



UNV VOLUNTEER TERMS OF REFERENCE

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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

- 1. UNV Assignment Title:** UNV Programme Officer
- 2. Type of Assignment:** International UNV volunteer
- 3. Project Title:** N/A
- 4. Duration:** One year with possibility of extension
- 5. Location, Country:** Bangkok, Thailand
- 6. Expected Starting Date:** as soon as possible
- 7. Brief Project Description:** N/A
- 8. Host Agency/Host Institute:** United Nations Development Programme
- 9. Direct supervisor:** UNDP Thailand Deputy Resident Representative
- 10. Secondary supervisor:** UNV Bonn Portfolio Manager

11. Organizational Context:

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Based in Bonn, Germany, UNV is active in 140 countries. It is represented worldwide through the offices of the United Nations Development Programme (UNDP) and reports to the UNDP Executive Board.

The UNV Programme Officer (UNV PO), a UNV volunteer himself/herself, is central to UNV programme at the country level and is governed by the same conditions of service that define all other international UNV volunteers in the country. Being an integral part of the Programme Team of the United Nations Development Programme¹ (UNDP) and as head of the UNV Country Office, s/he reports to the assigned Portfolio Manager at UNV HQ, to whom he/she is ultimately responsible, through the Deputy Resident Representative of UNDP.

The UNV PO is responsible for the UNV programme and coordination of projects, assignment planning and management, and providing guidance to all the serving UNV volunteers within his/her country of assignment. This is a complex role, requiring a variety of programme oriented, administrative, managerial, and inter-personal skills.

¹ UNV Programme is administered by UNDP, both at the organizational and country levels.



Bangkok is host to a number of Regional Service Centres of UN agencies, including UNDP's Bangkok Regional Centre. These Centres offer opportunities to advance UNV's Business Model and programme strategy. While the UNV Programme Officer will primarily be responsible for developing programmes for and managing volunteers based in Thailand, he/she will be additionally tasked with liaising with these Regional Centres with a view to monitoring regional trends and developments, forging regional partnerships and advocating for the inclusion of Volunteerism for Development in their programming.

12. Type of Assignment Place: Family duty station

13. Description of Duties:

The UNV Programme Officer's role is full time. However, he/she may be asked by the UNDP Deputy Resident Representative and UNV Headquarters to undertake additional tasks with a view to strengthening the UNV Programme Officer's integration into the UNDP Programme team.

Under the direction and overall guidance of the Deputy Resident Representative of UNDP, the UNV PO is expected to perform the following functions:

Country level programme development and management:

- Participate in the formulation of the Common Country Assessment (CCA), UN Development Assistance Framework (UNDAF) and UNDP's Common Country Framework (CCF), with a view to identifying opportunities for volunteer input;
- Monitor closely project implementation based on the workplans and verify activities against actual budget expenditures;
- Carry-out periodic budget revisions and rephasals and scrutinise financial requests for advance payments with a view to avoiding over-expenditures;
- Undertake field-monitoring visits, provide technical guidance to project teams, analyse project performance and be able to deal with problems that might hamper progress;
- Prepare analytic reports on field visits with appropriate recommendations for action;
- Participate in cluster/unit and programme meetings within the UNDP office;
- Participate in UN Thematic Task force, sectoral consultative meetings as well as donor meetings;
- In coordination with programme managers, prepare annual reports and convene review meetings;
- Maintain an information database on locally available and relevant socio-economic information that might influence the UNV Programme;
- Keep abreast with developments relating to UN Volunteers' contribution to the country;

Regional programming and monitoring

- Monitor and inform on regional developments, needs and trends to inform strategy development and programming at UNV HQ and country offices;
- Identify relevant regional programming opportunities for UNV to bring added value of volunteerism;
- Participate in and follow up on formulation of concrete regional projects in line with the UNV's programme strategy and on the basis of opportunities identified jointly with the Regional Service Centres and the national and regional partners;
- Ensure UNV participates effectively in the implementation or monitoring of ongoing or future regional programmes;
- Ensure the contributions of volunteerism is documented and included in the evaluation of the regional projects.

Management of UNV Operational Issues:

- Manage the day-to-day activities of the UNV Country Unit (COT), including the supervision of the UNV Operations Assistant (COA);
- Scrutinise all incoming correspondence and prepare appropriate responses;
- Attend all UNV related meetings and brief the Senior Management as appropriate;
- Screen candidates applying for UNV assignments and take lead in their recruitment if they are selected for assignments. Compile interview reports on related dossiers for recruitment and dispatch to UNV HQ;
- Receive and provide briefing and orientation to all in-coming UNV volunteers. Provide guidance and administrative support to the in-country serving UNV volunteers;



- Monitor the performance of serving UNV volunteers through routine field visits to their duty stations, discussions with their supervisors and counterparts and follow-up on their periodic reports. Prepare comments for the Resident Representative;
- Prepare analytical bi-annual reports on the UNV programme;
- Manage and report on UNV support funds such as monitoring and evaluation funds, equipment and travel budget, as well as Programme Officer's Empowerment Mechanism (POEM);
- Ensure adequate preparation for individual UN Volunteer assignments are made including the provision of administrative support, budget provisions, training facilities, equipment, office-space etc, before the volunteer's arrival
- Maintain comprehensive updated records of the contractual status of serving UNV volunteers and initiate timely action on decisions concerning post extensions, renewals and replacements;

Promotion of Volunteerism:

- Follow-up on the recommendations of the United Nations and any other international volunteer related resolutions that meet the country specific needs;
- Coordinate the activities of the annual celebrations of the International Volunteers Day;
- Closely work and collaborate with the media for a sound publicity and awareness creation;
- Encourage serving volunteers to embrace the ideals of volunteerism and be the best advocates of volunteer action through training and provision of promotional materials;

Security-related Support:

- Work closely with the Field Security Officer (FSO) and provide support to the UN Designated Official (DO) in availing detailed understanding among UN Volunteers on global security, coordination, country-based security plan and management;
- Maintain constant dialogue with DO/FSO and host agencies, and ensure continuous flow of security updates among the UN Volunteers;
- While on field visits, assess the security situation in the duty station and provide advice to the DO if necessary;
- Support the DO and host agency in the orderly evacuation/relocation of the UN Volunteers as authorised by the UN Security Coordinator and administer payments of relevant entitlements;
- Keep UNV HQs informed regularly on the security situation in the country;

Public Relations, Partnership and Networking:

- Establish, foster and maintain working relationships with all agencies that utilise the services of UNV volunteers, including Government Institutions, UN agencies, the Private Sector, NGOs and CBOs;
- On continuous basis, share information on the work of UNV with development partners to stimulate interest in the organisation;
- Develop information kits and other promotional materials for the UNV programme;
- Identify, build and maintain effective partnerships with UN Agencies, Regional Organizations, Civil Society Organizations, NGOs and Donors;
- Support UNV communications and public relations role in the region.

Furthermore, UNV 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 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 UNV 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.



14. Results/Expected Output:

- Increased number of volunteer assignments within various partner agencies and projects in Thailand;
- UN agencies and other partners are better informed about UNV and volunteerism's value added to development;
- Volunteerism is mainstreamed in major in-country development instruments (i.e. National Human Development Reports (NHDR), Strategies for the Millennium Development Goals (MDGs) achievements, Common Country Assessment (CCA), UNDAF, CCF and other agencies' Country Programmes and Evaluation Reports;
- Strengthened partnerships with UN agencies, government counterparts and CSOs both at national and regional level, as showcased in advocacy campaigns such as IVD events;
- UNV activities are regularly highlighted in the organization's website and press-releases of events are published;
- Field visits are conducted and volunteer needs are timely and adequately attended;
- UNV HQ is timely informed about security situation in the country; as well as safety and wellbeing of volunteers in Thailand;
- A final statement of achievements towards volunteerism for development during your assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

15. Qualifications/Requirements:

- Academic background: an advanced degree preferably in social sciences, economics, public/business administration and/or a relevant field specific to a given country.
- Work experience: at least five years in development related field.
- Previous experience as UNV PO and/or UNV volunteer is a strong asset.
- Good knowledge of Asia and Thailand specifically. Previous work or volunteer experience in Asia is an asset.
- Good knowledge of UN system and agencies. Working experience with UNDP or other UN agencies is an asset.
- Language skills: fluency in English. Good working knowledge of other UN languages is highly desirable, and ability to speak local languages an asset.
- Other skills: computer knowledge, management, interpersonal and communication, team-building and high degree of personal initiative.

16. Living Conditions:

The duty station is Bangkok, Thailand, but the assignment may require the candidate to travel to participating countries of the region. Bangkok has a tropical monsoonal climate with 3 distinctive seasons (cool, hot, and rainy). The temperature does not drop below 20 degrees Celsius in the cool season and can go up to 40 in hot season.

Different kinds of accommodation are available in Bangkok, though it is most common to stay in apartment buildings. The cost will vary depending on individual wishes and requirements as well as location. Transport options include the sky train (BTS), metro/underground system (MRT), riverboats, taxi, bus and motorbike.

There are different phone networks available (fixed and mobile) and internet access is easy (it can be installed at home and there are also many internet cafes and public WiFi access points). The electricity network is 220 volts.

Bangkok is in security phase zero (0), so there is no security concern at this moment.



17. Conditions of Service:

A 12-month contract (renewable); monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 2,173(current) for single person, US\$2,433 for person with one recognized dependant, and US\$2,623 for person with two or more recognized dependants; settling-in-grant; life, health, and permanent disability insurance; return airfares; resettlement allowance of US\$150 per month of satisfactory service.

18. Application

If **you are not yet registered** in the UNV database, please apply by completing the UNV web application at the following link: <http://one.unv.org/main/?Lang=en> . **Important:** Please select the following code from the drop down menu of the first page of the application: **“10THA_UNVPO”**

If **you are registered** in the UNV database, please send your UNV ID number by email, and with **“10THA_UNVPO”** in the subject field of your message, to: *volvacancy@unvolunteers.org*

The United Nations Volunteers programme is committed to ensuring gender equity among UNV volunteers and welcomes applications from women.

Closing Date: 17 March 2010