



UN

Volunteers

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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:** Social Protection Officer
2. **Type of Assignment:** International UN Volunteer
3. **Project Title:** Social Policy, Knowledge Management and Research
4. **Duration:** 12 months (with possible extension)
5. **Location, Country:** Phnom Penh Zone Office, Cambodia
6. **Expected Starting Date:** As soon as possible

7. Brief Project Description:

Following the results of the UNICEF supported comprehensive urban poor assessment in 2012, and in line with the strategic shift of the Country Programme 2011-2015, UNICEF will move focus of its programmes more towards integrated approaches. In this context, the Phnom Penh Zone Office will focus on urban poor issues.

UNICEF is seeking a UN Volunteer to work in the zone office focusing on aspects of shifting direction of research, documentation of good experiences, and lessons learnt and communication to guide future UNICEF programme interventions to improve the situation of women and children in the more than 500 urban poor communities of Phnom Penh Capital.

8. **Host Agency/Host Institute:** UNICEF Cambodia

9. Organizational Context:

The UNICEF / Royal Government of Cambodia Country Programme of Cooperation 2011-2015 focuses on the areas of health; child, maternal health and nutrition plus HIV, Water Sanitation and Hygiene, basic education, child protection, local governance for child rights, and social policy and communication.

Social Policy, Knowledge Management and Research within UNICEF Country Programme 2011-2015 focuses on policy analysis, participatory research, and generation of evidence with and by local populations and authorities. Its Knowledge Management role includes documentation of learning and promoting integration of lessons and research into effective communication channels to influence programmes and policy dialogue for the improvement on policies and lives of children and their families.

The UN Volunteer will work in the Phnom Penh Zone Office under the direct supervision of the Chief of Zone Office, and under the technical supervision of the Chief Social Policy.

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



11. Description of Duties:

Under the direct supervision of the Chief of Zone Office, and under the technical supervision of the Chief Social Policy, the UN Volunteer will, in cooperation with identified UNICEF staff, undertake the following tasks:

- Observe selected different types of urban poor community life (railway, sewage pipes, river bank, rooftops, lake, etc.), and interactions with community poor villagers, urban poor community representatives, local authorities, key development partners in the UNICEF supported pilot area of the integrated MNCH&N services for one month – mapping existing social services available and the use of services by the urban poor community, document observations
- After one month of observation and together with villagers, identify good practices in the fulfillment of child rights. Identify good practices in the fulfillment of child rights.
- Conduct at least two participatory research projects in which villagers define the indicators of success. Document key findings of research and recommend ways to advocate for these villagers in forums, advocacy materials, photographic, video or other innovative formats; including exploring how the UNICEF supported Social Service Mapping exercise (SSM) applied in the rural areas can be modified for implementation in the urban poor set up.
- Document case studies with communities, local authorities, government of Phnom Penh capital and NGO staff, on how these practices were realized, and what lessons were learnt
- Building on the new UNICEF supported pilot on the integrated MNCH&N services, results of mapping existing social services and observations, explore with UNICEF zone staff and relevant partners to identify effective approaches to address issues on urban poor for improving the situation of children and women in urban poor communities.
- Develop a list of NGOs which work in urban poor communities and recommendations on strategic partnerships for future UNICEF supported programme interventions.

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;
- 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:

- Mapped existing social services available and the use of services by the urban poor community.
- Documented observations of the living situation in different location types in urban poor community of the Phnom Penh Capital and discussed with zone team for suggestions for future communication and advocacy efforts.
- Tested Social Service Mapping tool in at least three urban poor communities and provided suggestions for refinement to fit the situation in the urban areas.
- Documented at least three case studies selected from different locations; railway, sewage pipes and river bank – the most common urban poor situated areas.
- Developed a concept note on effective integrated programme approaches for future UNICEF interventions to address issues on urban poor.
- Developed list of strategic partners in urban poor and suggested for UNICEF's future partnerships
- Lessons learnt from this assignment documented, together with the supervisor, for use in guiding recruitment, placement and orientation of UNICEF staff members with similar or related responsibilities in zone office locations for the 2015 and beyond
- A final statement of achievements towards volunteerism for development during assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.



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13. Qualifications/Requirements:

Education:

- A minimum of a bachelor's degree in social sciences

Work:

- At least two years of experience in urban poverty reduction, planning and management, participatory research, writing and communication

Skills:

- Experience and familiarity with child rights principles
- Communication (listening, speaking, writing, observing)
- Ability to work in a cross cultural environment
- Self-starter, initiative and time management are important skills
- Fluent in English, written and spoken
- Knowledge of the Khmer language would be an advantage

14. Living Conditions:

The climate of Cambodia is tropical, monsoonal and is characterized by heat and humidity. The rainy season lasts from May to October and the hot, dry season from November until April.

Houses and apartments are available to suit most budgets and preferences. House hunting is not difficult in Phnom Penh. The usual means of locating suitable accommodation is through estate agents/realtors.

There are few taxi operators in Phnom Penh, so for daily transportation the cheapest, fastest and most frequent mode of travel is by motodup (you sit behind a driver of a motorbike). Some UN volunteers chose to purchase their own mode of transportation, be it a car, a motorbike or a pushbike. They are strictly recommended by UN security to wear seatbelts in cars and helmets when traveling on motorbikes, motodups or bicycling.

In terms of health, common diseases in Cambodia are those which exist in other tropical countries like diarrhea, malaria, dengue and HIV/AIDS. Most of the serious cases have been reported contracted in hilly, rural and densely forested areas. City dwellers like in Phnom Penh can also be at risk due to poor disposal of waste. Generally in cities, people use purified water for drinking and cooking. The recommended vaccinations are those against typhoid, Hepatitis A, Hepatitis B, Tuberculosis and Japanese Encephalitis.

While medical facilities in Cambodia are sufficient for the treatment of most routine ailments and minor accidents, illnesses and accidents of more serious nature require medical evacuation, usually to Bangkok or Singapore.

15. Conditions of Service

A 24 months' contract, monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$1,837 for single person, US\$2,087 for person with one dependent, and US\$2,287 for person with two or more recognized dependents; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance of US\$150 per completed month of satisfactory service.

Description of Assignment prepared by the Project Manager/UN Agency:



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Name: Ms. Sunah Kim, Deputy Representative, UNICEF Cambodia
Date: 10/03/2014

Description of Assignment approved by the UNV Field Unit:

Name: Isabelle Devylder, UNV Programme Officer, Cambodia
Date: 10/03/2014