

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NPLR000177--Green Recovery Assistant

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>	Nepal
<b>Host Institute</b>	United Nations Development 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>	Kathmandu [NPL]
<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

Kathmandu, the capital of Nepal, lies under the Phase 1 of the UN Security classification. Living conditions in Kathmandu are good. Comfortable inexpensive flats (furnished and unfurnished) are available in Kathmandu. Both imported and local foods and clothing are abundantly available. There is a short supply of water while it is also not safe to drink without treatment. Public transport is easily available and generally reliable though traffic congestion is extremely high. Kathmandu has a temperate climate with coldest temperature reaching just above zero at the night during the winter and mild but humid during the monsoon period, mid-June to end September.

T. +49 (0) 228-815 2000  
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

# Assignment Details

**Assignment Title**

Green Recovery Assistant

**Organizational Context & Project Description**

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 has been supporting the Nepalese people in their struggle against poverty since it opened an in-country office in 1963.

UNDP Nepal works with the people and Government of Nepal and other development partners to pursue equitable and sustainable human development goals through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, disasters and impact of climate change, while laying down strong foundations for a society based rule of law with an inclusive and participatory democracy.

Nepal is ranked fourth, eleventh, and thirtieth in terms of vulnerability to climate change, earthquake and flood risks respectively. Around 70% of Nepal's population depends on agriculture and even slight changes in climate conditions can have a major impact on their lives and livelihood. To address current and future climate risks, UNDP Nepal supports mitigation and reduction of impacts of threats and provision of clean renewable energy and environment friendly livelihood. A key part of support is promoting pro-poor environmental management, green recovery, risk reduction, climate change adaptation at national and local levels.

Website: <http://www.np.undp.org/content/nepal/en/home.html>

**Sustainable Development Goals**

13. Climate Action

**Task description****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.

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**

- Understanding of green recovery issues and projects enhanced.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Knowledge about UNDP systems and procedures increased.
- Familiarity with the project management gained.
- Be further prepared for employment or higher education in the field of green recovery, climate change sector.
- Paper drafting skill enhanced.

• 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 climate change or environment or other relevant field.

**Required experience** 0 months

### Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in green recovery, environment, climate change, resilience, disaster risk management and energy, waste management
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
- Fluency in usage of computers and office software

### Language

- English (Mandatory) , Level - Fluent

### 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**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

## Conditions of Service and other information

**Condition of Service**

[Click here to view Conditions of Service](#)

**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.

**T.** +49 (0) 228-815 2000  
**F.** +49 (0) 228-815 2001

**A.** PO Box 260111, 53113 Bonn, Germany  
**W.** [www.unv.org](http://www.unv.org)

*We are inspiration in action*

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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**

NPLR000177-9048

**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.

**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/TIBMUjAwMDE3Nw==>**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.*