UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ETHR001107--Monitoring, Evaluation and Learning (MEL) 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>Ethiopia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
</tr>
<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>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Awassa [ETH]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

Hawassa, also called Awasa, is a sit for SNNPR government and Sidama zone city in the Great Rift Valley of central Ethiopia. It lies at the eastern edge of large Lake Hawasa, with its resident hippos. Water birds gather around a popular fish market along the lake’s shore. As a regional city, Hawassa encompasses basic banking services, university, industrial parks and has been tourist destiny and hub to southern part of the country.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details
Assignment Title: Monitoring, Evaluation and Learning (MEL) Officer

Organizational Context & Project Description

At the end of the Second World War, Ethiopia embarked on a programme to modernize its economy and social infrastructure. International organizations were invited to support this effort and, starting in 1952, United Nations officials, including UNICEF staffers, began to frequently visit the country to deliver medical supplies and organize vaccinations of children. In 1958, UNICEF established its first office in Addis Ababa and in 1963 signed a formal Basic Cooperation Agreement (BCA) with the Government.

From inception, UNICEF was guided by the vision of a better future for all children. Through some of the country's most difficult times, and as the country achieved one milestone after another, UNICEF was there to provide policy advice, render technical support, and improve service delivery.

Between 2000-2015, Ethiopia recorded major achievements which included reduction of child mortality by more than two-thirds, halving the number of people living in absolute poverty, expansion of social infrastructure such as health posts and primary schools, reduction of undernutrition in children, and increased access to safe water and sanitation.

With a staff of more than 400 and a field presence in each of the country's eight regional states, our programme in Ethiopia is one of the largest UNICEF programmes globally.

UNICEF works to support national efforts to ensure the realization of the rights of children and women through improved child survival, development and protection. Over the past six decades UNICEF has established strong relations with the Government of Ethiopia, bi-laterals, donors, development partners and civil society.

UNICEF has supported regional governments and various sectors in Ethiopia to strengthen community participations in the decentralized planning processes. This support is in line with the second Growth and Transformation Plan (GTPII) of the Government, which reaffirms the need for major efforts to be carried out so as to mobilize and capture local and community inputs, consolidating their inclusion in the decision-making process.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of the Monitoring and Evaluation Specialist, and the overall supervision of the Chief of Field Office, the UNV Monitoring, Evaluation and Learning (MEL) Officer will undertake the following tasks:

- Update Risk Assurance Activities (RAA) on quarterly basis and track the implementation status on monthly basis
- Ensure a follow-up of recommendations provided to implementing partners, following the RAAs
- Review the monitoring check and spot check reports for the approval of CFO.
- Consolidate major RAA finding experiences and share observations/findings with the IPs.
- Participate on the preparation of sub national level sectorial budget briefs
- Consolidate the ICBPP related achievements
- Contribute to the implementation of periodic, sectorial and specific monitoring in relation with FOs
- Work with BoFED to identify data related challenges and propose way forwards
• Support the admiration of Humanitarian Programme Management (HPM) system at sub national level
• Closely work with Emergency officer to consolidate and verify emergency (IDP) related data in the region
• Participate in BoFED lead field visits with other colleagues on the Quality Assurance Activities (QAA) and present updates on management and review meetings.
• Contribute to the development or update of monitoring guidelines and checklist for implementing partners.
• Take minutes of midyear and yearly review meeting and management meetings held with the lead of BoFED
• Review of midyear and yearend physical report for each section
• Perform any other related duties as may be 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 UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:
  - The development of capacity of IP through coaching, mentoring and formal on job training when working with partner staff
  - Add values and impacts on the implementation of quality assurance activities and risk assurance activities

- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. +49 (0) 228-815 2000</td>
<td>A. PO Box 200111, 53113 Bonn, Germany</td>
</tr>
<tr>
<td>F. +49 (0) 228-815 2001</td>
<td>W. <a href="http://www.unv.org">www.unv.org</a></td>
</tr>
</tbody>
</table>

19 Nov 2019
Education - Additional Comments
Bachelor’s degree in Social Sciences, statistics, development planning and project cycle management

Required experience 24 months

Experience Remark
- At least 2 years of professional work experience at the national and/or international level in project monitoring, evaluation, data quality assessment, programme design or other relevant programmes;

Language
- English (Mandatory), Level - Fluent
- AND - Amharic (Mandatory), Level - Fluent

Area of Expertise
- Monitoring and evaluation Mandatory
- Development programme management Mandatory
- Other development programme/project experience Mandatory

Area of Expertise Requirement
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Proven skill in MS Office application
- Familiarity with database management
- Experience in programme monitoring and report writing
- Accuracy and professionalism in presentation and meeting facilitation;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;

Need Driving Licence No

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](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**: ETHR001107-4965

We are inspiration in action
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: 24 November 2019

doa.apply_url https://vmam.unv.org/candidate/show-doa/RVRIUjAwMTEwNw==

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.