



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 Specialist
- 4. Link with UNV Strategic Framework:** National capacity development through volunteer schemes
- 5. Duty Station, Country:** Bangkok, Thailand
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UNV Regional Office, Bangkok
- 9. Organizational Context:**

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN Volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and

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recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity. UNV engaged 6,351 UN Volunteers in 2013, on a total of 6,459 assignments. UNV is headquartered in Bonn, Germany and has Field Unit presence in about 69 countries.

The UNV Regional Offices is a pilot initiative currently being implemented in three locations, Bangkok, Nairobi and Panama and expected to be expanded to other regions. It is composed of a Regional Manager and 4 to 5 international UN Volunteers and 1 Programme Associate. At UNV HQ level the UN Regional Office is headed by the Chief of Programme Coordination. The key objectives of the Regional Office are: (i) provide high quality programme advisory support to the Field Units and partners; (ii) establish strategic partnership with UN entities, Government, Regional Bodies, Civil Society Organisations and Volunteer Involving organizations to position UNV at the regional level; (iii) effective advocacy and promotion of volunteerism at the regional level through conferences, for a, networking, etc. Within the context of the UNV Strategic Framework (2014-2017) and the UNV Youth Volunteering Strategy (2014-2017) and their implementation through the Global Programmes the international UN Volunteers under the Regional Offices will work in the five priority areas where volunteerism has a transformational and cumulative impact on the lives of people as indicated in the five focus areas above.

Brief Project Description:

The UNV Strategic Framework 2014-2017 advocates for the effective enhancement of the capacity of UNV Field Units based at the country level with high quality programme advisory support through a regional office. The Strategic Framework informs the Global Programmes in the following focus areas: a) Access to Basic Social Services, b) Community resilience for environment and disaster risk reduction, c) peacebuilding, d) Youth and National capacity building through volunteer schemes. Within the context of the UNV Strategic Framework and through the Global Programmes, the UNV Regional Offices are to provide high quality programmatic support and establish strategic partnerships at the regional level to promote volunteerism for peace and development in their respective regions.

10. Description of tasks:

Under the direct supervision of UNV Regional Manager, who is the head of the UNV Regional Office and in close consultation with RMSS in UNV HQ, the UN Volunteer Monitoring and Evaluation Specialist will undertake the following tasks:

- 1) Build capacities and support implementation of UNV's Results-based Management (RBM)
 - Building on UNV RBM framework, support UNV RO and Field Units in Asia and the Pacific Region in implementing RBM including long-term and annual plans, M&E plans and activities, establish an M&E system and guideline across the RO programmes/projects, including a set of baseline, indicators, targets, means of verification and reporting tools
 - Act as UNV's regional RBM focal point and ensure implementation of the UNV RBM framework from regional perspective, including collection and analysis of data, and based on reports submitted by the partners, monitor indicators on a regular basis,

the frequency being set according to the level of results intended to be measured (outputs vs outcomes) and the utilization to be done (monitoring vs evaluation);

- Contribute to the reviews of UNDAF+ and the development of the new UNDAF;
- Support the development and implementation of project/programme M&E frameworks in accordance with UNDP programming policies and procedures, [monitoring and evaluation plans should be adapted to project context, as needed];
- Liaise with UNV RMSS to provide M&E technical support and/or capacity building for the RO, FUs in Asia and the Pacific Region and the counterparts involved in the UNV Programmes/projects.

2) Monitoring and Evaluation of UNV Programmes and Projects

- Establish relevant project and programme baselines by collecting baseline data in cooperation with respective stakeholders
- Track consolidated results (i.e. outcome level monitoring), lessons and risks, analyse these to determine programmatic efficiency and effectiveness, identify bottlenecks, delays and other challenges and advise the Programme Specialists and Regional Manager on lines of action;
- Participate as required in monitoring visits to assess the implementation quality of activities and progress towards the results and to formulate concrete recommendations to ensure the achievement of the expected results;
- On an annual basis, and more regularly if appropriate, review risks and assumptions to achieve the agreed programme results, including monitoring of perceptions at the implementing level and advise the Programme Specialists and Regional Manager accordingly, in addition to ongoing re-alignments in response to real-time monitoring;
- Provide support to project teams for decentralized evaluations, including both the mid-term and final evaluations of the programmes/projects.
- Ensure the implementation of evaluation findings and recommendations to improve the programme implementation as to achieve the expected results and the impact of the programme for the targets, including the facilitation of a management response to the evaluations.

3) Reporting:

- Support the work of the Regional Manager and Programme Specialists, including consolidation and submission of narrative reports and coordinating the monitoring of annual targets;
- Ensure the consolidation of:
 - A quarterly progress report for internal purposes, at the end of the first, second, and third quarter, as to monitor the implementation of the annual work plan, the risks and main issues, and to evaluate the progress towards the expected outputs.
 - An annual report, at the end of the calendar year, to monitor the completion of the annual work plan (AWP), assess the results achieved towards the expected outputs and outcomes; analyse the major constraints (risks, issues...) that might impact the delivery of results and propose concrete solutions/mitigation measures; analyse key challenges and lessons learned; present the financial reporting; established the AWP for the following year.

4) Knowledge Sharing and Networking:

- Build on thematic linkages between outputs and locations (FUs, programmes/projects' level) and support thematic lessons learning exercises which will also involve counterparts;
- Continuously monitor and consolidate lessons learned to guide changes of delivery in subsequent stages of the implementation of the programmes/projects, and documentation of good practice/case studies;
- Provide updates on the programme results to be reflected and shared to other UNV sections and UN agencies;
- Compile, analyse and interpret data from different sources of relevant UNV and UNV counterparts, and provide a key support on development of reports, publications and advocacy materials.
- Stay abreast of latest developments and innovations on results measurement, M&E tools, big data as well as business intelligence and provide appropriate recommendations for enhancing UNV's RBM and measurement systems.

Furthermore, UN Volunteers are required 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);
- 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:

- Monitoring and Evaluation and Reporting are essential elements of a results based approach, the resource mobilization strategy, as well as risk mitigation. The M&E specialist will lead inter-agency M&E efforts towards the achievement of the Programme/project results. The results of his/her work impacts on the standing and reputation of the United Nations, the UN participating Organizations, and the donor vis-à-vis the humanitarian community and the national counterparts, as well as impact of the programme for the targeted populations;
- 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 peace and 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: Development, Public Administration, Conflict Studies, Gender or related field.

Years of work experience: Two years of relevant working experience as indicated below in experience requirements

- Relevant experience in RBM including project and programme monitoring and evaluation, being progressively responsible for development and implementation of M & E plans;
- Expertise in Results-Based Management (RBM)/ Management for Development Results (MfDR), including development of theories of change/results chains;
- Previous experience working with the UN in conflict and post-conflict settings, as well as humanitarian and/or resilience/recovery activities is an asset;
- Additional experience in program management would be an advantage.

Language: Excellent English writing and communication skills.

Driving license required: No

Computer skills: Advanced computer skills (Microsoft Word, Excel, PowerPoint)

- Experience in office and statistical software packages and handling of web-based management systems;
- Substantive knowledge in planning and monitoring;
- Knowledge and analytical overview of the development realities and challenges in the region;
- Ability to work in teams from a multidisciplinary and cultural background.

B) Competencies and values:

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Treats all people fairly without favouritism;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Demonstrates substantial experience in gender equality. Actively promotes gender equality in all Project activities.

Functional and Technical Competencies:

- Broad knowledge of various monitoring and evaluation tools and methodologies, including both quantitative and qualitative;
- Familiarity with UN M&E standards and good practices, including the UN Evaluation Group (UNEG) Norms and Standards,
- Experience in knowledge and learning management, including experience in clear and succinct communication of data and analysis
- Extensive experience and knowledge in data collection methods and analysis;
- Shares knowledge and experience from within and outside the UN Country Team;
- Encourages UN staff to share knowledge;
- Demonstrates strong knowledge of RBM and programming principles, including Theories of Change of complex project and programmes;
- Coordination Effectiveness; Management and Leadership;
- Ability to apply conceptual models to the design and implementation of UN programme activities;
- Ability to conceptualize issues and analyse data;
- Focuses on impact and result for the client;
- Establishes priorities for activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course;
- Capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates excellent oral and written communication skills;
- Responds positively to critical feedback and differing points of view;
- Solicits feedback from staff about the impact of his/her own behaviour;
- Experience/familiarity with Project Cycle Management and Risk Management principles.

13. Living Conditions:

Bangkok allowed basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, eg: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Bangkok and other places throughout Thailand. Bangkok has many good restaurants with good health standards and most guesthouses provide food. In Thailand the most used means of transportation are taxi or local bus (and, in Bangkok, the elevated train service). Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily

available and affordable at most apartment complexes. ATMs are everywhere in Thailand and Western cards can usually be used to withdraw Thai Baht.

For those with children, schooling options in Bangkok are to be well evaluated and determined before taking your children at duty station. School fees and area really depends on your preferences. Admission fee for school in Thailand ranges from \$3,000 - \$9,000 and tuition fee from \$5,500 - \$25,533 (per annum). Depending on educational quality and the area which comes with price tags, you may need to explore more on schools to find out what they could offer that serves the needs of your children. No specific allocation is available for schooling and Volunteers will need to bare the entire costs.

14. Conditions of Service for international UN Volunteers:

The duration of your assignment is 12 months.

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 36.1%, then the VLA for that month will be $(US\$ 1,571 \times 36,1 / 100) + 1,571 = US\$ 2,138$. 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. Accordingly, the VLA per month will be US\$ 2,138 for a volunteer without dependent; US\$ 2,388 for a volunteer with one recognized dependent and US\$ 2,588 for a volunteer with two 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_THA" 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_THA".

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 (funded by JICA as a former *Japan Overseas Cooperation Volunteer*) you are not eligible to apply.