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: Guinea Bissau

Host Institute: United Nations Development Programme

Volunteer Category: International Specialist

Number of Volunteer: 1

Duration: 12 months

Expected Starting Date: 01-09-2020

Duty Station: Bissau [GNB]

Assignment Place: Family Duty Station

Assignment Place Remark

Living Conditions

The Republic of Guinea-Bissau, a small country in western Africa, is one of the world’s poorest nations. The capital is Bissau and the official language is Portuguese, with French as the main spoken foreign language. Many people outside of Bissau speak only an indigenous language or Creole. English is not widely used. The country’s 1998-99 civil war and the persistent political instability devastated the economy. Tourist facilities and infrastructure in general are very limited and not up to common minimum standards. Guinea-Bissau continues to experience periodic political disruptions and instability, although with no violent incidents; all travellers to the country should closely monitor the political situation.

Visitors should avoid political gatherings and street demonstrations. Demonstrations typically begin or end in front of the Presidential Palace in “Praça dos Heróis Nacionais.” While most demonstrations in Bissau are non-violent, the imbalance of power in the country can lead to violent demonstrations. As for safety and security of the different areas of Bissau, it is best to rely not only on the UN Chief Security Advisor (CSA) security advisories and procedures, but also the word of mouth from UN colleagues and friends. Guinea-Bissau is considered a family duty station, but it has limitation in terms of reliable education and health services.
Assignment Details

Assignment Title  
UNV Monitoring & Evaluation Officer

Organizational Context & Project Description

The UNDP Office in Guinea-Bissau was established in 1979. The office is guided by its extended Country Programme Document (CPD) 2016-2021, intervenes in different practice areas, including sustainable development (local economic development and employment promotion, climate change adaptation/environment) and democratic governance (justice and rule of law, elections, public administration and decentralization, CSOs, support to parliament). The office has currently more than 20 active projects, with a total delivery in 2019 of about US$ 22,000,000. The country office is currently composed by approximately 76 staff members, including both Programme and Operations, of which 16 are international (including 6 international UNVs). In addition to this group, UNDP also manages the staff working for the Resident Coordinator’s office and staff working for projects, but with UNDP contracts.

The United Nations System has engaged, in close collaboration with the Government, to develop the United Nations Development Assistance Framework (UNDAF) for the period 2016-2020 with a view to make a meaningful contribution to the achievement of the national priorities set out in the 2015-2025 Government Operational and Strategic Plan (Terra Ranka). Given the scarcity of resources dedicated to development assistance linked to the difficult international economic context and the political instability, the strengthening of the UNDAF monitoring and evaluation framework is necessary.

UNDP has made results-based management one of its priorities. This has culminated in the publication of a planning manual, monitoring and evaluation focused on development results the operationalization of RBM through the Atlas project management system.

Regarding UNDP Guinea-Bissau, despite significant improvements in the recent years, there are still weaknesses in the effective application of results-based management, introduction and updating of information in Atlas as well as reporting and closing projects in Atlas. Improvements are also needed in baseline data collection to inform indicator benchmarks and the strengthening of the Office’s monitoring and evaluation system to improve accountability based on a results-based management culture and visibility of results. The improvement of the Office’s monitoring and evaluation system should allow for a better appreciation of the progress made in the implementation of the CPD.

The monitoring and evaluation function in UNDP Guinea Bissau is integrated within the Programme Support Team (PSU) that is constituted by a Programme Management Specialist, a Communication Specialist, a Gender Specialist, a Resources Mobilisation specialist and a Programme Assistant. The Unit is directly supervised by the Deputy Resident Representative for Programme, to whom the team members report. The UNV Monitoring & Evaluation Officer will report to the Deputy Resident Representative for Programme. The unit contributes to strengthen UNDP Country Office Monitoring and Evaluation capacity and to meet corporate standards regarding management performance within the framework of the UNDAF 2016-2020 and the extended UNDP Country Programme Document (CPD) 2016-20210.

Sustainable Development Goals

10. Reduced Inequalities

Task description

Within the delegated authority and under the supervision of the Deputy Resident Representative for Programme or his designated
mandated representative(s), the UN Volunteer will:

**Strengthen the results-based monitoring and evaluation system**:

- Participate in the development and implementation of monitoring and evaluation plans;
- Contribute to development of data collection tools for activities in the field;
- Contribute to preparation of semi-annual and annual program reviews / reports and ensure timely reporting;

**Strengthen National Country Office Management Performance**:

- Participate and support the Projects Quality Assurance (PQA) exercise, and ensure quality control of reports;
- Contribute to maintain a good stand (ACCLAIM or Better) of the Office in the CPI indicators exercise;
- Support projects with Transparency International data compliance.

**Support the development of databases**:

- Support the establishment of projects monitoring databases;
- Contribute to the updating of the Program database (i.e. using ATLAS);
- Check the quality of the data collected.

**Support planning, and monitoring and evaluation exercises under UNDAF**:

- Participate in meetings of the UN Monitoring and Evaluation Group;
- Participate in the development and implementation of the UNDAF monitoring and evaluation plan;
- Facilitate the availability of UNDP Program indicator values to UNDAF Outcome Groups and support them in the formulation of monitoring of indicators.

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**

- The accountability mechanism (monitoring, evaluation, documentation, reporting, etc.) of the Programme is functional and facilitates the achievement of the results of the CPD and the Strategic Plan;
- The information entered on projects in the project management system (Atlas) is of good quality, accordingly with corporate standards;
- The Country Office is fully compliant with corporate management performance indicators, including the CPI Index;
- The Country Office is fully engaged and contribute to UNDAF monitoring 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**

**Required Degree Level**

Master degree or equivalent

**Education - Additional Comments**

Master degree in Economics, Development Studies, Statistics or other related areas.

**Required experience**

36 months
Experience Remark

- Monitoring and evaluation;
- Knowledge of planning, project/program management, monitoring and evaluation frameworks, and socio-economic data collection and analysis techniques;

Language

- English (Mandatory), Level - Fluent
- And One of these- French (Mandatory), Level - Fluent
- AND - Portuguese (Optional), Level - Working Knowledge

Area of Expertise

- Monitoring and evaluation Mandatory
- Development programme management Mandatory
- Development programme/project administration Optional

Area of Expertise Requirement

- Monitoring and evaluation;
- Knowledge of planning, project/program management, monitoring and evaluation frameworks, and socio-economic data collection and analysis techniques;
- Interest in the UN and adaptability to a multicultural environment;
- Strong commitment to working for sustainable development and human rights.

LANGUAGES: Fluency in written and spoken English OR French is required. Knowledge of Portuguese would be an asset.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- 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 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

GNBR000092-7540

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.

Application deadline: 19 August 2020

https://vmam.unv.org/candidate/show-doa/R05CUjAwMDA5Mg==

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.