

UNV VOLUNTEER TERMS OF REFERENCE

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support human development worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to volunteerism for peace and development by advocating for volunteerism globally, integrating volunteerism into development planning and mobilizing people, including experienced UNV volunteers, throughout the world. UNV is universal and inclusive, embracing volunteerism in all its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

- 1. UNV Assignment Title: Project Assistant**
- 2. Type of assignment (International or National UNV volunteer): Project management**
- 3. Project Title: UNEP Mayombe Project**
- 4. Duration: 1 year (renewable subject to project life-span and availability of funding)**
- 5. Location, Country: Nairobi, Kenya**
- 6. Expected starting date: As soon as possible**

7. Brief Project Description:

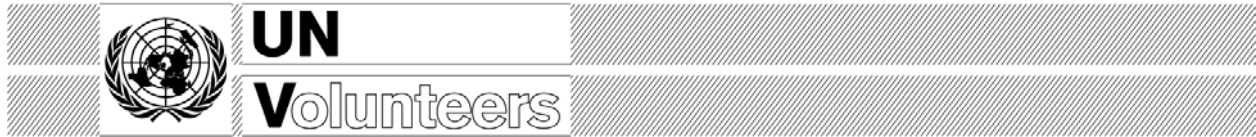
UNEP has recently received funding from the Government of Norway to help maintain and restore ecosystem integrity in the Congo Basin for biodiversity conservation, regional stability and improved human livelihoods. The long-term objective includes the establishment of a transboundary protected area and a regional cooperation mechanism in the Mayombe Forest between the Democratic Republic of the Congo (Luki); Republic of Congo (Dimoneka) and Angola (Cacongo in Cabinda province).

- 8. Host Agency/Host Institute: United Nations Environment Programme (UNEP)**

9. Description of Duties:

Under the overall supervision of the Deputy Director and Chief of the Freshwater and Terrestrial Ecosystem Branch, Division of Environmental Policy Implementation (DEPI), UNEP, and the direct supervision, of the UNEP Mayombe Project Coordinator, the UNV volunteer will undertake the following tasks:

- 1. Providing the overall support to the project coordinator and ensuring UNEP's strategic presence and visibility in the project on a daily basis by:**
 - a) Assisting with the planning, coordination, reviewing and reporting processes at the UNEP level;
 - b) Maintaining an updated accurate database on progress of the project activities;
 - c) Assisting to prepare terms of reference, legal documents related to sub-contracting of project activities, and updating project documents, including initiating and following up contracts and payments;



- d) Facilitating efficient response to queries and requests related to the project and maintaining the UNEP presence on the information exchange platform;
- e) Maintaining a comprehensive documentation and filing system of the project;
- f) Maintaining frequent and regular contacts with stakeholders through regular updates and assisting in the organization of stakeholders meetings;
- g) Organizing and taking minutes of meetings related to the project.

2. Monitoring the implementation progress of the project by:

- a) Monitor the project implementation according to the time schedules and milestones;
- b) Follow up and ensure with all the stakeholders the implementation of the agreed work plan; against the expected timelines, and budgets;
- c) Supporting project consultants to undertake independent evaluations of the project and following up to ensure that queries arising from evaluation reports are adequately addressed.

3. Reporting on the project progress

- a) Preparing draft reports on implementation progress for use by the UNEP Mayombe Project Coordinator, DEPI Deputy Director, stakeholders, including donors as necessary;
- b) Providing inputs necessary for preparing various reports, including reporting to UNEP Governing bodies;
- c) Undertaking special assignments related to Mayombe project as necessary;

Promotion of Volunteerism for Development and Peace (V4D)

Specific ways to promote V4D during the assignment and within in the context of your duties:

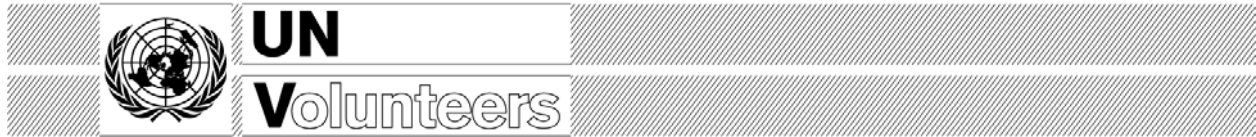
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
- Networking and building relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives;
- Encouraging, mobilizing and supporting co-workers, fellow UNV volunteers and members of the local community to play an active part in development on a voluntary basis;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Initiating and/or participating in local volunteer groups. Assisting them in submitting stories, experiences to the World Volunteer Web site;
- Discussing with supervisors on how V4D can be mainstreamed through the assignment and integrating activities that promote volunteerism for development (V4D) into work plans.

In addition UNV volunteers are encouraged to further promote volunteerism and engage in volunteering activities:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in IVD);
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Assisting with the UNV buddy programme for newly arrived UNV volunteers;
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV online volunteering service whenever technically possible.

10. Results/Expected Output:

- Goals, objectives and targets related to the Mayombe project have reached according to the implementation work plan.



- The Mayombe project is efficiently and effectively coordinated with appropriate day to day follow up and monitoring.
- The Mayombe project is integrated to the UNEP Programme of Work (POW) in the following thematic areas: ecosystem management; climate change and International Environmental Governance (IEG) as per the adopted Medium term Strategy (MTS) 2010-2013.
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

11. Qualifications/Requirements:

a) Education

Minimum of Bachelor degree in Biological Sciences, Environmental Science or Natural Resource Management coupled with training in project management.

b) Experience

Minimum of 3 years work experience in project management at national/international level. Experience in managing multi-stakeholder projects including monitoring and evaluation, budgeting and resource planning would be an asset.

12. Competencies:

Professionalism : Good knowledge of administrative policies processes and procedures, in particular, those related to budgeting and project management. Ability to identify and resolve a wide range of issues/problems; ability to work under pressure, ability to extract, interpret, analyze and format data; ability to research and gather information from a wide variety of standard and non-standard sources; demonstrated ability to apply good judgment in the context of assignments given.

Communication : Ability to communicate effectively both orally and in writing, good drafting skills and able to demonstrate openness in sharing information and keeping people informed.

Planning and organizing : Demonstrate organizational skills and the ability to establish priorities as well as plan and coordinate own work and manage conflicting priorities.

Teamwork : Strong interpersonal skills. Ability to establish and maintain effective working relations in a multi-cultural and multi-ethnic environment with and respect for diversity.

13. Other skills:

Computer skills: Fully proficient computer skills including Word, Excel, Power-Point, Internet, etc. is required. Knowledge of project management software is an added advantage.

Language skills: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is essential. Working knowledge of French is an asset.

Date 08.04.09