



## UN YOUTH 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 Youth 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 Youth 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:** UN Youth Volunteer in Inter Agency Coordination
2. **Type of Assignment:** International UN Youth Volunteer
3. **Project Title:** N/A
4. **Duration:** 12 months
5. **Location, Country:** La Paz, Bolivia
6. **Expected Starting Date:** Feb/Mar 2015
7. **Brief Project Description:**

The United Nation (UN) system has embarked on an ambitious plan to strengthen its coherence and relevance to remain the primary partner of upstream policy advice to the government of the Plurinational state of Bolivia. This has implied an analysis of current services given, and systems used by the United Nations in Bolivia, It has also implied a through analysis of the Quadrennial Comprehensive Policy Review (QCPR) that was recently approved by the General Assembly, as well as the Standard Operating Procedures (SOP) introduced by the UNDG to implement these decision on the country level. As consequence of these processes the UNCT decided on a number of areas for the Resident Coordinators Office (RCO) to focus on to fulfill the potential of the United Nations in Bolivia in light of the current reform processes, the SDG agenda and the changing needs of Bolivia as a mid-income country. The Youth UNV will an integral part of this work.

Among the tasks that the RCO are to embark on during the coming 18 months are 1) a Joint Resource mobilization plan, 2) New procedures for inter-agency coordination through strengthening the thematic and operational groups in line with the SOP 3) Transparent procedures for joint programmes and joint programming 4) A cost efficient system for monitoring of the UNDAF 5) Knowledge management strategies and 6) A strategy for joint communication; among other responsibilities. Several of these processes have already been initiated, but due to human resource and financial constraints the roll out of these mechanisms will be time consuming.

The envisioned role of the Youth Volunteer will be to support the Resident Coordinator and the UNCT by working closely with the Coordination Specialist in the RCO team. Specifically the volunteer will support him in the areas of *joint programming* and *joint resource mobilization*. This will be done both by being part of the drafting of policy documents for the United Nations System in Bolivia as well as giving support in the day-to-day work with inter-agency coordination within these

### United Nations Volunteers

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two core areas of the Resident Coordinators office. A special emphasis within these tasks, will be focused on the ability of the RCO to give substantive support in the mainstreaming of gender within joint efforts.

**8. Host Agency/Host Institute:** The Resident Coordinator's Office

**9. Organizational Context:**

The Resident Coordinator System is all the organizations that is currently representing the United Nation System in Bolivia as well the non resident agencies of the UN. The Resident Coordinator system is headed the Resident Coordinator (RC), who is the designated Representative of the UN Secretary-General in Bolivia. She also leads the UN Country Team (UNCT) in Bolivia. The UNCT is composed of representatives of the UN funds and programmes, specialised agencies and non-resident UN agencies. The RC, in close cooperation with the UNCT, has the overall responsibility of the coordination of the developmental activities of the UN carried out in Bolivia. All activities taken by the UN in Bolivia is done in accordance with the objectives and priorities of Bolivia as reflected in national plans and priorities and the mandates and objectives of the UN and its organizations. The commitment of the UN to Bolivia is, in turn, reflected in the United Nations Development Assistance Framework, the so called UNDAF which encompasses the period until 2017.

To fulfil their mandates, the UNCT and the RC is supported by the RCO. The RCO is currently set up of 2 professional staff and one administrative staff and provides support services so that the functions of the UN system may be fulfilled in Bolivia. This implies working with the development, implementation, reporting, monitoring and evaluation of the strategic results of the UNDAF. It also implies working with inter agency mechanisms such as joint programming and joint resource mobilization so that the UN in Bolivia may fulfil its mandates and support the country to reach the internationally agreed commitments as well as the goals of the Post-2015 development agenda. All activities of the RCO are done in close cooperation with the UN agencies and the relevant partners of the Government, civil society, legislative, private sector etc., in Bolivia.

Under the direct supervision of the Coordination Specialist and in close cooperation with the UN Resident Coordinator, the UN Youth Volunteer will undertake efforts that will increase the coherence and relevance of UN activities in Bolivia and thus contribute to the achievement of the Post-2015 development agenda and the national goals of the Plurinational state of Bolivia. A special emphasis in the work of the volunteer will be on gender as a tool for sustainable development interventions.

**10. Type of Assignment Place:** Assignment without family

**11. Description of tasks:**

*Resource Mobilization*

- Assist in the development of analytical products on resources mobilization such as the reports scanning national, regional and international opportunities for partnership building with donors, civil society and the private sector.
- Provide support to the planning and design of joint activities in resource mobilization such as joint meeting of agencies, round table discussions with donors and coordination meetings with national counterparts.
- Be part of the development of communication, advocacy and partnership materials for the United Nations System in Bolivia.

*Joint programming*

- Assist in the development of analytical products on joint programming such as procedures for inter-agency coordination, mechanism for government and civil society inclusion in the planning and execution of joint programmes etc.



- Provide support to the planning and design of joint activities in resource mobilization such as joint meeting of agencies, round table discussions with donors and coordination meetings with national counterparts.
- Be part of the support function of the RCO in developing joint programming proposals of the UN system in Bolivia
- Be part of the support function of the RCO in the implementation of joint programmes.
- Have a special role to promote the inclusion of gender in all joint programming efforts
- Be part of the development of communication, advocacy and partnership materials for joint programmes in execution in Bolivia.
- Assist the RC in developing donor reporting for joint activities
- Identify and disseminate good practices of joint programming in Bolivia

#### *Promoting the values of volunteerism*

- Develop an understanding of the role of volunteers and the importance of volunteerism for the United Nations in Bolivia
- Promote the values of volunteerism within the UN system
- Support UNV and other national and international colleagues in promoting the values in Bolivia by partaking in activities and in the support of joint publications or other efforts such as articles or newsletters.
- On the basis of upcoming priorities or strategic decisions of the RC or the UNCT that promotes a United UN, the volunteer may be asked to take on other responsibilities.

#### **12. Results/Expected Output:**

- Partake in the development and presentation of strategic documents on resource mobilization for the UN system in Bolivia
- Partake in the development and presentation of strategic documents on joint programming for the UN system in Bolivia
- Effective support to joint programming to the UN system in Bolivia given
- Effective support to joint resource mobilization efforts in Bolivia given
- Facilitation of knowledge development through the preparation of analytical products in resource mobilization, programming and inter agency coordination
- Development of tools to mainstream gender in joint programming efforts
- Substantive support to volunteerism efforts provided

#### **13. Qualifications/Requirements:**

- Master's degree in relevant field of study, the ability to show gender as a part of the education is considered an advantage
- An understanding of the UN System, the MDGs and Post-2015 processes. Experience is considered an advantage
- Proven research, writing, and communications skills, including verbal and written; proficiency in Spanish and at least an intermediate level in English
- Proficient in the use of the Internet and relevant software such as Microsoft Office
- The ability to work independently with limited supervision in a multicultural environment while still delivering results
- An ability to be resource and professional in a demanding and changing environment
- Show professionalism and a positive attitude.

#### **14. Learning expectations**

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.



Learning elements for the UN Youth 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; and career preparedness such as interview skills, CV preparation, job searching.
- 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, host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. Host agencies are also expected to provide, at their expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to the host agency's personnel.

Furthermore, the UN Youth Volunteer is encouraged to:

- Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
- Be acquainted with and build on traditional and/or local forms of volunteerism in the 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 volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Youth 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.

### **15. Living Conditions:**

La Paz is the capital and the most important city of the country. With the neighboring city of El Alto, gathers around 1.6 million inhabitants. At 3,800 meters over the sea level, La Paz enjoys a dry and temperate climate the most part of the year, and is free of most typical tropical diseases. La Paz is known for being one of the safest capital cities in South America, its stunning landscapes and its high altitude. The main international means of information and communication (cable TV, internet, international press etc.) are easily available in the city. It is a pleasant and good place to live which offers wide array cultural experiences such as museums and festivals as well as beautiful sceneries. As Bolivia in general, La Paz offers a multicultural and vibrant environment.

The Resident Coordinators office, as most UN premises, is located in is in the Zona Sur area of La Paz. Zona Sur is an upper middle-class area which is both safe and easily accessible from the centre of the city as well as for example the airport. Most UN staff lives either in Zona Sur or in the nearby neighborhood of Sopocachi. The latter is a historic district of La Paz, and currently is the sector in which most embassies and development organizations are located.

### **16. Conditions of Service**

A 12-months contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities equivalent to US\$1,449; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.



## 17. How to apply:

This modality aims to mobilize Youth between 24 and 29 years old. Since this UN Youth Volunteer assignment is funded by AECID, only Spanish nationals can apply.

**If you are not a candidate in the UNV database**, please apply by registering your profile through the following link: <http://ereta.unv.org/html/index.php?module=myprofile&ad=YTH14BOL000285>

Important : Once you have created your UNV account and after validating your email address, please complete all sections of your profile and make sure the correct advertisement code '**YTH14BOL000285**' is selected in the 'Special Recruitment' tab of MyProfile. Your application can only be considered once you have clicked on the green 'Submit My Profile' button. As a confirmation of your successful registration, you will receive an email with your UNV roster number.

**If you already are a candidate in the UNV database**, please update your profile through: <http://MyProfile.unv.org> and select the code '**YTH14BOL000285**' from the drop down list in the 'Special Recruitment' tab.

Please take note of the **closing date indicated in the general instructions in AECID's website in order to apply to these Youth UNV assignments**. Profiles of interested applicants must be fully registered in the UNV database of candidates before such date. Only short-listed candidates will be contacted.