

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CMRR000423--Monitoring and Evaluation Officer/Vulnerable Analysis Mapping (VAM).

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	Cameroon
Host Institute	World Food Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Bamenda [CMR]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Female candidatures are strongly encouraged.

Experience with WFP is an advantage.

Living Conditions

This position is located within the WFP Field Office for the North West in Bamenda and will cover the North-West and South-West regions (L2), with frequent travels to the Buea Field Office and other locations in the SW/NW region. The SW/NW is in a fragile violent conflict setting since 2016 that has resulted to displacements of persons and rise in humanitarian needs. Bamenda is the headquarter of the NW region of Cameroon with a very dynamic and rich culture and traditions. It is a grassland and is naturally blessed with variety of fruits and food and is characterized by 9 months of rain annually. It is, however, the hub of the ongoing anglophone crisis. There are several UN agencies, INGO as well as local NGOs operating in the region and providing humanitarian assistance to persons affected by the conflict. The

general security situation in the South West and North West Regions is unpredictable and volatile. Uncertain and challenging security situation comprises armed clashes or military raid at regular basis all over the place, especially on interland axis, rural and urban areas, terrorism leading to abduction, use of IED, repeated lockdowns, crime with arson attack, looting, assault, detention, killings etc.

Cameroon is a unique country and with mixed of Development-Humanitarian unique operation. 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, work and travel in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title Monitoring and Evaluation Officer/Vulnerable Analysis Mapping (VAM).

Organizational Context & Project Description

Cameroon is a lower-middle-income country with a population of 23.3 million people of diverse ethnic and two linguistic groups. Ranked 153rd of 188 countries in the 2016 Human Development Index, the average life expectancy is 58 years; 24% live on less than USD 2 per day and poverty is concentrated in the Northern and Eastern regions, where 90 percent of people requiring humanitarian support reside. At least 75 percent of the people over 15 years of age are illiterate, with wide disparity between men and boys (78 percent) and women and girls (65 percent).

Cameroon is confronted with three major complex crises: the crisis in the Lake Chad basin impacting the Far North region; the consequences of the influx Central African refugees in the east and the crisis in the North West and South West (SW/NW). More than one million of the population is displaced and

4.5 million people with humanitarian needs. These challenges are reinforced by structural factors and chronic vulnerabilities that aggravate the impact of crises and affect people's resilience capacity.

WFP's current Country Strategy Programme (CSP) 2018-2021 contributes to all four UNDAF (2018-2020) pillars: (i) increase employment opportunities and measures to protect women, young people, children and socially vulnerable people in target areas; (ii) improve the health of target populations and prevent child malnutrition in all its forms; (iii) improve access to education and quality vocational training; and (iv) strengthen the resilience of target populations addressing food insecurity and environmental, social and economic shocks.

In the SW/NW, there is a high number of to number of IDPs and their movement, difficult to reach areas covered by WFP intervention, and also the critical permanent need to monitor the Food security situation, either solely or through joint assessments, which will also involve the participation of M&E/VAM Officer.

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. We are currently seeking for an International UN Volunteer to fill the position of M&E/VAM Officer for the NWSW region (L2) and based in Bamenda with frequent travel to Buea, other areas and possibly Yaoundé.

Sustainable Development Goals 2. Zero Hunger

Task description

Under the direct supervision of the Head of VAM/M&E and with the administrative facilitation of the Heads of Field Office, the UNV will be responsible for the following, with a focus on the South West and North West (SW/NW) region:

- Data collection, management, analysis, visualisation and reporting for monitoring purposes;
- Coordination and provision of technical support for vulnerability and/or market assessment and mapping;
- Capacity building and coordination on issues related to monitoring and assessments.

The UNV will perform the following tasks for the Country Office and Field Offices:

Monitoring and Evaluation

1. Develop and follow up the monitoring and evaluation workplan, coordinate M&E activities, and implement monitoring activities on effectiveness of all food assistance interventions in the SW/NW (e.g. post-distribution monitoring, process monitoring, beneficiary needs and status, food security status, programme modalities, implementation challenges, etc.), ensure the quality of Third-Partner Monitoring.
2. Ensure the functioning of local committees/helpdesks for the Beneficiary and Complaints Feedback Mechanism (BCFM) in the SW/NW and follow-up on the timely management of hotline complaints.
3. Contribute to the improvement of WFP's monitoring and assessments systems and data collection, analysis and reporting as required to support the evaluation of WFP's impact.
4. Participate in any targeting related activity, including CP capacity strengthening/ development
5. Maintain and control data quality in the Country Office Monitoring and Evaluation Tool (COMET).

Vulnerability Analysis and Mapping

1. Coordinate planning and implementation of food and nutrition vulnerability assessments (e.g. EFSA, mVAM and market price monitoring), design and implement quantitative and qualitative data collection and analysis activities as needed by the WFP Country Office with contribution of the Field Office and cooperating partner, apply innovative tools and ensure timely results visualization and reporting.
2. Manage and provide technical inputs for the generation of the VAM evidence base supporting food security and nutrition policies and programmes (e.g. rapid needs assessment, situation analyses, programme design, targeting, cost effectiveness and operational efficiency).
3. Keep up to date with and report on the latest food security and nutrition developments, and the potential impact upon WFP activities to enable timely and appropriate programme evolution and intervention.

Capacity-Building and Coordination

4. Participate to and report on relevant coordination forums and clusters, monitoring missions, assessments, working groups and/or other technical meetings in the NW/SW, contribute to technical discussions and ensure regular reporting to the Country Office.
5. Ensure that the quality of data collection management and analytical outputs produced for M&E and VAM in the SW/NW are in line with WFP's standards and practices and build the capacities of staff and partners to contribute to the production of high-quality monitoring, data management and analysis, and reporting.
6. Any other duty as required.

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 active WFP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to WFP and its beneficiaries in the accomplishment of her/his functions, including: Strengthen the quality and consistency of monitoring tools, evaluations and BCFM, ensure timely reporting, share data requested by WFP management and donors, and draft monthly M&E and quarterly reports in a timely and highly qualitative manner.
- Improve the food security, nutrition and vulnerability information available on WFP beneficiaries and the overall population in Cameroon.
- Coordinate assessments, such as EFSA report, rapid needs assessment and market assessments, and write assessment reports and market monitors.
- Develop the analytical capacity at national, CO and FO level through trainings and partnerships.
- 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

Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

- Advanced university degree (or first level university degree with training/courses and additional relevant work experience) in one or more of the following disciplines: Economics, Statistics, Data Science, Food Security, Nutrition, Geography, Social Science or related field.

Required experience 36 months

Experience Remark

- At least 3 years of progressively responsible work experience in collecting geospatial and socioeconomic food security data, conducting quantitative and qualitative analyses, and reporting findings to senior leaders and donors, database development, visualization, or other related areas.
- Ability to conduct data collection using various methods and strong experience in conducting primary quantitative and qualitative data collection, survey implementation and qualitative and quantitative analysis, particularly in crisis contexts and/or food security and nutrition programmes.
- Proficiency in Windows MS Office (Word, Excel, Powerpoint, Outlook)

Language

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

Area of Expertise

- Database design, administration and maintenance Mandatory
- Food safety and nutrition Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Client Orientation
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Leadership
- Working in Teams

Conditions of Service and other information

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

CMRR000423-7608

Application procedure

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We are inspiration in action

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

*** 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: 01-11-2020

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/Q01SUjAwMDQyMw==>

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.