UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BIHR000445--Strategic Planning Associate

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Bosnia and Herzegovina</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Sarajevo [BIH]</td>
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<td>Assignment Place</td>
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<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Living Conditions

The UN designated state of alert for Bosnia and Herzegovina is Security Level 1 which is minimal and lowest security level in the Security Level System for the entire country, including the capital of Sarajevo.

The situation in Bosnia and Herzegovina (BiH) is generally quiet; all international agencies consider threats to their staff to be low at this time. However, BiH has the same problems as much of Europe, from pickpockets to traffic accidents, so please make sure you exercise appropriate personal security awareness and common sense.

Bosnia and Herzegovina is a country with the largest mine contamination problem. Over 670,000 mines and 650,000 unexploded ordinances on 10,000 locations estimated. Contaminated area estimated is over...
2,000 km² which is more than 4% of the total territory of Bosnia and Herzegovina. Staff is advised to stay on well-travelled routes while in the country. See the [http://www.bhmac.org](http://www.bhmac.org).

### Assignment Details

**Assignment Title**

Strategic Planning Associate

**Organizational Context & Project Description**

UNDP is the UN's global development network, working in 177 countries and territories. In BiH, UNDP is committed to helping the country through strengthened national and local capacities to carry out political, economic and social reforms and development. UNDP in BiH has four key focus areas: Justice and Security, Social Inclusion and Democratic Governance, Rural and Regional Development, and Energy and Environment. As an integral pillar of the UNDP Rural and Regional Development Sector, the ILDP focuses on improving governments’ capacities to plan, identify priorities and deliver development results.

Integrated Local Development Project (ILDP) is a joint project of the Government of Switzerland and United Nations Development Programme (UNDP) in Bosnia and Herzegovina (BiH) launched in 2008 with the aim to harmonise integrated and inclusive strategic planning at the local level. The Project is implemented in partnership with the BiH Ministry for Human Rights and Refugees. Other key project partners are the FBiH Ministry of Justice, the RS Ministry of Administration and Local Self-Government and both entity Associations of Municipalities and Cities.

Through its previous two phases the ILDP made significant contribution in standardisation of planning approaches at local and cantonal level and supported 40 local and 10 cantonal governments in designing and implementing their development strategies. Furthermore, the Project helped creation of foundations for establishment of strategic planning systems at the entity level, including financing mechanisms that provide targeted support to implementation of local development priorities country-wide.

The Project’s third, 4-year consolidation phase, was launched in March 2017 and seeks to further place efforts to scale up and consolidate knowledge and systems whose creation has been initiated back in 2008. To that end, the Project provides assistance to a wide range of domestic partners to affirm a functional development planning and management sub-national system, which reinforces effective delivery of public policies and thus contributes to better development results. In the entity of Federation of Bosnia and Herzegovina (FBiH), the Project’s support is *inter alia* directed towards future effective implementation of the adopted FBiH Law on Development Planning and Management. In this respect, the ILDP supports the FBiH Development Planning Institute in undertaking its role of coordinating development management processes in FBiH, including design of FBiH Development Strategy 2021-2027, coordination of operational planning across the FBiH ministries, support to planning processes with lower government levels, support to overall reporting on development progress and technical support to the FBiH Development Council that is to be established.
Given the scope of activities taken over by the FBiH Development Planning Institute, the Project supports institutional strengthening of the Institute, including through hiring a Strategic Planning Associate to support the work of the Institute’s Strategic Planning Sector. The Strategic Planning Associate will be placed in the FBiH Development Planning Institute.

**Sustainable Development Goals**

*17. Partnerships For the Goals*

**Task description**

Under the direct supervision of the ILDP Capacity Development Specialist, the UN Volunteer will undertake the following tasks:

- Support design of strategic and implementation documents at FBiH level;
- Assist in mainstreaming sustainable development goals (SDGs) into strategic documents in FBiH;
- Support coordination and participation of cantons in planning processes at FBiH level;
- Provide support to cantons in conducting cantonal development planning, monitoring and reporting processes;
- Collect documents, create and regularly update database of strategic documents in BiH and provide support in analyzing strategic documents in FBiH as required;
- Assist in conducting analyses of development trends in FBiH, including macro-economic indicators in FBiH and cantons and support preparation of projections;
- Support monitoring and evaluation of development policies in FBiH;
- Assist in preparation of FBiH development reports;
- Provide technical support to the work of the FBiH Development Council;
- Support effective functioning of planning practitioners’ network;
- Support exchange of knowledge and practices among stakeholders in the FBiH planning system;
- Perform other duties as required.

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 general impact of this assignment will be reflected in the increased capacities of the FBiH Development Planning Institute to coordinate development planning, monitoring and reporting processes in FBiH. In particular, vertical and horizontal coordination of planning as well as of monitoring and reporting on development progress in FBiH will be enhanced.
Specific outputs should be created through:

- Participatory design of FBiH Development Strategy 2021-2027 supported;
- Database of strategic documents in BiH created and regularly updated;
- Mid-term and short-term planning at the FBiH level supported through ensuring quality of plans and their alignment with wider strategic frameworks;
- Relevant development indicators regularly collected and analyzed and development reporting processes supported;
- At least one meeting of FBiH Development Council and four cantonal development councils supported;
- Assistance provided in organizing at least two meetings of planning practitioners’ network;
- Good practices and tools regularly shared with planners across FBiH via online channels and direct communication.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the activities participated in and capacities developed.

- 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

- University Degree in Economics, Public Administration or other relevant field from an accredited academic institution. Advanced University Degree is a strong advantage.

Required experience
36 months

Experience Remark

- At least 3 years of relevant experience (paid or voluntary) providing support in implementing projects, financial analysis, evaluations at national or international level;
- Experience in working with different stakeholders, such as the government institutions, civil society organizations, etc.;
- Demonstrated experience working in complex environments;

Language Skills
● English (Mandatory), Level - Fluent
● And One of these - Bosnian, Croatian, Serbian (Mandatory), Level - Fluent

Area of Expertise

● Development programme/project administration Mandatory

Area of Expertise Requirement

● Understanding of the overall political, administrative and institutional set-up in BiH;
● Basic understanding of strategic planning, monitoring and evaluation;
● Good knowledge of Microsoft Office software package (MS Word, Excel, Spreadsheet, Internet etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management system;
● Familiarity with UN system and UNDP rules and procedures is an advantage.
● Excellent communication skills, oral and writing,
● Knowledge and experience in volunteering, and willingness to learn about volunteering.

Need Driving Licence

No

Competencies & Values

● Commitment and Motivation
● Communication
● Professionalism
● Vision
● Working in Teams

Conditions of Service and other information

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.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

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

BIHR000445-4010

Application procedure
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 to which you would like to apply.

* Already registered in the UNV Talent Pool?

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 to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Bosnia and Hercegovina and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 4 March 2019

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.