

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KGZR000058--Communications Associate

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.

## General Information

<b>Country of Assignment</b>	Kyrgyzstan
<b>Host Institute</b>	World Food Programme
<b>Volunteer Category</b>	International University
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	01-09-2021
<b>Duty Station</b>	Bishkek [KGZ]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Age requirement:

UN University Volunteers have to be 29 years old throughout the entire period of service, i.e. born on or after 1 September 1992.

### Living Conditions

The Kyrgyz people are well known for their hospitality. While the UNV will be based in Bishkek, a pleasant capital allowing for inexpensive yet good quality life-style, the assignment will include missions to the field, and there is a difference in availability of amenities between urban and rural areas. Winters can be very cold and summers hot, and there is lot of temperature difference in cities like Bishkek and high altitude mountains. While the UN country team has made investments for COVID-19 treatment support, the health care system lacks modern health care technology, equipment and supplies of Western standards.

Undergoing complicated transition period, the Kyrgyz Republic has a history of turbulent civil unrests (so called revolutions of 2005 and 2010, interethnic conflict in the Southern part of the country in 2010 and recent protests against the October 2020 elections), but the

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security situation is now calm and stable. The Kyrgyz Republic is located in an active seismic zone. Thus, among the variety of natural hazards, an earthquake has the highest potential to become a natural disaster.

# Assignment Details

## Assignment Title

Communications Associate

## Organizational Context & Project Description

The WFP Kyrgyz Republic Country Strategic Plan (CSP) for 2018–2022, approved in November 2017 by the Executive Board, focuses on four Strategic Outcomes (SO): providing hot school meals for primary school-aged children (SO1); supporting vulnerable and food-insecure smallholders to enhance their livelihoods (SO2); strengthening resilience to shocks and climate change for vulnerable communities (SO3); and capacity-strengthening of government institutions for a comprehensive food security and nutrition management system (SO4). In 2020, a crisis response SO5 was added to respond, among other, to the global pandemic.

An active member of the UN country team and other coordination mechanism, including the Scaling Up Nutrition (SUN) network, WFP together with the other Rome-based Agencies IFAD and FAO dedicates attention to the 2021 Food Systems Summit ([Food Systems Summit | United Nations](#)) and the events leading to it with various communication initiatives in the Kyrgyz Republic.

Under the guidance of the Head of Programme, this position will help ensure that cross-cutting themes such as nutrition, protection, inclusion and similar are well reflected in the communication with programme participants, beneficiaries and affected populations at large. The UNV will work on communication strategies, material and tools with Outcome Managers and Programme staff across the different areas where the WFP Office in Kyrgyzstan is active:

- WFP supports institutions at the central and decentralised levels to improve their capacities to manage food security and nutrition issues. This includes improving the coverage, effectiveness and quality of social safety nets to promote equal access to benefits and reduce inequality, including through the institutionalization of WFP-supported systems and approaches such as school meals and productive safety nets.
- WFP is also contributing to develop the National Food Security and Nutrition Programme, National Social Protection Programme. WFP is a co-facilitator of the National SUN (Scaling-Up Nutrition) Movement and supports to enhance the national food security monitoring.
- WFP leads the critical sectors of food security and logistics in response to the COVID-19 outbreak and helps to strengthen the assessment of the socio-economic situation and plan appropriate responses. WFP continues its fieldwork and food distribution to vulnerable households, ensuring the highest safety standards are met. WFP also supports emergency food distributions to the most vulnerable people to cover their immediate needs during the crisis.
- WFP has created a sustainable, cost-effective model to introduce hot meals in about 640 primary schools. The Government is replicating WFP's model to further expand the reach of the programme to all of 2,200 primary schools across the country. Every day, children receive one hot, nutritious meal comprising soups or cereal porridges, fresh pastries and vitamin-rich drinks. WFP provides fortified wheat for the meals as well as technical assistance and trainings for school cooks.
- WFP provides vulnerable families with food or cash as they build or rehabilitate productive assets, or undergo skills trainings, including on farming techniques, sustainable management of natural resources, post-harvest storage, processing and marketing. WFP has a special focus on empowering women, who make up a large proportion of the rural workforce but tend to work in lower-end value chains with less predictable incomes. WFP is planning to support 100,000 poor families.
- In areas prone to disasters and climate change risks, WFP provides food or cash to communities as they participate in activities that improve their disaster preparedness and mitigate climate-related risks. WFP also provides technical assistance to local government authorities to enhance community-level risk profiling and planning, disaster preparedness, mitigation and response, as well as climate adaptation.

## Sustainable Development Goals

2. Zero Hunger

## Task description

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Under the direct supervision of the Head of Programme and Deputy Country Director, the UN Volunteer will undertake the following tasks:

- Building on the dialogues scheduled in preparation of the Food Systems Summit ( [Food Systems Summit Dialogues – Gateway](#)), continue contributing to structured communication with communities, specifically strengthening ongoing initiatives to
- 1. support the roll-out of social behavioural change communication in nutrition-sensitive programme lines in WFP's Country Strategic Plan, and to
- 2. strengthen accountability to affected populations, promoting protection and inclusion considerations also in government-led safety-net programmes in the area of food security and nutrition;
- In coordination with programme technical experts, contribute to the design of behavioural change communication strategies, tools and materials;
- In coordination with M&E experts, contribute to establishing processes to monitor results of communication campaigns, participatory approaches and beneficiary feedback mechanisms and to generate and analyse related reports;
- In coordination with vulnerability assessment experts, participate in improving targeting approaches with adequate communication material supporting WFP's mission to reach those furthest behind;
- Participate in inter-agency coordination mechanisms related to food security and nutrition, taking minutes and helping promote nutrition-sensitive social protection and safety net approaches as promoted by WFP, including related to the Food System Summit [Action Track 5](#) that aims to ensure that 'all people within a food system are empowered to prepare for, withstand, and recover from instability'

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.

#### Results/Expected Outputs

- Gaining a broad understanding of WFP operations, both direct implementation under food- and cash-based modalities and technical assistance and policy support to national programmes;
- Familiarization with WFP strategies, methodologies and tools related to nutrition-sensitive programmes, and UN policies related to AAP, protection and inclusion;
- Communication strategies that are coordinated with colleagues in programme and beyond, and their implementation monitored and assessed for effectiveness.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

#### Required Degree Level

Secondary education

#### Education - Additional Comments

Currently studying towards a degree or recently graduated (no longer than 12 months prior to application) in **Nutrition or public health, or any other social science with a focus on communication, or communication-related** or other relevant field.

#### Required experience

0 months

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### Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in **community outreach** (Social Behavioural Change Communication and/or Accountability to Affected Populations);
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded; with previous exposure to development/humanitarian assistance considered an asset;
- Excellent skills in Microsoft Office and other software to design communication material as well as basic understanding of communication tools and channels that can be used in a context like the Kyrgyz Republic;
- Study or work experience in the design of communication strategies (BCC desirable), tools and materials, plus establishing processes to monitor results and generate related reports, with sensitiveness to adapting language to audiences to be reached.

### Language

- English (Mandatory) , Level - Fluent
- AND - Russian (Optional) , Level - Working Knowledge

### Area of Expertise

- Other development programme/project experience Optional

### Area of Expertise Requirement

### Learning Expectations

Learning and development are a central part of the UN University 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 University 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, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

### Need Driving Licence

No

### Competencies & Values

- Client Orientation
- Communication
- Empowering Others
- Knowledge Sharing
- Planning and Organizing
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

**Conditions of Service:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,009 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis. .

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the UN Volunteer did not reside in the

duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **Supervision, induction and duty of care of UN Volunteers** (Roles and Responsibilities of Host Entities)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics)

#### **Application Code**

KGZR000058-9052

#### **Application procedure**

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

UN University Volunteers must be 29 years old throughout the entire period of service. Eligible candidates must therefore be born on or after 1 September 1992.

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Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

**Application deadline: 11 April 2021**

#### **Selection process**

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 28 April and 21 May.

**COVID-19: The assignment start date may be postponed due to COVID19.**

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/S0daUjAwMDA1OA==>

#### **Disclaimer**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*

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