



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, 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.

- 1. UNV Assignment Title:** **Technical Advisor on Knowledge Management for Reporting and Monitoring & Evaluation (M&E)**
- 2. Type of Assignment:** **International UN Volunteer**
- 3. Project Title:** **UNDP Energy and Environment Programme**
- 4. Duration:** **12 months**
- 5. Location, Country:** **Dushanbe, Tajikistan**
- 6. Expected Starting Date:** **ASAP**

7. Brief Project Description:

United Nations Development Programme (UNDP) in Tajikistan strives to contribute towards environmental sustainability through promotion of renewable energy, and strengthening capacities to address environmental and natural resources management challenges in Tajikistan.

The UNDP project portfolio on Energy and Environment has been growing for the past few years, and to ensure its effective programming in this field, a specialized unit has been established. The UNDP's Energy and Environment programme portfolio is aimed to contribute towards reduction of widespread poverty in Tajikistan by: promoting end-use applications for income-generation from renewable energy sources, ensuring sustainable natural resource management, reducing greenhouse gas emissions through enhancing public transport management as well as sensitizing diverse local stakeholders in addressing environmental issues in the country.

8. Host Agency/Host Institute: **UNDP Tajikistan.**

9. Organizational Context:

There are three types of management arrangements for the range of projects within the UNDP Energy and Environment portfolio. The projects are implemented by:

- National partners, through utilization of national implementation modality;
- Communities Programme of UNDP Tajikistan;
- Energy and Environment Programme of UNDP Tajikistan;

The UN volunteer will work with counterparts of the projects such as the State Committee of Environmental Protection, Ministry of Education, NGOs and others. The programme has implemented the following projects;

United Nations Volunteers

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



- Scaling up support to MGD – focus on alternative energy;
- Clear Development Mechanism;
- Climate Risk Management project;
- Sustainable Management of Transport in Dushanbe;

10. Type of Assignment Place: Assignment with family

11. Description of tasks:

Under the direct supervision of UNDP Energy and Environment Programme Manager (PM), in close collaboration with UNDP Energy and Environment (E&E) Programme Analyst the (PA), UN volunteer will undertake the following tasks:

Summary of tasks

- Define a tentative target quality of Reporting and M&E, and identify indicators and possible proxy indicators;
- Get agreement on the abovementioned target quality and indicators among Project Manager (PM), Project Advisors, E&E programme staff members and counterparts;
- Conduct M&E activities and identify gaps between the agreed target quality of reporting and realities of current level of reporting from team members;
- Discuss lessons learned, and get agreement with identified gaps;
- Plan training workshops and On-the-Job Training, get agreement on the plan from members concerned and obtain endorsement for the plan from PM to conduct them;
- Lead capacity development of projects members in knowledge management by collecting lessons learned and by sharing info with donor agencies;

Details of tasks are as follows;

Strategic Programming Support

- Integrate M&E and reporting systems for the projects implemented under the E&E Programme, with consideration on cross-cutting themes. Provide inputs into strategic programme planning and develop project documents, concept notes, proposals for fund raising by working with E&E team;
- With E&E Programme Analyst, prepare annual work plan for Energy and Environment M&E activities;
- Submit reports on advice to Programme Manager on gaps and findings to be addressed for M&E system and Reporting system;

Monitoring and Evaluation

- Provide technical assistance to E&E Programme Analyst on M&E framework and M&E operational plan;
- Develop capacity of E&E team members in identifying indicators and selecting data collection methodologies for reporting and M&E activities;
- Provide technical support in designing monitoring of surveys plan and in analyzing gathered indicators.
- Plan and conduct communication plan to share information obtained through M&E activities with UNDP staff, donors and national stakeholders as required;
- Provide advice in reviewing E&E interventions;
- Develop field monitoring plans and conduct it with E&E teams;
- Prepare training plans for capacity development on M&E and daily reporting for programme staff of UNDP and conduct the plans with other staffs;
- Compile lessons learned and analyze them to identify factors for successful E&E programme;.



Reporting and Information Management

- With the Programme Analyst, oversee reporting activities;
- Develop a knowledge management system on programme achievements, reporting and M&E, resulting in smooth communication with managers, donors and stakeholders;
- Work closely with projects' advisors on finding possibilities to involve volunteers for the respective projects;
- Perform other duties related to development and implementation of M&E and reporting systems as required by EE-UNDP management;

Furthermore, UN Volunteers are encouraged 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 (IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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;
- Work with UNV Field Unit (FU) for contributing to the UNV Country Team's knowledge management through organising workshops on successful articles writing;
- Collaborate with UNV FU to organize events and formulate small projects for promoting volunteerism and youth participation into projects and/or activities;
- Promote or advise national Civil Societies in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

12. Results/Expected Output:

- Simplified and upgraded M&E and reporting systems across the UNDP E&E projects ;
- M&E plans are prepared and implemented
- Agreed methodology to identify and gather indicators, and conducted relevant training workshops to develop capacity of teams of E&E for better reporting and M&;
- Established systematic knowledge management to share and disseminate information on the E&E projects;
- Developed recommendations and mechanism of volunteers involvement into the projects of UNDP Energy and Environment Programme wherever feasible.

13. Qualifications/Requirements:

- Master Degree in Economics, Development Studies, and/or Public Policy related to Environmental affairs, or equivalent experiences / knowledge;
- Knowledge on geographical, social, economic and political context of the CIS, Central Asia and Tajikistan would be an asset.
- At least 2 years experience in Monitoring and Evaluation, preferably in energy and/or environment sector.
- Knowledge and/or experience in project management / programme portfolio management will be highly appreciated;
- Proven interpersonal skills under multi-cultural setting
- Knowledge and/or experiences in drafting project proposals, briefing papers, concept notes and reports to donors.



- Excellent computer skills in MS Word and Excel. Experience in imaging software and databases would be an asset.
- Excellent skills in consultative roles in capacity development
- Knowledge and /or experiences in knowledge-management and communication;
- Language: fluency in English. Knowledge of Russian and/or Tajik languages would be a highly appreciated asset.

14. Living Conditions:

The UN Volunteer will be based in Dushanbe the capital city, with travel to project sites upon a need. The UN Volunteer will be expected to pay for accommodation in the Dushanbe area through his/her own means. Rental of apartments and houses in Dushanbe is relatively easy for foreigners and the Office can provide support in establishing contacts with realtors and landlords that can facilitate the house search process. Transportation in Dushanbe is also facilitated by the availability of a local bus system, public taxis and in general safe areas to walk from different points of the city. The Office can facilitate the airport pick up upon arrival as well as provide the transportation to a hotel during the initial days of stay while an accommodation alternative is found.

Dushanbe has many economic and social facilities at a reasonable price but occasionally influenced by commodity prices in Moscow. Security is recently relatively calm. There is no immediate threat of violence but security environment could be volatile, depending on security situation in northern Afghanistan due to influx of militant groups to the eastern border. As a mountainous area, occasional slight earthquakes can be felt. Summers, between May and September, are very hot ranging from 30 to 40C, while winters, from November to March, are relatively cold and dry with little snow; spring time (March, April) is usually rainy.

15. Conditions of Service

In principle, a 12-month contract with monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,777.00; US\$ 2,027,00 for person with one recognized dependent, and US\$ 2,227 for person with two or more recognized dependent; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the UN Agency:

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UNDP Tajikistan

Date: 30.05.2013

Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:

Keiichi Sato, UNV Programme Officer

Date: 30.05.2013