UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

COGR000091--Monitoring & Evaluation (M&E) 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

Country of Assignment: Congo
Host Institute: World Health Organization
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 24 months
Expected Starting Date: 01-07-2020
Duty Station: Brazzaville [COG]
Assignment Place: Family Duty Station

Living Conditions
The Republic of Congo is a low-middle income country, located in Central Africa sub-region.

The country shares boundaries with Gabon in the South-West, Cameroon and Central Republic Africa in the North and North East, the Democratic Republic of Congo in the East, Angola and Atlantic Ocean in the South.

Since 2014, the Republic of Congo is experiencing an economic downturn, affecting the economic growth (-5 per cent in 2017). Because of the persistent drop in the price of oil, this situation drove to the decline of the gross domestic product per capita, from $3,196 in 2013 to $1,658 in 2017. Nevertheless, the country is globally stable and safe in the main urban and rural areas.

Frequent disruptions are recorded in the electricity supply, particularly in Brazzaville (political capital) and Pointe-Noire (economic capital). The living cost is relatively affordable, but some concerns with the cost of decent housing should be noted. The population enjoys dressing in style and loves music both profane and religious.

According to United Nations security standards, life and travel in Brazzaville and in the other areas major are secure.

The Republic of Congo is a unique country. 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
The role of the Monitoring and Evaluation Officer is to promote a culture of evaluation, knowledge management and results-based focus in programme implementation. The incumbent is responsible for preparing and disseminating policy and procedures related to programme assessment; overseeing the assessment and reporting processes; analyzing, guiding and reporting on budget implementation; and advising the management on alternatives for maximizing budget implementation effectiveness.

Reporting to the Head, WHO Country Office (WCO), or the Director, Technical Cluster in the Regional Office and working closely with counterparts at the respective Regional Office and HQ; the UN Volunteer will undertake the following tasks:

- Facilitate the monitoring of activities at the country level, design methodologies, tools, and indicators for monitoring the implementation of projects and operations; evaluating the quality of outputs including the management, coordination, effectiveness and resource mobilization of action plans and programmes.
- Provide technical support to the different health clusters in identifying public health baselines, health specific interventions that are evidence based; synergize the integration and incorporation into related work plans, ensuring compliance with existing reporting requirements.
- Determine the data information elements that are required internally and externally to support the health sector/cluster coordination and decision-making, design standardized methods of capturing and consolidating evidence based health interventions and document lessons learnt, best practices and trend analyses for promoting accountability, responsiveness and transparency.
- Build and strengthen national capacities for monitoring and evaluation of national health programmes, through conducting needs assessment, defining training needs, develop strategies to achieve targets and facilitate implementation of training activities.
- Assess the impact and effectiveness of responding to health emergencies at the national level, evaluate the relationship between programmes and operational structures in WHO Country Office or the Regional Office; identify gaps, recommend capacities required to improve effectiveness; suggest remedial actions to allow greater predictability, accountability, and partnerships.
- Prepare background documents, concept papers, situation analysis, develop monthly technical
• Reports assessing the implementation of related programmes.
• Facilitate the operational planning and reporting of related health emergencies activities, verify results-oriented formulations and brief technical leads on proper submissions that culminate in approved operational work plans, and their subsequent programmatic monitoring, evaluation and reporting.
• Perform any other related incident-specific duties, as required by the functional 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

• As an active WHO team member, the selected individual will provide efficient, timely, responsive and high-quality support to the WHO Evaluation Office. In so doing, they will contribute to the Evaluation Office’s targeted result of producing credible and useful evaluations that enhance organizational learning within WHO, engaging in a variety of activities and producing a range of outputs leading to results. These include:
  • Briefing notes associated with background research are produced at a high level of accuracy, thoroughness, and clarity, enabling team members to readily grasp the key issues at hand;
  • Sound administrative and logistical supports to country missions are provided, contributing to the smooth operation of these missions;
  • Drafts of key data collection outputs (e.g., data collection instruments, desk review and interview notes, data summaries, technical notes) are provided in timely manner and at a high level of quality in line with good evaluation practice;
  • Data analyses are well executed and communicated, resulting in technical notes (or other outputs) that aid team’s overall understanding of the issues and enable them to address these issues clearly and accurately in the draft report;
  • Report sections under individual’s responsibility are well evidenced and well written, resulting in a draft report that helps inform decision-taking by the WCO, other WHO managers and other key stakeholders (where applicable);
  • Copyediting and proofreading of other team members’ outputs adds value to their drafts;
• Participation in key team meetings is active, constructive and consistent with the WHO values and competencies, contributing to the smooth implementation of the project and the positive functioning of the team;

• Contributions to other Evaluation Office initiatives (e.g., framework on decentralized evaluation, WHO Evaluation Practice Handbook, GNE meeting) are of a high level of timeliness, accuracy, thoroughness, and clarity, enhancing the overall quality of the outputs and activities at hand.

• 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

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<td>Education - Additional Comments</td>
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#### Essential

- First level university degree in information management, public health, epidemiology, economics, international development, life sciences, public or business administration from an accredited and recognized academic institution, is required.

#### Desirable

- Advanced university degree (Master's level or above) in information management, public health, epidemiology, economics, international development, public or business administration.
- Certified training in monitoring and evaluation, is desirable.

#### Required experience

36 months

#### Experience Remark

- At least 3 -5 years of relevant professional work experience, at the national and international level, in the design and implementation of monitoring and evaluation strategies, methodologies and tools, programme development and planning.

#### Language

- English (Mandatory) , Level - Fluent
- And One of these - French, Portuguese (Optional) , Level - Fluent
Area of Expertise
- Monitoring and evaluation Mandatory
- Public health Optional
- Development programme management Optional

Area of Expertise Requirement

Computer skills:
- 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;

Functional Knowledge and Skills:
- Demonstrated knowledge of principles, disciplines and techniques to implement monitoring and evaluation strategies;
- Good research and documentation skills especially for ‘best practices’ in organizational change;
- Proven ability to make recommendations related to work-processing approaches and procedures which would lead to more efficient systems design;
- Advanced ability to gather, analyse and disseminate information on best practice in accountability and results-based management systems.

Competencies & Values
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

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$ 1,651. 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

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

COGR000091-6567

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 assignment is in the framework of the Africa Women Health Champions to improve health and gender equality initiative. African female candidates are strongly encouraged to apply.

Application deadline: 25 March 2020

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.