

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**BENR000446--Population Data Fellow, Civil Registration and Vital Statistics (Benin)**

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

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<b>Country of Assignment</b>	Benin
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	until 14-08-2020
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	01-09-2019
<b>Duty Station</b>	Cotonou [BEN], Parakou [BEN]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	
<b>Living Conditions</b>	

The assignment will be based in Cotonou, with frequent missions to Parakou.

Benin is a country located on the Africa west coast. This assignment is based in Cotonou, the capital city of the Republic of Benin, with frequent travels to the decentralized office of Parakou, in the North of the Country, where most of the direct CRVS support will be provided to local authorities.

Living conditions are relatively good. Running water and electricity are available. Cost of living is high compared to other countries in the sub-region. Most of foodstuff is imported. Basic food includes meat, fish, cassava and rice. It is easy to find fresh food on the market. There are regular flights from/to Benin. The country has boundaries with Nigeria, Togo, Ghana and Burkina Faso. The official language is French.

An entry visa is required for anyone travelling with or without the United Nations laissez-passer and must be obtained before arrival in the country. Furnished or unfurnished houses are available between 300 and 500 USD per month. The national currency is the CFA franc (1 US \$ = 577,242 FCFA). Commercial banks exist. VISA credit cards are accepted in some hotels and department stores. Benin is a country with a high incidence of malaria. The use of mosquito nets is strongly recommended. Vaccination against yellow fever is necessary. Other vaccines such as meningitis, hepatitis B... are also recommended. Basic medicines are available in Cotonou / Benin but it is recommended to bring your specialized medicines.

The current situation in Benin is relatively calm and at a minimum security level (SLS 1) of the United Nations. UNV will be based in Cotonou, but will carry out field missions to UNFPA's intervention areas (Borgou, Alibori). As the economic capital and first city of Benin, Cotonou has all the usual amenities of large cities (electricity, running water, dispensary, hospitals, leisure, etc.).

Benin is very engaging duty station, with a diverse cultural environment and globally peaceful living conditions. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

## Assignment Details

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**Assignment Title** Population Data Fellow, Civil Registration and Vital Statistics (Benin)  
**Organizational Context & Project Description**

UNFPA is the United Nations Population Fund. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA supports:

1. Reproductive health care for women and youth in more than 150 countries – which are home to more than 80 per cent of the world's population
2. The health of pregnant women, especially the 1 million who face life-threatening complications each month
3. Reliable access to modern contraceptives sufficient to benefit 20 million women a year
4. Training of thousands of health workers to help ensure at least 90 per cent of all childbirths are supervised by skilled attendants
5. Prevention of gender-based violence, which affects 1 in 3 women
6. Abandonment of female genital mutilation, which harms 3 million girls annually

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

7. Prevention of teen pregnancies, complications of which are the leading cause of death for girls 15-19 years old
8. Efforts to end child marriage, which could affect an estimated 70 million girls over the next 5 years
9. Delivery of safe birth supplies, dignity kits and other life-saving materials to survivors of conflict and natural disaster
10. Censuses, data collection and analyses, which are essential for development planning

### Data Fellows Programme

UNFPA will host its inaugural cohort of Population Data Fellows in its global headquarters (New York) and selected regional and country offices around the world in 2019-2020. Through this programme, Population Data Fellows will come together to design and deliver targeted projects that contribute to the overall population data work of UNFPA.

The inaugural cohort of 2019-2020 Population Data Fellows will contribute to UNFPA's work on civil registration and vital statistics in the areas of

1. completeness and quality assessment of vital event (births, marriages and deaths) registration data,
2. multivariate analysis, using survey, census and registration data, of the proximate determinants of vital event under-registration and its socioeconomic consequences, and
3. statistical adjustment of incomplete and deficient civil registration data and the production of valid and reliable vital statistics from civil registration data.

The Fellowship programme will be residential for a period of up to 12-months (possible extension subject to available funding), with Fellows living at a specific UNFPA duty station and working in the associated UNFPA office under the direction of either the Country Office's UNFPA Representative, the Regional Office's Population and Development Regional Advisor, or the Population and Development Branch Chief at UNFPA Headquarters.

### Data Analytics of vital event registration data

The programme is seeking to understand the proximate determinants of under-registration of vital events across the life course, including registration of births, marriages, divorces, and deaths. Further, this work seeks to understand the social, economic and political consequences for individuals of being invisible to the civil registration system. This work will be closely aligned with large-scale data analysis of civil registration, census and survey data.

In order to systematically strengthen CRVS systems, we need to understand how complete they are and the quality of the underlying data. This is important to identify which areas of the system need further

improvement, and it is also being needed to make adjustments to civil registration data when producing representative and reliable vital statistics at national and subnational levels. Fellows engaged in this workstream will support analysis and assessment of civil registration data under the guidance of UNFPA technical staff.

### Capacity building in completeness assessment, demographic data quality assessment and vital statistics analysis

UNFPA supports National Statistics Offices in low- and middle-income countries via technical capacity building. This workstream involves development of capacity building materials and support to training workshops for National Statistics Offices and Civil Registration authorities in the area of civil registration data assessment, vital statistics production, and vital statistics usage.

### Qualitative Population Field Research

This program of work at UNFPA seeks to understand the proximate determinants of under-registration of vital events across the life course, including registration of births, marriages, divorces, and deaths. Through qualitative research – primarily through focus group discussions and in-depth interviews – UNFPA is seeking to understand why certain subpopulations are more likely to have their vital events registered than others. Further, this work seeks to understand the social, economic and political consequences for individuals of being invisible to the civil registration system. This work will be closely aligned with large-scale data analysis of civil registration, census and survey data.

## **Sustainable Development Goals 17. Partnerships For the Goals**

### **Task description**

Under the direct supervision of the Head of office, the UN Volunteer will:

- Learn and apply contemporary technical methods of assessing data quality and completeness of civil registration data, adjusting civil registration data to account for coverage and content error, and producing vital statistics from civil registration data and other resources;
- Contribute to the development of capacity building materials, tools and worked examples, to support staff of national counterparts such as statistical officers and civic registration;
- Support research and fieldwork on analyzing the proximate determinants of under-registration of vital events (including births, marriages, and deaths) in collaboration with Health and Demographic Surveillance Sites;
- Contribute to the facilitation of capacity building workshops and data laboratories for officials from National Statistics Offices and civil registration authorities;
- Conduct statistical and demographic analysis, using standard statistical software packages (e.g. R, Stata or SPSS) to support data processing, assessment and analysis of civil registration data

- Contribute to routine and ad-hoc discussions and meetings within UNFPA on civil registration, vital statistics and legal identity;
- Any other related tasks as may be required or assigned by the supervisor.

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

- Solid knowledge of demographic and statistical methods for assessing, processing and analyzing civil registration data in low-/middle-income countries;
  - Support to the production of capacity building resources on assessing data quality and completeness of civil registration data, adjusting civil registration data to account for coverage and content error, and producing vital statistics from civil registration data;
  - Contributions to assessments of completeness and quality of civil registration data, statistical adjustments on incomplete civil registration data, multivariate analyses of proximate determinants and social consequences of vital event under-registration, and production of vital statistics analysis outputs in collaboration with UNFPA staff, national statistics offices and civil registration authorities;
  - Successful support to facilitated workshops and data laboratories for national statistics offices and civil registry staff in the assessment, adjustment and analysis of civil registration data and production of vital statistics;
- 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

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## Education - Additional Comments

- university undergraduate degree or equivalent in the quantitative social sciences, such as demography, public health epidemiology, statistics, sociology, economics or related discipline (such as computer science), Masters degree preferred.

**Required experience** 24 months

### Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in applied statistics, public health, epidemiology, and demography
- Familiarity and experience in carrying out descriptive statistical analysis and multivariate regression analysis
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Skills to use relevant statistical packages (particular in R, or related statistical tools/packages such as Stata or SPSS) and willingness to learn (or existing familiarity with) GitHub or version control systems;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).
- Fluency in spoken and written French (priority 1) and English (priority 2).

### Language Skills

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

### Area of Expertise

- Statistics Mandatory

### Area of Expertise Requirement

**Need Driving Licence** No

### Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication

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- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

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Condition of Service

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

### Conditions of Service for International Specialist:

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\$ 1,631. 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**

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 BENR000446-4930

Application procedure

**\* Not yet registered in the UNV Talent Pool?**

1. Please first register your profile at <https://vmam.unv.org/candidate/signup>
2. Important: After creating your account, complete all sections of your profile and submit it.
3. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink
4. Lastly, select the special call to which you would like to apply.

**\* Already registered in the UNV Talent Pool?**

1. Please first update your profile at <https://vmam.unv.org/candidate/profile>.
2. 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.

*NOTE: Women, indigenous people, people with disabilities, LGBTQI candidates and other marginalized groups are strongly encouraged to apply.*

**Application deadline: 29 August 2019**

**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.