



## 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 Private Sector Engagement**

**2. Type of Assignment: International UN Youth Volunteer**

**3. Project Title: Inclusive Economic Development**

**4. Duration: 12 months**

**5. Location, Country: Bogotá D.C. , Colombia**

**6. Expected Starting Date: Feb/Mar 2015**

**7. Brief Project Description: Seeks to promote the productive capacity of low-income and vulnerable populations and increase their employment and income generation opportunities, so that they may autonomously exercise their rights as citizens and improve their quality of life.**

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

**9. Organizational Context:**

UNDP in Colombia helps to build and share solutions to achieve Poverty Reduction, Democratic Governance, Crisis Prevention and Recovery, Peacebuilding, sustainable development. The UN Volunteer will be part of the Poverty Reduction Area where inclusive growth is promoted for the achievement of the MDGs, to support transformational change which brings about real improvements in people's lives. He/she will interact with public counterparts, donors, private sector and academia at the national and local levels.

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

**11. Description of tasks:**

**Under the supervision of The Poverty Reduction Area Coordinator, the Inclusive Economic Development Project Coordinator, and the UNV Programme Coordinator in the country the UN youth volunteer will:**

- Identifies, systematizes, maps and consolidates a bank of national and international practices for inclusive business development, private sector engagement, SMEs development,

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entrepreneurship promotion, soft skills and core work skills development for the economic inclusion of base-of-the-pyramid (BoP) and vulnerable communities.

- Contributes to the design and implementation of a private sector engagement strategy at the national and local levels.
- Contributes to private sector engagement in strategic partnerships, including public-private partnerships.
- Supports value chain analysis by identifying opportunities for the economic inclusion of base-of-the-pyramid (BoP) and vulnerable communities.
- Supports the Monitoring and Evaluation (M&E) and Knowledge Management strategies of the project.
- Supports the preparation of a fundraising strategy for the project, maps actors and fundraising opportunities, identifies opportunities for funding and calls for proposals, assists the preparation and consolidation of funding proposals.

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

- Bank of national and international good practices for inclusive business development, private sector engagement, SMEs development, entrepreneurship promotion, soft skills and core work skills development for the economic inclusion of base-of-the-pyramid (BoP) and vulnerable communities.
- Private sector engagement strategy design and implementation report.
- At least three value chain analysis reports.
- Fundraising opportunities map.
- Fundraising proposals prepared.

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

- Advanced university degree or equivalent background in Economics, Business Administration Management, International Relations, or other related fields;
- Demonstrated interest and/or experience in local economic development, SMEs development, entrepreneurship promotion and/or poverty reduction;
- Experience working in private sector engagement, shared value promotion and/or inclusive business promotion is an asset;
- Experience in research regarding a relevant development field for the project is an asset;
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Fluency in spoken and written Spanish, and knowledge of the main communication language of the region of assignment is an asset;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

## **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

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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 should at least support two of the following:

- 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.
- Support UNV programme office activities as informed by the UNV office.
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#### **15. Living Conditions:**

Bogota is the capital of the Country. Full public and health services are available in the duty station as well as cultural and other recreational activities. Missions and official movements should be reported to UNDSS.

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

A 12-month - month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1836; 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 23 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=YTH14COL000494>

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 '**YTH14COL000494**' 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 'YTH14COL000494' 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.