

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UKRR000354--Project Assistant in Monitoring, Evaluation and Data Management

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	Ukraine
Host Institute	United Nations Population Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kyiv [UKR]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

As it is a national UN Volunteer's assignment, the volunteers shall organize own accommodation by themselves.

Entitlements of National UN Volunteer (Specialist)

The contract lasts for the period indicated in the vacancy with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Allowances:

- Volunteer Living Allowance (VLA):** A Volunteer Living Allowance (VLA) **USD 1180 (equivalent in UAH)** is provided **monthly** to cover housing, utilities and normal cost of living expenses.
- Settling-in (SIG), moving and travel entitlements:** If the duty station of the assignment is not within commuting distance,

national UN Volunteers are entitled to receive settling-in-grant and reimbursement of the costs of travel and moving personal effects to and from the duty station. The UN Volunteer will be paid SIG equivalent to **one month's applicable VLA** for 12-month contract. For contracts of less than 12-month, the SIG is pro-rated according to contract duration.

3. **Resettlement allowance (RSA):** Eligible national UN Volunteers are entitled to receive a resettlement allowance upon satisfactory completion of the assignment. The RSA is equivalent to **one month's applicable VLA** for 12-month of completed assignment. For short-term contracts or extensions of contracts of less than 12 months, the RSA is pro-rated.

Medical and life insurance:

1. **Medical insurance:** National UN Volunteers and their family (maximum 3 of their dependents) are covered by a medical insurance scheme for the duration of the assignment to cover medical treatment costs incurred during the assignment. This includes permanent disability insurance.
2. **Post Service Medical Coverage:** Health insurance of national UN Volunteers and their family (maximum 3 of their dependents) extends one month after the last day of the national UN Volunteer Contract date to assist with reintegration into national healthcare schemes after their service is completed.
3. **Life Insurance:** National UN Volunteers are covered by life insurance for the duration of the assignment. In the event that a national UN Volunteer dies during the UNV assignment, the designated beneficiaries will be entitled to receive the life insurance lump sum.

Leave entitlements:

1. **Annual leave:** National UN Volunteers accrue an entitlement to annual leave at the rate of 2.5 working days per completed month of assignment. However, a national UN Volunteer can at no point during the UNV assignment accrue more than 30 days of annual leave.
2. **Certified Sick Leave:** Sick Leave which is certified by a qualified medical physician is charged to the national UN Volunteer's balance of certified Sick Leave days. The maximum balance of certified Sick Leave days for the respective Contract is calculated on the basis of 2.5 working days per month of the Contract duration and can be used at any point in the assignment.
3. **Uncertified Sick Leave:** Uncertified Sick Leave is leave that is not validated by a certificate from a qualified medical physician. National UN Volunteers on more than 6-month contracts may be absent on the basis of uncertified Sick Leave up to a maximum of 7 working days. For contracts duration of less than 6-months, UN Volunteers are eligible to 4 working days.

[National UN Volunteer Conditions of Service - Full Document](#)

Assignment Details

Assignment Title Project Assistant in Monitoring, Evaluation and Data Management

Organizational Context & Project Description

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people, because these are the groups whose rights are often compromised UNFPA has been active in Ukraine since 1997.

For UNFPA, gender was always in the core of its mandate and centre of all Program activities and interventions. UNFPA helps the Government of Ukraine, local authorities, civil society and networks to empower women and ensure their involvement into decision-making processes through development of gender policies and legislation, support of gender research and combating gender discrimination and violence.

From 2018, UNFPA Ukraine has started its new five-year Country Program, which, in particular, focuses on gender equality and women's empowerment. The programme pays special attention to reduce gender inequalities in social, economic and political spheres of life. It provides policy advice and fosters partnerships among governmental agencies, civil society and the private sector to advance women's rights. The program centers on: (a) reducing gender stereotypes that shape gender roles at home and at work, including through education of adolescents and male involvement; (b) fostering solutions to empower adolescent girls and women, including

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

women with disabilities, to claim their rights and voice their needs; (c) exploring gender disparities from an economics angle.

To do this, UNFPA engages, inter alia, in dialogue with national and sub-national authorities, and the private sector to help reconcile productive and reproductive roles; fosters broad-based coalitions to engage in public campaigns to reduce gender stereotyping; advances the gender-sensitization of school textbooks; and provides technical assistance for the integration of gender-sensitive approaches in the mandatory curricula of mid-level civil servants and teachers.

In direct relation to this assignment, in September 2020 UNFPA started a 3 year Project: Equality Springboard: Project on Social Norms Change and Gender Stereotypes Elimination for Better Resilience and Prosperity of Women and Men in Ukraine funded by the Government of Sweden and target at the following:

Objective 1. To enhance capacities of the education system to integrate gender sensitive and non-discriminative content and approach in the school curriculum, textbooks and education materials and teaching practices and to support educational practitioners to promote stereotype-free gender norms among young Ukrainian men and women;

Objective 2. To support men and boys' engagement into advancing gender equality and women's empowerment at the community level through applying equal distribution of duties in family life, including care of their children and participation in fathers programmes;

Objective 3. To engage corporate sector and provide it with guidelines and tools to introduce family friendly gender sensitive approaches in their corporate policies and programmes for staff and corporate social responsibility programmes, including domestic and gender-based violence prevention practices.

UNFPA CO in Ukraine conducted a number of studies to support its programme design with evidence-based information, in particular:

1. UNFPA analytical research on [women's participation in the labour force](#) in Ukraine (2014)
2. UNFPA study on [child marriage](#) in Ukraine (2015)
3. UNFPA study on [GBV prevalence](#) (2015)
4. UNFPA study on [economic cost of violence](#) (2017)
5. UNFPA study on [masculinity](#) (2018)
6. UNFPA study on [gender equality and response to domestic violence in corporate sector](#) (2019).
7. UNFPA Study on [stereotypes in career choices](#)

Within gender component of the country programme we have an ongoing project 4 Hands Happiness to promote gender equality (jointly with the Ministry of Social Policy of Ukraine since 2015; <https://zags.org.ua/> and a national campaign promoting zero tolerance to violence Break the Circle <https://rozirvykolo.org/>).

As a good example of the South-South Cooperation in the region, BADV model in Turkey was replicated to Ukraine in 2019, that resulted in development of a guide for HRs/CEOs "HOW LARGE, MEDIUM-SIZED AND SMALL BUSINESS BENEFITS FROM THE POLICY OF EQUALITY AND PREVENTION OF DOMESTIC VIOLENCE" in order to sensitize private sector representatives on gender equality and means to combat domestic violence. Overall, 21 private companies and associations in Ukraine signed the Pledge committing to promote SDGs Goal 5 and 8 by means of applying effective approaches designed to help CEOs and HR teams to prevent domestic violence among company staff and to implement family-friendly policies in Ukrainian companies.

Sustainable Development Goals

5. Gender Equality

Task description

Within the delegated authority and under the supervision of UNFPA Program Analyst or her designated mandated representative(s), the National UN Volunteer will:

- Monitor UNFPA's project and country programme activities on gender mainstreaming by keeping a close record of activities and expenditures, revision of logframes, work plans, calendar of events and result matrix to track the progress towards indicators in close coordination with programme, communications and operations teams .
- Proactively assist in gathering, structuring and analysis of information regarding legal and socio-economic environment of the country programme gender component, implementing partners, government authorities, local civil society organizations and other counterparts, which may be of use to the programme for informing decisions and communications etc.;
- Support in project data analysis and visualization, produce data visualization reports;

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

- Conduct needs assessment: as appropriate, design of data collection forms, ensuring that the purpose and use of all data collected is clear, questions are simple and user friendly, easily collectable, highlighting where potential problems might arise; organize and manage the data input and initial analysis and presentation of data for the programme;
- Prepare periodic progress reports and disaggregated data inputs to UN Info/UNDAF/UNGTG and document lessons learnt and challenges ensuring cross-team coordination and data exchange;
- Assist with knowledge and analytical products development through collection and analysis of raw data for newsletters, web products and infographic materials; manage GE Programme knowledge database;
- Monitor the assistance provided by UNFPA to implementing partners paying attention to quality of activities and tracking the progress, prioritize the collection of accurate and complete age and sex-disaggregated data in particular to understand how COVID-19 impacts individuals differently, in terms of prevalence, trend; Collect and analyze qualitative feedback from the project target audiences, liaise with events participants, manage database of contacts.
- Contribute to drafting donor and stakeholder reporting, concept notes, memorandums, official requests and recommendations to streamline gender programme activities;
- Perform field and online visits to monitor implementation of the gender programme activities and ensure the quality and accuracy of the collected or reported data, provide regular feedback and recommendations to programme staff on impact measurement.
- Contribute to developing of ToRs for research/assessment/evaluation/ gender audit exercises to be conducted within the gender programme framework;
- Perform any other duties as required by the Country Office, Regional Office and HQ.

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 integral UNFPA team member, the candidate will provide efficient, timely, responsive, client-friendly and high quality support to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:

- Gained knowledge on gender-based violence prevention and response and gender equality programmes in Ukraine, including activities focusing on response and recovery measures to overcome the impacts of COVID-19 in short-, medium- and long-term perspectives and address the needs of vulnerable groups of population affected by the pandemic.
- Knowledge enhanced on communication for development and behaviour change campaigns.
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.
- Projects implemented in accordance with UNFPA and donor requirements, with timely delivery.
- Reporting provided on time.
- Funding gaps identified and presented to Senior Management.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs).
- 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

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

Education - Additional Comments

Required experience 24 months

Experience Remark

- Relevant professional experience in project monitoring, managing information, coordination or related area;
- Proficiency in data management and visualization software applications, advanced Excel skills (e.g. pivot tables, functions, etc.), teleconferencing is essential.

Language

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

Area of Expertise

- Monitoring and evaluation Mandatory
- Statistics Mandatory
- Development programme/project administration Optional

Area of Expertise Requirement

- Proven skills to analyse statistical and financial information, ability to formulate information management-related technical requirements and operating procedures;
- Strong ability to compile and holistically analyse diverse datasets, including visualising results of the analysis;
- Sound knowledge of quantitative and qualitative methods of social research, including experience of developing and analysing surveys, will be a strong asset.

Need Driving Licence No

Competencies & Values

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

Conditions of Service and other information

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

Conditions of Service:

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

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

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;
- 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 UKRR000354-10563

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 Ukraine and legal residents in Ukraine with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 26-09-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/VUtSUjAwMDM1NA==>

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.