



## 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.

**Country of Assignment:**

**TURKEY**

**Agency Name:**

**UNDP**

### General Information

**Volunteer Category:**

**International Specialist**

**Number of Volunteers:**

**1**

**Duty Station:**

**Istanbul**

**Duration:**

**24 months**

**Expected Starting Date:**

**October 2020**

### **Living Conditions:**

Turkey is a nation of diverse cultural heritage, situated at the crossroads between Europe and Asia. The UN Volunteer will be based in Istanbul, the largest city in Turkey, which is a home for lively and large group of international community. Turkish is the only official language in Turkey and English is widely spoken particularly in touristic areas.

**Transportation:** Public transportation is heavily used in Istanbul. Metro, tram, bus lines are up and running throughout the day. Ferry lines are connecting Europe and Asia. There are two airports available in Istanbul and well connected to various destinations.

**Medical Services:** No special vaccinations are required for a travel to Istanbul. Medical services available are of high quality and are available in English.

**Security:** Security level for Istanbul is 2 (Low) duty station. Upon arrival, UNDSS will provide a Security Briefing including information on travel restrictions and standard procedures for obtaining approvals for travel.

**Sustainable Development Goals:**

14. Life Below Water

15. Life on Land

**UNV Focus Area:**

**Community resilience environment &**

**disaster reduction**

**Need Driving License:**

**No**

**Assignment Place:**

Family Duty Station

**Supervision, induction and duty of care of UN Volunteers**

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.

### Assignment Details

**Assignment Title:** Programme Officer

#### **Education**

Required Degree Level: Master's degree

Education - Additional Comments: Hold at least a master's degree in Environmental Science, Climate Change, Natural Resource Management, Finance, Economics or equivalent.

**Required Experience:** 2 years

Experience Remark:

- At least 2 years of professional work experience at the national and/or international level in the area of finance, economics, environment, resilience on climate change and adaptation program management, or another relevant field;
- Experience with UNDP or working other UN organizations or international development organization, familiarity to UN and UNV rules and procedures is an asset;
- Excellent oral and written skills in English; excellent drafting, formulation, reporting skills;
- Good command of any other UN Official language skills would be an asset;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Experience in developing websites/programming or familiarity to social media channels is an asset;
- Analytical skills and ability to coordinate numerous ongoing initiatives is required;
- Ability to work and adapt professionally and effectively in a challenging environment;
- Ability to work effectively in a multicultural team;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines

#### **Areas of Expertise:**

Expertise	Mandatory yes/no
Macroeconomics and public finance	No
Resource mobilization, partnership and donor coordination	No

T. +49 (0) 228-815 2000

A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

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Additional Requirements for Area of Expertise:

**Language Skills:**

**English** mandatory ☒ optional ☐  
working knowledge ☐ fluent ☐

**French** mandatory ☐ optional ☒  
working knowledge ☐ fluent ☐

**Spanish** mandatory ☐ optional ☒  
working knowledge ☐ fluent ☐

**Competencies and Values:**

- ☐ Accountability
- ☒ Adaptability and Flexibility
- ☐ Building Trust
- ☐ Client Orientation
- ☐ Commitment and Motivation
- ☐ Commitment to Continuous Learning
- ☒ Communication
- ☐ Creativity
- ☐ Empowering Others
- ☐ Ethics and Values
- ☐ Integrity
- ☐ Judgement and Decision-making
- ☒ Knowledge Sharing
- ☐ Leadership
- ☐ Managing Performance
- ☒ Planning and Organizing
- ☐ Professionalism
- ☐ Respect for Diversity
- ☒ Self-Management
- ☐ Technological Awareness
- ☐ Vision
- ☒ Working in Teams

**Task description**

The UNV would be an integrated member of the global BIOFIN team. The UNV would support BIOFIN countries and the BIOFIN team to develop new knowledge products, analyse results to date, and assist with the implementation of the Monitoring and Evaluation Plan.

Under the direct supervision of the BIOFIN Global Manager, the UN Volunteer will undertake the following tasks:

**National Implementation:**

- Liaise with country teams and provide inputs in national outputs related to implementations of finance solutions including reports, studies, policy proposals, training and workshop programmes and project proposals;
- Analyse barriers and challenges and provide solutions;
- Undertake in-country monitoring missions;

**Knowledge Management:**

- Update the BIOFIN knowledge management plan and develop new knowledge products;
- Assist the BIOFIN Team in developing guidance and training materials on financing solutions for biodiversity conservation for BIOFIN teams in different countries;
- Review international best practises to identify case studies that can serve as examples for BIOFIN work;
- Review country outputs and extract lessons learned;
- Support the BIOFIN Communication team by promoting and maintaining BIOFIN's social media updated (e.g. Website / Twitter / Facebook page);
- Support the organization of BIOFIN Regional Workshops;
- Support the coordination of MOOCs, webinars and regional calls;

**Research:**

- Assist the BIOFIN Team in research, collect, analyse of the work BIOFIN has been doing in its 35 core countries and present the results.
- Assure the replication of this task for other similar projects working in different regions of the world;
- Provide support for BIOFIN cross country analysis;

**Monitoring and Evaluation:**

- Provide support to the BIOFIN team in monitoring and collecting the quarterly reports from the BIOFIN countries and assist in reporting the key results on finance solution implementation to the management;
- Monitor, analyse and synthesize the developments, press clippings and reports of BIOFIN, and maintain a database of BIOFIN news coverage and update regularly;

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;
- 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.

### **Results/Expected Outputs**

- Improved country deliverables;
- Updated knowledge management strategy (jointly with BIOFIN Team);
- Required progress reports;
- Stories and news articles on BIOFIN activities;
- Knowledge products capturing lessons learned from BIOFIN's work;
- The BIOFIN social media content by e.g. posting tweets on biodiversity finance in weekly basis;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

### **Agency Details**

#### **Host Institute**

UNDP

## **Organizational Context & Project Description:**

UNDP Biodiversity Finance Initiative – BIOFIN is a global programme implemented in 35 countries around the world to develop well-informed financing strategies for the conservation of biodiversity and nature. The approach is described in the latest 2018 BIOFIN Workbook ([http://www.biodiversitynance.net/sites/default/les/content/publications/undp-bion-web\\_0.pdf](http://www.biodiversitynance.net/sites/default/les/content/publications/undp-bion-web_0.pdf)). The global team is based in different locations with a core team operating out of UNDP's Istanbul Regional Hub. Read more about BIOFIN on [www.biodiversitynance.net](http://www.biodiversitynance.net) (<http://www.biodiversitynance.net/>)

## **Conditions of Service:**

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 US\$1,631. 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 example, kindly enter the link Calculator.

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 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). A resettlement allowance is paid for satisfactory service at the end of the assignment.



UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

*Disclaimer*

*The United Nations Volunteers programme (UNV) 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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