

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000448--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	Thailand
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Bangkok [THA]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Bangkok allowed basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, eg: rice, meat, vegetables, fruit, cooking oil, salt, etc.

Many imported goods are available in Bangkok and other places throughout Thailand. Bangkok has many good restaurants with good health standards and most guesthouses provide food. In Thailand the most used means of transportation are taxi, metro or local bus. Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Thailand and Western cards can usually be used to withdraw Thai Baht.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

Assignment Title

Evaluation Officer

Organizational Context & Project Description

Regional Office (EAPRO^[1]) in Bangkok, which serves as the lead of the evaluation function in the region. The section is responsible for development of the regional evaluation strategy, action plans, priorities, and quality assurance processes of a wide range of evaluations taking place each year. The head of the section is the Regional Advisor Evaluation (RA-Ev). The EAPRO evaluation section focuses on the promotion of an enabling environment for evaluations and providing timely access to evaluation information for decision making. It commissions independent regional evaluations, usually conducted in collaboration with external consultants, and undertakes evaluation capacity development within the region.

The EAP region has five Multi-country Evaluation Specialists (MCES), and each of these are responsible for supporting evaluations in three countries. The Evaluation Officer will have regular interactions with the MCES team and support them in specific evaluation tasks as assigned by the RA-Ev.

Under the direction of the Regional Advisor Evaluation, the post provides support to the evaluation portfolio as it relates to EAPRO's regional evaluation strategy and its associated Annual Workplan. The UNV Evaluation Officer will also support efforts to disseminate findings, conclusions and recommendations from evaluations undertaken in the region to internal UNICEF staff and external partners. For further information on the EAPRO and its initiatives, please refer to following link:

<https://www.unicef.org/eap/>

[1] UNICEF EAP works in Cambodia, China, DPRK, Indonesia, Laos, Malaysia, Mongolia, Myanmar, Papua New Guinea, Philippines, Thailand, Timor Leste, Viet Nam, and fourteen island states and territories in the Pacific.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of the Regional Advisor Evaluation (RA-Ev) or his/her designated mandated representative(s), the UNV Evaluation Officer will carry out the following duties:

1. Support the RA-Ev (and / or MCES) on major evaluations and related evaluative work

- Gather key background documents for use in the scoping and execution of evaluations
- Support the process for the development of evaluation terms of reference, which includes managing and/or guide consultants in delineating the scope of the evaluation and engaging in consultations with evaluation stakeholders
- Participate in procurement and recruitment of the evaluation team, which includes reviewing of proposals submitted by preparing tabulation of applicants background, skills and experience that will feed into the selection process;
- Collect and present relevant information for all phases of the evaluation in a concise and digestible format for use by consultants
- Examine interim products and drafts report; consolidate comments by all reviewers for transmission to the consultants
- Support evaluation report editing and formatting for publication
- Knowledge management (KM): help develop the electronic repository of evaluation-related publications (UNICEF uses SharePoint for its KM), reports and data sets for use in the evaluation and maintain until project finalization
- Provide quality professional support to ongoing EAPRO Evaluation section activities, including background research and scoping for upcoming evaluations.

2. Provide support in the management of ad-hoc evaluative work as stipulated in the Regional work plan:

- To provide quality support to drafting concept notes, dissemination of reports, including contributing to scanning of recent articles and publications to keep abreast of new approaches in evaluation and partnership for evaluation
- Gathering research evidence, and other inputs to support evaluations, including design and support to colleagues in online polling, surveying, and rapid data collection

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- Support methodology related work in the evaluation section of EAPRO
- Promote the evaluation function in the region
- Undertake other tasks as assigned by the supervisor.

3. Provide support to systems development and maintenance of performance data and reporting for the evaluation function:

- Further develop team performance monitoring systems and ensure these are updated on a regular basis against workplan objectives and targets
- Support the evaluation function's annual reporting requirements, and providing comments and analysis on country annual reports
- Organize evaluation workshops as required.

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 the RA-Ev (and / or MCES) on major evaluations and related evaluative work ensured
- Provided support in the management of ad-hoc evaluative work as stipulated in the Regional work plan
- Provided support to systems development and maintenance of performance data and reporting for the evaluation function
- 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's degree in a relevant area or studies related to e.g. research / evaluation, development studies, social science disciplines

Required experience 60 months

Experience Remark

- At least five years of professional work experience at the national and/or international level with experience of the UN or other international development organizations
- Excellent drafting, formulation, reporting skills
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; office technology equipment; experience (or an aptitude to learn) in IT applications for surveying is desirable; familiarity with database management is also desirable / an advantage
- Have affinity with or interest in UNICEF's commitments for a better future for children, and volunteerism as a mechanism for durable development, and the UN System

Language

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- English (Mandatory) , Level - Fluent
- AND - Thai (Optional) , Level - Fluent

Area of Expertise

- Monitoring and evaluation Mandatory

Area of Expertise Requirement

- Experience in fields such as monitoring, evaluation, systems development or performance assessment would be an advantage
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, other UN organizations, and authorities at different levels; familiarity with tools and approaches of humanitarian and development evaluations and evaluative initiatives

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Integrity
- Knowledge Sharing
- Professionalism
- Working in Teams

Conditions of Service and other information

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

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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

THAR000448-10035

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 including contact details and two references and submit it. Incomplete profiles shall not be considered. 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.

Post is for National UN Volunteer assignments ONLY.

This is a national UN Volunteer assignment.

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: 06-08-2021

doa.apply_url<https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDQ0OA==>**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.