

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BRAR000561--Monitoring and Evaluation Officer

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	Brazil
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	until 31-12-2022
Expected Starting Date	04-10-2021
Duty Station	Brasilia [BRA]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The assignment will be in Brasília, the Federal capital of Brazil and seat of government of the Federal District.

Brasilia is a family duty station and classified A (hardship). The living conditions in Brasilia are good as well as the access to health services. The accommodation facilities are in general good, and the choice is wide. Rent for small one-bedroom apartments range from 200 USD (unfurnished) to 600 USD (furnished) per month. UN Volunteers are also encouraged to share accommodation.

Brazil is security level 3 (moderate). UNDSS Brazil advises to exercise a high degree of caution in Brazil due to high levels of serious and violent crime, particularly in major cities. Violent crime as muggings, armed robbery, kidnappings, and sexual assault, is very high. Avoid shanty towns (favelas) in the big cities and if you are attacked or robbed, do not resist. Demonstrations can occur at any time and may turn violent with little or no warning. All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment in Brazil. For missions in rural areas or indigenous reservations, special procedures may apply; UN personnel should consult with the local DSS office in advance.

Brasilia is located in the country's centre-western region. It was founded on April 21, 1960, to serve as the new national capital. Brasília

and its metro area were estimated to be Brazil's 3rd most populous city, with 3.039.444 people. Among major Latin American cities, Brasília has the highest GDP per capita.

The city has a unique status in Brazil, as it is an administrative division rather than a legal municipality like other cities in Brazil. Brasília was planned and developed by Lúcio Costa and Oscar Niemeyer in 1956 to move the capital from Rio de Janeiro to a more central location. The landscape architect was Roberto Burle Marx. The city's design is divided into numbered blocks as well as sectors for specified activities, such as the Hotel Sector, the Banking Sector and the Embassy Sector. Brasília was chosen as a UNESCO World Heritage Site due to its modernist architecture and uniquely artistic urban planning.

Although Brasília is used as a synonym for the Federal District through synecdoche, the Federal District is composed of 31 administrative regions, only one of which is the area of the originally planned city, also called Plano Piloto. The rest of the Federal District is considered by IBGE to make up Brasília's metro area.

All three branches of Brazil's federal government are centred in the city: executive, legislative, and judicial. Brasília also hosts 124 foreign embassies.

The city's international airport connects it to all other major Brazilian cities and many international destinations and is the third busiest airport in Brazil. Brasília is the most populous Portuguese-speaking capital city.

The city is located at the top of the Brazilian highlands in the country's centre-western region, at 1,172 m. The Paranoá Lake is a large artificial lake that was built to increase the amount of water available and to maintain the region's humidity.

Brasília has a tropical savanna climate (Aw, according to the Köppen climate classification), with two distinct seasons: a rainy season from October to April and a dry season from May to September. The average temperature is 22°C, rising to over 30°C during the hottest period. The hottest month in Brasilia is September and the coolest month is July.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

Assignment Title Monitoring and Evaluation Officer

Organizational Context & Project Description

The United Nations Children Fund (UNICEF) is present within 9 offices across Brazil. Monitoring and Evaluation is part of the Social Policy and M&E area of UNICEF Brazil, with the Chief Social Policy and Monitoring Evaluation, an M&E Specialist and an M&E Officer based in Brasilia, and three other M&E Officers located in São Paulo (serving the South East Territory), in Manaus (serving the Amazon Territory) and Recife (serving the Semiarid Territory), and two Humanitarian Performance Monitoring consultants based in Brasilia and Boa Vista, to support UNICEF's response to the Venezuelan Migrant Crisis.

UNICEF is implementing its 2017-2021 Country Programme in Brazil. The current programme has important knowledge management, monitoring and evaluation and advocacy components, to which the Monitoring and Evaluation Unit contributes significantly with data and evidence. This assignment will contribute to the M&E function and strengthen its capacity to respond adequately to the needs of UNICEF and the country.

UNICEF is also currently developing the next 2022-2026 Country Programme. M&E plays a crucial role in supporting this process, especially in the evaluation of the current CP, in the development of a situation analysis of children and adolescents and in supporting the design of the next CP results framework.

The UN Volunteer will integrate the Social Policy, Monitoring and Evaluation and South-South Cooperation Team (SPM&E) and will work closely with all Programme Sections, particularly Communication.

Sustainable Development Goals 1. No poverty

Task description

Under the direct supervision of the Monitoring and Evaluation Specialist, and in close collaboration with the SPM&E Team and

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

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Programme Sections, the National UN Volunteer Monitoring and Evaluation Officer will undertake the following tasks:

Support the M&E function in UNICEF Brazil and the implementation of the studies, researches and evaluations planned in the Integrated Monitoring, Evaluation and Research Planning (EISI Plan)

- Support the preparation, consolidation and follow-up of the 2021 and 2022 EISI plan and M&E work plan;
- Support data collection, data analysis and quality assurance for the studies, researches and evaluations planned for 2021 and 2022.
- Provide ad-hoc support to M&E and evidence generation activities planned for 2021 and 2022, including the ones related to the Brazil Country Office's (BCO) responses to the Covid-19 Pandemic and the Venezuelan Migrant Crisis.

Support activities related to Situation Monitoring and Assessment

- Follow national research and databases for the most up-to-date information on the situation of children and adolescents;
- Help prepare Concept Notes, Terms of References, reports, summary briefs and analyses on a range of themes to support the BCO, including related to the Covid-19 and the Venezuelan Migrant Crisis.
- Support data collection, updates, quality control and preparation of briefs for a range of local, regional and international initiatives.

Support activities related to Programme Performance Monitoring

- Support the Deputy Representative, Planning Officer, and SPM&E team in the implementation of mid-year and annual programme reviews;
- Support data collection and consolidation for reporting on M&E outputs and outcomes during mid-year and annual programme reviews;
- Support the implementation of SPM&E's responses to the Covid-19 Pandemic and the Venezuelan Migrant Crisis.

Support the preparation of Country Office Annual Report (COAR)

- Support data collection, quality control, preparation and consolidation of specific chapters of the COAR 2021.

Support the implementation and management response of selected evaluations and studies

- Support the design, implementation and management response of the evaluations undertaken and planned for 2021-2022, including the current Country Programme Evaluation (CPE).

Support the implementation of UNICEF's equity approach

- Support data collection, analysis and quality assurance of selected initiatives that promote UNICEF's equity approach, including in the finalization of the current editions of the UNICEF Seal and the Platform of Urban Centres (PCU) initiatives.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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

- Quality material and knowledge products for internal and external audiences produced in a timely fashion;
- Improved data and information management and sharing within the organization and with partners;
- Adequate support provided to SPM&E SSC team and other programme sections as required;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (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 Bachelor degree or equivalent

Education - Additional Comments

Bachelor's Degree in relevant fields, such as Social Sciences, International Relations, Public Policy and Administration, Sociology or Political Science. A Master's degree would be considered an asset.

Required experience 24 months

Experience Remark

- Two years practical professional (preferably with international work experience) in monitoring and evaluation, statistics and/or data management.
- Experience in international development organizations, a human rights organization, or a national development organization (including public sector organizations).
- Experience in data and information management, including systems such as Excel and statistical and graphics packages (RStudio, SPSS or Stata, Power BI and/or Tableau Knowledge would be an asset).
- Experience working with microdata from the population Census, School Census and PNADs and GIS softwares, such as ArcGIS and QGIS would be an asset.

Language

- Portuguese (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent
- AND - Spanish (Optional) , Level - Working Knowledge

Area of Expertise

- Monitoring and evaluation Mandatory
- Statistics Optional
- Database design, administration and maintenance Optional

Area of Expertise Requirement

Experience/ expertise in statistics is optional but would be a considerable asset.

Specific Technical Knowledge Required

- Experience in data and information management, including systems such as Excel and statistical and graphics packages (RStudio, SPSS or Stata, Power BI and/or Tableau Knowledge would be an asset).
- Experience working with microdata from the population Census, School Census and PNADs and GIS softwares, such as ArcGIS and QGIS would be an asset.
- Solid knowledge of international development and humanitarian issues, including aid policies of major donors particularly those pertinent to UNICEF in Brazil;
- Solid knowledge of human rights and results-based programming.

Common Technical Knowledge Required

General knowledge of:

- Computer systems, including internet navigation and office applications;
- United Nations or other international organizations; good understanding of world affairs, current events and international development issues;
- Global human rights issues, specifically relating to children and women, and current UNICEF position and approaches;

- UNICEF goals, visions, positions, policies, guidelines and strategies;
- UN Sustainable Development Goals (SDGs), specially the SGDs for children.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

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

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions,

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and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics).

Application Code

BRAR000561-10605

Application procedure

* Not yet registered in the UNV Talent Pool?

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?

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 is a national UN Volunteer assignment, therefore only nationals of Brazil and legal residents in Brazil with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don't forget to tick the yes box for: "I am interested in serving as a volunteer in my own country."

Application deadline: 26 October 2021, 23:59 Germany time

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/QJBUjAwMDU2MQ==>

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.