will be well regarded.
- S/he will have motivation to promote volunteerism.
- S/he will have good interpersonal skills in a multi-cultural environment.
- Good command of English (written and spoken) is essential.

15. Living Conditions:

The Independent State of Samoa, known as Western Samoa until 1997, is made up of nine volcanic islands, two of which - Savai'i and Upolu - make up more than 99% of the land. It was governed by New Zealand until its people voted for independence in 1961. The capital city of Samoa is Apia. The total population of Samoa is 184,000 with a total area of 2,934 square km. Samoa is an island archipelago with the two main islands of Upolu and Savaii. The terrain consists of narrow coastal plains with volcanic, rocky, and rugged mountains in interior. The economy of Samoa has traditionally been dependent on development aid, family remittances from overseas and agricultural exports. Agriculture employs two-thirds of the labour force, and furnishes 90% of exports, featuring coconut cream, coconut oil, and copra. The manufacturing sector mainly processes agricultural products. The decline of fish stocks in the area is a continuing problem. Tourism is an expanding sector, accounting for 16% of GDP. The GNI per capita is US\$ 2,780 (World Bank 2008).

Apia has good accommodation facilities in terms of the Pacific standard and good road networks. Medical facilities are limited in comparison to developed countries and emergencies are undertaken in New Zealand. Food items and imported commodities are easily available in the market. There is a functioning banking system in the country. Samoa has a warm tropical climate and insect repellents are needed for the nights. Apia has an international airport which is well connected to New Zealand.

Security: A security briefing is provided to all international employee of the UN, on a mandatory basis, upon arrival. Precautions one would take in any capital city around the world apply Apia, although it is a relatively small city.

16. Conditions of Service

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,853 for single rate, US\$2,103 for one dependent rate, and US\$2,303 for two or more dependents rate; settling-in-grant (if applicable); life, health, and

United Nations Volunteers

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

Email information@unvolunteers.org <http://www.unvolunteers.org>

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



permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by:
UNITED NATIONS DEVELOPMENT PROGRAMME

Anthony Wood, Officer-In-Charge

Date: 8/3/2014

Description of Assignment approved by:
UNITED NATIONS VOLUNTEERS

Jasmine Subaşat, UNV Programme Officer

Date: 8/3/2014