

**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. Type of Assignment:** International UN Volunteer
- 2. Type of Assignment Place:** Family Duty Station
- 3. Assignment Title:** Gender Specialist (UN Volunteer)
- 4. Link with UNV Strategic Framework:** Securing access to basic social services
- 5. Duty Station, Country:** Hanoi, Viet Nam
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UNDP
- 9. Organizational Context/Project:**

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP works in nearly 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP Viet Nam has three programming portfolios; governance and participation, inclusive and equitable growth, and sustainable development. All interventions aim to assist Viet Nam in strengthening its capacity and formulating policies in those areas to deal with complex, sensitive and growing challenges Viet Nam faces as a lower-middle-income country. The office is strengthening its processes and approaches to gender mainstreaming within all parts of the institution to achieve more substantive gender equality results.



UNDP Viet Nam is working with the Ministry of Planning and Investment and the General Statistics Office in implementation of the Sustainable Development Goals and Agenda 2030. Specific technical support is provided to develop policies that balance three sustainable development dimensions: social, economic growth and environmental protection. Particular support is provided to deliver gender results within the SDG framework, with a concentration on SDGs 5 (Gender Equality) and 10 (Reduce Inequalities).

UNDP Viet Nam in collaboration with the Ministry of Foreign Affairs has promoted women's leadership since 2008 with the objective of supporting the government to meet its commitments to increase women's representation in public administration and in the political arena. From inception the partnership placed a high priority on capacity building of women leaders alongside policy reform to promote gender equality. This has included high-level policy-advocacy and innovative use of technology for online training. In its most recent phase, the initiative has also tackled social norms and practices that inhibit women's advancement. The *#HowAbnormal* campaign to break gender stereotypes was launched on-line and within universities. This campaign has garnered wide spread support, especially from youth, and there is interest from all stakeholders to continue to support this movement to create positive gender norms.

UNDP has also worked closely with Civil Society in the promotion of the rights of lesbian, gay, bisexual, transgender and intersex (LGBTI) individuals, focusing on prevention of discrimination on the basis of sexual orientation and gender identity (SOGI).

## 10. Description of tasks:

Under the supervision of the UNDP Gender Focal Point, the Gender Specialist (UN Volunteer) will provide support to implement the Viet Nam Country Office Gender Equality Strategy and Action Plan and strengthen gender specific programming across the portfolios.

### Scope of Work

#### Advisory

- Support Gender Focal Point in oversight of Gender Equality Action Plan and overall Gender Strategy
- Conduct regular assessment on gender compliance/performance of current UNDP projects, supporting alignment with the UNDP's global Gender Equality Strategy and SDG 5.

#### Monitoring and Evaluation

- Contribute to the development of monitoring and evaluation framework of projects and performance assessment of projects
- In collaboration with M&E team, develop gender sensitive TORs for evaluations and review draft evaluation plans and reports from a gender perspective

#### Communication and Coordination

- Collect information and report on gender specific outcomes of programmes for corporate annual reports
- Write and publish monthly blogs on gender specific outcomes and issues within the UNDP portfolio

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- Represent UNDP and actively participate in Gender Joint Programming Group under the One UN framework.

### **Capacity building of CO staff**

- Conduct and/or support monthly learning activities and knowledge sharing for staff to build capacity, awareness and understanding of UNDP gender strategy and key gender issues in Viet Nam
- Provide gender specific training in orientation of new UNDP staff

### **Programme Development and Implementing**

- Support relevant sector teams in the design of gender-focused programme and gender-focused outputs of programmes, including promotion of the rights of LGBTI individuals.
- Provide technical advice for implementation of the #HowAbnormal – breaking gender stereotype campaign and further work in tackling social norms that inhibit achievement of gender equality.
- Provide technical advice for delivering gender results within Sustainable Development Goal (SDG) framework, specifically on SDGs 5 and 10

Furthermore, UN Volunteers are required 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;
- 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 UN 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.

### **11. Results/Expected Outputs:**

- Timely and comprehensive guidance to all UNDP projects to mainstream gender in initiatives;
- Regular blogs/articles on gender specific outcomes of UNDP programmes;
- Increased understanding and implementation of UNDP staff of gender equality strategy and action plan;
- Comprehensive reporting on gender equality results;

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- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

## **12. Qualifications/Requirements (including competencies, values and skills):**

### **A) Qualifications, skills, experience:**

**Degree level:** Bachelor's degree

**Type of Degree:** social sciences or other relevant field

**Years of work experience:** 2-5 years

- Familiar with UNDP gender equality and women's empowerment priorities, including UNDP's global Gender Equality Strategy
- Past experience in gender mainstreaming in development projects from inception to evaluation
- Past experience in conducting gender analysis of sustainable and human development, and socio-economic and policy planning and programming
- Conflict solving skills to manage gender barriers and gender blind behaviors within the CO and with UNDP partners
- Strong personal communication skills to exchange information, and key ideas in a manner that engages the audience and helps others to understand and implement the Gender Equality strategy

**Language:** Fluency in spoken and written English

**Driving license:** No

**Computer skills:** Word processing, presentation, spreadsheet – required; strong statistical computing skills in SAS, SPSS and/or R. - desirable

### **B) Competencies and values:**

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.

- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- **Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- **Flexibility, adaptability, and ability and willingness to operate independently** in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- **Genuine commitment towards the principles of voluntary engagement**, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

### **13. Living Conditions:**

Viet Nam is a middle income country which has witnessed rapid economic growth with impressive results in poverty reduction over the past twenty five years. The country has deepened its integration into global and regional institutions such as the WTO, the UN institutions and ASEAN. Its current path of development is guided by the Socio Economic Development Strategy from 2011-2020 which was endorsed at the 11th Communist Party Congress in 2011. A new Socio Economic Development Plan will be launched in 2016. The incumbent will live in Ha Noi which has most of the economic and social amenities at a reasonable cost. Depending on living arrangements, housing can be expensive. Security is good. Ha Noi has a humid, tropical climate and monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry. Living conditions in Hanoi are relatively good by developing country standards. In line with further improvements in the availability of goods and services, health facilities, and housing, the level of hardship in the duty station has recently been upgraded from C to B. Security is also reasonably good relative to other developing country large cities. Viet Nam was recently ranked as one of the more secure and stable places to live and do business by outside research groups.

### **14. Conditions of Service for international UN Volunteers:**

The duration of your assignment is 12 months.





A volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

A Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,571. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>). For example, if the PAM for the current month in the country of assignment is 32%, then the VLA for that month and for that country will be US\$ 1,571 x 1.32 = US\$ 2,073. Moreover, to complete the monthly VLA rate, a Family Allowance (FA) is added in function of the number of recognized dependents (or: in the amount of US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents).

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station. UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements). UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment. UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

## 15. Application Procedure:

If you have not yet registered in the UNV 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.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "16FFJPN\_VNM" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "16FFJPN\_VNM".

**Application deadline is 15 December 2016.** Only short-listed candidates will be contacted.

**This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply.** Please note that if you have previously served as a UN Volunteer (funded by JICA as a former *Japan Overseas Cooperation Volunteer*) you are not eligible to apply.