

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NPLR000052--Reporting and M&E Expert

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.

General Information

Country of Assignment	Nepal
Host Institute	International Organization for Migration
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 Months
Duty Station	Kathmandu
Assignment Place	Family Duty Station

Assignment Place Remark

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.

Assignment Details

Assignment Title	Reporting and M&E Expert
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Organizational Context & Project Description

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

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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.

Sustainable Development Goals 3. Good Health and Well-being

UNV Focus Area Securing access to basic social services

Task description

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 reporting and monitoring and evaluation efforts for new and ongoing programmes. Particularly, the UN Volunteer will undertake the following tasks:

Maintain up-to-date knowledge of all projects implemented by IOM Nepal including relevant reporting submission deadlines;

Collect input from Program Managers for the production of high quality program updates, interim and final project reports as per donors and IOM requirements;

Assist in the preparation and assessment of programme implementation strategies in order to measure efficiency, effectiveness and sustainability of ongoing projects, leading towards the suggestion of corrective actions, if needed,

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and development of recommendations to improve quality of deliverables;

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.

Provide high quality editing and formatting for all program related documents;

Carry out relevant research as well as in the preparation of charts, matrixes, data collection and analysis necessary for reporting, internal monitoring and project development purposes;

Support the development, analysis and reporting of M&E data and quality assurance tools.

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 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.

Results/Expected Outputs

Project proposals and reports developed in line with IOM Project Development and Reporting procedures, Mission priorities and donor requirements;

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

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

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with

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(including supervising) national staff or (non-) governmental counter-parts, 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

Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

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

Years of Required Work Experience 24 months

Experience Description

Two years of relevant professional experience

Language Skills

- English (Mandatory) , Level - Fluent

DoA Expertise

- Monitoring and evaluation (Mandatory)

Additional Requirements for Area of Expertise

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Working in Teams

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Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN 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\$ 1,587. 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, kindly enter the link [Calculator](#)

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.

Application Code

NPLR000052-2100

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Application procedure

** Not yet registered in the UNV Talent Pool?*

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

** Already registered in the UNV Talent Pool?*

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

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 *Japan Trust Fund*, you are not eligible to apply. If you are a former *Japan Overseas Cooperation Volunteer* (JICA-JOCV) and eligible to apply for JICA funded UN Volunteer assignments, you are not eligible to apply for this assignment funded by the Government of Japan.

Application deadline: 16th June 2017.

Disclaimer

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 and culture.

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