



## 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 Liaison Facilitator
2. **Type of Assignment:** International UN Youth Volunteer
3. **UNV Programme Strategy:** Outcome No.2 and No.3 in "UNV Youth Volunteering Strategy 2014-2017"
4. **Project Title:** UN Youth Volunteer Programme
5. **Duration:** 5 months
6. **Location, Country:** Dushanbe, Tajikistan
7. **Expected Starting Date:** September 2014

### 8. Brief Project Description:

UN agencies conduct various initiatives in commemorating on international days. There are a series of events organized by UN agencies from October to December such as International Day for the Eradication of Poverty (17<sup>th</sup> Oct), UN Day (24<sup>th</sup> Oct), Universal Children's Day (20<sup>th</sup> Nov), International Day for the Elimination of Violence against Women (25<sup>th</sup> Nov), World AIDS Day (1<sup>st</sup> Dec), International Day of Persons with Disabilities (3<sup>rd</sup> Dec), International Volunteer Day (5<sup>th</sup> Dec), and Human Rights Day (10<sup>th</sup> Dec) (for detail, please see; <http://www.un.org/en/events/observances/days.shtml>).

In particular, there is the National advocacy campaign "16 Days of Activism against Gender Violence" in the final week of November every year lead by UN WOMEN, UNFPA, UNAIDS, WHO, UNICEF and other agencies with involving youth-led organizations, civil societies (NGOs) and student volunteers. Other events on international days are also involving various CSOs and groups. Therefore, complex and time-consuming coordination between stakeholders and UN agencies is one of the keys for successful implementations. UN agencies expect, however, that there will be more international conferences and meetings than last year around October 2014 thus the agencies estimate they will need more supports for smooth implementation of these advocacy campaigns.

Despite pains-taking efforts of all parties, not so many stories on people involved in these events were collected in the past. Aiming at effective advocacy and communication to reach a wide range of audience, UNV FU has made a plan to send a UN volunteer among UN agencies, civil societies and youth groups to facilitate communication between them and collect and develop their activity stories.

9. **Host Agency/Host Institute:** UNV



## 10. Organizational Context:

Globally, United Nations Development Programme (UNDP) works towards poverty reduction and the achievement of the Millennium Development Goals (MDGs), Democratic Governance, Crisis prevention and Recovery, Energy and Environment for Sustainable Development and the Reduction of the burden of HIV/AIDS, Malaria and Tuberculosis. Within these practice areas, UNDP can leverage its global networks and expertise to attract and use aid effectively. In all our activities, we encourage the protection of human rights, capacity development and the empowerment of women.

UNDP has been on the ground in Tajikistan since 1994. Nowadays, Tajikistan is a peaceful and stable country, with a rapidly developing economy. However, it is still simultaneously facing challenges of transition, a post-conflict state and of “ordinary” poverty reduction. UNDP’s programme in the country consequently represents a broad spectrum of activities, within all five practice areas. UNDP Tajikistan works in partnership with the Government of Tajikistan and plays an active part to harmonize the efforts of all the UN agencies active in the country.

The development work of the UN agencies in Tajikistan is regulated by the United Nations Development Assistance Framework (UNDAF). The UNDAF for Tajikistan consists of four pillars, namely (1) Poverty Reduction and Governance, (2) Food and Nutrition Security, (3) Clean Water, Sustainable Environment and Energy and (4) Quality Basic Services (i.e. health, education and social protection). Each year, the Government of Tajikistan and UNDP sign an Annual Work Plan, specifying the planned activities for the year.

UNDP’s goal is to support the Government of Tajikistan in the coordination of development initiatives, the public finance management, the delivery of core public services and the planning and decision-making. UNDP’s objectives and programming are aligned to development priorities as articulated in the United Nations Development Assistance Framework (UNDAF), the National Development Strategy (NDS) and the Millennium Development Goals (MDGs).

In order to reduce poverty, unlock human potential, protect rights and improve core public functions, UNDP strives to enhance good governance as well as social and economic growth. To this end, the UN and its partners focus on capacity-development as a way to enhance poverty reduction and economic development programmes, with a particular emphasis on the rural poor, women and marginalized people. UNDP’s interventions in Tajikistan are helping to enhance the country’s progress towards meeting its development agenda of sustainable and equitable growth. (Please see: the new website of UNDP: <http://www.tj.undp.org/content/tajikistan/en/home.html> and the old website: <http://www.undp.tj/site/index.php/en/home> )

The UNV Field Unit (UNV FU under UNDP’s overall administration) in Tajikistan has been in operation since August 2010. UNV FU manages UN Volunteers who are serving on development and humanitarian assistance assignments in UN agencies. The key activities of UNV FU in Tajikistan are; 1) Providing UN agencies and their implementing partners with cost-effective technical support through international UN Volunteers and/or national UN Volunteers; 2) Advocating for volunteerism; 3) Promoting volunteering activities with young people in Tajikistan; and 4) Supporting UN agencies with UN Online Volunteers. For detail, please have a look at

[http://www.untj.org/index.php?option=com\\_content&view=article&id=257&Itemid=797](http://www.untj.org/index.php?option=com_content&view=article&id=257&Itemid=797)

**11. Type of Assignment Place:** assignment without family

## 12. Description of tasks:

In close collaboration with UN agencies such as UNRC Office, UNDP, UNFPA, UNHCR, UN Women, UNICEF and other UN agencies, under the direct supervision of UNV Programme Officer at the UNV FU/UNDP Country Office, the UN Youth Volunteer will be responsible for delivering key tasks in the following areas:

**Facilitate Communication among UN agencies for “Delivery as One”:**



- Liaise UN agencies involved in “16 Days of Activism against Gender Violence” and in other events on international days; such as UNFPA, UNICEF, UN Women, UNHCR, UN RC Office, UNDP etc, by participating and leading meetings.
- Create a detailed activity map/list on events and actions conducted by UN agencies and their implementation partners (IPs) from October to December.
- Identify actions involving youth and/or volunteering activities in preparation and implementation of events.
- Support UN agencies in liaising with youth groups, youth-led organizations, volunteer involving organizations (VIOs) etc.
- Develop a network of stakeholders and partners involved (or could be involved) in youth volunteerism in various sectors if opportunities are identified.

#### **Report on actions lead by UN agencies:**

- Learn and standardize reporting style and/or formats of each UN agencies on their on-going preparation of events and/or on their activities.
- Report, liaise and ask approval if necessary to concerned counterparts of UN agencies as well as UNV FU when the UN Jr. Liaison Facilitator takes/took a new action or achieve result, including tasks described in this DoA.
- Participate UN agencies' monitoring such as UNHCR and identify opportunities to maximize the effectiveness of advocacy events by involving females under the threats of domestic violence including Tajik national and/or Afghan refugees.

#### **Energize Youth Groups and Civil Organizations:**

- Identify youth groups and VIOs concerned to international Day events while supporting UN agencies to communicating with CSOs, or by telephone and face to face interview surveys.
- Work with these identified groups and civil organizations in events preparation if possible, to identify gaps and strengths and to facilitate their activities.
- Create and/or develop an information directory and a network on these groups and organizations.
- Identify gaps and strengths of each group, VIOs and CSOs and put the info into the information directory.
- Organize at least one workshop on info-exchange or training for youth group, VIOs, and/or CSOs, in order to add value to the network.

#### **Boost Up Public Relations:**

- Collect stories, experiences and best practices from activities of youth group, youth-led organizations and CSOs while they are preparing and conducting activities for events of international days.
- Learn and organize issues of current youth policy, volunteer organizations and youth volunteerism.
- Take and gather photos and video of youth volunteerism, youth community activities and youth engagement in various activities.
- Gather information and write news items, blog posts, social media posts and other items about youth activities, volunteerism and about existing youth volunteers working in the field, in accordance with UNV communication guideline. Frequent update of UN volunteer Tajikistan FB during the period.
- Contribute to story collection and news writing on events of international days for UN agencies in Tajikistan.
- Contribute at least to one of each; online network community and posts such as the “Guardian Global Development Professional Network (<http://www.theguardian.com/global-development-professionals-network>), UNV Tajikistan News Letter, UNV Tajikistan website, UNV (HQ) website (volunteer voice), UNV Tokyo or UNDP Tokyo, one local newspaper in Tajikistan, one international newspaper, one



local newspaper in Japan and one national newspaper in Japan (or equivalent such as journal), his/her own university network.

Furthermore, UN Volunteers are 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 ongoing reflection activities;
- 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.

### **13. Results/Expected Output:**

#### **Communication among UN agencies:**

- Smooth communications between UN agencies in preparation of international day events and “16 Days of Activism against Gender Violence”.
- One activity map/list on events and actions conducted by UN agencies and their implementation partners (IPs) from October to December, with info on actions involving youth/volunteering.
- Smooth communications among UN agencies and youth groups, CSOs etc.
- Network of stakeholders and partners involved (or could be involved) in youth volunteerism in various sectors.

#### **Report on actions lead by UN agencies:**

- Concerned counterpart of UN agencies will grasp well actions and activities taken by the UN volunteer.
- The effectiveness of advocacy events will be strengthened by involving females under the threats of domestic violence including Tajik national and/or Afghan refugees.

#### **Energize Youth Groups and Civil Organizations:**

- Youth groups and VIOs concerned to events on international days will be identified.
- Gaps and strengths on youth groups and civil organizations etc will be identified. Activities of these groups will be strengthened.
- An information directory and a network on these groups and organizations will be created and developed.
- At least one workshop on info-exchange or training for youth group, VIOs, and/or CSOs, will be conducted to add value to the network.

#### **Boost Up Public Relations:**

- At least 5 case studies in total (stories, experiences and best practices) from activities of youth group, youth-led organizations and CSOs will be collected.
- Issues of current youth policy, volunteer organizations and youth volunteerism will be organized.



- Photos and video of youth volunteerism, youth community activities and youth engagement in various activities will be taken and gathered for PR and articles.
- Articles on news items, blog posts, social media posts and other items about youth activities, volunteerism and about existing youth volunteers working in the field will be prepared.
- UN agencies in Tajikistan will receive drafts of news articles on events of international days.
- The UN volunteer will contribute articles to online network community and posts such as the “Guardian Development Professional Network”, UNV Tajikistan News Letter, UNV Tajikistan website, UNV (HQ) website (volunteer voice), UNV Tokyo or UNDP Tokyo, one local newspaper in Tajikistan, one international newspaper, one local newspaper in Japan and one national newspaper in Japan (or equivalent such as journal), and his/her own university network.

#### 14. Qualifications/Requirements:

- Current enrolment in a university degree programme in the any areas but with good attendance records to lectures and seminars or field work and with not poor academic performance;
- Excellent skills in interpersonal relations, i.e. communication, (social) networking and negotiation;
- Good writing and speaking skills in English and Japanese;
- Respect to local culture and tradition and willingness to learn local languages;
- Ready to study issues on youth development, youth volunteerism and global problems related to the international days from October to December, which is available internet prior to arrival;
- Basic beginners level skills/knowledge on photography is must;
- Knowledge and skills/experiences on photo curation and video editing will be strong assets;
- Basic IT skills (i.e. Word, Excel, Power Point) for reporting and data collecting are must;
- At least equivalent knowledge to “Information Technology Passport Examination (<https://www3.jitec.ipa.go.jp/JitesCbt/index.html>) ”, and “2<sup>nd</sup> or 3<sup>rd</sup> class Hisho Kentei Examination”;
- Willingness to contact to news agencies/companies for future article before leaving Japan;
- Volunteer experiences, in particular in youth-led activity / advocacy or activities for marginalized group of people such as persons with disabilities (PWD) are desirable.
- Willingness to follow guidance on security issues;
- Willingness to live in tough or inconvenient environment;
- High morality in accordance with UNV Code of Conducts and UNDP ethics guides;
- Basic understanding on history and society in Tajikistan and Central Asia;
- Strong sense of responsibility, willingness to take initiative.

#### 15. Living Conditions:

(Population and brief history)

The population of Tajikistan is approximately 8 million, of which over 70% live in rural areas and 40% is under the age of 18. The Tajikistan is landlocked country, as it is 93% mountainous and has only 7% of arable land, with limited access to other regions. After the civil war period (1992 - 1997) following the collapse of the Soviet Union in 1991, Tajikistan slowly transitioned from the status of post-conflict recovery requiring direct humanitarian assistance into an economically viable nation state, promoting sustainable development based upon nascent democratic and market economy principles. As of 2012, a gross domestic product of Tajikistan is US\$ 7.5 billion with estimated 7.5% growth from 2011.

(Socio-economic aspects)

The UN Volunteer will be based in Dushanbe which is the capital city, with travel to project sites upon a need. The UN Volunteer will be expected to pay for accommodation in the Dushanbe area through his/her own means. Rental of apartments and houses in Dushanbe is relatively easy for foreigners and the Office





can provide support in establishing contacts with realtors and landlords that can facilitate the house search process. Transportation in Dushanbe is also facilitated by the availability of a local bus system, public taxis and in general safe areas to walk from different points of the city. The Office can facilitate the airport pick up upon arrival as well as provide the transportation to a hotel during the initial days of stay while an accommodation alternative is found.

Dushanbe has many economic and social facilities at a reasonable price but occasionally influenced by commodity prices in Moscow. Security is recently relatively calm. There is no immediate threat of violence but security environment could be volatile, depending on security situation in northern Afghanistan due to influx of militant groups to the eastern border (though limited to border areas). As a mountainous area, occasional slight earthquakes can be felt. Summers, between May and September, are very hot ranging from 30 to 40C, while winters, from November to March, are relatively cold and dry with little snow; spring time (March, April) is usually rainy.

For more information on Tajikistan please see at link: [http://untj.org/country\\_context/](http://untj.org/country_context/) and/or [http://www.untj.net/index.php?option=com\\_content&view=article&id=76&Itemid=495](http://www.untj.net/index.php?option=com_content&view=article&id=76&Itemid=495)

## **16. Conditions of Service**

Five month contract according to the terms of conditions established in the Memorandum of Understanding (MoU) between UNV Programme and Kansei Gakuin University (KGU)

### **Description of Assignment prepared by:**

Mr. Keiichi Sato, UNV Programme Officer, Tajikistan

**Date: February/2014**

### **Description of Assignment approved by UNDP/RR/CD or UNV Country Office Teams/Support Office:**

Mr. Norimasa Shimomura, UNDP Country Director

**Date: February/2014**