

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000461--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	International UN Volunteer Expert
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

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 rate for expert modality in Thailand is USD 3,466.27.

Living Conditions

Thailand is bordered by Malaysia to the south, Myanmar to the west, Cambodia to the east and Laos to the north and northeast. Located in the geographic heart of Southeast Asia, Thailand plays an important role in the commercial and political life of the region. The country is divided into four natural regions: the mountainous north, where temperatures are cool enough for the cultivation of lychees and strawberries; the north-east, a rolling semi-arid plateau bounded on the north and east by the Mekong River; the isthmus of the south with its hilly rubber plantations, fruit orchards, coves and bays; and the central region, the basin of the Chao Phya River and the most fertile rice-growing area. This region has become the administrative, political and commercial centre of the country, and is where the capital city, Bangkok is located. The population of Thailand is approximately 64 million, although given that many people move seasonally from the countryside to the capital, accurate estimates are impossible.

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Around 11-13 million people live in and around Bangkok. Bangkok has a tropical monsoonal climate with high humidity, but it is located outside the typhoon belt. Most of the country experiences three seasons, the cool season from November to February, the hot season from March to May and the rainy season from May to October. The annual mean temperature is 28 degrees Celsius, ranging from a night minimum of 20 degrees Celsius in the cool season to a maximum day temperature of 39 degrees Celsius in the hot season.

Assignment Details

Assignment Title

Evaluation Officer

Organizational Context & Project Description

This is a UNV Appointment position located in evaluation section of UNICEF's East Asia and Pacific 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. In addition, a national UNV is being recruited, that will work together with the international UNV under the supervision of the RA-Ev.

[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

Under the direct supervision of Regional Adviser - Evaluation (*please complete with the function of the supervisor*), the UN Volunteer will undertake the following tasks:

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 be tasked with the following:

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
- 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

- **Terms of Reference for evaluations produced in a consultative manner.**
- **High-quality inception reports are produced.**
- **Draft reports produced by the evaluation teams reviewed and commented upon.**
- **Meetings between the evaluation team and the evaluation reference group are set up and facilitated.**
- **Findings, conclusions and recommendations from evaluations undertaken in the region were disseminated to internal UNICEF staff and external partners.**
- 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

Master's degree in Statistics, Monitoring, and Evaluation, or Social Sciences.

Required experience 180 months

Experience Remark

- At least 15 years of professional work experience at the national and/or international level with experience of the UN or other international development organizations

- Experience in fields such as monitoring, evaluation, systems development or performance assessment would be an advantage
- Excellent English oral and written skills; excellent drafting, formulation, reporting skills
- Accuracy and professionalism in document production and editing
- 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
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel
- 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
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines
- Sound security awareness
- 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

- English (Mandatory) , Level - Fluent

Area of Expertise

- Monitoring and evaluation Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Integrity
- 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

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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.

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>.

UN Expert Volunteer receive a monthly Expertise Differential calculated at 40% of the UN Specialist Volunteer monthly living allowance.

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

THAR000461-10529

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>.

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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: 22 September 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDQ2MQ==>

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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