

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### SDNR000449--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>	International 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>	Khartoum [SDN]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

#### Living Conditions

Khartoum, Sudan is considered a family duty station.

Sudan is a unique country and UNFPA's emergency program is a unique operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. The position will require extensive travelling depending on arising humanitarian needs. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

## Assignment Details

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A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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

**Organizational Context & Project Description**

The UNV is located in Sudan Country Office. Under the overall guidance of the Head of the Management Support Unit and direct supervision of the M&E Analyst, the international UNV contributes to strengthening UNFPA's data systems and capacities for improved M&E and effective project management. More specifically the incumbent is expected to ensure that information required to independently monitor the Sudan Federal Ministry of Health's covid-19 Emergency Response Project is collected, processed, analyzed and reported for internal and external communication.

The UNV shall work in close collaboration with the Sexual and Reproductive Health Programme staff both in Khartoum and the field to ensure consistent service delivery in line with standard rules and practices.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

Under the overall guidance of the head of the Management Support Unit and direct supervision of the M&E Analyst, the UNV is expected to perform the following duties pertaining to the covid-19 Emergency Response Project implemented by the Sudan Federal Ministry of Health, and independently monitored by UNFPA:

- Ø Lead the development of the project Monitoring and Evaluation Calendar for field/site visits covering facilities, institutions and beneficiaries of the covid-19 Emergency Response Project;
- Ø Provide guidance and support to the project's national UNVs/M&E to conduct quality project monitoring and reporting;
- Ø Ensure that the monitoring activities are well documented using standard template and procedures and shared with responsible partners at Khartoum and state levels for follow up on actions;
- Ø Contribute to development of results-based monitoring tools and procedures in the context of the Project Monitoring and Evaluation Plan;
- Ø Provide the Country Office with quality monthly update on implementation and progress of the covid-19 Emergency Responses Project for development of quarterly reports for submission to the Project Management Unit for decision making;
- Ø Collect inputs from the focus states - through the national UNVs and partners - on implementation, do quality check and contribute to the development of annual progress reports to stakeholders and donors;
- Ø Analyze and assess how findings of monitoring, reviews, assessments and other studies related to the project are analyzed, disseminated and taken into account in ongoing project planning and management;
- Ø Promote knowledge sharing and continuous learning, and documenting innovation strategies, approaches, lessons learned and best practices arising from the project implementation;
- Ø Ensure that requirements including impartiality and conflict of interest of team members are complied with. Ensure accurate documentation of any actual or perceived conflict of interest.

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

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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 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.
- A Monitoring and Evaluation plan for the covid-19 Emergency Response Project implemented by the Sudan Federal Ministry of Health, with detailed tasks, roles and responsibilities of team members accountable, as well as clear timelines.
- Quarterly reports on progress, including accurate and impartial documentation of monitoring activities.
- 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

University 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 monitoring of health programs.

### Language

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

### Area of Expertise

- Monitoring and evaluation Mandatory
- Development programme management Mandatory
- Healthcare administration 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. Arabic desirable.
- 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**

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- 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 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.

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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.

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**

SDNR000449-10150

**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.

Application deadline: 05 August 2021

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDQ0OQ==>**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.*