



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: Youth Employment Specialist

UNV Strategic Framework 2014-2017; outcome 1.2: Volunteer engagement is strengthened in the priority area (d) youth

2. Type of Assignment: International UN Volunteer

3. Project Title: UN Joint Youth Employment Programme

4. Duration: 12 months (with possible extension)

5. Location, Country: Apia, Samoa

6. Expected Starting Date: As soon as possible

7. Brief Project Description:

One of the main challenges in Pacific Small Islands States, and in Samoa in particular, is the growing diaspora of young talent due to the lack of job opportunities in the islands. Under the request of the Government of Samoa, the UNDP Multi-Country Office based in Samoa is working with ILO and other UN Agencies in the development of the UN Joint Youth Employment Programme (2015-2017). Approximately US\$ 500,000 from UNDP and ILO resources has been earmarked for this programme, and additional US\$ 2.25 million are sought. This exciting programme aims to create employment and entrepreneurship opportunities amongst youth in Samoa, and is focused on 3 specific working lines: youth employment networking, local economic development and private sector development.

The UNDP Multi-Country Office in Apia has worked closely with two development specialists from ILO and UNDP Pacific Centre (both located in Fiji), who conducted scoping missions in 2013 in Samoa to start developing the programme. A short duration UN Joint Youth Employment Initiation Plan (referred to as YEP) project was developed in preparation for the 3rd UN Conference on Small Island Developing States (SIDS) that was held in Samoa, 1-4 September 2014. The YEP focused on 2 main target groups: (i) young organic farmers; and (ii) young artists and sculptors. Both groups performed extremely well and laid the foundation for further work in the full UN Joint Youth Employment Programme that is now being finalized.

In view of all the above, a fully funded international UN Volunteer to play the role of Youth Employment Specialist is being sought and expected to play a proactive role in the finalization and implementation of the UN Joint Youth Employment Programme and in the overall mainstreaming of youth employment in the UNDP portfolio. The Programme will aim principally at bringing about transformational changes in the lives of young

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people in Samoa, in particular reducing the percentage of unemployed youth from 16% by at least half of it by the end of 2017.

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

9. Organisational Context:

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 starting a new 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.

The MCO's programme is mainly focused on climate change, environment and disaster risk reduction, although it also provides significant support in poverty eradication and governance. The Government of Samoa has requested the UN to start the transition to Delivering as One and mainstream youth and gender in the UN programme. As a response to that request, UNDP is developing a comprehensive Joint Programme with ILO and UNESCO to promote Youth Employment, which will also mainstream youth employment in other existing UNDP programmes (e.g., the "Economy Wide Approach to Climate Change and Disaster Risk Reduction" Project, which has a specific component on green livelihoods).

The International UN Volunteer will be fully integrated in the Governance and Poverty Reduction Unit in Samoa, and will receive additional support from the Technical Advisors based in Bangkok and the support technical staff based in the Pacific Centre in Suva. The incumbent will work with communities, local NGOs (mainly Women in Business and the National Youth Council), the Ministry of Women, Communities and Social Development of Samoa, and other development partners.

10. Type of Assignment Place: Assignment with Family

11. Description of tasks:

Under the overall supervision of the UNDP Resident Representative (RR), and the direct day to day direct supervision of the ARR-Governance and Poverty Reduction Unit, the UN Volunteer will play the role of Youth Employment Specialist and will have the primary responsibility for providing technical advice, coordinating specific components of the UN Joint Youth Programme in Samoa and lead the monitoring and evaluation of youth initiatives in the country (including the Joint Programme and others).

In particular, the UN Volunteer will undertake the following tasks:

- Provide support to the UNDP RR and the Head of the Governance Unit in the finalization of the UN Joint Youth Programme working with the Government of Samoa, the ILO and other Agencies, with a specific focus on innovative approaches to job creation and entrepreneurship for youth, that are within the 3 focus areas so far agreed in the draft UN Joint Youth Employment Programme;
- Liaise closely with implementing partners and responsible parties for the various components of UN Joint Youth Employment Programme, in particular the Samoa National Youth Council, Women in Business Development Inc., Small Business Enterprise Centre (SBEC), UN Agencies such as ILO and others to ensure that inter-linkages between the various components are strengthened and maintained;
- Develop and maintain an effective communication and public education programme for the UN Joint Youth Employment Programme;
- Develop and undertake an economic analysis of the cost to the economy of youth unemployment;



- Work with the Trade, Commerce and Manufacturing Sector Plan (TCMSP) Coordination Unit, Private Sector Support Facility (PSSF); Civil Society Support Facility (CSSF), the Chamber of Commerce, the Samoa Association of Manufacturers and Exporters (SAME) and other sources of funding to ensure that resource allocations from the TCMSP Enhanced Integrated Framework for Trade (EIF) Tier 1 and 2, PSSF and CSSF that may be eligible for youth applications are identified and that proposals are prepared and submitted for funding;
- Support the implementation of the business Incubator component of the Private Sector Development Focus Area of the UN Joint Youth Employment Programme;
- Support the implementation of the organic farming component of the Local Economic Development Focus Area of the UN Joint Youth Employment Programme;
- Mainstream youth employment in other UNDP projects, such as the “Economy Wide Approach to Climate Change and Disaster Risk Reduction” Project, which has a specific component on green livelihoods;
- Other youth related work requested by the UNDP Multi-Country Office related to communications, outreach and advocacy on development of youth in Samoa.

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 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.
- Network and build relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives;
- Encourage, mobilize and support co-workers, fellow UN Volunteers and members of the local community to play an active part in development on a voluntary basis;
- Initiate and/or participate in local volunteer groups;
- Discuss with supervisors on how volunteerism for development can be mainstreamed through the assignment and integrating activities that promote volunteerism for development into work plans.

12. Results/Expected Output:

- Development of first-hand understanding of the workings of the UNDP /UN internal system;
- Appreciation of the achievements and challenges of small island developing states, the implementation of projects and the achievement of results;
- Involvement in outreach events on youth issues in Samoa.
- Improved ability to manage projects;
- Familiarization with UNDP and UN processes and procedures;
- Development, implementation and monitoring of initiatives to improve the quality of the work environment at the UN through building national/local capacity to assist UN staff members in informal and formal processes of dispute resolution.
- A substantive article related to volunteerism and youth employment.

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

13. Qualifications/Requirements:

Required education & work experience:

- Relevant advanced degree (Masters Degree or equivalent), preferably in development studies, labour, business management, 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.
- Minimum of three (3) year experience in development work and/or a related field such as project management.
- Motivation to promote volunteerism.
- Good interpersonal skills in a multi-cultural environment.
- Good command of English (written and spoken).

Other desirable education & work experience:

- Experience working in the Pacific Region.
- Understanding of youth issues in the context of human development and the Pacific region.
- Experience in cost benefit analysis and research, policy development and project management.
- Experience in developing and implementing mainstreaming strategies, and training in the Pacific region.

14. Living Conditions:

The position will be based in Apia, Samoa, which has good and affordable 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. The level of security risk in Apia is low, although precautions are recommended to be taken at all times.

15. Conditions of Service ([International CoS 2015](#))

The duration of your assignment is 12 months. A 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. The VLA is intended to cover housing, basic needs and utilities and is equivalent to US\$ 2,382 for volunteers with no dependents, US\$ 2,632 for volunteers with one recognized dependent, and US\$ 2,632 for volunteers with two or more recognized dependents.

The above-mentioned amounts are calculated using the MLA rate applicable for the duty station to which the family allowance (if applicable) is added: \$US250 for one dependent and \$US 450 for two or more dependents.

The MLA for the duty station is obtained from the base rate of US \$ 1,554 which is reviewed once a year, and is adjusted on a monthly basis according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM) applicable for each duty station. The PAM is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: $MLA = (MLA \text{ base rate} \times PAM) + MLA \text{ base rate}$. See ICSC website <http://icsc.un.org> for more information on the applicable PAM rates.

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In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); Well-Being Differential (applicable only in hardship non-family duty stations) life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the UN Agency:

Jaime Aguinaga, UNDP Deputy Resident Representative a.i.

Date: 10/04/2015

Description of Assignment approved by UNV Field Unit:

Ulla Helena Gronlund, UNV Programme Officer

Date: 10/04/2015

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.