



**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:** Talent and Roster Management
- 2. Type of assignment:** national UNV volunteer (specialist)
- 3. Project Title:** Roster Management – South-South Learning – IPC-IG
- 4. Duration:** 3 months
- 5. Location, Country:** Brasília, Brazil
- 6. Expected starting date:** 5 April 2010

**7. Brief Project Description:** The Special Unit for South-South Cooperation (SU/SSC) was established by the United National General Assembly in 1978. Hosted in UNDP, its primary mandate is to promote, coordinate and support South-South and triangular cooperation on a Global and United Nations system-wide basis. Aware of the central role of knowledge-sharing for South-South cooperation, member states have requested that knowledge sharing should become a significant part of the SU/SSC agenda.

In a novel approach aimed at strengthening social and economic ties among developing nations, sharing knowledge and best practices, the SU/SSC committed to transform, consolidate and institutionalize its current efforts into an integrated and mutually reinforcing multilateral South-South cooperation support architecture. Through its Cooperation Framework 2009-2011 approved by the UNDP Executive Board, SU/SSC is building this architecture through three interlinked platforms:

- 1. The Global South-South Development Academy (GSSD ACADEMY): to enable development partners to systematically identify, document and catalogue development solutions for global validation and mutual learning;
- 2. The Global South-South Development Expo (GSSD EXPO): to enable development partners to showcase successful and scalable development solutions to the broader community for partnership building; and
- 3. The South-South Global Assets and Technology Exchange (SS-GATE): to enable development partners to list the most scalable solutions and technologies for partnership building, resource mobilization and actual transfer.

The GSSD ACADEMY is intended to create a practical, institutional and operational framework for South-South development and create a locus for partnership with relevant institutions, counterparts and stakeholders. The programmatic functions of the GSSD ACADEMY will be in line with the Millennium Development Goals and the Brussels Programme of Action for the LDCs, contributing toward mutually beneficial partnerships providing regional cooperation and integration.



The GSSD ACADEMY has established as its priorities:

1. Establishment of partnership with Country Offices, to engage WIDE and the development of the Solutions Gateway into a real UNDP office setting.
2. Reorganizing the maintenance team of WIDE with a network of national UNV volunteers in several countries.
3. Concluding the publication of the series *Sharing Innovative Experiences* and incorporating them in the framework of the Solutions Gateway.
4. Establishing institutional partnerships for the development of the GSSD Academy and work with UNV volunteers for research activities.

**8. Host Agency/Host Institute:** International Policy Centre for Inclusive Growth (IPC-IG) formerly known as the International Poverty Centre (IPC)

**9. Organizational Context:**

The International Policy Centre for Inclusive Growth (IPC-IG) is a joint project between the [United Nations Development Programme](#) and the Brazilian Government to facilitate South-South Cooperation on key development issues. It specializes in offering research-based policy recommendations for inclusive growth. By encouraging South-South cooperation, the centre specifically aims to expand the knowledge base and capacities of developing countries to design and implement nationally-owned poverty reduction strategies. Toward these ends, IPC will conduct research, organize thematic workshops, hold policy training seminars, deploy advisory missions to requesting countries, and host resident researchers from various countries.

Within its mandate on South-South Learning, IPC-IG reformed and developed a new concept to the website dedicated to the *Africa-Brazil Cooperation Programme on Social Development*, extending its mandate and scope, seeking to make it an international reference for the exchange of best practices on social protection. As a platform for broader South-South collaboration, it will facilitate the exchange of information on institutions, expertise and practices in Brazil and beyond especially for African stakeholders, escalating the promotion of learning between developing countries in the area of Social Protection.

Aiming to facilitate this sharing of knowledge and experiences, IPC-IG will develop a roster platform dedicated to raise the profile of Southern experts and those technically experienced in promoting and protecting social protection, as a component of cooperation for development. Supported by the UNDP Special Unit for South-South Cooperation, it will gather information on experts and institutions, identifying, promoting and facilitating the transfer of information on institutions, expertise, technologies and practices between countries on social protection and south-south learning initiatives.

It will also make training materials available in the area of Social Protection. IPC-IG will develop a Global Learning Programme where the experiences of partner African countries will be documented based on the methodology of the Special Unit for South-South cooperation. IPC-IG will also partner with UNDP's Africa Bureau in order to carry video-conferences and regular training to partner countries in Africa in the area of Social Protection.

In view of their common objectives, SU/SSC and IPC are partnering to develop a dedicated Roster on social protection through the WIDE platform.

**10. Type of assignment place:** family duty station

**11. Description of Duties:**

The UNV is responsible for the effective delivery of roster management services through the creation of such dedicated, customized Roster in the WIDE platform. He/she will take the necessary training, technical expertise and support to ensure quality assurance standards for the building of the Roster. This includes providing timely and effective support and maintenance, building partnerships with roster members and clients; building and improving the platform, and the facilitation of knowledge



building and knowledge sharing. The UNV will promote a collaborative, client-oriented approach and contribute to the maintenance of a roster with high quality experts.

Under the direct supervision of the IPC Director and close supervision by the respective research coordinator the UNV volunteer will undertake the following tasks:

- Effective Roster Management and Coordination of Access to Expertise;
- Establish and promote quality assurance standards;
- Effective provision of referral services;
- Facilitation of knowledge building and knowledge sharing;
- Database management and supervision;
- Train IPC staff to manage the roster in the future according to the Roster Manager Desktop, the basic administration framework of the UNDP Special Unit for South-South Cooperation;
- Contribute to the publication of the series Sharing Innovative Experiences on Social Protection;
- Support the Global Training Programme, an instrument to disseminate policy innovations through government-government and experts-government training in the South in the research areas of IPC-IG;
- Forge partnerships to select and publish successful initiatives in the area of social protection;
- Facilitate the contacts with experts and institutions;
- Disseminate the experiences via the Internet;
- Share research findings with IPC staff and other audiences.

Furthermore, UNV volunteers are encouraged to:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD);
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Assisting with the UNV Buddy Programme for newly-arrived UNV volunteers;
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

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

Work and delivery a roster management service characterized for being a selected and manageable pool of experts and institutions on social protection to facilitate the share of knowledge in the sector;

Support the development of the Global Training Programme and the publication of the book 'Sharing Innovative Experiences' in the area of Social Protection;

It must also follow the below mentioned timeframe:

- Submission of first draft report: Mid April 2010
- Submission of final report: Mid June 2010

A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.



### 13. Qualifications/Requirements:

- Advanced university degree in development studies, business administration, human resources management, knowledge management, organization development, IT and/or related field. Additional degrees or specialized study in knowledge management or communications a distinct advantage.
- At least 4 years of experience in Knowledge Management or Knowledge services. Experience in designing and managing a roster or a closely related field. Experience in recruitment and talent management desirable.
- Knowledge of Social Protection Context.
- Experience in economic and social policy issues.
- Fluency in Business English language required.
- Recommendation letter.
- Ability to write clearly and concisely.
- Experience and interest in volunteering.
- Brazilian nationality.

Under the overall management of the IPC Director and close supervision by the respective team leader

#### *Overall research:*

- Liaise with the team leader to assure the overall direction and integrity of research and projects.
- Liaise with IPC administrative team in regard to operative measures and procedures.
- Ensure distribution of the IPC research documents to stakeholders for comments and endorsement.

#### *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards.
- Promotes the vision, mission and strategic goals of IPC.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### *Functional*

- Good interpersonal skills and ability to establish and maintain effective partnerships.
- Knowledge of and experience in dealing with Government and non-governmental institutions.

#### *Knowledge Management and Learning*

- Ability to strongly support and build knowledge products.
- Experience in building client relationships with strong networking and advocacy skills.
- Seeks and applies knowledge, information and best practices from within and outside of IPC.
- Contribute to global and regional knowledge networks.
- Contribute to production of knowledge products in accordance with corporate standards.

#### *Judgment/Decision-Making*

- Mature judgment and initiative.
- Independent judgment and discretion in advising on handling major policy issues and challenges.

**14. Living Conditions:** The nation's capital, Brasilia, was founded in 1960. It is considered as one of the major examples of the modernistic movement in architecture and urban planning in the 20th century, and was added to the UNESCO list of World Heritage Sites.

The average temperature is 22°C, rising to over 30°C during the hottest period. The hottest month in Brasilia is September and the coolest month is July. Planned for only 500,000 inhabitants, Brasilia has seen its population grow much more than expected. Several satellite towns have been created over the years to house the extra inhabitants.

Brasilia's total population (including the satellite cities) is now over 2,000,000 inhabitants. Outdoor recreational activities include basketball, golf, Hash House Harriers, horse-back riding, picnicking, riding, sailing, soccer, sunbathing, swimming, tennis and volleyball. Inexpensive lessons in many sports are



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**Volunteers**

inspiration in action

available at the clubs to members and non-members alike. For most clubs, membership fees are high, but one may buy a share and sell it upon departure.

#### **15. Conditions of Service**

A 3-months contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to R\$ 1.990,00; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

#### **16. Application**

Applicants must send a detailed CV, cover letter and recommendation letter to [ipc-hr@ipc-undp.org](mailto:ipc-hr@ipc-undp.org) no later than 24 March 2010 quoting in the subject "UNV Roster Management – South-South Learning – IPC-IG". Applications posted after this deadline will not be accepted.

**Date:** March 2010