



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:** UNV Project Assistant
- 2. Type of assignment:** 1 National UN Volunteer Assignment (Macao permanent residents are strongly encouraged to apply)
- 3. Project Title:**
UNDP-Macao Initiative for Carbon Sequestration through Sustainable Forest Management Project (Macao permanent residents are strongly encouraged to apply)
- 4. Duration:** 12 months
- 5. Location, Country:** Beijing, Macao, China
- 6. Expected starting date:** 2015
- 7. Brief Project Description:**

To facilitate the development of national voluntary carbon market in China to mitigate climate change through development of national methodologies for forestry carbon sequestration projects, establishment of demonstration area (pilot) of sustainable forest management (SFM) for carbon sequestration, and accounting and monitoring the carbon sequestration, along with publicity and education activities in Beijing, UNDP entered a strategic partnership with Macau Special Administrative Region (or “Macao”) and the Beijing Forestry Carbon Administration (BFCA) for UNDP-Macao Initiative for Carbon Sequestration through Sustainable Forest Management (or “the project”) through implementing a SFM-based carbon sequestration project for 3 years (Jan. 2013 – Dec. 2015) with a total budget of US\$ 1 million from Macao.



The candidate, to have his/her office at UNDP/Project Management Office based in Beijing Forestry Carbon Administration (BFCA), is expected to support UNDP and its partner agency, Beijing Forestry Carbon Administration (BFCA), to facilitate the implementation of *UNDP-Macao Initiative for Carbon Sequestration through Sustainable Forest Management*, which aims to support the development of national voluntary carbon market in China to mitigate climate change through development of a set of methodologies for carbon sequestration through sustainable forest management practices.

8. Host Agency/Host Institute: UNDP and Project Management Office based in Beijing Forestry Carbon Administration (BFCA)

9. Organizational Context:

The United Nations Development Programme (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. We support growth, which creates more and better economic and social opportunities, without harming the environment.

Beijing Forestry Carbon Administration (BFCA) was established in June 2009, Set up in response to climate change, BFCA's main functions include i) formulation of policy and regulations for forestry carbon administration for Beijing; ii) development of technical standards for measurement, verification and monitoring of and carbon trading rules for carbon credits generated from forest carbon sequestration projects; iii) management of the Beijing Special Fund under China Green Carbon Fund (CGCF); iv) promotion of forestry carbon concept and public participation; v) international cooperation and exchange.

10. Description of Duties:

Under the direct supervision of the Project Manager, the UN Volunteer Project Assistant will perform the following tasks:

1. Provide support to Energy and Environment Team under UNDP and BFCA in implementing the planned project interventions, such as help in translating and developing the forest management technical guidelines for carbon sequestration and the technical guidelines of carbon accounting and monitoring for the SFM-based carbon sequestration project; contributing to the establishment of the demonstration area of no less than 160 ha in a suburban county of Beijing;
2. Provide support to the advocacy activities under the project, such as help in developing the communication strategy, and updating the project publicities; developing and disseminating publicity materials such as posters, pamphlets, disks, and boards on forestry carbon and climate change; organizing live publicity events and activities for local people; conducting publicity activities through internet, newspaper and other media, etc.
3. Provide support to organization of workshop/conference under the project, such as provide logistics support for missions, events and project related



- workshops; procurement and payment of sub-contractors, hotels, translators, consultants; organize travels; taking minutes; translation and interpretation upon request;
4. Provide support to drafting/reviewing case studies, success stories, and other publications under the project, such as help drafting case studies and success stories upon request and contributing to the greater publicity of all the case studies and success stories;
 5. Maintain regular communications with the donor (Macau) so that donor knows clearly about the progress of the project; provide any kind of support to donor about publicity and project wise matters; facilitate and maintain close and smooth communication among donor, UNDP and BFCA to ensure the success and sustainability of the project;
 6. Other related tasks as required.

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;
- 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:

The following outputs are expected:

1. Project advocacy strategy development support provided to BFCA;
2. Appropriate data/file management maintained;
3. Submission in time of quarterly/annual project progress reports and other documents needed for case studies, success stories, and other publications under the project;
4. Support provided to organization of workshops/conference under the project;
5. Regular communications maintained with the donor (Macau).

12. Qualifications/Requirements:



1. Bachelor or Postgraduate degree in one of the following areas: Forestry; environment sciences; climate change; or social sciences.
2. Working experience in one or more of the following areas would be highly preferred: Forestry; climate change; environmental protection; or rural community livelihood development.
3. Proficient in English and Mandarin;
4. Good team spirit;
5. Experience with UN operations or local government organizations will be an asset;
6. Minimum 22 years old.

13. Living Conditions:

The successful candidate will be stationed in Beijing. Beijing is modern location with relatively high-quality public infrastructure and services.

14. Conditions of Service

National UN Volunteers receive a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China the VLA is 3,900 RMB per month. National UN Volunteers are entitled to an excellent health, life and disability insurance package. A modest Settling-in-Grant (if applicable) and end of assignment allowances will also be provided along with travel to and from the duty station. UN Volunteers are entitled to 2.5 days personal leave per month and government official holidays.

15. Application procedures

Interested Chinese candidates should include detailed curriculum vitae (CV) and cover letter (both in English and Chinese) marked in the subject: "Application for UNV Project Assistant Assignment for UNDP-Macao Initiative" to unv.china@undp.org

Deadline of Submission: January 15th, 2015

Acknowledgement will be sent to short-listed applicants only.