

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBRR000197--Monitoring & 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	Liberia
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Monrovia [LBR]
Assignment Place	Non-Family Duty station

Assignment Place Remark

UNDP is supporting democratic institutions and processes to nurture and sustain democracy and Liberia's hard-won peace. As a key partner in electoral support, UNDP is providing technical and financial support to the National Elections Commission (NEC), to carry out its constitutional mandate of conducting a regular, transparent, inclusive, and credible election. Since the first post-war elections (2005) were held, the need for continuous support for national institutional strengthening and human capacity development became a national priority. Since then, UNDP has worked with national counterparts and international development partners to support institutional and technical capacity-building programs for the NEC, through the establishment of consecutive electoral cycle support projects beginning with the first cycle from 2010.

In continuation of this support, in September 2020, the third electoral cycle support project, the Liberia Electoral Support Project (LESP) was launched. The project runs from September 2020 to July 2024. LESP is managed by UNDP with the overall objective of supporting the NEC carry out its mandate of conducting credible and inclusive elections. The Project also seeks to strengthen electoral institutions and processes towards the full realization of the Sustainable Development Goal (SDG)16 – Strong, peaceful, and just institutions.

General Elections will be held in 2023. Four by-elections are also expected to be conducted in November 2021. The project is

supporting NEC in preparations for the conduct of these elections, with a focus on strengthening the inclusion and transparency of the electoral process. Key activities include support to NEC public affairs or communication, comprehensive civic and voter education, support to gender and the inclusion of minority groups including people living with disabilities, capacity strengthening of electoral stakeholders, support to early warning and prevention of electoral violence and violence against women in elections, support to election security, etc. The Project is implemented jointly with the NEC in collaboration with development partners in Liberia, government institutions, and stakeholders including the Legislature, Judiciary, and Executive branches of the Government; Law Reform Commission and the Peace Building Office (PBO), Civil Society Organizations (CSOs), and political parties. Monitoring and evaluation (M&E) are fundamental to ensuring that the project implementation remains on track towards attaining results and objectives set out in the LESP Project document.

UNDP is therefore seeking a qualified Monitoring and Evaluation (M&E) officer (National UNV), to manage LESP's monitoring and evaluation processes, as well as to support NEC's M&E.

Living Conditions

Liberia has been relatively peaceful since the pull-out of the United Nations Peacekeeping mission (UNMIL). In 2017, a major political transition took place transferring political power from one elected government to another. The Economy however is not doing well as the cost of living remains high. Inflation is also relatively high with exchange rate of 1 US dollar to 170 Liberian dollars. At this time of the year, the country is experiencing more rainfall. Food is available on the local markets and in supermarkets located in Monrovia and its environs. There are medical facilities- public and private ownership. Various banks operate mainly in Monrovia. Communication infrastructure is available with mainly two leading providers of communication in internet services. There is an uninterrupted service in Monrovia and the county capital; interruption or poor networks are experienced in some remote communities and areas outside of these cities. Liberia is unique for its hospitality and open culture that accommodates all that comes within its border. The Country provides for an interesting and peaceful environment, but also requires a mature level of Security awareness especially with cases of street robbery and other incidents of theft.

Assignment Details

Assignment Title Monitoring & Evaluation Officer

Organizational Context & Project Description

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in some 170 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners. UNDP has been working in Liberia since 1977 in peace and in crisis times. UNDP is committed to helping Liberia achieve the Sustainable Development Goals (SDGs) as well as the country's national development priorities set out in the National Vision 2030.

Our work in democratic governance promotes the maintenance of rule of law, access to justice, improving the efficiency and accountability of the public sector and minimizing corrupt practices. UNDP supports a more accountable and efficient government, together with a public sector that delivers quality services while advocating for reforms and institutional capacity development in Liberia.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

The Monitoring and Evaluation Officer will have the following duties and responsibilities:

- Develop the project M&E system and evaluation procedures
- Develop Project M&E plan and provide periodic progress report against targets
- Monitor all project activities, expenditures, and progress towards achieving the project output and provide regular updates for CTA/management decisions
- Regularly collect data and provide input into monthly, quarterly, and annual progress reports on all project activities

- Work closely with the NEC M&E section to support implementing NEC M&E programs and activities (including advice and ideas to strengthen NEC M&E system)
- Develop appropriate training package in consultation with NEC M&E section, for staff capacity development
- Prepare field monitoring reports and help and disseminate same for inputs
- Work with NEC and the Project to prepare M&E tools for activities implemented with LESP funding, support evaluation of the data, and M&E reporting
- Conduct capacity assessment on existing monitoring and evaluation system for both, LESP and the NEC; develop indicators and a monitoring strategy for the project
- Prepare annual LESP monitoring plan
- Provide regular updates on the project result framework
- Suggest strategies for improving the LESP's efficiency and effectiveness by identifying challenges to implementing project activities and developing plans to minimize or eliminate such challenges
- Participate in annual project reviews and planning workshops and assist the CTA/Project Manager in preparing relevant reports
- Work with various sections of NEC to prepare, analyze and report on workshop pre and post-test as well as overall evaluation Perform any other M&E task as may be assigned by the CTA in support of LESP and the NEC

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

Project M&E framework developed

- Project M&E Plan developed
 - Field monitoring reports available to inform management decisions
 - Training completion reports prepared
 - Data collected and input provided into LESP monthly, quarterly, and annual progress reports
 - Quarterly track results progress report drafted
 - Lessons learned and best practices captured regularly
 - Annual quality assurance report completed
 - TOR for mid-term and terminal-evaluation timely prepared
 - Assessment of the NEC M&E system conducted, and advice provided on improvement
 - Pre- and post-tests and evaluation forms ready for every workshop, training, or seminar, data analyzed, and M&E report submitted
- 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

- Background and/or education in M&E, data analysis, risk assessment, project management/coordination or related field is required
- Knowledge of M&E software, programs, and products will be a significant advantage

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- Good overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/ internet; familiarity with database management; and office technology equipment.

Required experience

36 months

Experience Remark

- Good overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/ internet; familiarity with database management; and office technology equipment
- Experience in development of M&E systems will be an asset
- Knowledge of M&E software, programs, and products will be a significant advantage
- Experience with M&E in previous governance projects will be an asset
- Excellent oral and written skills; excellent drafting, formulation, reporting skills
- Detail orientation and diligent work ethics is a must and will be tested during the selection process.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Monitoring and evaluation Mandatory
- Development programme/project administration Mandatory
- Election support activities Optional

Area of Expertise Requirement

- Background and/or education in M&E, data analysis, risk assessment, project management / coordination or related field is required
- Good overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/ internet; familiarity with database management; and office technology equipment
- Excellent oral and written skills; excellent drafting, formulation, reporting skills
- Detail orientation and diligent work ethics is a must and will be tested during the selection

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Communication
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

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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, 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

LBRR000197-10658

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 Liberia and legal residents in Liberia 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: 26-09-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TEJSUjAwMDE5Nw==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed

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to achieving diversity in terms of gender, nationality and culture.

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