

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### SDNR000447--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

<b>Country of Assignment</b>	Sudan
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Gedaref [SDN]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

#### Living Conditions

The UNV will be based in Gedarif.

## Assignment Details

<b>Assignment Title</b>	Monitoring and Evaluation Officer
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#### Organizational Context & Project Description

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

The UNV is located in Sudan Country Office. Under the overall supervision of the Head, Management Support Unit and M&E Specialist and direct supervision of the M&E Analyst. The UNV will provide support in strengthening the Country Programme delivery in the context of results base management and effective monitoring and evaluation. The UNV will assist the with the development and revision of log frames and risk and issues logs; development and implementation of M&E plans and mechanism

The M&E officer works in close collaboration with the Operations and Programme staff in the main office and the field level. He/She will work closely with relevant counterparts and other partner UN Agencies.

## Sustainable Development Goals

17. Partnerships For the Goals

### Task description

Under the overall supervision of the UNFPA Representative and direct supervision of the Monitoring and Evaluation Analyst, the UNV is expected to perform the following duties:

- Ø Ensure results-based monitoring is applied to the covid-19 Emergency Reponses Project through sound methodologies, tools and procedures in the context of the Project Monitoring and Evaluation Plan;
- Ø Develop state Monitoring and Evaluation Calendar and conduct regular monitoring visits to the sites (facilities, institutions, beneficiaries) of covid-19 Emergency Reponses Project, document these visits using standard template and follow up on actions with responsible partners both at state and Khartoum levels;
- Ø Provide the Country Office with quality monthly update on implementation and progress of the covid-19 Emergency Reponses Project for development of consolidated quarterly reports for submission to the Project Management Unit for decision making;
- Ø Provide the Country Office with quality inputs for conduct of the routine reviews and meetings of the project management, steering committee and stakeholders of the covid-19 Emergency Reponses Project;
- Ø In close collaboration with the program field staff, provide technical assistance to the project's implementing partners in monitoring and technical and financial reporting;
- Ø Contribute to monitoring, assessments and reviews carried out by UNFPA and partners in the state
- Ø Contribute to implementation of the overall state M&E plan, including collecting different project data to update the UNFPA Information Management System;
- Ø Contribute to promoting knowledge sharing, continuous learning, testing and documenting innovation strategies, approaches, lessons learning and best practices.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self- reports on UN Volunteer actions, results and opportunities.
- 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.

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

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- As an active UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including
- 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
- 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 degree in medicine, public health, pharmacy, statistics, economics or other social sciences.

**Required experience** 24 months

### Experience Remark

At least 2 years of experience with programs implementation, monitoring and evaluation or information management systems.

### Language

- English (Mandatory) , Level - Working Knowledge
- AND - Arabic (Mandatory) , Level - Working Knowledge

### Area of Expertise

- Monitoring and evaluation Mandatory
- Development programme management Mandatory

### Area of Expertise Requirement

- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, Power Point, etc.); email/internet; familiarity with database management; and office technology equipment;
- Good knowledge of English language – speaking and writing.
- Initiative, sound judgment and ability to work in teams and ability to work effectively in a multicultural team
- *Self-motivated, ability to work with tight deadlines ;*
- Ø Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results:
  - Participation in the trainings for the operations/ projects staff on fund management, work plan management, M&E, etc.
  - Contributions to knowledge networks and communities of practice.
- Ø Miscellaneous
  - Administrative support to organization of conferences, workshops, retreats
  - Carries out any other duties assigned by the supervisor.

**Need Driving Licence** No

### Competencies & Values

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- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Working in Teams

## Conditions of Service and other information

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### 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, 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

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(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**

SDNR000447-10180

#### **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 is a national UN Volunteer assignment, therefore only nationals of Sudan and legal residents in Sudan with the status of refugee or

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with the status of being stateless are eligible to apply.

**Application deadline:** 09-08-2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDQ0Nw==>

**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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