

### **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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

1. UNV Assignment Title: Monitoring & Evaluation Specialist

UNV PSRF, Outcome 1 'Contribution of volunteerism to peace and development in UNV programme countries is documented and recognized'

2. Type of Assignment:

International UNV volunteer

3. Project Title: UNV Support to the UNDP/Resident Coordinator's Office

4. Duration: 1 year

5. Location, Country: Mbabane, Swaziland

6. Expected Starting Date: March/April 2013

#### 7. Brief Project Description:

The new aid environment has necessitated that UN system move away from implementing stand-alone projects/downstream approach to a programme/upstream approach. In Swaziland, UN programmes are now aligned with national policies and strategic frameworks and are beginning to be responsive to UN joint programmes requirements. All this is happening amidst heightened need to demonstrate results of programme performance in the context of the human rights approach. The need for the M& E function at the RCO level is therefore crucial at this point in time to ensure that:

- 1) UN's niche and comparative advantage in the new aid environment is constantly reviewed and updated accordingly, particularly within the UN joint programmes in Swaziland
- 2) UN resources target the most deserved target groups.
- 3) Evidence derived from research and lessons learnt is increased, and
- 4) Substantive and financial accountability is strengthened.

### 8. Host Agency/Host Institute: UNDP

### 9. Organizational Context:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



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 mandate<sup>1</sup>

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:

<sup>&</sup>lt;sup>1</sup>The 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:
  - o research of the subject matter,
  - develop knowledge of non-profit community based organizations developing new or applying traditional methods in engaging with communities,
  - o undertake awareness-raising (promotion) activities for increased community participation and action,
  - o 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**



- **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

Mr. Robert Palmer, Portfolio Manager, Development Division

Date: January 2013

+