

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001559--IUNV Monitoring & Reporting Advisor

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	Afghanistan
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Kabul [AFG]
Assignment Place	Non-Family Duty station

Assignment Place Remark

The [Monitoring and Reporting Advisor](#) will be part of the Monitoring, Evaluation and Reporting Team providing technical support to Project Advisors, including IEC and ECC and will work under the supervision and guidance of the Monitoring and Reporting Specialist.

The M&R Advisor will assist the project with the development and revision of the log frames, risk and issues logs; and timely reporting to UNDP and donor partners about progress updates. In addition, the Monitoring and Reporting Advisor will support IEC and ECC M&E Units with their own M&E planning and internal reporting.

The M&R Advisor will assist development of weekly and monthly reporting and will contribute to quarterly and annual reports in line with UNDP formats and standards, One UN quarterly, bi-annual and annual reports as applicable; and donor specific reports to EU. He/she will work closely with other Project Advisors and Specialists to implement the UNESP Communication and Visibility Plan.

The M&R Advisor will assist management of the online activity management matrix, and support updating of the UNESP monitoring plan and implementation plan for submission to Governance for Peace Programme Unit. The M&R Advisor will participate in Country Office led M&E working group meetings to share lessons and contribute to coordination efforts in the Country Office.

Living Conditions

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A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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

The position is based in Kabul and the IUNV will be based in UNOCA Compound.

Assignment Details

Assignment Title

IUNV Monitoring & Reporting Advisor

Organizational Context & Project Description

The UN Electoral Support Project (UNESP) is the international community's programming vehicle to support elections in Afghanistan. The project has two overall objectives: 1) to build the capacity of the Afghan electoral institutions (the Independent Elections Commission [IEC] and the Electoral Complaints Commission [ECC]) to implement elections in line with the national electoral legal framework and Afghanistan's international commitments; and 2) to allow a programming mechanism for the international community to partially finance the elections as per the request of the Government of Afghanistan.

The project follows previous UN projects in support of the Afghan electoral process, most notably the Enhancing Legal and Electoral Capacity for Tomorrow (ELECT) projects, from 2006-2011 (ELECT I) and 2012-2015 (ELECT II), and the UNDP Project Initiation Plan that is in place since July 2015 – October 2017. UNESP places the UN's electoral support to Afghanistan directly under the political and supervisory oversight of UNAMA and reflects the growing sustainability of the Afghan electoral process, as evidenced by the Government of Afghanistan's financial commitment to both electoral institutions, and the provision of significant in-kind support to the implementation of elections. The Project Board, under the overall political guidance of the UNAMA Deputy Special Representative (Political), is co-chaired by UNAMA Deputy Special Representative (Political) and the Chairpersons of the IEC and ECC or their delegates depending on the agenda item under discussion. It is comprised of all key stakeholders^[1] to oversee and approve UNESP's budget, annual work plans and policy in support of the Afghan electoral institutions. Project implementation support is provided by UNDP Country Office, reporting, on fiduciary and operational matters, to the UNAMA Deputy Special Representative for Development/ UN Resident Coordinator through the UNDP Resident Representative.

Along with support to both electoral institutions, UNESP also supports civic and voter education and observation efforts to enhance the quality and quantity of participation in the electoral process. Overall, the project has outputs on: (i) administration of credible elections; (ii) credible electoral dispute resolution; (iii) public outreach to encourage citizen engagement in the electoral process; (iv) development of a polling centre specific voter list for upcoming elections; and (v) support to electoral reform. Mainstreaming of gender throughout the project is evident in key output indicators related to women's participation, reflecting the importance that UNESP places on increasing the position of women in Afghan electoral and political life. The project also aims at supporting the EMBs in strengthening integrity of the electoral process by enhancing accountability of responsible actors and supporting the implementation of electoral fraud mitigation mechanisms. Assisting the EMBs to implement measures to increase public confidence in election and democracy will be mainstreamed through the electoral assistance provided.

[1] All donors, the EMBs beneficiaries of the UNESP assistance and executives of UNESP as defined in the project document.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

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The M&R Advisor will assist development of weekly and monthly reporting and will contribute to quarterly and annual reports in line with UNDP formats and standards, One UN quarterly, bi-annual and annual reports as applicable; and donor specific reports to EU. He/she will work closely with other Project Advisors and Specialists to implement the UNESP Communication and Visibility Plan.

The M&R Advisor will assist management of the online activity management matrix, and support updating of the UNESP monitoring

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plan and implementation plan for submission to Governance for Peace Programme Unit. The M&R Advisor will participate in Country Office led M&E working group meetings to share lessons and contribute to coordination efforts in the Country Office.

Key Results/Indicators

- Development and implementation of project planning and monitoring system;
- Development and implementation of the monitoring plan in line with the Annual Work Plan and UNDP standards;
- Updating of Risks and Issues Logs in line with UNDP standards;
- Donor reporting; and
- If applicable, review of the Results Resources Framework, with electoral-related project indicators.

Establishment and ongoing implementation of a standardized project reporting mechanism including effective and timely reporting to internal and external stakeholders.

- Assist in writing project reports (weekly, monthly, quarterly and annual) and donor-specific reports, against the results framework, including documentation of success stories;
- Assist development of project updates to donors and stakeholders;
- Assist development of presentations for various project meetings and workshops;
- Assist development of communication products to donors and stakeholders.

Capacity Building advisory support to IEC and ECC on M&E and reporting.

- Work closely with the IEC and ECC M&E Unit and the Training and Capacity Building Department, as well as other relevant key personnel to develop monitoring systems to track implementation of the operational concept and strategic plan;
- Support the IEC and ECC to set up a system of internal monitoring, data collection to monitor progress and production of internal reports for management;
- Assist the IEC and ECC in developing and implementing a system to guide progress reporting to electoral stakeholders;

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

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 key results have an impact on the overall project efficiency in project planning and monitoring, as well as reporting and communication to donor partners and key stakeholders.
- The M&R Advisor will assist the IEC / ECC with establishing an internal M&E framework, to plan, monitor and evaluate progress by departments towards the outlined key objectives. A strong IEC / ECC M&E framework also enhances the IEC's / ECC's reporting to UNDP and donor partners.
- 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);
- 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

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Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Master's Degree, e.g. Monitoring and Evaluation/ Political/Social Sciences, Business Administration, Public Administration, Communication, or other.

Required experience 36 months

Experience Remark

- 3 to 5 years of relevant professional Monitoring, Evaluation and Reporting experience;
- Strong M&E and Results Based Management experience, preferably with UNDP context;
- Proven analytical skills to collect, synthesize, analyse data for compiled analytical reporting writing, including identification of lessons learned and risks/issues;
- Strong report writing skills to internal and external partners;
- Experience in M&E capacity building advisory to stakeholders;
- Working experience in Afghanistan or a demonstrable knowledge/understanding of the current electoral-political context is desirable;
- Ability to motivate others, involve all members of a team, inspire a sense of ownership and responsibility among staff, and elicit consistently high-quality output;
- Ability to quickly adapt to change, and to remain calm under pressure;
- Time management and organizational skills, with the ability to undertake multiple tasks;
- Working experience in hardship post is an asset.

Language

- English (Mandatory) , Level - Working Knowledge

Area of Expertise

- Monitoring and evaluation Mandatory

Area of Expertise Requirement

- 3 to 5 years of relevant professional Monitoring, Evaluation and Reporting experience;
- Strong M&E and Results Based Management experience, preferably with UNDP context;
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- Working experience in hardship post is an asset.

- Experience in the usage of computers and office software packages (MS Word, Excel, Access etc.);
- Previous work experience in Afghanistan is an asset; knowledge of Afghanistan's culture, tradition and Islamic context certainly an advantage;
- Ability to work in a multi-cultural environment with sound understanding and capability to empower and develop the capacity of national counterparts;
- Knowledge of cultural and traditional values and norms within an Islamic country context is advantageous;
- Excellent interpersonal skills and excellent command of oral and written English.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism

Conditions of Service and other information

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.

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\$ 1,651. 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 Entities](#))

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

AFGR001559-8302

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: 6-12-2020

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/QUZHUjAwMTU1OQ==>

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.