



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:	Trade Facilitation and MSME Development Associate
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:	July 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.

Working at both policy and field levels, the Sustainable Economic Development (SED) Cluster of UNDP Kyrgyzstan implements a diverse portfolio supporting sustainable, inclusive and digital economic transformation. The cluster contributes to national development priorities through initiatives related to development planning and financing, trade facilitation, entrepreneurship and MSME support, green and digital transition, and regional and local economic development. SED supports national strategic planning aligned with the Sustainable Development Goals, and implements projects aimed at strengthening value chains, enhancing digital skills, promoting green finance instruments, and improving the enabling environment for sustainable business development. The cluster works in close partnership with national institutions, private sector actors, development partners, civil society organizations and local authorities to promote inclusive economic opportunities and accelerate the implementation of the 2030 Agenda in Kyrgyzstan.

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	<p>Support the launch and implementation of the project “Accelerating Inclusive Economic Growth through MSME Development in Kyrgyzstan”:</p> <ul style="list-style-type: none"> • Assist in organizing project events, stakeholder consultations and coordination meetings with national partners including the Ministry of Economy and Commerce, Ministry of Digital Development and Ministry of Finance; • Support coordination with implementing partners, service providers and participating MSMEs during project implementation; • Assist in preparing background materials, concept notes, presentations and briefing notes for meetings and project activities; • Support communication and coordination between project stakeholders, government counterparts and UNDP teams. 	35 %
2	<p>Support activities related to trade facilitation and export competitiveness:</p> <ul style="list-style-type: none"> • Assist in organizing capacity building activities for MSMEs on export readiness, SPS/TBT compliance and market integration; • Support coordination of sector-specific activities in priority value chains such as honey, cherries, beans, dairy and cashmere; • Assist in facilitating engagement between Kyrgyz MSMEs and international partners through trade events, business matchmaking and networking activities; • Contribute to documenting project results related to export competitiveness and market access. 	30 %

3	Support MSME development and rural entrepreneurship initiatives: <ul style="list-style-type: none"> • Assist in organizing trainings, workshops and consultations for MSMEs and rural producers on entrepreneurship development, business skills and market access; • Support coordination of activities aimed at strengthening social enterprises and inclusive employment opportunities for women and youth; • Assist in collecting and compiling information on beneficiary participation and programme results; • Contribute to documenting good practices, success stories and lessons learned from project implementation. 	25%
4	Other: <ul style="list-style-type: none"> • Support other/ad hoc activities within the SED team as seen relevant and needed. 	10%

Requirements

Education and experience

Required degree level: Bachelor's degree

Area of education/degree in: economics, sustainable development, finance, social sciences

Minimum experience: 2 years

Skills and experience in:

- **MSME development, entrepreneurship or trade facilitation**
- **Research, data collection and preparation of analytical briefs**
- **Organization of trainings, workshops and stakeholder consultations**
- **Project coordination, monitoring and reporting support**

Language skills

English mandatory optional
 basic fair working knowledge fluent mother tongue

Russian mandatory optional
 basic fair working knowledge fluent mother tongue

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Competencies and Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- 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.

Name of hiring manager: Azamat Usubaliev

Title, department: Sustainable Economic Development Cluster

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