



UN

Volunteers

inspiration in action

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:** Specialist in Gender-Responsive Peacebuilding

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) **peacebuilding**; (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 Second Gender Promotion Initiative
4. **Duration:** 15 months
5. **Location, Country:** Bishkek, Kyrgyzstan
6. **Expected Starting Date:** As soon as possible
7. **Type of assignment place:** Assignment with family
8. **Host Agency/Host Institute:** Peace Building Fund (PBF) Secretariat
9. **Organizational Context:**

Background

Beginning in 2012, the United Nations Country Team (UNCT) in Kyrgyzstan has provided policy guidance for the planning and coordination of UN agencies' capacity development assistance for the realization of the Secretary-General's 7-Point Action Plan (PAP) on Gender Responsive Peacebuilding. Among UN agencies, UN Women has contributed substantive expertise towards the development of gender responsive changes in national peacebuilding policies; resulting in the adoption of a National Action Plan (NAP) on UN Security Council Resolution (UNSCR) 1325. The latter aims to strengthen women's participation in peacebuilding processes. Moreover, with the on-going Gender in Society Perceptions Study (GSPS) project, UN Women also aims to further develop the capacity of government agencies to realize the commitments in the NAP.

At the initiative of the UNCT, in 2014 two meetings of the UN Theme Group on Gender (GTG), with participation of the Resident Coordinator's Office (RCO) and PBF Secretariat, were conducted, in order to strengthen monitoring and coordination of UN Agencies' support to the implementation of 7 PAP and NAP on UNSCR 1325. Seven UN agencies' representatives are members of the Joint Steering Committee of PBF projects. They also contribute separately to monitor the implementation of gender specific activities and the tracking of gender indicators under the PRF.

**UN****Volunteers**

inspiration in action

In January 2015, the UN agencies recipients of PBF funds, the Receipt UN Organizations (RUNOs), prepared a report on progress made in the implementation of the SG's 7-PAP on gender-responsive peacebuilding. The report identifies lessons learned, good practices and challenges related to the 7-PAP implementation. The report will contribute to the consolidated global report for the UNSCR 1325 high-level review, due to take place in late 2015.

Key challenges in the implementation of 7-PAP are a) low gender responsive capacity of PBF Secretariat staff; b) lack of understanding of gender-transformative approach (women and girls considered as beneficiaries rather than agents of change); c) lack of methodology on ensuring 15% budget allocation for Gender Equality and Women Empowerment (GEWE) activities in the Peacebuilding and Recovery Facility (PRF) projects.

To address the above issues, progress on 7-PAP's realization was incorporated in the scope of the evaluation process planned for the implementation of UNCT's Gender Mainstreaming Strategy. Recommendations will be provided. A concept note on ensuring gender-responsive peacebuilding and Human Rights Based Approach (HRBA) for PRF projects staff was developed by UN Women and OHCHR and agreed upon by PBF Secretariat and participating UN Agencies. A workshop will be conducted in 2015.

Proposed division of responsibilities

UNV is well positioned to support the 7-PAP through the second Gender Promotion Initiative (GPI2) in three areas: 1) post-conflict planning processes, notably through community mobilization empowering women to actively engage in peacebuilding initiatives; 2) deployment of civilian capacity with specialized skills, including the application of methods for incorporating gender-responsive mechanisms in project development; 3) conflict-prevention, notably mediation and conflict-monitoring and reporting. Furthermore, in line with the 7-PAP, the UNV Global Peacebuilding Programme, launched in November 2014, has allocated 15% of its total funds to gender-responsive peacebuilding. This assignment will contribute to deliver output 3.2 of the Global Peacebuilding Programme: "Capacity of the UN system to implement the SG's 7-PAP on Gender Responsive Peacebuilding and deliver other gender-responsive peacebuilding interventions strengthened". The UNV Field Unit in Bishkek will act as a liaison entity between this project and the GPI projects staff.

UN Women will continue to provide technical expertise, particularly on the matters of 7-PAP, the implementation of GPI2 and the capacity development training.

The PBF Secretariat, as the lead agency, will provide substantive supervision and monitor the implementation of the project's activities. In addition, the PBF Secretariat will provide logistical support in the form of office space, furniture and telecommunication to the international UNV specialist.

10. Brief Project Description:

The project will enhance the capacity of the UNCT, PBF Secretariat and its Joint Steering Committee (JSC) in accelerating and monitoring the implementation of gender-responsive peacebuilding interventions through GPI2 within PRF projects in the Kyrgyz Republic. For this purpose and with a view to accelerating the processes leading to the achievement of the 15% target of the 7-PAP, UNV will provide support to the PBF Secretariat and RUNOs by deploying one international UN Volunteer (IUNV) who will contribute to expedite and coordinate the transfer of knowledge and capacity development assistance. Methods such as Gender Markers, financial tracking mechanisms, participatory needs assessment and planning, community mobilization, and inclusion of vulnerable groups, especially engaging young women and men, will be utilized.

11. Description of Tasks:

The IUNV Specialist will be based in the PBF Secretariat Office and report to the JSC Co-Chairs who are the UNRC and PBF Secretariat Manager. The PBF Secretariat will have a general managerial and coordination role in terms of the IUNV Specialist's involvement in UNCT activities. The IUNV Specialist in gender-responsive peacebuilding shall a) engage and coordinate with the national level stakeholders of the Peacebuilding Priority Plan (PPP) and other donor partner interventions outside the PBF which also deliver gender-responsive peacebuilding interventions; b) provide technical support on participatory and inclusive gender-responsive peacebuilding programming and management, in consultation with the IUNV M&E Adviser in the PBF Secretariat; c) support the country level implementation of commitments 2 (post-conflict planning), 3 (adequate financing), 4 (civilian capacity), 7 (economic recovery) of the Secretary-General's 7-PAP.

Specific duties include:



UN

Volunteers

inspiration in action

General Project Management and Coordination

- Support effective information flows, communication and coordination between the UNCT, JSC and other gender-responsive peacebuilding partner interventions at country-level outside the PBF
- Develop an annual work plan for implementation of outputs and generation of results, ensuring high-quality, evidence-based, results-oriented reporting on the results generated by the project
- Provide support to the implementation of the PRF project implemented by UN Women “Building the evidence base to facilitate responsive gender policy and programs for equality and lasting peace in Kyrgyzstan”.

Capacity development

- Conduct a gender analysis of all project concept notes in the PPP and of other relevant UN peacebuilding projects not funded by the PBF, so as to ensure the integration of women’s needs and priorities in the formal peacebuilding planning frameworks or post-conflict planning, utilizing Gender Markers to code the projects’ activities
- Lead the development and implementation of a financial-tracking system for the UN's peacebuilding funds
- Provide expert advice to the UN and the Government of Kyrgyzstan, as requested, on national law and institutional reforms related to gender-responsive peacebuilding policies/programmes
- Provide technical support and capacity building, as requested, to partners on generating gender-responsive conflict-prevention mechanisms
- Plan and implement capacity development training of women’s groups involved in UN supported peacebuilding activities. This activity will focus on enhancing the capacity of women’s groups to participate in the design and implementation of peacebuilding processes
- Ensure gender balance in UN-supported participatory needs assessment, planning, monitoring and evaluation (M&E), and inclusiveness in peacebuilding efforts of young women and men
- Ensure gender balance in the recruitment of UN Volunteers to have young men also involved as community engagers and mobilizers in contexts with cultural and post-conflict sensitivities

Knowledge and innovation

- Research and disseminate the impact of innovative gender-responsive peacebuilding initiatives, including an assessment of the contribution of UN Volunteers within the engaged communities and women’s groups
- Disseminate lessons learned and good practices, and share experiences across GPI2 countries where UN Volunteer Programme provides support (i.e. Guinea, Nepal, Kyrgyzstan, Mali, and Somalia)

Furthermore, UN Volunteers are encouraged 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; network and build relationships with local organizations, groups or individuals, and support and/or participate in local volunteering initiatives; 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.; initiate and/or participate in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer website;
- Promote or advise local groups on the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible;
- Encourage, mobilize and support co-workers, fellow UN Volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers.

12. Results/Expected Output:

- An annual project work plan produced for implementation of outputs and generation of results
- Gender markers indicated for PPP’s and non-PBF-funded projects based on PBF criteria
- An integrated M&E and reporting framework completed with funds’ financial tracking indicators
- Capacity of women groups, through training, enhanced for participation in peacebuilding processes
- All PPP projects operationalized by the end of 2015 and 15% of PBF allocation to Kyrgyzstan utilized by the end of 2016
- Data on UN Volunteers’ participation aggregated by gender



UN

Volunteers

inspiration in action

- Learning platform for UN Volunteers and partners established
- New knowledge products and communication materials on the impact of innovative gender responsive peacebuilding initiatives disseminated

13. Qualifications/Requirements:

Education:

An advanced University degree (Masters Level) in social sciences, political science, international affairs, international development studies, gender/women's studies, human rights, peace, conflict management or a related technical field.

Experience

- At least three years' relevant experience in programming on women, peacebuilding and/or development
- Prior experience in a conflict or post conflict-context would be an asset;
- Demonstrated knowledge and understanding of programming, preferably in the field of gender-responsive peacebuilding;
- Experience in or exposure to providing policy advice and technical assistance on women, peacebuilding and/or development;
- Experience in or exposure to engaging in results oriented in-country capacity development, including training-related activities;
- Experience in supporting women's organizations in conflict and post-conflict situations is desirable;
- Professional results-based management skills, preferably with monitoring and evaluation experience;
- Familiarity with UN administrative practices and procedures would be an asset.

Language Requirements

Outstanding oral and written communication skills in English. Russian is an asset.

Competencies

CORE VALUES AND PRINCIPLES

Integrity: Demonstrating consistency in upholding and promoting the values of UN Volunteer Programme in actions and decisions, in line with the UNV Code of Conduct.

Cultural Sensitivity/Valuing diversity: Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

CORE COMPETENCIES

Ethics and Values: Promoting Ethics and Integrity / Creating Organizational Precedents

Organizational Awareness: Building support and political acumen

Developing and Empowering People / Coaching and Mentoring: Building staff competence, creating an environment of creativity and innovation

Working in Teams: Building and promoting effective teams

Communicating Information and Ideas: Creating and promoting enabling environment for open communication

Self-management and Emotional intelligence: Creating an emotionally intelligent organization

Conflict Management / Negotiating and Resolving Disagreements: Leveraging conflict in the interests of the organization & setting standards

Knowledge Sharing / Continuous Learning: Sharing knowledge across the organization and building a culture of knowledge sharing and learning

Appropriate and Transparent Decision Making: Fair and transparent decision making; calculated risk-taking

FUNCTIONAL COMPETENCIES

- Promotion of knowledge management in UN Volunteer Programme and a learning environment in the office through leadership and personal example;
- Development of operational effectiveness;
- Ability to lead strategic planning, results-based management and reporting;



- Ability to lead the formulation and monitoring of management projects;
- Solid knowledge of financial and human-resources management, contracts, asset and procurement, information and communication technology, general administration;
- Ability to build strong relationships with clients, focus on impact and result for the client and respond positively to feedback;
- Consistent approach to work with energy and a positive, constructive attitude;
- Proven oral and written communication skills;
- Openness to change and ability to manage complexities.

14. Living Conditions:

The position will be based in Bishkek, Kyrgyzstan where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available.

15. Conditions of Service

The contract is issued for 15 months. A Settling-In-Grant is provided as well as a monthly UN Volunteer living allowance (VLA) US\$2,131.00 (a single UN Volunteer); US\$2,381.00 (UN Volunteer with 1 dependents) or US\$2,581.00 (intended to cover housing, utilities and normal cost-of-living expenses). Life, health and permanent disability insurances are included, as well as return airfares.

The VLA rates are calculated based on the movement of the post adjustment multiplier (PAM), which is adjusted country by country by the United Nations/International Civil Service Commission (UN/ICSC) to reflect differences in the cost of living. The above VLA rates in Kyrgyzstan are based on the February 2015 of PAM 37%.

16. Application

If you are not a candidate in UNV's 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 and select the following code: "15KYR_GENDER" from the drop down menu in the "Special Recruitment" tab of 'MyProfile'. Your application can only be considered once you have submitted your complete UNV profile (green button). As a confirmation of your successful registration, you will receive an email with your UNV roster number.

If you are registered in the UNV database of candidates, please update your profile at: <http://MyProfile.unv.org> . In the "Special Recruitment" section on the left, click on the "Edit" button and select the advertisement code "15KYR_GENDER" from the drop-down list.

Closing date: 19 May 2015. Only short-listed candidates will be contacted.

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.