



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 Volunteer Coordinator

UNV Strategic Reference:

UNV Strategic Framework 2014-2017, Outcome 1, Output 1.2: "Volunteerism is integrated within UN entities' programming through the implementation of UNV-UN partner joint programmes/projects in four priority areas: (a) youth; (b) peace building; (c) basic social services; (d) community resilience for environment and disaster risk reduction"

2. Type of Assignment: International UN Volunteer

3. Project Title: UNV Support to the Youth Volunteers Rebuilding Darfur Project

4. Duration: 12 month (Renewable)

5. Location, Country: Nyala, South Darfur, Sudan

6. Expected Starting Date: Immediate

7. Brief Project Description:

Due to conflict, a whole generation of youth in Darfur has had their access to employment, education, business and development opportunities drastically reduced. Many of these youth live in rural and peri-urban areas of Darfur with limited or no access to basic services and sustainable livelihood opportunities. Many of today's young graduates lack employment opportunities, as well as access to professional development, microfinance services and markets, through which they can establish their own businesses. These youth, desperate to make a living, represent a destabilizing risk to the region.

To this end, in 2011, UNDP introduced livelihoods and economic recovery interventions to its existing activities in Darfur, focusing on the promotion of sustainable and integrated livelihood and economic recovery, peace building and social cohesion, employment creation and capacity development collectively known as the Darfur Livelihoods and Recovery Programme (DLRP). The DLRP consists of four interconnected and mutually reinforcing components, each addressing key shortcomings in Darfurian communities to sustain humanitarian gains and to ensure transition to recovery and development. In 2011-2013, the programme set a strong foundation for strengthening resilience and rebuilding livelihoods through the implementation of four components:

- Pro-Poor Value Chain Integration Project;
- Youth Volunteers Rebuilding Darfur;
- Darfur Community Recovery for Coexistence;
- and Recovery and Livelihoods Post Return Package

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Youth Volunteers Rebuilding Darfur Project (YVRDP) responds to the Government's 25-years Strategy (2002-2027) priority "to establish a National Volunteers Scheme for Private Sector Development" by contributing to achievement of the United Nations Development Assistance Framework (UNDAF) Outcome 1 "People in Sudan, with special attention to youth, women and populations in need, have improved opportunities for decent work and sustainable livelihoods and are better protected from external shocks, thereby reducing poverty".

The project addresses the main challenges for environmentally sustainable poverty reduction in Darfur through a youth volunteers-led scheme that supports and complements existing local initiatives. These include entrepreneurship, skills training, self-employment, and access to microfinance, value chain integration, natural resource management, forestry and climate change adaptation. In collaboration with the Federal Ministry of Finance, United Nations Volunteer (UNV) unit and 4 Universities in Darfur, the project provides a nationally owned, intensive and cost-effective approach to fill the enormous business and financial skill gaps among youth and women in Darfur, while at the same time contributing to the employment of skilled graduates and promotion of sustainable environment in Darfur. The first pilot phase of the project which was for 3 years came to an end by the end of 2014. The initial components of the second phase is currently being implemented across 5 states of Darfur with the aim of bridging the gap, consolidating the gains of the pilot phase and generating lessons for the review and design of a more comprehensive new phase.

8. Host Agency/Host Institute: UNDP

9. Organizational Context:

The United Nations Development Programme (UNDP) is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. The UNDP operates in 170 countries, working with people to overcome global and national development challenges. As they develop local capacity, they draw on the people of UNDP and its wide range of partners.

UNDP's focus is helping countries build and share solutions to the challenges of:

- Democratic Governance
- Poverty Reduction
- Crisis Prevention and Recovery
- Environment and Energy
- HIV/AIDS

UNDP helps developing countries attract and use aid effectively. In all its activities, it encourages the protection of human rights and the empowerment of women. UNDP focuses on key development issues, providing measurement tools, innovative analysis and often controversial policy proposals. In all its operations, UNDP uses well-coordinated and inclusive approach seeks to ensure the most effective use of UN and international resources.

10. Type of Assignment Place: Assignment without family

11. Description of tasks:

The UNV Youth Volunteer Coordinator will work within the Crisis Prevention and Recovery Unit (CPRU) under the direct supervision of the Youth and Livelihoods Officer based in El Fasher and the overall guidance of the Programme Manager of the Darfur Livelihoods and Recovery Programme (DLRP) based in El Fasher.

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This position will in turn provide technical supervision and guidance of the National Youth Volunteer Coordinator for the South Darfur State.

This position will provide technical and operational leadership for the implementation and development of all components of the Youth Volunteers Rebuilding Darfur Project in the South Darfur State. It will have significant interaction with other Livelihoods project teams, the state Coordinators and strong working relations with UNDP implementing partners particularly the Peace and Development Studies Center at the University of El Fasher, Nyala.

The UN Volunteer will undertake the following tasks:

Programme Management and Implementation:

- Provide leadership for the management of the day-to-day activities of the Youth Volunteers Rebuilding Darfur's project within the state;
- Provide leadership in providing inputs for project initiation, drafting of project proposals from the SD;
- Keep abreast of developments in the country with regards policies and opportunities relevant to the Youth Volunteers Rebuilding Darfur's project contribution;
- Develop and maintain linkages; good working relations and partnership with the Government Counterpart(s), UNAMID, UN agencies, the private sector, NGOs and CSOs;
- Promote synergies through close coordination with the other UNDP projects, especially the Darfur Livelihoods and Recovery Programme in the respective localities;
- Provide technical support for the efficient operations of the PCU and SPCUs;
- Manage the recruitment, training, orientation and deployment of volunteers;
- Establish mechanisms for the monitoring and support of volunteers at the community level in collaboration with the PCU/SPCUs, the Ministry of Finance and other stakeholders;
- Attend STCC and other related meetings with UN agencies and other local stakeholders;
- Provide technical support for effective volunteer training including inputs to improve curriculum, training quality;
- Provide technical support, coaching, guidance and mentoring to volunteers through the sharing of experiences and advice as required; and encourage SPCU to build-up a mutual support network for volunteers across Darfur;
- Create platform through which volunteer could interact for sharing of experiences and lessons learned;
- Coordinate the organisation of events; including specialised celebrations and voluntary community initiatives;
- Mainstream environmental management and protection into the youth project;

Monitoring, Evaluation and Reporting:

- Develop, implement and update work plans, M&E plans in line with the project document;
- Based on the Annual Work Plan (AWP), establish baseline and monitoring and evaluation plans for the project at the state level which are updated regularly;
- Lead the provision of inputs for AWP from the SD state;
- Perform regular data collection and analysis ensuring key results are tracked and documented;
- Prepare regular briefs and updates of key achievement for Programme Manager, YVRDP team briefings and donor briefings;
- Regularly lead the review project performance; identify problems and develop solutions on timely basis;
- Organise regular review exercises with PCU and SPCUs to detect problems on timely basis;
- Persistently track lessons learned and best practices;



- Monitor the performance of serving volunteers through field visits to their duty stations, discussions with their supervisors and counterparts and follow-up on their periodic reports;
- Working closely with the Communications unit, identify and draft success stories, taking quality photos and ensure they are communicated widely through appropriate media;
- Provide support for the conduct of project evaluation; facilitate donor field visits and provide support to consultants;
- Provide capacity building support to the Peace Centres and National Youth Volunteer Coordinator.

Financial Management:

- Develop action TORs, plans and budgets for DIM working advances and ensure advances are utilised and liquidated on timely basis;
- Carry-out financial and operational monitoring, identify gaps and inform the Programme Manager on timely basis;
- Provide leadership for the implementation of sub-grants -drafting MCGAs, LOAs, track and follow-up on the implementation, liquidation and reporting of all sub-grants on timely basis;
- Ensure that IPs are informed of their obligations for documentation, schedule of activities and payments and reporting;

Operations Support and Coordination:

- Act as State Coordinator for the SD whenever designated by the Darfur Regional Head of Office;
- Monitor update and advise the Head of Office on security issues within the state and their input on UNDPs operations;
- Maintain constant contacts with relevant offices in Khartoum pertaining the smooth running of the SD office;
- Represent UNDP in relevant state coordination meetings and forums where necessary;
- Any other related duties deemed necessary by the Youth and Livelihoods Officer and or the Programme Manager.

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.

12. Results/Expected Output:

The Youth Volunteer Coordinator will play a pivotal role in improving the capacity of the Peace Centres in effectively implementing the Youth Volunteers Rebuilding Darfur Project.. The contributions of this assignment will impact the overall capacity of the UNDP team to effectively deliver the Project, as per the project document and the annual work plan, including the following:

- Improved leadership for project implementation at the state level;
- Project planning, implementation enhanced for timely achievement of project targets.

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- Efficient, timely, responsive, client-friendly and high-quality support rendered to stakeholders on diverse issues.
- Effective and high technical and administrative capacity building provided of State Project Coordination Units in the respective states.
- High quality training provided to youth volunteers and community members;
- Vulnerable community members increased income earning and entrepreneurial capacity as a result of this project;
- Synergies among the YVRDP, the Pro-Poor Value Chain Integration Project and Darfur Coexistence and Recovery Project enhanced.
- Accurate and reliable information generated for the monitoring, evaluation and further improvement of the project;
- 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.

13. Qualifications/Requirements:

a) Qualifications, skills, experience:

Academic background:

- Minimum of University Degree is required preferably in Social Science, Development Studies, International Relations, Youth Development, Entrepreneurship or other relevant area
-

Experience:

- Minimum 3 years of experience in development-related field, management capacity and organizational development, Youth Development and / or volunteer management is required.
- Knowledge on the country socio-economic situation, cultural dimensions and political structure particularly knowledge of the Darfur region and its context
- Previous knowledge and or working experience in similar contexts would be an asset;
- Knowledge of the UN system and particularly UNDP-managed programmes/projects is favourable.
- Female candidates are strongly encouraged.

Language skills: Fluency in English required and Arabic desirable.

Other skills: Computer literate (MS-Office/ Internet), interpersonal, strong advocacy, negotiation and presentation, team-building and high degree of personal initiative, driving licence; experience in volunteerism will be an asset.

b) Competencies and values:

- **Vision:** An in-depth understanding of the unit's strategic direction and ability to transform it into a results-oriented work programme.
- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations.
- **Managing performance:** Proven effective supervisory skills; ability to mentor staff and provide guidance and support.
- **Planning and organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives.
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to

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solve problems/meet client needs.

- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials.
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Negotiation skills:** Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understanding.

14. Learning expectations

The assignment per se represents a learning experience and the UN Volunteer should take the most from this opportunity. UNV places high importance to learning and development of the volunteer. S/he should leverage from the offer of diverse opportunities aim to strengthen his/her own skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Volunteer include the development of:

Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building;

Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, including the UN Volunteers Toolkit made available on the UNV website ([click here](#)) host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN Volunteer's assignment. Host agencies are also expected to provide, at their expense, UN Volunteer with equal opportunity to participate in training courses and workshops offered to the host agency's personnel.

15. Living Conditions:

Darfur is the western-most region of Sudan. The region's main towns are El Fasher, Nyala, and Geneina. The region has been in a state of humanitarian emergency since 2003. This environment requires a mature level of cultural awareness. This position will be based in Nyala with regular travel to other parts of the state and other parts of Darfur. The security situation in Nyala is unpredictable, though moderately calm in most areas. Risks to personnel are reduced by strict adherence to UN security guidelines, instructions and mitigating measures. Crime rate, though not alarming, gives some cause for concern. It is mandatory for all personnel to receive a security briefing upon arrival.

The cost of living in Nyala is relatively reasonable. The markets and shops are generally stocked with local and common cereals, fruits and vegetables, meat, fish and other common food items. Local restaurants hardly serve well-known non-local recipes. Telecommunications are appreciably reliable in Darfur. There are three main international telecommunication companies in Darfur which provide mobile phone, internet and other telecom services.



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

A Volunteer Living Allowance (VLA) is paid at the end of each month to cover basic needs such as housing, utilities, transportation and communications. UNV aims to ensure that international UN Volunteers have comparable purchasing power across all duty stations irrespective of varying costs of living. To achieve this, the VLA is calculated using a global base rate of US\$ 1,5714 multiplied by a country specific Post-Adjustment Multiplier (PAM). The PAM is reviewed and updated every month by the International Civil Service Commission (ICSC - <http://icsc.un.org>). As such, the VLA may change to correspond to any fluctuations of the PAM. The VLA also includes the applicable Family Allowance (FA) according to the number of recognized dependents (US\$ 250 for 1 dependent and US\$ 450 for 2 dependents or more).

Example of VLA Calculation

Global base rate	1,5714
PAM for Sudan (example)	45.1
Calculation	1,5714 x 1.451 = 2279.521
1 dependent	250
Total	US\$ 2529.521

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 and permanent disability insurances are included, as well as assignment travel, annual leave at 2.5 working days per month, 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. In addition, UN Volunteers are provided a Well-Being Differential (applicable only in hardship non-family duty stations).

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

17. Application Procedure:

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to ‘Special Recruitment’ section on the left menu, click on the ‘Edit’ button and select the advertisement code “16FFJICA_SDN” from the drop down list. Please do not forget to click the ‘Update’ button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the ‘Special Recruitment’ option on the left menu, then click on the ‘Edit’ button and select the advertisement code “16FFJICA_SDN”.

This assignment is funded by the Japan International Cooperation Agency (JICA), therefore only Japanese Nationals who have served as Japan Overseas Cooperation Volunteers (JOCV) and are specifically recommended by JICA are eligible to apply.

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Former Japan Overseas Cooperation Volunteers who have not yet received JICA recommendation should visit the following website (Japanese): http://www.jica.go.jp/volunteer/obog/career_support/unv/ for more information.

Application deadline is 10 March 2016. Only short-listed candidates will be contacted.