

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. Type of Assignment:** International UN Volunteer
- 2. Type of Assignment Place:** Family Duty Station
- 3. Assignment Title:** Monitoring and Evaluation Expert
- 4. Link with UNV Strategic Framework:** Securing access to basic social services
- 5. Duty Station, Country:** Kathmandu, Nepal
- 6. Duration (in months):** 12 months with possibility of extension
- 7. Expected Starting Date:** As soon as possible
- 8. Host Agency/Host Institute:** International Organization for Migration (IOM)
- 9. Organizational Context/Project:** Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

As the leading international organization for migration, IOM works with migrants and governments to provide humane responses to the growing migration challenges of today. IOM Nepal was established in 2006 and has been doing commendable work in various programs with the Government of Nepal. Programme highlights are detailed below.

The flagship IOM resettlement program for the Bhutanese Refugees began in 2007 and over 90,000 refugees have departed for resettlement in eight different countries (US, Canada, Australia, New Zealand, The Netherlands, Denmark, Norway and UK). The IOM Migration Health Department operates a Migration Health Assessment Clinic for immigrants to the US and UK. In close co-ordination with the Ministry of Labour and Transport Management, IOM is providing technical assistance to the Government of Nepal to better manage labour migration - domestic, cross border as well as overseas.

With the Ministry of Women Children and Social Welfare, IOM is working on human trafficking issues in prevention, protection and policy formulation as well as provided technical assistance to the Ministry

of Peace and Reconstruction (MoPR) in formulation of a reparations policy, implementation tools and guidelines for victims of the ten year armed conflict.

IOM Nepal has been implementing targeted and specific disaster preparedness projects in order to prepare Nepali government and especially residents of Kathmandu in responding to a large scale earthquake disaster.

The Government of Nepal recognizes the importance of labour migration, but at the same time acknowledges the significant challenges to ensure protection to its migrants and the need to regulate the migration flow from Nepal. In addition, with the increasing mobility to and from Nepal, it has increased the incidents of human trafficking, drugs, arms and goods smuggling, irregular migration and also increase in money laundering. Of particular concern, women and children are being trafficked to India and elsewhere for purposes of forced labour and sexual exploitation.

As a result of the devastating earthquakes that hit Nepal in April and May 2015, IOM as one of the world's key humanitarian responders, quickly reacted by deploying a rapid response team of experts in order to support the earthquake affected populations with Shelter, Camp Coordination and Camp Management (CCCM), Health and Psychosocial Support, Protection and Early Recovery activities. Furthermore, IOM launched the Relief, Recovery and Reconstruction (RRR) Programme to efficiently and timely respond to the pressing needs in the aftermath of the earthquakes.

10. Description of tasks:

Under the overall guidance of the Chief of Mission and the direct supervision of the Head of Programmes and in close coordination with the relevant units at Country Office and the Regional Office for Asia and Pacific (ROAP) in Bangkok, the UN Volunteer will be responsible in supporting the mission in its monitoring and evaluation efforts for the ongoing programmes. Particularly, the UN Volunteer will undertake the following tasks:

- Maintain up-to-date knowledge of all projects implemented by IOM Nepal.
- Prepare draft methodology for internal needs assessments as well as coordinate the collection of inputs, data and statistics from the field offices and relevant project staff for the development of new project proposals.
- Develop and roll out the implementation of a Monitoring and Evaluation Strategy for the ongoing IOM Nepal programmes.
- Assist the programme managers/coordinators in the overall integration of Monitoring and Evaluation project frameworks and resources in the ongoing IOM Nepal initiatives.
- Support the development, analysis and reporting of M&E data and quality assurance tools.
- Assist the programme managers/coordinators in carrying out relevant research as well as in the preparation of charts, matrixes, data collection and analysis necessary for monitoring and evaluation purposes.
- Assess programme implementation strategies and carry out impact assessments in order to measure efficiency, effectiveness and sustainability of ongoing projects, leading towards the suggestion of corrective actions, if needed, and development of recommendations to improve quality of deliverables.
- Undertake duty travels with the aim of project/programme assessment, liaison with counterparts, problem solving, and development of new initiatives, as required.
- Perform any other related duties as assigned.

Furthermore, UN Volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications
- 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
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible

11. Results/Expected Outputs:

- M&E Strategy developed and respective data and quality assurance tools developed and implemented across IOM Nepal programmes
- Methodologies for internal needs/impact assessments/gap analysis and evaluations of ongoing initiatives developed
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- 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

12. Qualifications/Requirements (including competencies, values and skills):

A) Qualifications, skills, experience:

Degree level: Master's degree

Type of Degree: Political or Social Science, Business Administration, International Relations or related fields from an accredited academic institution;

Years of work experience: Two years of relevant professional experience

Language: Strong written and verbal communication skills in English

Driving license required: No

Computer skills: Ability to use standard computer applications (i.e. Word, Excel, PowerPoint, Outlook)

Other skills/experience and qualifications:

- Previous working experience in monitoring and evaluation, and strong experience in programme implementation and management;

- Knowledge of project formulation, administration and evaluation techniques and practices;
- Experience providing support to national efforts in the area of training/capacity building, law enforcement, operations and/or immigration and border management information systems would be an advantage;
- Experience liaising with donors and government counterparts;
- Work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting would be an advantage.

B) 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.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- 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.
- 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; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; 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.

13. Living Conditions:

Living conditions in Kathmandu, the capital of Nepal, are good. In Kathmandu comfortable inexpensive flats (furnished and unfurnished) are available. Imported and local food and clothing are abundantly available. Water is in somewhat short supply and not safe to drink without treatment. Public transport is easily available and generally reliable. Kathmandu has a temperate climate with coldest temperature reaching just above zero at the night during the winter and mild but humid during the monsoon period, mid-June to end September.

14. Conditions of Service for international UN Volunteers:

The duration of your assignment is 12 months, with the possibility of extension (depending on availability of funds, host agency's needs and positive performance appraisal of the UN Volunteer).

A volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,571. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>). For example, if the PAM for the current month is 54.6%, then the VLA for that month will be $(US\$ 1,571 \times 54,6 / 100) + 1,571 = US\$ 2,429$. Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents.

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.



15. Application Procedure:

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "16FFJPN_NPL" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "16FFJPN_NPL".

Application deadline is 15 December 2016. Only short-listed candidates will be contacted.

This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply. Please note that if you have previously served as a UN Volunteer under *the Program for Human Resource Development for Peacebuilding* or as a former *Japan Overseas Cooperation Volunteer* are not eligible to apply.