



## 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:** **Specialist on Economic Development, AFT project**
2. **Type of Assignment:** **International UN Volunteer**
3. **Project Title:** **WIDER EUROPE: AID FOR TRADE (AFT) FOR CENTRAL ASIA, SOUTH CAUCASUS AND WESTERN CIS (Spring, 2014-2017 (Phase III)) ("AFT project")**
4. **Duration:** **1 year**
5. **Location, Country:** **Dushanbe, Tajikistan**  
**\*With frequent business trips to other regions in Tajikistan**
6. **Expected Starting Date:** **As early as possible**
7. **Brief Project Description:**

Wider Europe: Aid for Trade (Phase II) project was an outcome of discussions between the United Nations Development Programme (UNDP) Regional Bureau for Europe and the Commonwealth of Independent States (CIS) (UNDP RBEC) and Finland's Ministry for Foreign Affairs to forge a partnership aiming at strengthening the capacity of former Soviet republics to participate in and benefit from international trade. The initiative built on UNDP's long-term experience in development assistance to the countries of Central Asia, South Caucasus and Western CIS focusing on poverty reduction, human development, trade and private sector development, good governance, and social and environmental policies. It, furthermore, is intrinsically linked to the experiences gained during the implementation of Phase I of the Wider Europe: Aid for Trade (Aft) for Central Asia, South Caucasus and Western CIS project and to the recommendations that emerged from the Aft Needs Assessments developed in 2010 for countries of Central Asia (CA), South Caucasus and Western CIS.

The Wider Europe: Aid for Trade for Central Asia, South Caucasus and Western CIS project currently supports countries in the region to benefit from increasing resources available from Aft and to harvest the benefits of trade for human development. This component is working with Small and Medium sized Enterprises (SMEs), farmers and farmers' associations along selected trade corridors in Central Asia. The primary aim is to identify ways of improving market access for local producers and businesses.

The Government of Finland has been a longstanding supporter of the Aid for Trade initiative and the Europe Union (EU) Strategy on Aid for Trade, launched in October 2007, was initiated by the Government of Finland. Finland's Aid for Trade Action Plan (2008–2011) outlines the Finnish contribution toward the implementation of the common EU Aft strategy. More recently, the Government of Finland has elaborated an extensive framework programme called the Wider Europe Initiative. The 'Wider Europe Initiative

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Framework Programme for Finland's Development Policy Implementation Plan for 2009 – 2013' includes five themes: (1) security; (2) trade and development; (3) information society development; (4) energy and the environment, and (4) social sustainability.

In Tajikistan, the project actions in the Phase I and II were mainly implemented in Sughd region (northern Tajikistan) with some expansion to other regions of the country. The project supported SMEs in raising their food production and processing capacities, while at the same time supporting international (and CIS) market access. Production planning, logistics, product design, and packaging were identified as major capacity developments in Tajikistan. Moreover, the project currently providing support to the government and private sector in elaboration the Trade Development Strategy of the Sughd region, for improving business environment through policy change, supporting entrepreneurs by capacity building measures, facilitates establishing links between stakeholders for trade promotion and etc.

Based on the above achievement, Government of Finland decided to continue the initiative (AfT Phase III) in Tajikistan. For the Phase III, the initiative will be proliferated and expanded to districts in and around Sughd Province, Rasht valley region, Khatlon Province. Phase III of the regional AfT project (2014-2017) will build on the experiences and lessons learned of Phases I and II. In contrast to previous phases, Phase III will focus exclusively on the post-Soviet region's low-income countries, which are located in Central Asia. AfT will therefore emphasize close cooperation with other UNDP flagship national and sub-regional activities in the region, such as UNDP's engagement in the Central Asian Regional Risk Assessment and Central Asian Regional Economic Cooperation processes (particularly in terms of trade corridors, and engagement with other development partners working on trade facilitation and trade policy in Central Asia), and its area-based/community-based/local development initiatives (including those undertaken under the Poverty-Environment Initiative).

The project will have three components, working on three conceptual levels. On the macro level, component I focuses on capacity development for trade policy makers; on the meso level, component II strengthens trade support institutions; while on the micro level component III focuses on capacity development, helping agro-processing stakeholders to increase exports. Further information on the project can be found on the [project website](#).

**8. Host Agency/Host Institute:** UNDP Tajikistan

### **9. Organizational Context:**

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.

UNDP's Country Office in Tajikistan opened in 1994 and is currently in a phase of expansion. After the turbulence and civil war following the collapse of the Soviet Union in 1991, Tajikistan is now a peaceful and rapidly developing country. UNDP plays a crucial role in supporting the country's reforms efforts and the development of a National Strategy for Poverty Alleviation. The organization is guided in its work by the Country Programme Action Plan (CPAP), signed jointly with the Government of Tajikistan, which in turn builds upon the MDGs. As one of only a handful of countries, the government of Tajikistan has with UNDP's assistance developed a National Development Strategy (NDS), outlining the policies and investments necessary to reach the MDGs on time by 2015.

The priorities of UNDP and Tajikistan are addressed through a number of projects implemented in partnership with national counterparts, key donors, UN agencies and other international organizations, with a particular emphasis on sustainable development. UNDP Tajikistan has around 200 national and international staff members. Its main location is in Dushanbe, with Area offices in five of Tajikistan's regions: Shartuuz, Kulyab, Ayni, Gharm and Khujand.

AfT phase III will be represented in Tajikistan by project team consisted from National Coordinator, Trade Policy and Project Specialists, which is guided by Focal point of UNDP country office in Tajikistan and Project Manager in Bratislava Regional Center (BRC, Slovakia). The project team is located in Dushanbe and using the administrative support of UNDP Communities Programme in Dushanbe and UNDP Area Offices in Garm, Kulob, Shaartus and Khujand.



## **10. Type of Assignment Place:** assignment with family

## **11. Description of tasks:**

Under the overall supervision of the Programme Manager (PM) of Communities Programme (CP) and guidance of the Community Programme Senior Economic Development Officer of CP of UNDP Tajikistan, and under the direct supervision of the Aid for Trade (AfT) Project Coordinator of CP, the UN Volunteer will undertake the following tasks:

### **Visibility and Knowledge Management:**

- Undertake visibility actions for the AfT project activities in Tajikistan. These include but are not limited to gathering evidence for the impact of activities conducted under phase II and phase III. It is expected that visibility materials will be developed on the basis of this research (blog posts, letters/"voices" from the field, publications/booklets etc.) and based on achieved project best practices;
- Produce an information package on the regional Aid for Trade project – covering the 11 countries of the Phase II and the Central Asian 3 countries (Kyrgyzstan, Uzbekistan and Tajikistan) under Phase III – in Finnish and English in close collaboration with UNDP Regional center in Bratislava;

### **Substantive support:**

- Establish mutually beneficial relations and links between Finnish business people and Tajikistan project beneficiaries (SMEs, CSOs and etc.), considering that the project is funded by the Government of Finland;
- Establish and improve communication with and the project's visibilities to a wide range of partners;
- Provide a mapping of projects conducted in the Sughd and Khatlon regions with regards to private sector/trade development. Identify possible synergies, entry points and provide recommendations to the team;
- Compile a list of interesting and innovative project ideas within private sector/trade sector linked to climate change mitigation/environmental protection/social inclusion (or others) that are clearly profitable;
- Identify one innovative research topic and identify concrete activities for the implementation; Depending on the candidates experience (e.g. agriculture, engineering, environmental) concrete research proposals for implementation activities could be developed;
- Support the project activities related to the further development of the Agriculture Information Marketing System (AIMS) and the expected expansion of this system to other regions of Tajikistan;
- Assist in the regular monitoring of the implementation of the different project components and in the evaluation of the impact of activities;
- Provide inputs for the consolidation of periodic reports such as for Quarterly Progress Monitoring Matrix (QPMM), reports (Quarterly, Semi-annual, and Annual) etc;
- Assist in the organization of specialized thematic trainings and other capacity building activities for project beneficiaries, organization of information and coordination meetings with project stakeholders;
- Assist in conducting surveys and needs assessments of the project beneficiaries (SMEs, processors, farmers, trade promotion institutions, government representatives and etc.)



Furthermore, UN 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 UN Volunteers;
- Support UNV Field Unit Tajikistan to liaise with concerned organizations in regions;
- 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:

- Enhanced visibility and project results well known by stakeholders in the country and CA region; At least 3 blogs posted on [www.undp.unteamworks.org](http://www.undp.unteamworks.org) (UNDP TW, the AFT project space), AKVO (<http://undp.akvoapp.org/en/project/305/>), beneficiaries' voices/feedbacks placed on websites, at least 4 Press Releases posted on websites ([www.undp.tj](http://www.undp.tj) and <http://www.tj.undp.org/>), and etc. Information package on the regional Aid for Trade project – covering 3 Central Asian countries under Phase III (from spring 2014) prepared in Finnish and English languages;
- Report on proposed study/research and activities (-s) for implementation in spheres related to trade/export promotion developed;
- Support to the Agriculture Information Marketing System (AIMS) provided and its expansion to other regions in Tajikistan ensured; for example, recommendations to implementation partners (IP) provided; Needs Assessment of beneficiaries in regard of AIMS services conducted;
- Four Quarterly progress reports produced and submitted;
- Network of project stakeholders established and at least 4 Informational Coordination meetings conducted;
- Needs Assessment conducted and report with recommendations provided;
- Mapping of private sector support projects conducted;

## 13. Qualifications/Requirements:

- University degree in International Development, Economics, Business Administration, Agriculture or relevant subject.
- At least three years professional experience working for international organizations in private sector development, Capacity building, networking and other related fields is considered as an asset.
- Previous experience in reporting and fundraising experience.
- Excellent knowledge of English and Finnish languages; command of Russian or Tajik is a strong asset.
- General understanding of Tajikistan and Central Asia and the development context.
- Excellent knowledge and skills in conducting the needs assessment of private sector.
- Good computer skills, including full command of text and spreadsheet programmes.
- Strong sense of responsibility, willingness to take initiative.

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- Very good communication and presentation skills, including various social network skills.
- Empirically proven strong analytical skills.
- Affinity with the mandate and role of the United Nations.
- Ability to work in a multicultural and multinational team.
- Flexibility to travel extensively inside of Tajikistan and within Central Asian countries.

#### 14. Living Conditions:

(Population and brief history)

The population of Tajikistan is approximately 8 million, of which over 70% live in rural areas and 40% is under the age of 18. The Tajikistan is landlocked country, as it is 93% mountainous and has only 7% of arable land, with limited access to other regions.

Following the civil war period (1992/97), Tajikistan slowly transitioned from the status of post-conflict recovery requiring direct humanitarian assistance into an economically viable nation state, promoting sustainable development based upon nascent democratic and market economy principles. As of 2012, a gross domestic product of Tajikistan is US\$ 7.5 billion with estimated 7.5% growth from 2011.

(Socio-economic aspects)

The UN Volunteer will be based in Dushanbe which is the capital city, with travel to project sites upon a need. The UN Volunteer will be expected to pay for accommodation in the Dushanbe area through his/her own means. Rental of apartments and houses in Dushanbe is relatively easy for foreigners and the Office can provide support in establishing contacts with realtors and landlords that can facilitate the house search process. Transportation in Dushanbe is also facilitated by the availability of a local bus system, public taxis and in general safe areas to walk from different points of the city. The Office can facilitate the airport pick up upon arrival as well as provide the transportation to a hotel during the initial days of stay while an accommodation alternative is found.

Dushanbe has many economic and social facilities at a reasonable price but occasionally influenced by commodity prices in Moscow. Security is recently relatively calm. There is no immediate threat of violence but security environment could be volatile, depending on security situation in northern Afghanistan due to influx of militant groups to the eastern border. As a mountainous area, occasional slight earthquakes can be felt. Summers, between May and September, are very hot ranging from 30 to 40C, while winters, from November to March, are relatively cold and dry with little snow; spring time (March, April) is usually rainy.

For more information on Tajikistan please see at link: [http://untj.org/country\\_context/](http://untj.org/country_context/) and/or [http://www.untj.net/index.php?option=com\\_content&view=article&id=76&Itemid=495](http://www.untj.net/index.php?option=com_content&view=article&id=76&Itemid=495)

#### 15. Conditions of Service

A 12 month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,777 for a single volunteer; US\$2,027 for a volunteer with one dependant or US\$2,227 for a volunteer with 2 or more dependants; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

#### 16. How to apply

If you are not yet registered in the UNV database, please apply by completing the UNV web application at the following link: <http://one.unv.org/main/?Lang=en> Important: please select the following code from the drop down menu on the first page of the application: "14FFFIN\_TAJ". If you are registered in the UNV database, please update your profile at: <http://MyProfile.unv.org>, click on the "Special Recruitment" option on the left menu, then click on the "Edit" button and select the advertisement code "14FFFIN\_TAJ" from the drop-down list.

**This assignment is funded by the Government of Finland, therefore only Finnish nationals are eligible to apply.**

**Closing Date:** 4 July 2014. Only short-listed candidates will be contacted.

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