

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### VNMR000071--Private Partnership Development Officer

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.

## General Information

<b>Country of Assignment</b>	Viet Nam
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	15-06-2020
<b>Duty Station</b>	Hanoi [VNM]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

This assignment is part of the UNDP – UNV Talent Programme for Young Professionals with Disabilities. The programme seeks to: 1) enhance the employability and career prospects of young professionals with disabilities through work experience with UNDP offices; and 2) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

### Living Conditions

Viet Nam is a middle income country which has witnessed rapid economic growth with impressive results in poverty reduction over the past twenty five years. The country has deepened its integration into global and regional institutions such as the WTO, the UN institutions and ASEAN. Its current path of development is guided by the Socio Economic Development Strategy from 2011-2020 which was endorsed at the 11th Communist Party Congress in 2011.

The incumbent will live in Ha Noi which all essential economic and social amenities at a reasonable cost. Living conditions in Hanoi are good with availability of goods and services, health facilities, and housing. Security is also very good. Viet Nam was recently ranked as one of the more secure and stable places to live and do business by outside research groups.

Ha Noi has a humid, tropical climate and monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry.

The UNDP Office in Vietnam is located in the One Green UN House in Hanoi, which is known for being the most “accessible” building in town. The building has lifts, ramps, toilets for persons with disabilities, braille signing, etc. Accessibility of the external environment needs major improvements as public transportation is for instance not accessible for persons with disabilities.

The building is less than five years old and has all the facilities for the disabled, considering it is a building for UN agencies. Additional support tools may be needed for the visually impaired or the hearing impaired, but if there is support from the UNV Secretariat, UNDP Vietnam will be willing to provide additional equipment and support.

Regarding inside the building, it is not unreasonable for all kinds of persons with disabilities to perform their duties. Outside the building, it is necessary to use taxi or private transportation such as cars due to lack of public transportation system. However, this is applicable to ordinary people and it is not a big problem because it is easy to use taxi or car.

#### Reasonable Accommodation

The UN system is committed to creating an inclusive workplace, and commits to taking appropriate measures to enable persons with disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms<sup>[1]</sup>.

[1] Convention on the Rights of Persons with Disabilities, Article 2

## Assignment Details

### Assignment Title

Private Partnership Development Officer

### Organizational Context & Project Description

Viet Nam, as one of the most vulnerable countries to climate change, is taking an active role in addressing impacts of climate change. Based on Nationally Determined Contribution (NDC) submitted to the UNFCCC in 2015, Viet Nam pledged to reduce greenhouse gas (GHG) emissions with either a target of 8 percent unilaterally or by 25 percent with the support of international stakeholders until year 2030. The GHG issue in Viet Nam is comparatively yet minimal however, it has escalated exponentially in the recent years along with economic growth as well as industrialization and urbanization.

However, private sector in Viet Nam has not taken active steps for the implementation of NDC plan and neither the government nor private sector stakeholders were able to track actions in the fight against climate change and identify effective ways to stimulate this process.

United Nations Development Programme (UNDP) aims to mainstream the climate change in the context of private sector development in line with the Paris Climate Change Agreement through a variety of programme for strengthening the competitiveness of companies in climate change, increasing socio economic benefits of business and enhancing enterprise access to climate investment and de-risking facilities.

In the meantime, in alignment with the global standardisation for transparency framework of NDC implementation, UNDP is supporting Government and Private sectors to enhance information, understanding and transparency of all public and private investment to implement the NDC.

Domestic and foreign investors who are interested in climate-friendly investments in Viet Nam will benefit a transparent accountable and participatory system of data on Vietnamese public and private sector’s investments (internationally and domestically) for climate change mitigation and adaptation.

In this context, the United Nations Development Programme (UNDP), is supporting the development of private sector action to support implementation of Viet Nam’s contributions to implementation of the Paris Agreement on Climate Change and related government targets through a variety type of projects, researches and initiatives as follows:

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### 1. Climate Business Index

UNDP supports Vietnamese government to encourage private sector action to achieve Vietnam's climate change goals and to catalyse and consolidate UNDP's work with the private sector on climate resilient green growth via an self-assessment platform, awareness raising tools, as well related business incubation training on climate-smart businesses.

### 2. Catalyzing Investment for Addressing Climate Change

UNDP supports financing for longer-term, sustainable climate change activities, including support the Government and Private Sector to establish a sustainable financial framework for NDC in Viet Nam. UNDP is working to promote innovative climate change investment and scale up financing in Vietnam using a variety of financial instruments such as impact funding, green bond and access to international global climate funds.

### 3. Accelerate implementation of climate friendly business operations

UNDP supports to enhance the benefits and competitiveness of enterprises who would like to invest in more climate friendly operation, particularly those in Agriculture and Energy Sectors. UNDP will deploy its support facilities to assist enterprises who would like to actively contribute climate targets of Viet Nam. The facilities includes climate risk-information data, innovative sustainable investment plan, de-risk investment portfolio and High-level UN-Private Sector Advisory Council to the Government Leaders of Viet Nam to advance private sector's roles in NDC plan of Viet Nam.

The selected candidate will support UNDP to carry out the above interventions and researches with team members. In particular, the selected candidate will support basic partnerships with various types of players in private sector in Vietnam by conducting basic research, supporting for partnership development, and organizing events.

The consultant will work under the supervision of the Head of Climate Change and Environment Unit in UNDP, relevant Programme Officers, Technical Specialists and Private Sector Expert in the Climate Change and Environment team. The main tasks will be performed with the climate change private sector expert in the team considering tasks described in the ToR.

## Sustainable Development Goals

### 17. Partnerships For the Goals

#### Task description

The Private Partnership Development Officer will undertake the following tasks:

- Support the Climate Change and Environment team of UNDP Viet Nam to expand the partnerships with private sector entities for NDC and the Sustainable Development Goals;
- Mapping and review the potential partner companies' and foundations' strategies and priorities related to development objectives, sustainable business and Corporate Social Responsibility, to identify potential areas for joint ventures;
- Support the team with research and outreach activities to systematically explore opportunities and entry points for private sector cooperation and engagement in development projects in areas of mutual interest;
- Support to develop and/or, if required, facilitate the business incubation training on climate-smart businesses, particularly in the Agriculture and Energy sectors;
- Prepare and assist in the organisation of workshops and policy dialogues for UNDP with Private Sectors, including support follow-up activities guided by the UNDP-Private Sector Advisory Council to the Government for the Acceleration of NDC actions in Viet Nam
- Support in the development and analysis of relevant information packages and communication products related to NDC SDG and private sectors
- Support the further advancement and implementation of country office partnerships building and resource mobilization strategies, conducting analysis for example on the potential for expanding impact investment, and feasibility of the emergence of a legal framework to promote a stronger role for business in sustainable development in Viet Nam;
- Participate in and contribute to networking among professionals working to enhance private sector financing of development activities.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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

The expected outputs of the assignment include the realisation of partnerships with private sector entities with mutual interest, and enhanced networking of UNDP with private sector entities as well as colleagues from UN Agencies, Government officials, multi-lateral and bilateral donors and civil society. The incumbent will make a key contribution to ensure that the role of private sector in development can be harnessed and enhanced through the activities of UNDP.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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

## Qualifications/Requirements

**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

- Hold a Bachelor or Master level, degree or be enrolled in a university degree at Master level in Development, Public Policy, Business, Sustainability, Climate Change or related field
- Ability to assist in organizing or organizing educational programs or events
- Ability to find, analyze and report on information
- Interest in the UN and adaptability to a multicultural environment
- Strong commitment to working for climate change and partnership with private sector
- Work experience will be an advantage but not a requirement
- Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage.

**Required experience** 0 months

### Experience Remark

To be eligible to apply to the UNDP-UNV Talent Programme for Young Professionals with Disabilities, candidates should be:

- no more than 35 years of age
- a person living with a disability

Work experience will be an advantage but not a requirement

Specific requirements:

- Interest in the UN and adaptability to a multicultural environment
- Strong commitment to working for sustainable development and human rights
- MS Office applications (Excel, PPT, Word) and some familiarity with statistical packages such as STATA or R
- Written fluency in English is required. Fluency in Arabic is highly desirable. Knowledge of other UN languages would be an advantage.

### Language

- English (Mandatory) , Level - Fluent

### Area of Expertise

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- Other development programme/project experience Mandatory

#### Area of Expertise Requirement

**Need Driving Licence** No

#### Competencies & Values

- Accountability
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

## Conditions of Service and other information

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#### Condition of Service

[Click here to view Conditions of Service](#)

#### Conditions of Service for International Specialist:

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) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) 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 across the world, while the PAM is duty station/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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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 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 periodic home visit and for the final repatriation travel (if applicable). 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

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candidate.

### **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.

#### **Application Code**

VNMR000071-5676

### **Application procedure**

This assignment is funded by the Government of Finland, only Finnish nationals who are fluent in Finnish or Swedish are eligible to apply.

\* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call (assignment) to which you would like to apply.

\* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call (assignment) to which you would like to apply.

Kindly select the response "yes" to the question whether you consider yourself a person living with a disability. Should you require special arrangements to facilitate the interview and assessment during the selection process, please indicate this in the "special remarks" field in your profile.

For assistance related to the registration, kindly contact [talent.programme.recruit@unv.org](mailto:talent.programme.recruit@unv.org)

In case you are facing accessibility constraints, you may submit your application by email to [talent.programme.recruit@unv.org](mailto:talent.programme.recruit@unv.org).

APPLICATION DEADLINE: 29 December 2019

SELECTION PROCESS: Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the

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country of assignment. Interviews will be conducted by the UN Host Entity between 17 and 31 January 2020.

TRAINING: The selected candidate will be invited to attend a training prior to deployment. The training will take place in Helsinki in the beginning of June 2020.

**Disclaimer**

*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 and culture.*

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