



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. **Type of Assignment:** International UN Volunteer
2. **Type of Assignment Place:** Family Duty Station
3. **Assignment Title:** Associate Livelihoods Officer
4. **Link with UNV Strategic Framework:** Securing access to basic social services
5. **Duty Station, Country:** Field Office Takoradi, Ghana
6. **Duration (in months):** 12 Months
7. **Expected Starting Date:** April 2016
8. **Host Agency/Host Institute:** UNHCR
9. **Organizational Context/Project:**

UNHCR in Ghana operates through its main office in Accra and two field offices (Takoradi that covers the operations in Western and Central Regions and Sunyani covering Brong Ahafo Region).

At the end of 2015, Ghana hosted 17,406 refugees and 1,859 asylum-seekers totaling 19,265 Persons of Concern (PoC). About 9,971 PoCs live in the four refugee camps located in Central, Western, and Brong Ahafo Regions. The rest of the population is living in main urban areas such as Accra while about 2,700 Togolese refugees are settled in Volta Region, including in particular the border town of Aflao. The top countries of origin of the population of concern are Côte d'Ivoire (11,429), Togo (3,328), Liberia (2,788), Sudan (625), and Central African Republic (258).

Approximately 59 % of the total population of concern in Ghana originates from Côte d'Ivoire who fled into Ghana as a result of the post-electoral crisis in 2011. Almost 9,124 refugees and asylum-seekers from Côte d'Ivoire are hosted in three camps, the Ampain, Egyeikrom and Fetentaa camps

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located in Western, Central and Brong Ahafo Regions respectively. Other Ivorians live in urban areas and a few in host communities.

The 2016 Operations strategy for Ghana seeks to achieve the following 5 strategic outcomes for persons of concern (POC):

- All refugees hosted in Ghana have effective and equal access to existing social services including health care, education, as well as state protection services in the same manner as nationals;
- Quality, Fair and Efficient asylum system is ensured by a national independent asylum authority which provides protection to persons of concern and the appropriate individual documentation recognized countrywide;
- Each refugee household has built a livelihood assets base to enable self-reliance that will lead to conducive conditions for implementation of adequate durable solution for refugees, particularly voluntary return and/or local integration (LI);
- Ghana accedes to both Statelessness Conventions and a comprehensive analysis is undertaken on groups at risk of statelessness paving the way for the adoption of a legal and policy framework for addressing statelessness issues;
- Durable solutions are available to refugees in protracted circumstances. This includes support for voluntary return and local integration, where possible through the attainment of a durable legal status or alternative legal status. The local integration process for Togolese refugees is supported by a multi-year protection and solutions strategy (2016-18) as part of a pilot process. The overall goal is to enable all Togolese refugees in Ghana to achieve a durable solution by end of 2018. Objectives are focused on support for a sustainable legal status, with emphasis on preventing statelessness; ensuring access to economic opportunities equivalent to nationals; and their inclusion in social protection programmes.

While UNHCR's primary purpose is to safeguard the rights and well-being of refugees, the ultimate goal is to help find durable solutions that will allow them to rebuild their lives in dignity. There are three durable solutions pursued by UNHCR in protracted situations: voluntary repatriation; local integration; or resettlement to a third country. While pursuing sustainable durable solutions UNHCR additionally tries to increase the self-reliance and livelihood opportunities of refugees.

In order to meet the outlined objectives of the organization, three Project Partnership Agreements have been signed with NGOs and one with Government counterpart.

10. Description of tasks:

Under the direct supervision of the Head of Field Office Takoradi, the UN Volunteer will undertake the following tasks:

- Work closely with UNHCR's Programme, Protection, Durable Solutions units as well as the field offices to ensure that livelihood programmes in all locations, particularly in the four camps are implemented as planned and expected results achieved.

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- Within the framework of the livelihoods strategy and other available plans, design an actionable work-plan outlining livelihoods projects and their implementation time-frame, developed and endorsed by all key stakeholders.
- Review available secondary information (relevant existing reports/studies and previous livelihoods assessment).
- Participate in UNHCR's operation's planning; advise on activities to meet basic needs, improve socio-economic self-reliance of persons of concern, build peaceful coexistence between persons of concern and host communities and sustainable solutions; and advocate for the inclusion of local integration priorities into the country operation plan.
- Coordinate livelihood projects at field level with partners including operational partners, government offices and civil society organisations.
- Participate in Partners' coordination and Camp Management meetings at field level and report on outcome of meetings.
- Strengthen the institutional mapping of relevant organizations and institutions, highlighting what organizations are doing and for whom, including both existing and planned programmes that could be directly or indirectly supporting refugee livelihoods.
- Undertake series of Focus Group Discussions (FGDs) with household-members from each of the identified wealth groups; and with special interest groups (e.g. groups of women, persons from similar trades, youth, etc) verify their wealth information, elaborate a wealth ranking among households, and suggest livelihood activities for targeting the needs of the poorest households. A sufficient number of FGDs will be conducted with representatives of each of the wealth groups, to allow for systematic verification and cross-checking of information and ensure consistency in the data collected and aggregated for each wealth group.
- Analyse data using the Sustainable Livelihoods Framework and analytical tools such as SWOT analysis to
 - Verify existing information on livelihood assets and strategies of different wealth groups
 - Analyse the opportunities and threats related policies, institutions, and processes (external factors);
 - Identify means of enhancing strengths and opportunities, and of addressing or preventing weaknesses and threats. Formulate actionable recommendations.
- Prepare a summary of key findings and recommendations, including new and on-going projects, and present them in a restitution meeting/workshop, gathering key stakeholders in the assessment and programming process.
- Draft a comprehensive report; submit for review and incorporate comments into a quality final report.

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;
- 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;

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- 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.

11. Results/Expected Outputs:

- An actionable work-plan outlining livelihood projects and their implementation time-frame, developed and endorsed by all key stakeholders.
- Monitoring an evaluation framework related to the work plan, developed and endorsed by all key stakeholders.
- Projects under UNHCR's direct responsibility are implemented, in line with work-plan priorities and implementation arrangements.
- Progress reports delivered for UNHCR and Implementing Partners projects, and Progress report delivered for the livelihood strategy implementation.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Partners;
- 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

12. Qualifications/Requirements (including competencies, values and skills):

A) Qualifications, skills, experience:

Degree level: Master's degree

- **Type of Degree:** in Development studies, Development economics, Agricultural economics, Labour economics, Socio-economic studies, or other related field. Additional areas of experience could include poverty reduction; economics, business administration or management including in data management

Years of work experience: Minimum 2 years

Language: fluency in English. Knowledge of French is an asset. Knowledge of another UN language will be an asset

Driving license: No

Computer skills: excellent computer skills including excel, word and power point.

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B) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

13. Living Conditions:

At sea level, the climate of the country is tropical--hot and humid with average yearly temperatures of about 27°C (80°F) and little daily variation. At the interior's higher altitudes, the average yearly

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temperature is 20°C (68°F), and nights are generally cool. Annual rainfall varies from 500 centimeters (200 in.) on the southwestern slopes to 100 centimeters (40 in.) in the northern lowlands. The rainy season runs from October to May.

The total population of Ghana is about 26,000,000.

Ghana is a Greenwich Mean Time (GMT) country and a family duty station.

Regarding accommodation, apartments can be rented from \$550 to \$1000 per month and meals at the restaurant cost between \$10 and \$35. Food, household commodities and clothing can be found in shops and local markets (e.g. Mokola, Kaneshie, Agbogboloshi) etc at reasonable prices.

An entry **visa is required** for all travellers and must be obtained prior to arrival from an embassy. Where Ghana has **no mission or representation** a minimum of **ten (10) working days** notification must be given to the Field Unit to process the Visa on Arrival.

14. Conditions of Service for international UN Volunteers:

The duration of your assignment is 12 months starting possibly from April 2016.

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.

A 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\$ 1,571. The VLA base rate is a global rate, while the PAM is 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 example, if the PAM for the current month in the country of assignment is 54.6%, then the VLA for that month and for that country will be US\$ 1,571 x 1.546 = US\$ 2,429. Moreover, to complete the monthly VLA rate, a Family Allowance (FA) is added in function of the number of recognized dependents (or: in the amount of US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents). In addition, 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. The VLA and WBD taken together form the net core entitlements.

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, under strict conditions, also in the event of a permanent reassignment to another duty station (duty stations can change in the course of an assignment based on operational necessity; UN Volunteers may be required to work anywhere in the area of operations of the host organization, including in remote locations). Life, health, permanent disability and malicious acts insurances are included, as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements as per the local MORSS), DSA payment for official travel, periodic home visit, final repatriation travel (except in the event of a resignation within the initial contract period), and resettlement allowance for satisfactory service.

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

Description of Assignment prepared by the UNV Field Unit/UN Agency:

Representative UNHCR Ghana: Ms/ Ioli Kimyaci

Date: 28/03/2016

Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:

Hannah Ghanson, UNV Programme Assistant:

Date: 31/03/2016 (day/month/year)

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.