

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHNR000144--Lead Innovation Researcher

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>	China
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	01-10-2020
<b>Duty Station</b>	Beijing [CHN], Chengdu (with travel to UNDP China office in Beijing and other places for project-related activities)
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	N/A
<b>Living Conditions</b>	

The duty station of the international UNV is in Chengdu, China. Based on actual needs, the international UNV might be required to travel to Beijing for working at UNDP China Office.

## Assignment Details

<b>Assignment Title</b>	Lead Innovation Researcher
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## Organizational Context & Project Description

### Background and Brief Project Description:

Globally, the unprecedented speed of science and technological change and its depth and breadth are having major impacts on billions of people's lives in both developed and developing countries. Green technologies such as clean power supply and next generation battery storage, are helping to improve the efficiency of energy use and reducing greenhouse gas emissions. In such a context, policy makers have become increasingly aware of the role of innovation in sustainable development and have been actively seeking pathways to facilitate innovation-driven development. In many developed countries, governments have established mature national innovation systems and respective policies with the focus on supporting basic research, promoting diffusion of scientific and technological outcomes, and encouraging bottom-up innovations to take better advantage of emerging technologies.

Chengdu is an important city in Southwest China connecting the Belt and Road Initiative with the Yangtze River Economic Belt. Designated as a comprehensive innovation reform pilot zone, a national independent innovation demonstration zone, and an inland pilot free trade zone, Chengdu is on its way to become an economic, scientific, technological, financial, cultural exchange and innovative centre in western China, as well as a transport and communications hub.

In 2019, UNDP developed an SDGs Innovation Pilot Project with Chengdu Hi-Tech Industrial Development Zone to leverage UNDP's regional and global initiatives and capacities to help the Chengdu Hi-tech Zone build up a sustainable investment ecosystem based on its own strengths, e.g., establishing an incubator emphasizing the promotion of sustainable development, involving experts worldwide to provide technical advisory, experience sharing, or strategic partnership building.

The purpose of the project is to strengthen the capability of Chengdu Hi-tech Industrial Development Zone to unleash its future development momentum based on innovation and sustainability, to promote the transformation of its development path from productivity-driven to innovation-driven, and to actively explore international cooperation of high-tech zones with Chengdu Hi-tech Zone as the pilot. The project is also committed to promoting South-South cooperation and exchanges with other countries leveraging UNDP's global network resources and sustainable development experience to establish an international cooperation platform of global high-tech zones with Chengdu Hi-tech Zone as its pilot.

Over the past few years, UNDP supported 13 Innovation Labs across 5 regions to shape the next generation of public services through the UNDP Innovation Facility. 6 are co-hosted with Governments (including city/local), 7 by UNDP Country Offices in partnership with the private sector and academia. Innovation labs bring diverse actors together to generate ideas, build prototypes and test solutions to development issues. Building upon the successes of the initial Innovation Labs, in 2019 UNDP launched the SDG Accelerator Lab Network, creating the world's largest, fastest learning network to accelerate sustainable development.

The first stage of the project will be an exploratory and experimental stage with the emphasis on aggregating UNDP's global innovation networks and resources by setting up the UNDP Innovation Lab, building up the China-Europe cooperation platform for sustainable investment by organizing the international and domestic flagship events with the China-Europe Investment, Trade and Technology Cooperation Fair as its core, strengthening the connectivity and trade cooperation between China and the ASEAN, and improving the cooperation with the ASEAN.

The UNDP Innovation Lab in Chengdu, under the supervision and guidance of Chengdu Hi-tech Industrial Development Zone, will serve as a platform to facilitate technology diffusion; the intersection of science-policy-market will be strengthened through an innovation ecosystem. Effective solution exchange mechanisms to facilitate technology diffusion will be identified, assessed and applied within and beyond nations. More importantly, the space can provide a safe environment to analyse, test-run and demonstrate innovative models, processes and ideas, and prepare stakeholders with the capacities needed to respond to constantly changing technology in the future.

### Organizational Context:

The United Nations Development Programme (UNDP) is the United Nations' global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. It is on the ground in 177 countries, working on solutions to global and national development challenges. UNDP China assists China in developing its own solutions to the country's development challenges and works to achieve the Sustainable Development Goals by reducing poverty and by promoting environmental sustainability and South-South Cooperation.

UNDP Communications, Innovation and Partnership team promotes greater understanding and visibility of UNDP's work by utilizing various communications tools. Fully engaging with the media, social media and leveraging on a strong network of Public-Private Partnerships, the team leads the design, management, and implementation of UNDP's overall communications strategy, including

design and roll out high-impact, multimedia campaigns; programme-oriented communications products; media relations and key events; localization of global content for Chinese audiences; and publications on critical development issues. On the innovation front, the team is facilitating and prototyping innovative solutions and experiment with new ways of working to tackle complex development challenges outside the traditional development cycle.

Founded on March 12, 1983 with the approval of the State Council directly under the Ministry of Commerce, CICETE has witnessed an extraordinary history of nearly three decades, during which it deems its responsibility to promote economic and technical exchanges between China and the rest of the world and make great contributions to China's economic and social development in partnership with UNDP and other UN agencies.

CICETE's main function, delegated by the Ministry, is to coordinate the cooperation between China and UNDP, UNIDO and UNV including executing their assisted programs to China, and to implement projects of general goods supply under the China-Aid programme to other developing countries. Meanwhile, CICETE organizes conferences, exhibitions and overseas trainings, invite international short-term and long-term consultants, and provide project management service for international organizations, government agencies and enterprises.

## **Sustainable Development Goals**

### **9. Industry, Innovation and Infrastructure**

#### **Task description**

Under the supervision of Communication and Innovation Officer under the Communications, Innovation and Partnerships team at UNDP, and Director of Programme Management Office (PMO), the International UNV will undertake the following tasks to support the development of UNDP Innovation Lab as well as project implementation and management:

#### **Innovation Research**

- Provides support to Communication and Innovation Officer under the Communications, Innovation and Partnerships team at UNDP and the head of PMO in the overall implementation of UNDP SDGs Innovation Pilot Project;
- Leads academic research related with: (1) digital cooperation and the development of sustainable development goals; (2) Investment for sustainable development goals; (3) innovation and technology for social good; (4) sustainable business model for SMEs; and (5) digital economy, etc.
- Monitors and analyzes current and emerging issues related to the development of digital response to build resilience.
- Maintains and develops an established knowledge and network of contacts for research purpose.
- Develops specific data collection plans and strategies to improve lab capacity to collect data for innovation research.
- Analyzes qualitative and quantitative data and compile analytical outputs and written products. This includes drafting of texts, editing, review and providing feedback on the work prepared by colleagues.
- Prepare and provide quality assurance of outreach materials, including reports, issue briefs, speeches, briefing notes, etc for the UNDP Innovation Lab in Chengdu.
- Develops research proposals for new innovation initiatives;
- Draft, edit and/or provide quality assurance of external outreach and communications materials, including speeches, Op-Eds, success stories, press releases, website write-ups, PowerPoint Presentations, proposals, etc.
- Other ad hoc research tasks assigned by UNDP in coordination with CICETE.

#### **Strategic planning**

- Leads and coordinates the integration of sector-wide research and statistical information analysis as inputs for the strategy formulation and policy development of the UNDP Innovation Lab in Chengdu.
- Coordinate internal and external resources for the development of the UNDP Innovation Lab, such as the partnerships with international innovation partners, academia and research institutions and other stakeholders in the innovation community;
- Conduct horizon scanning to map local trends, developments, players, under the radar solutions, and future challenges in the areas of programmatic interest and for support to the the Regional Innovation Center (RIC).

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 following outputs are expected:

1. Timely support provided to research tasks related to UNDP SDGs Innovation Pilot Project and the UNDP Innovation Lab in Chengdu.
  2. Facilitates the smooth implementation and management of project activities;
  3. Facilitates innovation thinking and practices in coordination with PMO.
- 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** Master degree or equivalent

### Education - Additional Comments

Master's degree or equivalent in Social Sciences, Economics, Business Management, International Development, Political Sciences or related fields is highly favoured. Candidates with undergraduate degrees with extensive relevant experience will also be considered.

**Required experience** 36 months

### Experience Remark

- Minimum 3-5 year's working experience. Previous working experience in a think tank or research institute would be desirable;
- Demonstrable ability to maintain effective communications with international stakeholders;
- Excellent computer skills, in particular mastery of all applications of the MS Office package;
- Project financial, technical and/or administrative management experience as well as basic knowledge on innovation projects are assets;
- Fluency in English; fluency in Chinese a distinct advantage.

### Language

- English (Mandatory) , Level - Fluent
- AND - Chinese (Optional) , Level - Working Knowledge

### Area of Expertise

- Knowledge management, archiving and documentation Mandatory
- Monitoring and evaluation Mandatory
- Resource mobilization, partnership and donor coordination Optional

### Area of Expertise Requirement

- Good analytical skills for carrying out innovation-related research;
- Good communications and interpersonal skills;
- Demonstrates openness to change and ability to manage complexities;

- Sound judgment, diplomacy and sensitivity in confidential matters;
- Good coordination and organizational skills, teamwork;
- Proactive, organized and self-motivated.
- Excellent written communication skills;
- Excellent inter-personal skills, proven ability to work in a multi-cultural environment.

**Need Driving Licence**

No

#### **Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Creativity
- Knowledge Sharing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

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

#### **Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

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

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)**

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;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

**Application Code** CHNR000144-7704

#### **Application procedure**

##### **\* Important Note**

This assignment is based Chengdu with travel to UNDP China office in Beijing and other places for project-related activities.

##### **\* Not yet registered in the UNV Talent Pool?**

Please 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?**

Please 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.

**Application deadline:** 20-09-2020

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/Q0hOUjAwMDE0NA==>

#### **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.*