



Description of Assignment

- Prepared by:** Host organization in coordination with the UNDP Country Office/UNV Programme Officer/Country Operations Assistant/Focal Point or Programme Manager/Support Office
- VMC process:** Request for the services of a UNV volunteer. The Description of Assignment (DOA) is provided on a standard UNV form which is available at any UNDP Country Office or from UNV Headquarters. This form should be completed in full, providing concise information on the project and a clear description of the UNV volunteer's assignment tasks as well as embedding volunteerism for development as per guidelines.
- Purpose:** Provide UNV HQ and the UNV candidate with information on key elements of the UNV assignment, including required competencies, roles and responsibilities of the future UNV volunteer. Serve as basis for the identification, submission and interview of UNV volunteer candidates.
- Format:** Description of Assignment

Guidelines on embedding Volunteerism for Development into the standard Description of Assignment for UNV volunteers

Promoting volunteerism for peace and development is an integral part of every UNV volunteer assignment. The Description of Assignment (DOA) needs to outline ways to promote volunteerism for development through and alongside the UNV volunteer assignment.

Assignments in the fields of agriculture, HIV/AIDS, community mobilization, human rights, civil or humanitarian affairs should all provide ample opportunities for demonstrating that volunteerism contributes directly to development. For all these areas of specialization the promotion of volunteerism for development should not be expressed solely through a number of bullet points in the DOA template but should be clearly mainstreamed within the DOA. The promotion of volunteerism for development, engaging in volunteering activities, building volunteering-based partnerships, and/or mobilizing local communities needs to permeate UNV volunteer assignments and be carried out within the context of their duties.

Volunteerism for development is a means to achieve the overarching objective of the assignment; therefore the DOA should include specific tasks related to the promotion of volunteerism for development tailor-made to the specific position. UNV encourages the inclusion of volunteerism for development in all areas of UNV volunteers' work while, at the same time, recognizing that not all assignments easily lend themselves to the pursuit of volunteerism within their framework. For such DOA where the volunteerism for development cannot be mainstreamed, we suggest the inclusion of a number of bullet points that pursue the promotion of volunteerism for development throughout the assignment in addition to the bullet points indicated in the DOA template. Those bullet points could include:

- Networking and building relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives;
- Encouraging, mobilizing and supporting co-workers, fellow UNV volunteers and members of the local community to play an active part in development on a voluntary basis;
- Initiating and/or participating in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Discussing with supervisors on how volunteerism for development can be mainstreamed through the assignment and integrating activities that promote volunteerism for development into work plans.
- Building on this DOA template will ensure further advocacy through the promotion of volunteerism within the programme/project and within the context of the assignment. Including in DOA gives greater recognition and legitimacy to this commitment with concerned host organizations and partners.



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:

2. Type of Assignment:

International UNV volunteer /___/

National UNV volunteer /___/

3. Project Title:

4. Duration:

5. Location, Country:

6. Expected Starting Date:

7. Brief Project Description:

8. Host Agency/Host Institute:

9. Organizational Context: *(under this point two types of issues could be addressed: a) the partners/organizations, besides the host agency, with which the volunteer will be dealing/interacting with during the performance of the tasks under the assignment and the role of these partners in the development process/issue tackled by the project, and/or b) the brief description of the organization (host agency) in which the volunteer will be working (number of units/divisions, etc) and description and role of the unit/department where the volunteer will be placed)*

10. Type of Assignment Place: assignment with family/ without family (please choose)

11. Description of tasks:

Under the direct supervision of _____ *(please complete with the function of the supervisor)* the UNV volunteer will undertake the following tasks:

-
-

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.

• *(Please add any other information as necessary)*

•

12. Results/Expected Output:

• *(Please complete with the required information)*

•

• 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:

• *(Please complete with the required information)*

•

14. Living Conditions:

(Please complete with the required information)

15. Conditions of Service

A *(please complete with the duration of assignment)* - monthly contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ *(please complete the required information)*; 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:

(please indicate name and function)

Date: (day/month/year)

Description of Assignment approved by UNDP/RR/CD or UNV Country Office Teams/Support Office:*(please indicate name and function)*

Date: (day/month/year)

+

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)