

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### RWAR000504--District Programme Coordinator

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>	Rwanda
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	3
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Cyangugu [RWA], Kibuye [RWA]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

**Driving license required:** Yes Preferably of a Motor cycle

#### Computer skills:

\* Knowledge of Microsoft applications word, Publishers, PPT, excel and PowerPoint desirable

\* Ability to use internet

#### Living Conditions

The Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With almost 10 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture and 3/4 of the population live below the international poverty line of US\$1.25 a day. Rwanda is a verdant country of fertile and hilly terrain and bears the title "**Land of a Thousand Hills**".

The country has received considerable international attention due to its 1994 genocide, in which between 800,000 and one million

people were killed. In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. The country now has many international visitors and is regarded as a safer place for tourists.

The principal form of public transport in the country is share taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country.

A valid passport with visa is mandatory. In view of the bilateral agreements, nationals of the following countries may visit Rwanda without visa for a period up to 90 days: USA, UK, Germany, Canada, Uganda, Tanzania, Kenya, Burundi, Democratic Republic of Congo, Sweden, Mauritius, South Africa and Hong Kong. Visas can be applied online at [www.migration.gov.rw](http://www.migration.gov.rw)

A certificate of yellow-fever vaccination is required. Much of Rwanda lies at too high an elevation for malaria to be a major concern, but the disease is present and prophylactic drugs are strongly recommended. It is advisable not to drink tap water. Bottled mineral water can be bought in all towns. Hospitals are located in all major towns. There is also the UN Dispensary that can provide 1st aid assistance and guidance.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May.

The unit of currency is the Rwanda franc. The US dollar is the hard currency of preference. It may be impossible to exchange travellers' cheques away from the capital. Credit cards are usually only accepted at the major hotels in Kigali. In addition to Kinyarwanda, French and English are the major spoken languages.

## Assignment Details

### Assignment Title

District Programme Coordinator

### Organizational Context & Project Description

UNFPA, the United Nations Population fund in Rwanda began around 1975. The Seventh country programme focused on Sexual Reproductive Health including ASRH and FP; Population and Development; and Advocacy and Gender. Key results included: (a) developing and disseminating national policies and frameworks; (b) building the institutional capacity of the health sector; (c) increasing the access of youth to sexual and reproductive health services and information; (d) strengthening the capacity of public institutions to integrate population and development issues into national policies and frameworks; and (e) strengthening the capacity of community and faith-based organizations, parliamentarians and the media to address population and development issues. During the 7th country programme, UNFPA provided technical support to the development of the first integrated Reproductive, Maternal, New born, Child and Adolescent Health policy and to the review of the Reproductive Health law. UNFPA was instrumental in the institutionalization of Maternal Death Surveillance and Response in all health facilities and the integration of Comprehensive Sexuality Education that focuses on adolescent sexual and reproductive health needs and rights into the pre-primary, primary and secondary curriculum. UNFPA supported the 2012 Population and Housing Census, the 2015 Demographic & Health Survey and the development of a Demographic Dividend profile which was used to inform the National Strategy for Transformation and the Health Sector Strategic Plan. The seventh Country Programme assessment showed that UNFPA achieved all targets in the intervention districts, except for Karongi, Rusizi and Nyamasheke where the contraceptive prevalence rates and skilled birth attendance rates are still below national average.

Building on achievements attained during the previous programme and taking into account evaluation findings and lessons learnt, the 8<sup>th</sup> Country Programme is built around four outputs which contribute directly to UNFPA Strategic plan outcomes and to UNDP: (i) National and subnational institutions have enhanced capacities to develop and implement strategies, guidelines and standards for increased access to sexual and reproductive health and rights information and services; (ii) National and subnational institutions have enhanced capacities to effectively deliver integrated and youth-friendly sexual and reproductive health services, including in humanitarian situations; (iii) Young people, especially young girls, are equipped with knowledge and skills to make informed decisions on reproductive health and rights and fully participate in development and humanitarian actions (iv) Government institutions at the national and subnational level are better able to generate and use disaggregated data to inform policies and

programmes that address inequalities in development and humanitarian settings.

The 8<sup>th</sup> Country programme endeavours to support the effective implementation of the Reproductive, Maternal, New-born, Child and Adolescent Health policy by using different strategies. UNFPA will also use its comparative advantage to support data collection and analysis to identify the most vulnerable populations and prioritise these in advocacy interventions. UNFPA will support the effectively deliver of integrated and youth-friendly sexual and reproductive health services, including in humanitarian situations. The programme will also ensure young people are equipped with knowledge and skills to make informed decisions on reproductive health and rights and fully participate in development and humanitarian actions. All these will be achieved through a mix of strategies and interventions. The eighth programme will mainly implement upstream interventions focusing on policy dialogue, advocacy, evidence generation and capacity development at the national level. At the decentralized level, UNFPA will mobilise resources to support the districts of Karongi, Nyamasheke and Rusizi to increase access to youth-friendly health and family planning services through capacity development and service delivery interventions.

**Sustainable Development Goals**

3. Good Health and Well-being

**UNV Focus Area**

Securing access to basic social services

**Task description**

Under the direct supervision of the Executive Secretary of the concerned District as first level supervisor, and of the UNFPA Assistant Representative as second level supervisor, the national UN Volunteer will undertake the following tasks:

- To ensure efficient programme delivery, strong positioning within the District architecture and to facilitate a smooth transition to upstream support;
- To advocate for a better involvement of district authorities in the International Conference on Population and Development (ICPD) program of action;
- To have the ICPD agenda included in district development strategies;
- To advocate for the implementation of the Demographic Dividend study recommendations relevant to Districts;
- To promote the district leadership in the implementation of the 8th Country Programme (2018-2023) between the UNFPA and the Government of Rwanda;
- To incite a better monitoring and reporting of progress obtained in the implementation of district development strategies and their linkages with the ICPD agenda, the SDGs, HSSP and the NST;
- To contribute to the development of UNFPA activities related to Reproductive Health, Population & Development and Gender in the districts;
- To seek for and establish synergies with other development partners present in the district
- To contribute to resources mobilization in order to better implement district development strategies;
- To ensure UNFPA participation in Joint Action Development Forum (JADF) and other District meetings related to UNFPA mandate;
- To promote volunteering among local communities (especially the youth) in support of improved Reproductive Health and Rights services;
- To share information, photographs from the field that could serve for storytelling and communication for results;
- To conduct field visits within the district to take stock and monitor activities within the District;
- Support UNFPA's humanitarian preparedness at the District level.

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- 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.

**Results/Expected Outputs**

- UNFPA interventions are integrated in District Development Strategic and Plans;
- Integrated package of RH, HIV, ARH and Gender including population issues are mainstreamed at decentralized level;

UNFPA participation in Joint Action Development Forum (JADF) and other District meetings related to UNFPA mandate is ensured;

Quarterly and annual technical and financial reports are submitted on time;

UNFPA's visibility at the decentralized level is ensured.

- 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

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

Public Health, Sociology, Economy, Demography, or related field with a strong knowledge of Monitoring and Evaluation

### Qualifications, skills, experience:

Rwandan nationality;

Bachelor degree (to be verified) in public health, sociology, economy, demography, or related field with a strong knowledge of monitoring and evaluation, Masters Degree in these domains would be an asset.

Capacity for advocacy for population and development, Reproductive Health and gender issues

Capacity to conduct programs based on government/districts priorities based on results

Capacity of strategic thinking in logic of results chain

Capacity in planning and programming

Capacity to take initiatives and to anticipate

Team player

Good communication skills,

Good knowledge of IT utilization.

Excellent communication and interpersonal skills and ability to promote the core values of UNFPA to the non-governmental, educational, business and government sectors;

Other significant assets will be advanced user-level ICT skills, experience in working with multiple partners and a passion for bringing about change to improve human development.

Knowledge of UN procedures will be an asset,

**Required experience** 24 months

### Experience Remark

2 years of experience in working with multiple partner, and a passion for bringing about change to improve human capacity development and 5 years experience in the domain of program management

### Language Skills

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Public health Mandatory

### Area of Expertise Requirement

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W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Need Driving Licence

Yes

## Conditions of Service and other information

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**Condition of Service**

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

### Conditions of Service:

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance 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.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the [ICSC](#), a Well-Being Differential (WBD) on a monthly basis will be provided.

**Application Code**

RWAR000504-2664

### Application procedure

### 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.*