UN 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: Field Assistant (Community Mobiliser)
2. Host Entity: World Food Programme (WFP)
3. Volunteer category: National UN Youth Volunteer
4. Duty station, country: 1 in Wilgamuwa DS (Matale District), 1 in Thanamalwila DS (Moneragala District), 1 in Thunukkai DS (Mullaitivu District), 1 in Musali DS (Mannar District) and 1 in Manmunai (Batticaloa District)
5. Number of UN Volunteers: 5
6. Duration (in months): 9
7. Possibility of extension*: Yes
8. Assignment Family Status: All youth and university assignments are without family
9. Expected Starting Date: 1 September 2020
10. Organizational Context and Brief Project Description:

As an island nation, Sri Lanka remained highly vulnerable to climate change, being the sixth most climate-change-affected country according to the Global Climate Risk Index. Weather events and recurrent natural disasters, such as droughts, floods and landslides, adversely impact socio-economic progress. Long-term impacts of climate change affect public health, nutrition, agriculture and infrastructure development, including hydropower, impacting women, men, girls and boys differently. Since 2016, Sri Lanka experienced the worst drought in 40 years, which resulted in a significant decline...
in rice paddy production - the lowest in the last ten years. The drought impacted 20 out of 25 districts and led to overall significant crop losses, increased debt levels, and reduced agricultural labour opportunities. The effects were detrimental to food security and nutrition, income levels and access to water cultivation, particularly amongst hardest-hit communities.

Resilience building for the vulnerable affected by shocks to improve food security and nutrition is one of the significant outcomes of the WFP Sri Lanka’s Country Strategic Plan for 2018-2022. This outcome will be achieved by enabling shock-affected communities to benefit from the strengthened capacity for adaptation to climate change, extreme weather and other disasters to mitigate the impact of shocks and stresses.

Working closely with government ministries and agencies at all levels and in partnership with other stakeholders such as UN agencies, NGOs, civil societies and development partners, WFP assists the affected communities and people through integrated application assistance in the creation and rebuilding of productive community assets and diversification of livelihoods - through such approaches as improved and efficient water harvesting at household and community levels, water management, tree planting, crop diversification with improved value chain and skills training, to reduce climate and disaster risks and to improve resilience and coping abilities. The main objective is to enable the affected vulnerable to have access to sustainable, productive assets for commercialised production and market linkage for income generation purposes. The objective of the resilience-building project is also to help the project beneficiaries become an agro-based entrepreneur and contribute to the creation of employment in the project areas.

The resilience-building project is implemented with nutrition and gender-sensitive approach and seeks to integrate with other projects that WFP jointly has with other UN agencies, community nutrition activities and social and behaviour change communication to improve the nutritional status of the project beneficiaries.

The resilience-building project implementation started in year 2019 and will continue until year 2022 in the DS Division of Wilgamuwa DS Matale district, Thanamalwila DS Moneragala, Thunukkai DS Mullaitivu district, Musali DS Mannar district, and Manmunai West Batticaloa district.


**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;
12. Description of Tasks:

Under the direct supervision of Programme Associate, the National UN Youth Volunteer will:

- Work closely with the WFP Resilience Team in Country Office as well as and relevant stakeholders in the district and DS Divisional levels to provide support on the resilience-building project activities under the Activity 6 of the current WFP Country Strategic Plan 2018-2022.
- Assist the Programme Associate (PA) in planning, implementation and monitoring of the project activities in the DS Division;
- Closely interact with the project beneficiaries, Farmers’ Organizations (FO)/Community Based Organizations (CBOs) and government staff of the respective GN divisions to mobilize their participation and support in the planning, implementation and monitoring of the project activities;
- Facilitate the selection of the communities and households for the project activities.
- Visit project locations, communities and beneficiaries and coordinate provision of the inputs (including cash transfers);
- Organize trainings and awareness programmes to the beneficiaries/communities in the assigned DS division in collaboration with the local government partners;
- Work closely with the beneficiaries and the community-based organizations to identify issues (technical, managerial & financial) and needs to progress with the activities and guide them to find suitable solutions;
- Follow up strictly and ensure the successful implementation of activities according to the guidelines provided;
- Guide the beneficiaries to construct household small infrastructure (well, poultry pens, goat and dairy sheds etc) as per the given designs and ensure quality of construction.
- Cash transfer reconciliation support-assisting to timely preparation and delivering of documents with required authentication.
- Identify the key players of the private sector (local) engaged in value addition and market of the beneficiaries’ products and facilitate networking with the project beneficiaries and local partners;
- Facilitate to organize workshops, trainings and exposure visits for the farmers/ members of the selected CBOs;
- Assist the CBOs to build their capacity and empower them to maintain the created assets and sustain the project results;
- Collect data and maintain updated qualitative and quantitative information to assist the PA for regular monitoring of the project activities and preparation of reports to WFP CO;
- Continue to search for the needs of the communities in the R5n project area and inform to the WFP Programme Associate;
- The Field assistant will perform the said tasks through extensive fieldwork with selected communities and other key stakeholders of the project area - farmer leaders, CBOs, field staff of government and non-government, and local market actors. She/he will keep continuous and
effective interactions with the WFP Programme Associate, community, relevant government staff and private sector to ensure integrated approach at field level;

- Perform any other duties as instructed by the Programme Associate.
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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 Outputs:

- A proposed list of irrigation schemes for rehabilitation during project period for the DS division on an annual basis.
- A proposed list of communities and beneficiaries for project assistance during project period for the DS division on an annual basis.
- Timely cash transfer request and reconciliation report submission.
- Monthly progress reports of the DS division.
- Detailed report on Implementation Plan vs achievement for every project activity assigned for the district.
- Report monitoring in the format prescribed.
- Monthly schedule for community awareness sessions and trainings for the resilience building project activities.
- 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.
14. Qualifications/Requirements:

Required Degree Level: Technical/Vocation diploma

Required Experience: 2 years preferred

- Completion of secondary school education. NVQ level 4 or a post-secondary certificate in agriculture / construction related functional area is desirable. In addition, the following competencies are required:
- At least two years relevant working experience in the fields of agriculture, construction, livelihood development in the dry zone districts or equitant;
- Working experience/knowledge to guide the beneficiaries to construct household small infrastructure (minor irrigation schemes, agro well, farm pond, poultry pens, goat and dairy sheds etc) and ensure quality.
- Working experience in development projects in the target areas;
- Familiar with rural development, participatory approaches, and environmental issues;
- Ability to conduct surveys and assessment among the community;
- Basic understanding on UN Agencies would be an advantage.
- Strong interpersonal and collaboration skills and proven ability to be flexible in a team-oriented approach with diverse groups of people.
- Strong analytic and problem-solving skills.
- Excellent planning, organizational and time management skills.
- Proven ability to efficiently and effectively handle multiple tasks at the same time.
- Computer literate.

b) Language skills
- Working knowledge of spoken and written in language of the DS area (Sinhala for Wilgamuwa DS Matale district and Thanamalwila DS Moneragala, Tamil for Thunukkai DS, Mullaitivu district, Musali DS Mannar district, or Mannunai West Batticaloa district) is required;
- Basic command in English would be an advantage.
- Working knowledge of any other foreign languages will be an advantage (eg: Japanese, Chinese, Korean, etc)

c) Competencies and values:

- Professionalism: demonstrated understanding of operations relevant to World Food Programme; technical capabilities or knowledge relevant or transferrable World Food Programme procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Integrity: demonstrate the values and ethical standards of the UN and World Food Programme in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest
even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;

- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;

- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.

- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;

- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;

- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;

- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards World Food Programme’s mission and vision, as well as to the UN Core Values.

15. Learning expectations

Learning and development are a central part of the UN Youth 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 Youth 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 aware-ness 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, World Food Programme will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. World Food Programme will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

16. Living Conditions:

The Field Assistant is expected to be based at the respective DS Division applied, as indicated above, in order to work closely with the WFP Filed Office and DS division authorities and relevant technical agencies and to facilitate very frequent field visits at the GN level where project activities take place.

The climate is temperate all throughout the year but humidity is usually high. From March to April the temperature averages around 31 degrees Celsius (88 degrees Fahrenheit).

17. Conditions of Service for National UN Youth Volunteers

The duration of your assignment is indicated above with the possibility of extension subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance of LKR 73,340.58 is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included) and final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

18. How to Apply

These posts are open only to Sri Lankan nationals.

Submit your CV with a cover letter (in Sinhala/Tamil - Working knowledge of spoken and written in language of the DS area) and telephone/email contact information by email to info@unvlk.org clearly indicating the post title "Field Assistant – Community Mobilizer” in the subject line of the email, or by post to the address below clearly indicating the post title on the top left-hand corner of the envelope and ensure it reaches the address below by 30th August 2020:

United Nations Volunteers
202 – 204 Bauddhaloka Mawatha
Colombo 07

Only short-listed candidates will be contacted and invited for an interview.
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, age and culture.