



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. UN Volunteer 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:** Programme Officer – Monitoring and Evaluation
- 2. **Type of assignment:** International
- 3. **Project Title:** Country Programme 200336
- 4. **Duration of Initial Contract:** One year, renewable
- 5. **Location, Country:** Freetown, Sierra Leone
- 6. **Expected starting date:** ASAP
- 7. **Brief Project Description:**

As of November 2012, the UN World Food Programme (WFP) food assistance reaches approximately 300,000 beneficiaries through the Country Programme (CP) 105840 and Protracted Relief and Recovery Operation (PRRO) 200062. The projects target vulnerable, food-insecure communities to meet their food and nutritional needs while addressing gender imbalances and the risk of HIV/AIDS. The food assistance modalities include primary school lunch, take-home ration for girls, supplementary feeding for children under 5 and pregnant and lactating mothers, nutrition support to people living with HIV/AIDS, as well as food-for-work and cash-for-work for community asset creation. The pilot Purchase for Progress initiative, which promotes smallholder market participation, complements both projects by adding local produce such as rice, gari (cassava-based), blended foods and oil into the WFP food basket.

In January 2013, WFP will enter into a new two-year transitional CP 200336. The project builds on the current CP and PRRO, introducing a new nutrition product for increased effectiveness in the support to infants; strengthening the cash transfer programme; increasing local food procurement; and expanding capacity building initiatives.

The new CP is designed to align with the Agenda for Change 2008-2012 and UN Transitional Joint Vision 2013-2014. The project objectives contribute to the attainment of the Millennium Development Goals 1-6. The three programme pillars are school feeding, nutrition intervention and livelihoods. The project will cover the entire country, and yet will target the most vulnerable food-insecure areas identified in food security studies such as the 2011 Comprehensive Food Security and Vulnerability Assessment and in consultation with the Government and partners.

- 8. **Host Agency/Host Institute:** WFP

9. Organizational Context:

WFP is the world's largest humanitarian agency, fighting hunger worldwide. Born in 1961, WFP pursues a vision of the world in which every man, woman and child has access at all times to the food needed for an

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

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



active and healthy life. On average, WFP reaches more than 90 million people with food assistance in more than 73 countries. Around 15,000 people work for the organization, most of them in remote areas, directly serving the hunger poor. The five WFP corporate objectives include: 1) save lives and protect livelihoods in emergencies, 2) prepare for emergencies, 3) restore and rebuild lives after emergencies, 4) reduce chronic hunger and under-nutrition everywhere and 5) strengthen the capacity of countries to reduce hunger. The operations in Sierra Leone began in 1968. Currently, there are five international staff and some 100 national staff, working in the Freetown Country Office and Kenema Sub-Office.

10. Type of Assignment Place: Assignment with family

11. Description of Tasks:

The UNV will be assigned to the Monitoring and Evaluation (M&E) sub-unit within the Programme section. S/he will report directly to the Deputy Country Director/Head of the Programme. The key tasks will include the following, albeit not exhaustive:

- Upgrade the existing M&E strategy and system in order to align the design and tools for the CP 200336;
- Develop, and revise as appropriate, a M&E plan as per strategy and system, which lays out the M&E activity implementation and budget estimates;
- Identify capacity gaps and provide appropriate training for government counterparts, Cooperating Partners and WFP staff;
- Implement the planned M&E activities in close collaboration with relevant colleagues and partners such as routine monitoring, project review and Post Distribution Monitoring;
- Ensure timely submission of project outputs by the Cooperating Partners;
- Manage a database/s of project outputs and outcomes;
- Consolidate and analyse the output and outcome data;
- Contribute to the production of donor projects and the corporate annual Standard Project Report;
- Supervise the M&E Unit, comprised of a few national staff and appraise their performance as per corporate requirements; and
- Perform any other duties as required.

Promotion of the United Nations Volunteers Programme mandate

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 Monitoring and Evaluation Specialist.

- Strengthen knowledge and understanding of the influence and impact of voluntary action by communities in Sierra Leone 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;

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

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



- 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 UN Volunteer 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 / Deliverables

- Revised Logical Framework and measurable indicators
- Monitoring strategy and plan developed
- Monitoring and data collections tools kit are developed
- 12 WFP staff, 15 cooperating partners' staff and five staff from the Line Ministries are trained in M&E and data collection.
- Functioning M&E unit
- Monthly, quarterly and yearly reports

13. Profile Requirements:

The qualifications, skills and experience required for the Programme Officer – Monitoring and Evaluation - include:

- Masters degree in development studies, social sciences or rural development,
- Minimum of 5 years of relevant progressive professional experience,
- High level of professionalism and maturity,
- Strong interpersonal and networking skills,
- Flexibility to work in harmony with staff members of different national backgrounds,
- Ability to function in a high pressure environment under tight deadlines,
- With a spirit of team work and initiative to produce assigned tasks with minimum supervision,
- Computer literacy in writing, spread sheets and presentations,
- Self-motivated and with organizational and analytical skills,
- With volunteer spirit and prior volunteering experience as an asset, and
- Full proficiency in English, both written and oral

14. Living Conditions:

Sierra Leone enjoys relative stability since the end of the civil war in 2002. The living conditions are reasonable. Infrastructure such as transportation and social services is in general poor. The western amenities such as food, restaurants, apartments, etc. tend to be a bit little expensive, but will not be difficult to get by. Electricity and water supplies will remain volatile; therefore, many people use generators and private delivery services.

15. Conditions of Service

The contract will be issued for 12 months, renewable depending on funding availability, operational necessity and/or satisfactory performance. The monthly volunteer living allowance (VLA), intended to cover housing, utilities and normal cost-of-living expenses, ranges from US 2,021 at a single rate, US\$2,271 for a person with one recognized dependent, to US\$2,471 with two or more dependents. Settling-in-grant, health and permanent disability insurance, return airfares and resettlement allowance of US\$150 per month of satisfactory services will be provided.

Description of Assignment prepared by:

Gon Myers, Deputy Country Director/Head of Programme, WFP

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

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



Date: 21/01/2013

Description of Assignment approved by:

Isaiah Akum, UN Volunteer Programme Officer

Date: 21/01/2013

Women candidates are highly encouraged to apply.

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

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