UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001439--Data Monitoring and Information Management Specialist

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Afghanistan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Kabul [AFG]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<td>Assignment Place Remark</td>
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The National UN Volunteer recruited for this position will serve as the focal point for Data Monitoring and Information Management for the UNICEF Education Section. This includes collection of education-related data (CBE program, teachers salary, and trainings information) from the above-mentioned outputs and field offices, analysis of the incoming data, and sharing of the data in a presentable way to Education Development partner and donor/s. This will facilitate making informed and evidence-based strategic decisions in different intervention areas and project implementation. The Volunteer will contribute with MoE and Education Development partners in establishing an inclusive Education Management Information System (EMIS). Further, the volunteer is required to incorporate innovative strategies in the collection, analysis, and presentation of data to stakeholders.

Living Conditions

We are inspiration in action

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

Data Monitoring and Information Management Specialist

Organizational Context & Project Description

The latest study on Afghanistan’s Out-of-School Children revealed that the number of children who are out-of-school has increased to 3.7 million, out of which 60 percent, or over 2 million children are girls[1]. Reasons for the stagnant enrolment indicator over the past several years can be attributed to a combination of supply-, demand- and systems-barriers. Inaccessibility of educational facilities for boys and, especially girls of school age in rural areas, insufficient number of teachers in general and female teachers in particular, socio-cultural beliefs, and rampant insecurity are key deterring factors for such a high number of OOSC.

UNICEF Afghanistan, within its Country Programme Action Plan (CPAP, 2015-2019) has been supporting the MoE in addressing these challenges through targeted programme interventions (Access and Retention, Quality Education, Girls’ Education, Education In Emergencies, and Planning and Coordination) at the national, decentralized and community level. All these efforts are in line with national priorities such as the Afghanistan National Peace and Development Framework (ANPDF) and the National Education Strategic Plan III (NESP III, 2017-2021), as well as the Sustainable Development Goals (SDGs) 4 and 5.

The Post will specifically focus on data monitoring and information management of the entire section and will specifically focus on Community-Based Education (CBE) program within the Access and Retention unit. While Community Based Schools (CBSs) were conceptualised to provide primary school education (grades 1-3) to 7-9-year-old children, Accelerated Learning Centres (ALCs) were to provide accelerated primary education (grades 1-6 in three instead of six years) to older children who have missed out schooling (10-years-old and beyond).

Since 2015, a cumulative of 218,857 students (50 percent girls) were enrolled in CBE classes, including 152,470 CBS students (48 percent girls) and 47,328 ALC students (55 percent girls), and 19,059 students (56 percent girls) in pre-schools have benefited from UNICEF’s CBE program. Currently, 118,748 students (49 percent) females are enrolled in 4,789 CBE classes supported by UNICEF.


Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the overall supervision of the chief of section and the technical supervision of the Head of the
access Unit, the national UN Volunteer is responsible for managing data and information of UNICEF’s Education Section and will provide support in the overall management of the access and retention unit. Further, the National UN volunteer will be responsible to actively contribute in advocacy initiatives by the education section. The National UN Volunteer’s responsibilities include but are not limited to:

1. Inter/Intraorganizational activities:

- Strengthen the linkage between subnational and national level coordination platforms and work with all technical working groups especially CBE Technical Working Group (TWG) participants to identify information gaps at national and sub-national levels and propose ways to bridge those gaps.
- Building up data and information sharing between subnational and national levels in close collaboration with TWG Focal Points and Education Management Information System (EMIS) unit of the Ministry of Education (MoE).
- Provide technical assistance and coordination support to EMIS unit in Ministry of Education to strengthen data collection and CBE databases.
- In collaboration with MoE’s EMIS unit, ensure smooth implementation of EMIS data collection workshops to be held throughout 2019.
  - Ensure all logistical needs for each of the workshops are met prior to conducting the workshops.
  - In collaboration with MoE’s EMIS unit, ensure that workshops are well coordinated with the stakeholders—EMIS unit’s focal point, trainers, trainees, unicef zonal offices, and the third party service provider.
  - Oversee the administrative processes of the workshops by closely following up on payment disbursements to the third-party service provider.
- Ensure linkages and information sharing between members of the TWG and developing partners on the implementation of the EMIS system.
- Work together with EMIS/MoE and partners to develop and maintain digital tools for establishing data sharing platform for data and information reporting (specifically on CBE).
- Maintain and strengthen regular reporting system on CBE achievements to all the stakeholders.

2. Interaorganizational Activities: Maintain the IM deliverables of the education program for advocacy and operational planning purposes.

- Maintain and build on existing in-country Information Management (IM) approaches for collecting, analysing and reporting data, and identifying information gaps.
- Conduct regular field visits to support Region/Province-level data collection, data analysis, monitoring and reporting mechanisms.
- Maintain and further develop CBE databases by consolidating, analysing, and reporting/disseminating visual information/dashboards on achievements of the CBE program to UNICEF education section for better decision making purposes.
- Maintain an updated teachers’ salary tracking sheets.
  - Provide insights to the management on possible delays in distribution of the salary to CBE teachers.
• In collaboration/coordination with UNICEF field offices/zonal education officers, maintain an updated database of all the trainings conducted by UNICEF education team

3. Recruitments

• In collaboration with Access and Retention Unit’s teamlead and partners—MoE, Education Developing Partners, etc.—develop a ToR for school mapping exercise. This includes hub schools and CBE classes in national and subnational level
• Be actively involved in recruitment of a third party service provider/Long Term Agreement (LTA) for conducting the mapping exercise
• Supervise/monitor the full and successful implementation of the school mapping exercise

4. Communication/Advocacy

• Upon request from the education chief, provide support in annual and biannual donor report to different education section units
• In coordination with zonal education officers, collect Human Interest Stories for the education section
• Upon request and availability, provide support in drafting concept notes and proposals for the education section

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

The recruited volunteer will maintain and further develop a comprehensive data and information management system for UNICEF’s Education Section and build capacity of national and provincial education personnel. Further, the volunteer will ensure that all implementing partners will have access to input data and information to further strengthen the evidence-based planning and decision making.

- 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:
- A Master's degree education, information systems, data science, statistics, or equivalent practical experience.

Required experience: 24 months

Experience Remark:
- A minimum two years of relevant professional work experience in information and data management, preferably in education-related data management.
- Experience with UN and/or NGO, including information management, or UN Education programmes in Afghanistan

Language Skills:
- English (Mandatory), Level - Fluent
- And One of these - Dari, Pashto (Mandatory), Level - Working Knowledge

Area of Expertise:
- Other information and telecommunications technology experience Mandatory

Area of Expertise Requirement:
- Bachelor's degree in Business Administration, Public Administration, Psychology, Management Information Systems, IT, or any other relevant field
- 2 years of relevant work experience in HR and general administration. Previous work experience in the UN or NGO is a strong asset.
- Language requirements: Good command of English both in oral and written formats. Fluency in the local language(s) of Afghanistan.
- Good interpersonal skills, ability to work under pressure and tight deadlines and retain confidentiality, tact with strong attention to detail

Technical Skills:
- Excellent knowledge of MS Excel (e.g. pivot tables and functions); proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs and reports; proven skills in using GIS and map-making packages, and web design and software development are an asset
- Experience in the design and ability to deliver a comprehensive data and information management system specifically for programmes whereby all implementing partners will have access to input data and information in an attempt to further strengthen the evidence-based planning and decision making process.
• Experience of systems for data collection and GIS mapping (Geographic Information System)
• Proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs and reports
• Knowledge of establishing and managing websites is a plus
• Strong communication and report writing skills

Need Driving Licence: No

Competencies & Values

• Adaptability and Flexibility
• Commitment to Continuous Learning
• Communication
• Integrity
• Knowledge Sharing
• Planning and Organizing

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

Conditions of Service:

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

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.

Application Code          AFGRO01439-5189
Application procedure
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.