



UNV 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, 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:** Local Development and Community Resilience (LDCR) Specialist
2. **Type of Assignment:** International UNV volunteer
3. **Project Title:** Human Security and Local Development Programme
4. **Duration:** One year with possible extension for the second year
5. **Location, Country:** Tirana, Albania
6. **Expected Starting Date:** March 2011
7. **Brief Project Description:**

UNDP Programmatic Background

UNDP Albania operates since 2007 within a OneUN Programme framework ensuring synergies and provision of the knowledge and specialization of various resident and non-resident UN Agencies to Albania's development agenda. The One UN Programme is guided by the Stabilization and Association Agreement (SAA) and the over-riding priority of the Albanian Government to join the European Union expressed in the National Strategy for Development and Integration (NSDI), the Integrated Planning System and programmes of other international partners ensuring synergies, avoiding duplication and respecting harmonization and increased aid effectiveness in the context of the Paris Declaration.

The One UN Programme is composed of five main outcomes of assistance, namely:

1. More transparent and accountable governance
2. Greater inclusive participation in public policy and decision-making
3. Increased and more equitable access to quality basic services
4. Regional development to reduce regional disparities
5. Environmentally sustainable development

UNDP Albania is the leading agency for the outcomes 1 and 4.

Within UNDP, the programme portfolio is divided into three clusters: Governance, Human Security and Local Development (HSLD), and Environment and Participation. These clusters generally correspond to the following One UN Pillars: (1) Governance, (4) Regional Development, and (2) Participation and (5) Environment. However, there is some overlap, particularly in the area of participation.

UNDP's HSLD Programme Cluster Background

The HSLD Cluster has a portfolio of projects focusing on two main areas: Human Security and Regional/Local Development.

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UNDP Albania chairs the One UN Programme Working Group on Regional Development and is engaged in programmes/projects in support to national and sub-national institutional and human resources capacity building for sustainable national, regional and local development. This assistance aims at promoting cooperation among different levels of governance, helping the country adopt necessary legal, technical and institutional measures for absorbing current and future EU IPA funds as well as partnering with potential actors of regional/local development through the mechanism of decentralized cooperation.

The Human Security portfolio includes:

(i) a Mine Action Programme, financed by the European Union, UNDP/BCPR as well as bilateral donors in the past. The Programme had a duration of about ten years, responding to mine contamination of the northeast border areas from the armed conflict in Kosovo, ex-Yugoslavia. The programme will be concluded successfully by end 2010 after ensuring and officially declaring a mine-free Albania in end 2009.

In pipeline there are two new ideas of developing assistance in the areas of (i) ammunition stockpile destruction, a current priority for the country inheriting a vast weapons arsenal and about 100,000 tons of obsolete ammunition spread throughout the country, and (ii) building central level capacities in Disaster Risk Reduction (DRR) in terms of preparedness, technology and coordination.

The Local Development portfolio is larger and diversified, including the following programmes and projects:

(i) "Integrated Support to Decentralization", a central-government focused assistance for developing and operating the necessary institutional and legislative frameworks for managing EU IPA component 3 on regional development. The project is mainly funded by the EU and is closely following developments and requirements Albania has to fulfil vis-à-vis EU in preparing to gain its EU "candidate" status.

(ii) ArtGold programme is another major regional development project, promoting decentralized cooperation or partnerships among decentralized governments of developed and developing countries. The project is operating in the regions of Shkodra (North) and Vlora (South) along with some additional central level inputs. The project is financed by Italian Government and is part of a scheme of decentralized cooperation assistance applied in various countries in the world. This initiative aims at developing local strategic planning tools for identifying priorities and territorial opportunities for development and presenting them to potential decentralized cooperation partners so as to trigger further support and partnerships.

(iii) Two other projects, with strong focus on local economic development, are in Kukes region (northeast) in support of Tourism, Environment and Cross-border Cooperation promotion. The projects foreseen to Kukes region in terms of eligibility for EU cross-border programmes are largely funded by EU. The one project aims at promoting tourism and environment potentials of the region for economic development. The other project represents for the time being a unilateral cross-border cooperation programme, implemented only in Albania as Kosovo is not eligible for participating in a formal CBC programme yet (Kosovo status not yet recognized by all EU member countries). In the meantime the project provides full capacity building component for local stakeholders to prepare them for full and effective collaboration in the near future.

(iv) The Cluster is also implementing a Livestock Sector Support project financed by a joint contribution of the EU and Italian Government promoting the establishment of local livestock associations and safe product lamb meat chains in line with EU standards. The project is working on the legal framework and awareness for the establishment of the associations in parallel with a coordination effort for harmonizing the national database of animal registration.

In the pipeline there are two initiatives, (i) assistance in implementing another development project in Kukes region in the framework of Albania-Montenegro CBC programme, and (ii) identification of UNDP entry points for developing assistance and/or piloting inter-municipal cooperation programmes.

8. Host Agency/Host Institute: UNDP

9. Organizational Context:

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The LDCR Specialist will work within the HSLD Cluster consisting of the Cluster Manager and one Programme Associate. The LDCR Specialist will also interact and collaborate with other programme and operations staff in the Country Office (CO) and fully participate in the CO activities through attending regular programme and staff events, meetings and other related management instruments.

Further, the LDCR Specialist will interact with UN agencies and other members of the international community providing assistance in the areas of local governance, decentralization, local economic development and disaster risk reduction (DRR), preparedness and management.

10. Type of Assignment Place: assignment with family

11. Description of tasks:

Under the direct supervision of the HSLD Cluster Manager and under the overall guidance of the CO senior management the UNV volunteer will undertake the following tasks:

- Developing and implementing programme/project involving local and regional development and local governance.
- Supporting programme development and management in mainstreaming DRR in development policy and operational initiatives, disaster management and preparedness, community resilience to disasters and other vulnerabilities, mainstream disaster concerns into other UNDP clusters as appropriate.
- Contributing to defining the scope of UN/UNDP's future role in this area.

Project Development (40%)

- Analyze the trends and efforts in the sectors of local governance, decentralization and regional development for establishing an adequate and EU compliant national framework for regional development, as a basis for planning and formulation of UNDP assisted projects. Undertake similar actions in the DRR sector defining UN/UNDP's future roles in this sector;
- Document significant events in the country, follow up on related issues and analyze policy measures that can affect planned project implementation;
- Prepare project concepts, proposals and documents which reflect Government priorities in the above sectors and within the strategic directions of UNDP's programme;
- Review concept papers, project briefs and documents prepared by consultants and provide comments when necessary;
- Participate in the appraisal and review of all adequate core and con-core projects that are managed by the UNDP Country Office;
- Coordinate with Programme/Project managers and UNDP senior management ensuring strategic coordination in the planning and implementation of specific programme activities;
- Assist on institutional and regional development tasks associated with regional development as well as in the area of DRR;
- Liaise with donor representatives, other programmes, counterparts and officials as required;
- Coordinate and develop links and relationships with other institutions and programmes working on similar issues.

Project Management (30%)

- Monitor the progress of selected projects on a regular basis and make recommendations on measures to improve project performance and progress.
- Draft comments on project progress for programme monitoring;
- Review all project related reports and provide comments as required;
- Liaise closely with project personnel and counterparts on project related matters;
- Coordinate and participate in programme/project evaluation activities and follow-up;
- Participate in and/or organize relevant training sessions, workshops and conferences and make presentations if necessary;
- Provide support in writing and designing promotional materials (newsletter, programme flyers, etc);

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- Provide proof-reading of programme/project related documentation;
- Collect and review progress reports and advise if progress is not on schedule.

Partnership Development (15%)

- In consultation with the supervisor, facilitate partnership development with bilateral and multilateral donors;
- Network and build partnerships with government and non-governmental organizations to ensure national ownership of the planned and on-going initiatives;
- Support UN/UNDP's role in the existing aid coordination mechanism that mandates UNDP to lead the donor's internal coordination on matters related to regional development.
- Assist the Cluster Manager and Senior Management in leading the One UN Programme regional development pillar exploring programming in the area of DRR.

Corporate Responsibilities (15 %)

- Build synergies and linkages with relevant UNDP programmes/projects, especially the ones implemented on local level;
- Promote UNDP regional development and future disaster risk reduction programme;
- Facilitate and coordinate the sharing of lessons learnt and best practices amongst the projects and within the UNDP's global community of practice in areas of his/her responsibilities;
- Participate in corporate training organized by UNDP and attend training workshops relevant to overall duties required of the post;
- Perform any other activity deemed as necessary, as required.

Furthermore, UNV 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 UNV 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.

12. Results/Expected Output:

- The LCDR Specialist will produce a report, with the format agreed with the HSLD Cluster Manager, covering the tasks carried out along his/her entire assignment; as well as
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Qualifications/Requirements:

- Advanced university degree in economics, development studies, territorial or community development or other fields relevant to the requirements of this assignment;
- Education background and/or at least 5 years experience in disaster risk management, civil protection, natural resources management or similar;
- Experience in and knowledge of regional and local development planning as well as decentralization is highly desirable,
- Good knowledge of the international DRR context is an asset;

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- Demonstrated analytical skills to identify, obtain and synthesize information from various sources and formulate objectives and conclusions;
- Excellent interpersonal skills and ability to liaise effectively with government officials, regional partners and representatives of international organizations;
- Advanced computer skills (especially Microsoft office applications) and the ability to use information technologies as a tool and resource;
- Fluency in English, with excellent drafting, writing and presentation skills is required.

14. Living Conditions:

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|-----------------------------------------------|-------------------------------------------------|
| • Location of assignment: | Tirana |
| • Nearest airport: | RINAS Airport |
| • Type of accommodation: | Apartment |
| • Security provision and approximate costs: | Covered by UN |
| • Means of local transport for the volunteer: | Project car with driver for official activities |

15. Conditions of Service

A 12- monthly contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,914; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the Project Manager/UN Agency:

Vladimir Malkaj, HSLD Cluster Manager

Date: 01/09/2010

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

Norimasa Shimomura, UNDP Country Director

Date: 02/09/2010