



## 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.

### General

**Assignment title:** Digital Transformation and Innovation Support

**UN Host Entity:** United Nations Development Programme

**Country of assignment:** Kyrgyz Republic

**Duty station:** Bishkek

**Family / non-family duty station:** Family Duty Station

HRD assignments are considered as assignments without family.

**Volunteer category:** International UN Volunteer

**Duration:** 12 months\*

**Expected starting date:** August 2026

**Sustainable Development Goal:** 8. Decent Work and Economy Growth

\*The donor does not provide funding for contract extensions.



## Details

### **Organization mission and objectives**

UNDP works in around 170 countries and territories to eradicate poverty, reduce inequalities, and build resilient societies, supporting countries in achieving the Sustainable Development Goals.

In the Kyrgyz Republic, UNDP has been a trusted partner of the Government for over 30 years, supporting national priorities such as sustainable economic development, environmental protection, climate action, governance, and inclusive growth. UNDP's work is guided by the National Development Programme 2030 (NDP), the United Nations Sustainable Development Cooperation Framework (UNSDCF), and the UNDP Country Programme Document (CPD), which emphasizes integrated programming to accelerate green, inclusive, and digital transitions and strengthen linkages between national and subnational development efforts.

The Sustainable Economic Development (SED) Cluster of UNDP Kyrgyzstan supports national efforts to advance **digital economic transformation, innovation ecosystems, and digital skills development** as part of broader structural transformation and inclusive growth.

The cluster works with national institutions, private sector partners, development agencies and civil society to promote digital entrepreneurship, digital trade, and the adoption of digital technologies by MSMEs and public institutions.

Through its portfolio, UNDP supports initiatives related to **digitalization of economic sectors, digital skills development, e-commerce promotion, innovation ecosystem strengthening, and integration of digital solutions into development programming.**

The UN Youth Volunteer will support the SED Cluster in advancing UNDP's **digital transformation agenda**, contributing to research, coordination of digital initiatives, stakeholder engagement, and documentation of programme results.

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*We are inspiration in action*

### Task description

Under the direct supervision of the SED Team Leader, the UN Volunteer will undertake the following tasks:

No	Duties and responsibilities	% of time
1	<b>Support development of UNDP's digital transformation portfolio:</b> <ul style="list-style-type: none"> <li>• Assist in preparing concept notes, background materials and analytical inputs related to digital transformation and digital economy initiatives;</li> <li>• Conduct research on digital economy trends, innovation ecosystems and digital entrepreneurship;</li> <li>• Support preparation of presentations, briefs and talking points for meetings and events related to digitalization initiatives.</li> </ul>	30 %
2	<b>Support implementation of digitalization and innovation initiatives:</b> <ul style="list-style-type: none"> <li>• Assist in organizing workshops, consultations and events related to digital economy, innovation and digital entrepreneurship;</li> <li>• Support coordination with national partners, innovation hubs, private sector and development partners involved in digital initiatives;</li> <li>• Contribute to implementation of digital skills development and digital entrepreneurship activities.</li> </ul>	30 %
3	<b>Support partnerships and knowledge management:</b> <ul style="list-style-type: none"> <li>• Assist in mapping stakeholders and initiatives related to digital transformation and innovation ecosystems;</li> <li>• Support preparation of knowledge products, summaries and documentation of good practices related to digital development;</li> <li>• Contribute to internal knowledge sharing on digital economy initiatives within the Country Office.</li> </ul>	30%
4	<b>Other:</b> <ul style="list-style-type: none"> <li>• Support other/ad hoc activities within the SED team as seen relevant and needed.</li> </ul>	10%



- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

UNDP Country Office (CO) hosts over 150 staff in Bishkek and its two modern offices are located in the centre of Bishkek within 15 min walk from each other. Bishkek is a very safe and comfortable duty station, easily reachable from abroad via the Manas International Airport.

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