



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 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:** UN Youth Volunteer in Social Policy
2. **Type of Assignment:** International UN Youth Volunteer
3. **UNV Programme Strategy Outcome:** UN mission capacity enhancement
4. **Project Title:** Innovative Social Policy Models
5. **Duration:** 12 months
6. **Location, Country:** Sucre, Bolivia
7. **Expected Starting Date:** March 2016
8. **Brief Project Description:** Under the overall responsibility of the Deputy Representative and the direct supervision of the Program Specialists of the Sucre, Oruro and Potosí regional office, the UN Youth Volunteer will support innovative Social Policy models at the national and departmental levels in order to withstand and improve diverse institutional bottlenecks and also support the development of social policies in order to reduce social disparities and strengthen managerial capacities at the municipal and departmental levels.
9. **Host Agency/Host Institute:** UNICEF Bolivia
10. **Organizational Context:** The UNICEF Bolivia Country Office is in the midst of implementing the 2013-2017 Country Programme, which will support the Government of Bolivia in recognizing the rights of children by positioning them at the center of national and subnational public policies, programmes and budgets. The programme will focus on addressing vulnerabilities and reducing geographic, social, gender and cultural disparities as an essential way to achieve the Millennium Development Goals with equity.

Bearing in mind the current decentralization process, reducing disparities will largely depend on the technical capacity and political will of local governments. With human rights, gender mainstreaming and equality as overarching approaches, the programme will use a mix of strategies. These will include (a) strengthening national and subnational institutional capacities to effectively plan, budget, implement, monitor and evaluate child-friendly, intercultural and gender - sensitive policies and programmes for children and adolescents; (b) enhancing strategic partnerships and collaborative relationships for corporate social responsibility; (c) increasing collaboration with centers of excellence for knowledge generation; (d) documenting and disseminating best practices for South-South cooperation and knowledge exchanges among countries with



relevant experience; and (e) strengthening capacity development for disaster risk reduction, emergency preparedness and response.

The aim is to strengthen all cooperation directed at innovative social policy models regarding children, in order to reinforce social policy development and implementation at country level. The purpose of scaling-up social policy, involves knowledge generation and management processes in order to withstand and improve diverse institutional bottlenecks.

11. Type of Assignment Place: Assignment without family

12. Description of tasks:

Under the overall responsibility of the Deputy Representative and the direct supervision of the Office Coordinator and the Monitoring and Evaluation Official of the Sucre, Oruro and Potosí regional office, the UN Youth volunteer will undertake the following tasks:

- Support the implementation of the objectives of the Sucre regional office, within the 2013-2017 Country Program, through technical assistance.
- Support qualitative/quantitative situation analysis regarding children and adolescents with high poverty impact municipalities, applying an equity and human rights-based approach.
- Support the analysis of social budgeting directed at children, which will be done at departmental and municipal levels.
- Support the monitoring and evaluation processes regarding children and adolescents, through data collection and analysis.
- Support the general management of the regional office through: a) technical assistance in monitoring of departmental and municipal work plans, b) technical assistance to counterparts, c) support in the construction of alliance networks with key stakeholders, d) support the monitoring and evaluation processes regarding children and adolescents, through data collection and analysis.
- Support advocacy activities: assistance to meetings, construction and strengthening of cross-sectorial alliances, activities concerning public visibility of the rights of children and adolescents, etc.
- Support in the monitoring of accountability processes, as well as agreements and plans with departments and municipalities
- Contribute to the development of innovative local management strategies, based in children's rights.
- Contribute to communication strategies within the regional office, with reference to the situation of children and the standing of the 2013-2017 Country Program.

Furthermore, UN Youth Volunteer is 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 on-going reflection activities.
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.

United Nations Volunteers

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UN Volunteers is administered by the United Nations Development Programme (UNDP)



- 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.

13. Results/Expected Output:

Within the Program Component Result “Disparities in children in all sectors have been reduced, through monitoring (with disaggregated statistics) and evaluation systems directed at child-friendly policies and programs and evidence-based planning and allocation of resources at national and sub-national levels”, the UNV will contribute in:

- Strengthening Departmental and Municipal capacities regarding the situation analysis of children and adolescents, the identification of the most vulnerable populations and bottlenecks through data analysis, and the development of innovative strategies to eliminate inequities
- Strengthening the Country Program, by means of the Sucre regional office, in the achievement of programmatic results through coordinated implementation, strengthened counterparts, effective alliances and actions in communication and advocacy
- Socializing the situation of children and adolescents, in order for it to be a basic input for planning processes within departmental and municipal governments

14. Qualifications/Requirements:

- Advanced university degree in Social Sciences (Economy, Business Administration, Psychology, Communications)
- Experience in project and program management, implementation, monitoring and evaluation (preferably at local levels)
- Experience in the implementation of the Human Rights, Children’s Rights and Women’s Rights-based approach
- Experience in the elaboration of situation analysis of vulnerable populations, with abilities concerning identification of innovative strategies to revert inequity
- Experience in the analysis of quantitative/qualitative information and social budgeting directed at children
- Elaboration of advocacy and diffusion materials
- Fluency in Spanish and English
- Computer skills: Office (Word, Power Point and Excel as a minimum), SPSS, DevInfo
- Core competencies: communication, alliance-building, and drive for results
- Functional competencies: applying technical expertise, learning capabilities, research, strategic planning and organizing processes, working with cross-sectorial teams (cultural and gender diversity) and rural populations

15. 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 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, UNICEF will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. UNICEF will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

16. Living Conditions:

Sucre is the constitutional capital of Bolivia, although La Paz has been the seat of 2 branches of Bolivia's government (the executive and legislative branches) for over 100 years (the judicial branch, and thus the Supreme Court, remain in Sucre). Sucre is also the capital city of the Department of Chuquisaca and the 5th most populated city in Bolivia. Located in the south-central part of the country, Sucre lies at an elevation of 2,810 m.

Food and telecommunication availability and access:

The city of Sucre offers supermarkets and a wide variety of local markets with plenty availability of foodstuff of all kinds. There are four international telecommunications systems, easy access to the internet and modern banking facilities. Public transports are cheap and readily available.

Climate:

The climate in Bolivia varies with altitude; from humid and tropical to cold and dry weather at the highland plateau (Altiplano). Sucre is located in a rather isolated region of the south-central mountains of Bolivia; the weather here is mild and similar to that of Cochabamba although it experiences much denser and heavier fogs when it rains. Flights to and from Sucre are often delayed or cancelled because of this.

The average temperature during the summer months (December - March, also the rainy season) is 68°F (20°C). During the remainder of the year the weather cools by about 2 degrees and during the winter months (June - August, also the dry season) the average temperature is about 60°F (16°C).

Security:

Bolivia is under Phase 1 - Precautionary - of the UN Security Plan. This means that normal routine activities should continue and that in order to account for all the UN personnel travels to and within Bolivia the UN staffs requires a Security Clearance from the Designated Officer before travelling. Bolivia has no military conflicts with neighboring countries and enjoys democracy since 1982. Even though the crime rate has gone up during the last two years, it is still considered as low and Bolivia could be rated as a fairly safe country. Civil unrest, however, is common and strikes and road blockages frequent.

17. Conditions of Service

A 12-month contract; monthly living allowance (MLA) base intended to cover housing, basic needs and utilities, with a base rate of US\$ 1,243, which is adjusted monthly according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM), which is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: MLA = (MLA



base rate x PAM) + MLA base rate. See ICSC website <http://icsc.un.org> for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); a family allowance (if applicable); Well-Being Differential (applicable only in hardship non-family duty stations) life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

18. How to apply:

Eligible candidates, born on or after 1st January 1989, whose previous work experience in areas relevant for the assignment does not exceed two years, should do the following:

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=YTH15FFITA_BOL. The advertisement code **YTH15FFITA_BOL** will appear automatically under the 'Special Recruitment' tab of your UNV profile and can be changed from there if needed.

***Important:** Once you have created your UNV account and after validating your email address, please complete all sections of your profile. 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 of the assignment you wish to apply for from the drop down list in the 'Special Recruitment' tab of 'MyProfile'.

Should you wish to be considered for more than one UN Youth Volunteer assignment, you can express your interest in other Descriptions of Assignments in the 'Additional Remarks' section of your profile by entering there the corresponding code. Please note however that your profile will be proposed to the host agency for only one UN Youth Volunteer assignment.

Closing date: You must be fully registered in the UNV database of candidates not later than **8th November 2015** (applications received after that date will not be taken into consideration).

Only shortlisted candidates will be contacted.