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. Type of Assignment: National UN Volunteer
2. Type of Assignment Place: Family Duty Station
3. Assignment Title: UNV Infrastructure Specialist
4. Link with UNV Strategic Framework: Securing access to Basic Social Services
5. Duty Station, Country: One of the following: Manila, La Union, Pampanga, Legaspi City, Iloilo City, Cebu City, Tacloban City, Zamboanga City, Cagayan De Oro City, Davao City, Koronadal City, Butuan City (With frequent travel to several regions)

Type of Assignment Place: Assignment with family

6. Duration (in months): 12 months
7. Expected Starting Date: April 2016
9. Organizational Context/Project:

In light of significant socioeconomic disparity and poor governance systems, the Philippine government launched in 2012 the Bottom-Up Budgeting (BUB) initiative. The BUB is a national government program designed to facilitate annual participatory planning and budgeting at the city and municipal level with the active participation of civil society organisations (CSOs), grassroots organisations, and communities. The BUB has 2 central objectives: 1) Support the attainment of the Philippine Development Plan’s goal of inclusive growth and poverty reduction by funding relevant projects, and 2) strengthening state – society relationships at the local level by providing incentives for local government units (LGUs) to engage with citizens in the budgeting and planning of such projects. There are 13 national agencies involved, each one providing a menu of services that LGUs and local communities can choose from. The Department of Social Welfare and Development is one of the agencies currently implementing BUB through the KALAHI-NCDDP, PSB and SLP programmes.

However, due to weak social infrastructure, financial and administrative bottlenecks, low government and CSO capacities, as well as policy gaps, implementation performance has been lacklustre. While DSWD has introduced a number of initiatives to accelerate delivery for 2015 projects, it faces an immense challenge in 2016, wherein it will have to address the 2015 backlog in addition to delivering on the 2016 projects.
projects within an election year. It is in this respect that the United Nations Development Programme (UNDP) offers support to assist in the implementation of BUB through a government co-financing initiative, which draws from the Standard Basic Assistance Agreement (SBAA) signed by the Philippine Government and UNDP in 1977, and clarified by the 2015 resolution issued by the Government Procurement and Policy Board. This programme aims to deliver 80% of BUB projects in 7 regions in 2016, while at the same time, piloting enhanced governance infrastructure, capacities, and reforms that will enable DSWD, LGUs, and CSOs to execute BUB - and wider service delivery processes - effectively and, over time, independently, without the need for external support.

10. Description of tasks:

Under the guidance of the UNDP Democratic Governance Team Leader and the direct supervision of the BUB Project Manager, the Infrastructure Specialist will perform the following functions:

1. Coordinate with the Project Manager, regional Project Coordinator and Local Governments in preparing detailed technical requirements (i.e. proposal, deed of donation, program of works) related to the BUB.
2. Ensure that the BUB program of works are completed.
3. Execute Subproject Implementation (SPI in coordination with the project coordinator, ensuring that infrastructure interventions are carried out in accordance with the workplan and quality assurance standards, and that the status of infrastructure deliverables is regularly reviewed against targets and reported to management and concerned entities for proper action.
4. Consistent with government guidelines, formulate infrastructure policies and standards to facilitate standardization of infrastructure assistance across the project areas.
5. Ensure that project proposals relative to infrastructure development are properly evaluated, and make recommendations to management for consideration/deliberation and approval.
6. Perform contracts management according to UNDP rules (e.g. coordinating with the construction companies for the listing of defects and the company’s liability and subsequent variations).
7. Monitor the implementation of infrastructure activities, identify gaps, issues and risks and assist in addressing these as necessary.
8. Perform other tasks as may be assigned by the supervisor.

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 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;
- 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.

11. Results/Expected Output:

- 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.
12. Qualifications/Requirements:

Education:
- University degree (masters degree an advantage) in engineering, architecture or other related fields

Experience:
- 5 years of relevant experience in engineering, construction, project management or other related fields
- Experience in the use of computers and office software (MS Word, Excel, etc.)
- UN/UNDP experience an advantage

Language requirements:
- English and Filipino; knowledge of regional languages an advantage.

COMPETENCIES

Functional Competencies:
- Has excellent analytical and problem-solving skills
- Builds strategic partnerships
- Promotes organizational learning and knowledge-sharing
- Demonstrates client orientation

Core Competencies:
- Excellent skills in monitoring/quality assurance of infrastructure projects
- Demonstrates strong leadership
- Demonstrates sound judgment
- Ability to think at a strategic level
- Takes initiatives
- Acts as a team player and facilitates teamwork

13. Conditions of Service for national UN Volunteers

A 12-month contract; with subsequent contract extensions 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 duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of PhP32,333 is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

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.