UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BIHR000455--Monitoring and 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Bosnia and Herzegovina</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>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>15-09-2019</td>
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<tr>
<td>Duty Station</td>
<td>Sarajevo [BIH]</td>
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<tr>
<td>Assignment Place</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Living Conditions

Sarajevo is the capital of Bosnia and Herzegovina (BiH) and the largest urban center with an estimated population of 370,000. The city is situated along the Miljacka river and surrounded by the Dinaric Alps. The city is famous for its traditional religious diversity, with adherents of Islam, Catholicism, Orthodoxy, and Judaism coexisting there for centuries. There are no administrative or other restrictions, apart from visa (exceptions possible), on international staff members’ travelling in/within/from the country.

In general, regular medical facilities are available, with two main hospitals and a significant number of small private clinics. General sanitary and hygiene conditions are adequate. Good local banking facilities are available (use of credit cards, ATMs). Communication services (domestic and international) are available on a regular basis. Availability of food, furnishings and other necessities is adequate (various grocery stores and markets with fresh food products, shopping centers, etc).
Public transportation is available (tram, bus, trolleybus, taxi). International airport is 20 minutes drive from the UN building in Sarajevo. Public water supply, electricity and sewerage system are in place.

The UN designated state of alert for Bosnia and Herzegovina is Security Level 1 which is minimal and lowest security level in the Security Level System for the entire country, including the capital of Sarajevo.

The situation in BiH is generally quiet; all international agencies consider threats to their staff to be low at this time. However, BiH has the same problems as much of Europe, from pickpockets to traffic accidents, so all staff must exercise appropriate personal security awareness and common sense. Bosnia and Herzegovina is still the country with the largest mine contamination problem. Staff are advised not to deviate from well-travelled routes while in the country. See http://www.bhmac.org

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Monitoring and Evaluation Officer</th>
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<tbody>
<tr>
<td>Organizational Context &amp; Project Description</td>
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UNICEF is seeking a dynamic and strongly motivated multi-skilled candidate with a positive attitude to challenges to contribute to strengthening child rights in BiH

The National UN Volunteer will be based in the Child Rights Monitoring (CRM)/Monitoring and Evaluation (M&E) Unit of the UNICEF Bosnia and Herzegovina Country Office. The UN Volunteer will help UNICEF BiH in managing the internal monitoring and evaluation framework for the UNICEF BiH Country Programme 2015-2020. He/she will work with all UNICEF Sections, including CRM/M&E, Social Protection and Inclusion; Child Protection; Education and Health, as well as with all other colleagues. The UN Volunteer will also collaborate with UNICEF partners and with other UN Agencies.

Sustainable Development Goals  4. Quality Education

Task description

Under the direct supervision of the Child Rights Monitoring/Monitoring and Evaluation Specialist the National UN Volunteer will undertake the following tasks:

- Coordinate internal UNICEF M&E tasks, such as data collection and review of the Country Office Annual Report and any other reports;
- Contribute to UNDAF reports by collecting, reviewing and sharing data as agreed internally by UNICEF.
- Provide inputs to UNICEF’s M&E databases on a regular basis;
- Review various programmes/projects M&E matrices as needed;

http://www.bhmac.org
• Prepare and/or update tables, analysis, infographics, fact sheets and maps according to the needs of UNICEF BiH;
• Provide assistance in creating, updating, and modernizing the internal UNICEF M&E system and to contribute with new ideas to improve the M&E system;
• Provide expertise in data and methodology to planning and implementation of UNICEF’s key research and studies.
• Provide support to coordinating the BiH Group for the Protection and Promotion of ChildRights.
• Provide support to drafting key analytical and media related documents and presentations;
• Provide technical support for monitoring child rights in BiH, including child rights data analysis and preparing relevant analytical documents, with SDGs/UNDAF/UNICEF CPD as the guiding frameworks. Provide assistance in assessing data gaps, data collection systems in governmental institutions and providing ideas for possible solutions/upgrades of governmental data collection systems, in support of SDGs roll out and SDGs monitoring in BiH.

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

• Relevant deliverables relating to UNICEF’s CPD and the UNDAF completed
• UNICEF BiH interventions and vulnerability maps updated at least 3 times per year, the first update within the first two months of engagement;
• UNICEF BiH annual and mid-year outcomes and outputs indicators update completed;
• UNICEF BiH monthly updates on PRIME completed;
• UNICEF BiH programmes/project proposals quality assessed for M&E;
• UNICEF BiH fact sheets regularly updated (such as on Adolescents, Roma, Early Childhood Development, etc.)
• A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

• 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
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
University Degree in Social Sciences, Economics, Psychology or related subjects completed. Advanced degree is an Asset. A focus on statistics, demography or human rights is an asset.

Required experience
12 months

Experience Remark
- One year of relevant experience in the area of monitoring and/or evaluation.
- Practical experience in using a variety of software programmes

Language Skills
- English (Mandatory), Level - Fluent
- And One of these - Bosnian, Croatian, Serbian (Mandatory), Level - Fluent

Area of Expertise
- Monitoring and evaluation Mandatory

Area of Expertise Requirement
- Strong knowledge of statistics, in theory and practice;
- Strong knowledge of child rights;
- Strong communication skills;
- Abilities to communicate in BHS and English verbally and in writing.
- Interest to work in a multi-cultural environment.
- Ability to multi-task and work under tight deadlines when required.
- Ability to make presentations to a variety of audiences.

Need Driving Licence
No

Competencies & Values
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Ethics and Values
- Professionalism
- Working in Teams
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: BIHR000455-5139

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.
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 Bosnia and Hercegovina and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 31 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.