

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000162--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	Myanmar
Host Institute	United Nations Capital Development Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-09-2021
Duty Station	Yangoon [MMR]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyidaw and its largest city is Yangon.

The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. The months of March, April, and May the weather in Myanmar can be very hot and humid, especially around the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the hot temperatures, there are areas that can be quite pleasant. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude.

Yangon is the busiest and most populous city in Myanmar. Yangon served as the capital of Myanmar until 2006, when the military

government relocated the capital to the purpose-built city of Nay Pyi Taw in central Myanmar. With over 7 million people, Yangon is Myanmar's largest city and its most important commercial centre. Yangon boasts of all modern amenities, malls, hotels, cafes and a well-served international/domestic airport.

Political situation is currently unstable after the Myanmar military's 1st February coup and Myanmar's future is uncertain. Some townships across Yangon and the country were imposed martial law.

The public healthcare system in Myanmar has deteriorated since the military takeover, with many hospital workers participating in the national strike called the Civil Disobedience Movement. However, the UN clinic where UN staff can turn for health issues remains open. There are many internationally qualified doctors working in Yangon, but in case of hospitalization, it is advisable to go to Singapore or Bangkok. As a result of the recent Military coup, the banking sector is not operating with its full capacity due to banking staff participating in the national strike referred to as the Civil Disobedience Movement.

The security situation in Myanmar is currently volatile and unpredictable. Acts of violence by both parties of the conflict can occur anywhere, anytime and a further deterioration of the security situation is possible. Although the supplies have been limited and pricey, the situation is changing rapidly and a wider range of accommodation options are becoming available. There are some private real estate agents with Websites. There are also real estate agents who have been helping UN staff to find housing.

Assignment Details

Assignment Title

Monitoring & Evaluation Officer

Organizational Context & Project Description

The United Nations Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. UNCDF's financing models work through two channels: financial inclusion that expands the opportunities for individuals, households and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives; and by showing how localized investments — through fiscal decentralization, innovative municipal finance and structured project finance — can drive public and private funding that underpins local economic expansion and sustainable development. By strengthening how finance works for poor people at the household, small enterprise and local infrastructure levels, UNCDF contributes to the Sustainable Development Goals (SDGs), particularly Goal 1 on eradicating poverty and Goal 17 on the means of implementation. UNCDF also contributes to other SDGs by identifying those market segments where innovative financing models can have transformational impact in helping to reach the last mile and address exclusion and inequalities of access. To achieve these goals, UNCDF is providing financial support and technical expertise to the public and the private sector. It provides capital financing – in the form of grants, soft loans and credit enhancement products – and the technical expertise to unleash sustainable financing at the local level.

Currently UNCDF in Myanmar is implementing the Expanding Financial Access (EFA) project which aims to strengthen Myanmar's financial sector and support the implementation of the Financial Inclusion Roadmap, particularly in institutional building and addressing critical market barriers.

A core component of EFA is the Market Development Facility (MDF), a lending facility that aims to strengthen undercapitalized Microfinance Institutions (MFIs) and small-scale enterprises operating in the country. Currently, MDF targets MFIs with high potential of growth and rural expansion, strengthening their capacity by providing loans, loan guarantees, and technical support to facilitate financial service expansion to marginalized areas.

Gender issues are of key importance to UNCDF which is demonstrated in the Women's Economic and Financial Inclusion Project (WEFIP), which is focused on conflict-affected areas of Myanmar, aims to increase women and girls' awareness of, access to, and use of agency over appropriate financial products and services responsibly provided by diverse and sustainable service providers in a well-regulated environment. Moreover, ensuring that women entrepreneurs and women-led enterprises have equal opportunity to access various financial services and sources to be successful. Additionally, UNCDF provides risk capital to the private sector to test and develop innovations that address financial needs of women and their businesses, offering women-targeted pro-rural and pro-poor services and increasing female financial literacy.

Due to the recent COVID-19 pandemic, micro, small and medium enterprises (MSMEs) across the formal and informal sectors, contributing more than 90 percent of economic activities and employment in Myanmar, have faced sudden concurrent demand and

supply related shocks. The scale and severity of the COVID-19 shock has been significantly compounded due to the pre-existing structural weaknesses in Myanmar's financial sector. Research has shown that that women-owned/led businesses were more severely impacted than any other type of business. This is on top of pre-existing gender gaps and structural barriers related to entry and growth of women-owned/led businesses in Myanmar.

In response, UNCDF along with UNDP and UN Women, is implementing an MPTF-funded project, titled Building Resilient and Gender Transformative Enterprises. The project focuses on three sectors: (i) government, (ii) enterprises and private sector, (iii) and the financial sector. On the government and regulatory side, the project aims to strengthen capacity to include gender and women-owned enterprises in its socio-economic response to COVID-19 reforms. Secondly, the project aims to strengthen the entrepreneurship ecosystem in Myanmar and strengthen capacity to effectively support women. In doing so, the project will support 50 women-owned/led enterprises through an accelerator program that will help build capacity and skills. Through the accelerator program, enterprises will also undergo various trainings and workshops to develop ideas and plans for digital transformation and accelerators will receive technical assistance to address gender inclusion. Moreover, the project will provide linkages to the private and financial sector (e.g., banks, investors, etc.) to generate increased access to finance.

Sustainable Development Goals

8. Decent work and Economy Growth

Task description

Under the direct supervision of the Country Technical Lead and National Programme Officer, the National UN Volunteer will carry out the following tasks:

Summary of Key Functions

- **Coordination and planning of project outputs and results**
- **Monitoring project performance**
- **Capacity building and knowledge sharing**
- **Support resources mobilization and projects formulation**

Coordination and planning of project outputs and results:

- Together with the project team, plan, prioritize and sequence the implementation of project activities ensuring that the activities result in tangible outputs and outcomes
- Coordinate progress of project activities and outputs within the project to ensure synergies

Develop and implement monitoring and evaluation plans in coordination with other relevant project staff

Monitoring project performance:

- Design and implement a monitoring mechanism to monitor and ensure the timely implementation of all activities of the project including development of performance indicators and success criteria
- Support liaising with all relevant partners to determine the effectiveness of the activities and outputs of the project, including compiling data on progress towards milestones or program indicators for UNCDF as well as project donors
- Keep and update risks and issues log and inform the team about risks and issues arising within or outside the project that are relevant to any of the project activities

Support in the planning and execution of project monitoring visits, project surveys, data collection and results chain mapping

Capacity building and knowledge sharing:

- Contribute to building the capacity of other team members to ensure proper monitoring and evaluation of the project
- Prepare presentations and briefings including performance monitoring charts and tables on all the results achieved by the project
- **Ensure that the results achieved by the project are well disseminated and gain visibility**

Support/lead in the preparation of monthly/quarterly/annual reports relate to project outcomes, lessons learned and results

Support resources mobilization and projects formulation:

- Based on the results achieved by the project, assist in analyzing information on donors, preparing briefs on possible areas of cooperation, identifying new funding opportunities
- Support the formulation of new projects, including desk research, documentation, drafting concept notes and project documents including results chain and logic models building on the results achieved by the project

Support in creating and maintaining partnerships with other UN agencies, government institutions, bilateral and multilateral donors, private sector, civil society and informing them of the results achieved by the project

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

- As an active UNCDF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNCDF and its beneficiaries in the accomplishment of her/his functions, including:

[Results/Outputs can be modified as appropriate; should not entirely mirror the task description but serve as a basis for workplan and deliverables]

- Quarterly reports on the existing and upcoming grantees, including business model analysis, partner capability analysis and grant impact analysis; quarterly reports and business model analysis
 - Reports and PPTs for the Investment Committee and Board; 2 Board meetings and 1 Investment Committee meeting documents preparation deliverables
 - Milestone reports for the existing and upcoming grantees projects.
 - Overview documents of all applicants, containing all applicant and project details reports submitted to the upcoming Innovation Fund round and future rounds;
 - Compilation notes of the applicant's business model with PPT slides preparation
 - Mentorship and technical assistance sessions for grantees are designed and conducted based on their technical and regulatory needs for implementation;
 - Blogs, articles, papers and other publications are developed and edited to inform readers of the Innovation Fund initiatives, business models and lessons for the market;
 - Documentation of information related to all current and ongoing investments.
- 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 Master degree or equivalent

Education - Additional Comments

Education - Additional Comments: Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field.

Required experience 36 months

Experience Remark

- Minimum 3 years of experience in M&E
- At least 3 years of relevant experience at the national or international level in the financial sector, including providing management advisory services including projects/ programmes management and support, hands-on experience in design,

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monitoring and evaluation of development projects

- Working knowledge of financial inclusion and women economic empowerment
- Monitoring & Evaluation and reporting experience is a must;
- Knowledge and experience in M&E preferably adopting DCED standards and CGAP guidelines
- Experience in capacity development and knowledge transfer;
- Project implementation experience with the UN system is an asset;

Experience in the usage of computers and office software packages (MS Word, Excel, etc

Language

- English (Mandatory) , Level - Fluent
- AND - Burmese (Mandatory) , Level - Fluent

Area of Expertise

- Macroeconomics and public finance Optional
- Monitoring and evaluation Mandatory
- Other finance, economics and administration related experience Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

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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;

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- 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 MMRR000162-10557

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>.

Link to follow for - Registration steps

Important:

1. After creating your account, complete all sections of your profile including contact details and two references and submit it.
2. Incomplete profiles shall not be considered.
3. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink.
4. 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.

Post is for National UN Volunteer assignments ONLY.

Therefore, only nationals of above-mentioned Country and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

For further details, please click on the link below.

Application deadline: 19-09-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TU1SUjAwMDE2Mg==>

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.