

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LAOR000609--Monitoring and Evaluation Specialist

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	Lao People's Democratic Rep
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	6 months
Expected Starting Date	01-11-2021
Duty Station	Vientiane [LAO]
Assignment Place	Family Duty Station

Assignment Place Remark

The International UN Specialist Volunteer in Laos receives approximately USD 2,250.52 as Monthly Living Allowance (single rate).

Family Allowance may be eligible for the primary family unit (recognized dependents).

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

<https://www.unv.org/become-volunteer/volunteer-your-country>

<https://vmam.unv.org/calculator/entitlements>

Living Conditions

The position will be based in the capital, Vientiane. Living conditions in Vientiane are comfortable but residents must make concessions due to the tropical climate and under-developed infrastructure, including health facilities.

Vientiane is a relatively safe place to live in, with violent crime incidents very rare. However, single females should be vigilant if moving alone during the dark and it is best advised to move in groups.

The biggest hazards relate to traffic accidents, hence utmost care should be exerted when in traffic, especially when riding a motorbike. Volunteers must have a motorbike licence to ride a motorbike in Lao PDR. Medical services are limited in Vientiane and even weaker in the provinces. Given the closure of borders and difficulty of international travel makes treatment for trauma and in cases of emergencies complicated.

The Vientiane entertainment scene is still quiet and in order to avoid feeling lonely the person should be proactive in forming friendships, and hence should be ready to make the best of e.g. the UNV Buddy Programme.

There is a wide range of housing options in Vientiane located within easy reach of the UNDP office. Houses or apartments are usually of good standards. All basic commodities can be bought in Vientiane and its immediate vicinity.

The UNV Office in Laos will assist the UNV in finding adequate accommodation. House shares with 3-4 people are most common but single apartments are also available.

Vientiane's city centre is full of restaurants, shops, bars and internet cafes which many line up along the Mekong river.

Laos is a former French colony but is looking towards modernism despite its huge historical and cultural legacy.

Surrounded by China and Thailand, Laos has managed to establish a business-friendly environment over the years. It thus attracts foreign investment and provides many professional opportunities to expatriates.

Lao people are friendly and show tolerance and an open-minded approach to visitors in their country; but their culture and values should always be respected.

Lao is a unique and mysterious country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as some commitments to make life comfortable and affordable. Therefore, flexibility and the ability and will to adapt is necessary to live in a lovely yet developing country.

Assignment Details

Assignment Title

Monitoring and Evaluation Specialist

Organizational Context & Project Description

UNDP Lao PDR works toward localisation of the Sustainable Development Goals (SDGs), implementation of the 9th National Socio-Economic Development Plan and, more broadly, Lao PDR's graduation from the Least Developed Country (LDC) status.

The UNDP's UXO Programme Document "Moving towards achieving SDG 18- Removing the UXO obstacle to development in Lao PDR project (2017-21)" focuses on providing the programmatic and technical support necessary for the national institutions within the UXO sector (NRA and UXO Lao). The new UNDP UXO programme, which will start in January 2022, will take into consideration the results of the UXO final programme evaluation, together with the directions set out in the 9th National Socio-Economic Development Plan (NSED 2021-25), Safe Path Forward III (next 10-year UXO Sector Strategic Plan 2021-30), SDG 18 targets and indicators, as well as the new UNDP CPD 2022-26.

The key outcomes of this programme includes support to achieving several Sustainable Development Goals, including enhanced support to livelihoods activities for affected populations, improved efficiency of clearance operations; significant progress in the effort to establish a national baseline of UXO contamination; improved transparency in results reporting, improved transparency in financial reporting; improved coordination of sector activities through enhanced management of information; updated National Standards and appropriate policy frameworks; progress against the obligations of the Convention on Cluster Munitions, the articulation of a sustainability strategy for the sector; improved capacity for monitoring and evaluating the sector's development outcomes; and improved policy for support to UXO survivors.

These cross-cutting outcomes support SDG1: No Poverty, SDG 5: Gender Equality, SDG 8: Decent Work and Economic Growth, SDG 10: Reduced Inequalities, SDG 16: Peace, Justice and Strong Institutions, and Lao PDR's national SDG 18: Lives Safe from UXO.

The project is aligned with the Government of Lao's National Socio-Economic Development Plan, a ten-year national UXO sector strategy (Safe Path Forward III, 2021-2030) as well as national gender equality strategies and relevant international conventions, and norms. It will contribute to progress towards achieving the national Sustainable Development Goal 18.

Task description

Under the direct supervision of Head of UXO Unit, the UN Volunteer will undertake the following tasks:

1. Support the development of the M&E results framework to formulate the UXO Project Document 2022-26
 - The UN volunteer will work closely with UNDP CO staff, government counterparts, and technical advisors/consultants in UNDP to formulate the UXO Project Document.
 - The M&E results framework will need to be aligned with the results framework of new 10-year national UXO strategy - SPF III (2021-30), SDGs, UNPF 2022-26, UNDP Country Programme Document (CPD) 2022-26, findings from the Capacity Needs Assessment of NRA, and recommendations and lessons learnt from the Mid-Term Evaluation and Final Evaluation of the current Project (2017-21).
2. Support the development of Monitoring & Evaluation functions at UXO Sector level, through the capacity building support to the National Regulatory Authority for the UXO/Mine Action Sector in Lao PDR (NRA).
 1. In 2022, with the support of UNDP, the NRA Office is planning to create and develop a new Monitoring & Evaluation Unit, to benefit all operators / operations of the UXO Sector. The UN Volunteer will support UNDP and national counterparts in developing the unit's systems and procedures.
3. Support the review of the Lao National Unexploded Ordnance Programme (UXO Lao) Operational plans and the operational records in the national database (Information Management System for Mine Action = IMSMA).
 1. The UN volunteer will support this in-depth joint review of the UXO Lao Operational Work Plans (Survey & Clearance tasks). S/he will also support the review within UXO Lao Vientiane of the operational records in IMSMA of UNDP-funded operations, before UXO Lao Vientiane transfers the data to the NRA National Database. This will include the desk review of all supporting documents, in preparation of the field monitoring missions, and to report after the field monitoring missions.
4. Support the joint field monitoring missions among UNDP / NRA / UXO Lao.
 1. The UN volunteer will be required to undertake missions to project sites as required and approved by the UNDP Country Office. Regular field monitoring of UXO operators would assist the NRA & UXO Lao to:
 1. Reinforce good working relationships and mutual understanding between UXO operators, provincial NRA offices and local authorities;
 2. Support in the assessment of the compliance of UXO operators with the activities and approaches outlined in the project documents and operational work plans;
 3. Collect valuable local context information and feedback about the effects of implementation of the NRA's official policies and technical guidelines, and how NRA policies interact with those of other Government of Lao PDR sectors;
 4. Support the assessment of the satisfaction of local authorities and individual landowners with the UXO sector's contribution to rural development and community health and safety;
 5. Gather information (task work plans and reports, photographs and testimony from UXO operator staff, local authorities and/or landowners) to produce case studies for use in internal and external reports and presentations.

The UNV will also support the preparation of improved plans and develop project proposals in the future, based on practical information gathered during field monitoring missions.

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

- Support in the development of NRA Monitoring & Evaluation Unit;

- Support in conducting the capacity needs assessment of the National UXO Training Centre and the development of residual national capacity building;
 - Review UXO Lao Operational Work Plans, and reviewed operational records in the database (for UNDP-funded operations);
 - Contribute to the joint field monitoring missions and its reports;
 - 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);
- 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 dur-ing 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

Bachelor's degree with 4+ year of professional experience will be accepted in lieu of the Master's degree.

Required experience 36 months

Experience Remark

Monitoring and Evaluation (M&E)

Language

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

Area of Expertise

- Monitoring and evaluation Mandatory
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Monitoring and Evaluation (M&E)

Need Driving Licence Yes

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity

- Empowering Others
- Ethics and Values
- Knowledge Sharing
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

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We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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\$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

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 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;

- 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 LAOR000609-10610

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.

Application deadline: 28 September 2021

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

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.