



World leaders have pledged to achieve the Millennium Development Goals, including the overarching goal of cutting poverty in half by 2015. UNDP's network links and coordinates global and national efforts to reach these Goals. Our focus is helping countries build and share solutions to the challenges of:

Democratic Governance
Poverty Reduction
Crisis Prevention and Recovery
Environment and Energy
HIV/AIDS

UNDP helps developing countries attract and use aid effectively. In all our activities, we encourage the protection of human rights and the empowerment of women (www.undp.org)

10. Type of Assignment Place: assignment without family (HPC specific)

11. Description of tasks:

Under the overall supervision of the UN Resident Coordinator, the UN Volunteer will support the UN System in the above-mentioned four areas through execution of the following tasks:

- Assists relevant government institutions in establishing monitoring and evaluation systems
- Participates in the UN M&E coordination structures including UNDAF working groups and provide leadership role, including in the UN joint-programmes on data and strategic information and gender.
- Ensures full understanding and implementation of UN's M&E Guidelines by the UN staff and implementing partners
- Develops and regularly reviews the tools for monitoring and evaluation and make adjustments to facilitate objective measurement of indicators included in the UN programmes.
- Liaises with relevant offices and resources to collect and analyses data related to UN mandated areas and determine progress achieved by individual initiatives.
- Creates and updates a data bank on the programming processes including updates on progress of the UN programmes, as well as operational issues
- Monitors utilization of UN programme resources with the view to determining cost effectiveness
- Provides technical input and building capacity in data collection at various national levels, as well as monitor the process of data collection at those levels.
- Initiates/Coordinates operational research activities funded by UN system for purposes of improving programme delivery.
- Analyses data needs and recommends and coordinates operational research UN mandated areas.
- Regularly documents lessons learnt on various interventions by the UN system and government sectors.
- Coordinates monitoring and evaluation activities with UNDG and DOCCO and perform other emerging M&E functions, if needed.

Promotion of the United Nations Volunteers Programme mandate¹

UN volunteers are expected to integrate the UN Volunteers Programme mandate within their assignment as well as promote voluntary action through engagement with communities (urban & rural) during the course of their work. As such UN volunteers should dedicate a proportion of their working week to the following in support of and in synergy with his/her primary role as UNV M & E Specialist:

¹The United Nations Volunteers (UNV) programme was created by the General Assembly (GA) in 1970 through GA resolution [26/59](#). Since then, UNV's mandate has been expanded by GA resolution [31/131](#) in 1976, GA resolution [56/38](#) in 2001 and others in the follow-up to the International Year of Volunteers in 2001.



- Strengthen knowledge and understanding of the influence and impact of voluntary action by communities through the following:
 - research of the subject matter,
 - develop knowledge of non-profit community based organizations developing new or applying traditional methods in engaging with communities,
 - undertake awareness-raising (promotion) activities for increased community participation and action,
 - encourage local people to volunteer thought and action to enhancing their community.
- Build relationships with a wide range (private/public) local organizations, groups or individuals and support and/or participate in community driven voluntary activities and assist them to tell their stories to the World Volunteer Web site;
- Encourage, mobilize and support co-workers and fellow UN volunteers to better understand the connections between community participation and voluntarism;
- Monitor on a continual basis the impact of policy reform on voluntary action at the community level;
- Contribute to articles/write-ups on the findings from the monitoring process and experiences from the above outlined activities and submit them to UNV publications/websites, newsletters, press releases, etc.;
- Promote and/or advise local groups in the use of OV (online volunteering), and encourage relevant local individuals and groups to use OV whenever technically possible.

12. Results/Expected Output:

- Leadership on UN joint programmes on data and strategic information and gender
- Improved results orientation and monitoring and evaluation functions in the UN system
- A final statement of achievements towards volunteerism for development within your host community
- Others as specified in description of duties in section 8
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Qualifications/Requirements:

- University degree in any one of the following fields: Statistics, Social Sciences, Demography, or Public Health.
- Postgraduate training in monitoring and evaluation will be an added advantage.
- At least three years of experience in a related field and/or research.
- **Computer skills:** Fully competent, particularly in publication softwares
- **Language skills:** English

Competencies and values:

- **Integrity and professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- **Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment;
- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;

United Nations Volunteers

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UN Volunteers is administered by the United Nations Development Programme (UNDP)



- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- **Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- **Flexibility, adaptability, and ability** and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- **Genuine commitment towards the principles of voluntary engagement**, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

15. Living Conditions:

Mbabane is a small sized city with a population of approximately 100,000 people. It has reasonable shopping facilities for the size and economy of the country. Entertainment facilities though limited are available around Mbabane and Manzini. Housing options are limited but most UNVs have been able to find suitable accommodation within a short period of the arrival.

Security: No Security Phase duty station.

16. Conditions of Service

A 1 year contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ \$1,924 for a single volunteer; \$2,174 with one dependent and \$2,374 with two or more dependents; settling-in-grant; life, health, and permanent disability insurance; return airfares and resettlement allowance for satisfactory service.

Description of Assignment prepared by the Project Manager/UN Agency:

Mr. Israel Dessalegne, Resident Coordinator

Date: January 2013

Description of Assignment approved by UNDP/RR/CD or UNV Country Office Teams/Support Office:

Mr. Robert Palmer, Portfolio Manager, Development Division

Date: January 2013

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