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. **Assignment title: Monitoring and Evaluation Officer**
2. **Host entity:** World Health Organisation (WHO) www.who.int
3. **Volunteer category:** International UN Volunteer
4. **Duty station, country:** Insert duty station, country
5. **Number of UN Volunteers:** Enter number of volunteers
6. **Duration (in months):       or expected contract end date:**
7. **Possibility of extension\*:** Choose an item:

\*Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

1. **Assignment family status:** Choose an item:
2. **Expected starting date:** Enter expected start date
3. **Organizational context and brief project description:**

*WHO to update and add for each assignment*

*WHO is a specialized agency of the United Nations that was established in July 1946 and whose objective is the attainment by all peoples of the highest possible level of health. WHO’s primary role is to direct and coordinate international health within the United Nations system. WHO’s main areas of work are health systems; health through the life-course; noncommunicable and communicable diseases; preparedness, surveillance and response; and corporate services.*

*This UN Volunteer assignment is part of WHO’s project/flagship programming initiative etc. [and include weblink.]*

*The mission of WHO’s Health Emergencies Programme (“The Programme”) is to help countries, and to coordinate international action, to prevent, prepare for, detect, rapidly respond to, and recover from outbreaks and emergencies.*

*In the context of the WHO Health Emergencies Incident Management System (IMS), at the country level, the incumbent will provide technical advice for all WHO strategic categories and related public health programmes.*

1. **Sustainable Development Goal:**  3. Good Health and Well-being

**Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

* Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
* Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
* Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
* Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
* Access to shared host entity corporate knowledge, training and learning; ​
* Inclusion of the volunteer in emergency procedures such as evacuations;
* Leave management;
* DSA for official travel, when applicable​;
* All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

1. **Description of tasks:**

*WHO to edit and update for each assignment as required.*

Within the delegated authority and under the supervision of the [insert function] or his/her designated mandated representative(s), and under the overall guidance of the Incident Manager and Head, the WHO Country Office (WCO), and working closely with counterparts at the respective WHO Regional Office and WHO HQ, the UN Volunteer will:

* Facilitate monitoring, design methodologies, tools, and indicators for monitoring the implementation of projects and operations;
* Evaluate the quality of outputs including the management, coordination, effectiveness and resource mobilization of multisectoral emergency prevention, preparedness, response and recovery action plans and programmes;
* Provide technical support in identifying public health baselines and health specific interventions that are evidence based; synergize the integration and incorporation into related work plans, ensuring compliance with existing reporting requirements;
* Determine the data information elements that are required internally and externally to support the health sector/cluster coordination and decision-making;
* Design standardized methods of capturing and consolidating evidence-based health interventions and document lessons learnt, best practices and trend analyses for promoting accountability, responsiveness and transparency;
* Build and strengthen national capacities for monitoring and evaluation of national health programmes, through conducting needs assessment, defining training needs, develop strategies to achieve targets and facilitate implementation of training activities;
* Assess the impact and effectiveness of responding to health emergencies, evaluate the relationship between emergency programmes and operational structures;
* Identify gaps, recommend capacities required to improve effectiveness; suggest remedial actions to allow greater predictability, accountability, and partnerships;
* Prepare background documents, concept papers, situation analyses, develop monthly technical reports assessing the implementation of related programmes;
* Facilitate the operational planning and reporting of related health emergencies activities;
* Verify results-oriented formulations and brief technical leads on proper submissions and programmatic monitoring, evaluation and reporting.
* Perform any other monitoring and evaluation related duties, as required by the functional supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UNV mandate within their assignment and promote volunteerism through engagement with communities in the course of their work. As such, UN Volunteers should dedicate part of their time to the following suggested activities:

* Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant publications, developing networks with volunteering organisations in the area of health and taking an active part in UNV activities (for example, in events that mark International Volunteer Day and World Health Day);
* Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
* Provide annual and end-of-assignment reports on UN Volunteer actions, results and opportunities;
* Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
* 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 possible.

1. **Results/expected outputs:**

*[WHO to write results/outputs for each assignment. They should not entirely mirror the task description but serve as a basis for workplans and deliverables]*

* As an active WHO team member, efficient, timely, responsive, client-friendly and high-quality support is rendered to WHO and its beneficiaries in the accomplishment of her/his functions, including;
* Local health capacity developed 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.

1. **Qualifications / requirements:**
2. Qualifications, skills, experience:

*WHO to edit and update for each assignment as required.*

Required Degree Level**:** Choose an item.

Required Experience:Insert number of yearsyears

The incumbent must be a dynamic, multifunctional individual, who supports the WHO with professionalism, dedication and client orientation, and who must be willing to work on both programmatic/substantive aspects, and to provide operational/logistical services. The following qualifications are required:

* Master's degree or equivalent in a relevant area, e.g. education, statistics, development economics, community development, social sciences, demography, or similar field from an accredited and recognized academic institution, is required, or:
* A Bachelor’s degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;
* At least 3 years of professional work experience at the national level in the design and implementation of monitoring and evaluation strategies, methodologies and tools, including experience in emergency operations or humanitarian context;
* Prior work experience at the field level, in emergency disaster and health outbreak response or humanitarian, with WHO/UN system, health cluster partners, relevant nongovernmental or humanitarian organizations, is desirable;
* Certified training in monitoring and evaluation, is desirable;
* Experience in developing and promoting collaborative actions with national authorities, is required;
* Prior relevant work experience in WHO/UN system, health cluster partners, relevant nongovernmental or humanitarian organizations, is desirable;
* Strong overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.), and office technology equipment;
* Valid driver’s license [yes/no];
* Proven ability to multitask across various planning and implementation processes within a highly demanding environment;

Functional Knowledge and Skills:

* Demonstrated knowledge of principles, disciplines and techniques to implement monitoring and evaluation strategies;
* Advanced ability to gather, analyse and disseminate information and results-based management systems.

b) Competencies and values:

*WHO to edit and update for each assignment as required.*

**Professionalism:** demonstrated understanding of operations relevant WHO; technical capabilities or knowledge relevant or transferrable to WHO procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;

**Integrity:** demonstrate the values and ethical standards of the UN and WHO in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;

**Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;

**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;

**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 to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;

**Genuine commitment** towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards WHO’s mission and vision, as well as to the UN Core Values.

c) Language skills

Choose an item. spoken and written [language(s)] is required;

Choose an item. [other language(s)] is an advantage;

1. **Living Conditions:**

[Provide brief description of relevant living conditions in duty station – e.g. security situation, access and air travel, climate, cultural awareness such as dress code / alcohol use, cost of living, accommodation options, availability of food/water/electricity, medical facilities, banking facilities, communications infrastructure, etc.

Where applicable, end with encouraging but cautioning statement such as “The (humanitarian) operation in (country X) is unique. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere. Therefore, flexibility and willingness to live/work in harsh and potentially hazardous conditions, are essential.”]

1. **Conditions of Service**

The initial contract is issued upon arrival for the period indicated above. The contract can be extended depending on continuation of mandate, availability of funding, operational necessity and satisfactory performance. However, there is no expectancy of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA), which is composed of a 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 calculated using by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,631. 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 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](http://icsc.un.org/).

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.

**Description of Assignment prepared by the Project Manager/UN Entity:**

[Name, functional title, Host Agency, location, date]

**Description of Assignment approved by UNV Country Office Team/Support Office:**

[Name, functional title, Host Agency, location, date]

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality, age and culture.*