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. Volunteer Category: International Youth Volunteer**

**2. Type of Assignment Place: International UN Volunteer (Chinese nationals only)**

**3. Assignment Title: Youth Development Assistant for Inclusiveness**

**4. Link with UNV Strategic Framework :** **Youth**

**5. Duty Station, Country: Bangkok, Thailand**

**6. Duration (in months): 6 Months**

 **Possibility of Extension (Yes/No) Yes**

**7. Expected Starting Date: February 2024**

**8 Host Agency/Host Institute: UNDP**

**9. Sustainable Development Goals:**

**SDG 8** Decent work and Economy Growth

**10. Organizational Context/Project:**

*(2000 character max.Please briefly introduce your programme/project etc.)*

**UNDP**

The United Nations Development Programme (UNDP) is the United Nations' global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. It is on the ground in 170 countries, working on solutions to global and national development challenges. UNDP fosters human development to empower women and men to build better lives. As the United Nations' development network, UNDP draws on a world of experience to assist Asia and pacific region in developing its own solutions to the country’s development challenges. Through partnerships and innovation, UNDP works to achieve the Sustainable Development Goals (SDGs) by reducing poverty, strengthening the rule of law and democratic governance, promoting environmental sustainability and South-South Cooperation.

**Youth Co:Lab**

Co-created in 2017 by UNDP and Citi Foun- dation, Youth Co:Lab aims to establish a common agenda for countries in the Asia-Pacific region to empower and invest in youth, so that they can accelerate the imple- mentation of the Sustainable Development Goals (SDGs) through leadership, social innovation and entrepreneurship.

By developing young people’s 21st century skills, and by catalyzing and sustaining youth-led startups and social enterprises across the region, Youth Co:Lab is position- ing young people front and center in order to solve the region’s most pressing challenges.

In addition to supporting youth entrepre- neurship, Youth Co:Lab also works closely with multiple stakeholders to strengthen the entrepreneurship ecosystem and to pro- mote policies that will support and enable young people to take the lead in finding and developing new solutions for social and envi- ronmental problems in their communities.

**Leave No One Behind**

According to UNDPs 2016 Human Development Report: “Women and girls, rural dwellers, indigenous peoples, ethnic minorities, people with disabilities, migrants, refugees, and the LGBTI community are among the key groups systematically excluded by barriers that are not only economic, but political, social and cultural as well.”

UNDP and its partners believe that youth have the potential to be leaders, to create inclusive societies and the ability to reach the most vulnerable and marginalised. Youth can make a positive difference by taking on the challenges laid out in the 2030 Agenda through social innovation, mobilising their peers and communities, and creating adaptive and innovative solutions.

**11. Description of tasks:**

*(Please specify tasks for UN Volunteer)*

Under the primary supervision of Youth Development Analyst of UNDP, with dual reporting line to the Youth and Civil Society Specialist of UNDP Bangkok Regional Hub, the UN Volunteers will undertake the following tasks:

* Manage the database of people with disabilities initiatives mapping, and consolidate the key information in presentations.
* Support the implementation and ensure the inclusiveness of Movers Programme, National Dialogue and Asia-Pacific Forum on Youth Leadership, Innovation and Entrepreneurship, etc.
* Support the design and development of Leave No One Behind Startup Support programme dedicated to people with disabilities social enterprises.
* Coordinate UNDP BRH regional exchanges between relevant stakeholders and UNDP country teams for sharing best practice and lessons learned.
* Develop learning modules for youth communities and ecosystem enablers on PwD engagement.
* Strengthen the engagement of youth with disabilities to ensure disability inclusive planning and action in the context of climate change.
* Support and coordinate with partners in the areas of youth development with inclusiveness
* Support any other related tasks as may be required or assigned by the supervisor.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application

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.

**12. Results/Expected Output:**

*(Measurable matrix is encouraged in this section)*

* # young people benefited, trained and engaged through the Youth Co:Lab Programme;
* # new partners in the youth development ecosystem that has inclusiveness training
* # Movers curriculum with youth from marginalized commuinity
* # young people from underserved communities who take actions in the areas of entrerpeneruship, innovation and climate change

In addition, as an active UNDP Youth team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

* Strengthened egnagement with targeted domestic and Asia-Pacific youth network;
* Effective support to the design and implementation of the UNDP youth projects;
* Effective support to assure the quality of youth events and youth materials, including reports, issue briefs, speeches, press releases, briefing notes, etc;
* 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.
* 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

**13. Qualifications/Requirements:**

**Education:**

Bacholer/Master degree of equivalent field

**Professional experience:**

* Previous experience with disability-inclusive development is an asset, particularly in relation to youth empowerment, access to justice, human rights and/or governance.
* Previous assignment in a similar position would be desirable.
* Previous experience in youth development initiaitve is preferred.
* Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels.

**Language Requirements:**

* Good command of English and Chinese, written and oral;
* Demonstrates commitment to UN’s mission, vision and values;
* Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
* Previous engagement with youth-related work an asset;
* Previous assignment in a similar position would be desirable;
* Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;

**Competencies and values:**

* Professionalism: demonstrated understanding of operations relevant to UNDP; technical capabilities or knowledge relevant or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
* Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
* Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
* 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;
* 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; capacity to transfer information and knowledge to a wide range of different target groups;
Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
* Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP’s mission and vision, as well as to the UN Core Values.

*Inclusivity statement*

*United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person’s race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.*