

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

HTIR000182--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

Country of Assignment	Haiti
Host Institute	International Organization for Migration
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Port-au-Prince [HTI]

Assignment Place Remark

Port au Prince, Haiti with regular travel to field locations.

Living Conditions

Haiti shares Hispaniola with the Dominican Republic in the Caribbean Sea. Haiti has strong agricultural, tourist, cultural, even industrial potentialities. But development efforts are undermined by continued environmental degradation, economic and social crisis, and political instability. The country remains vulnerable to unrest and sporadic violence. The entire country is in Security Phase III which requires authorization for all personnel movements.

Haiti is a non-family duty station. The country is mostly mountainous, with a tropical climate. There are two rainy seasons (April-May and September-October). The hurricane season occurs from June to September and the average temperature is 25 degrees Celsius. The ability to live and work in difficult conditions of developing countries is necessary.

Food and water: Most super markets have re-opened but food is still quite expensive. Potable water is available in most

supermarkets at reasonable price.

Health: UN Volunteers should be aware that they are exposed to a number of tropical diseases and should complete all medical formalities specified in the offer of assignment before travelling and bring with them sufficient and appropriate medical supplies. The following vaccinations are required and/or recommended prior to travel or upon arrival: typhoid, hepatitis A and B, yellow fever (required for travellers arriving), polio, rabies, tetanus/diphtheria, measles-mumps-rubella (MMR), malaria (prophylaxis is recommended for almost all parts of the country).

Personal and Home Security is your own responsibility. All the UN personnel including UN Volunteers are advised to have 24-hour security outside your residence. UNDSS will give you a Security Briefing upon your arrival, including suggestions for improvement in

the security situation of your residence, and will also make sure the compliance to UN Minimum Operational Residential Security Standard (MORSS). Local security is at stake with high insecurity rate and impunity.

UN Staff including UN Volunteers have a 24 hours' full access to a UN Medical Clinic. In addition to that, within UN Base premises, there is a cafeteria and supermarket where you can buy all kind of food/non-food items. It is relatively easy to find supermarkets in Port-au-Prince, but there is much less choice in the provinces. It is recommended to use only Mineral Water during your stay in Haiti, as local water is poorly treated and unsafe to drink.

Within UN Log Base, UN Staff can enjoy modern Satellites Intercontinental Communications. Electricity in Haiti is 110 Volts. Sockets

fit round two-pin plugs (as in USA) but adapters can be easily found to fit Continental /European appliances. Electricity failure frequently occurs everywhere in Haiti and power surge protectors (about US\$ 30-40) are strongly recommended.

Assignment Details

Assignment Title Monitoring and Evaluation Officer

Organizational Context & Project Description

IOMs Monitoring and Evaluation (M&E) strategy aims to improve the quality and integrity of program delivery, ensure that programs are responsive to the needs of affected populations, and meet donor requirements and standards of accountability.

The M&E Officer will work as part of the IOM emergency response team, under the direct supervision of the Senior Programme Manager and the overall supervision of the Chief of Mission. The incumbent will support the Senior Programme Manager in leading the design of tailored tools and to implement the Programme Monitoring and Learning Plan for Shelter/NFI/DRR and COVID-19 response and cross cutting issues. In particular, the incumbent will undertake the tasks outlined below:

Sustainable Development Goals 11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of the [insert function] or his/her designated mandated representative(s), the UN Volunteer will:

1. Support the Senior Programme Manager in lead the development and strengthening of Monitoring and Evaluation (M&E) systems, including learning and accountability and generation of reliable data for results-based management of the emergency unit overall and to strengthen project implementation.
2. Support the development of new project proposals, including development of logical frameworks, setting realistic and gender-sensitive indicators and targets;
3. Regularly update monitoring performance measurement with COVID-19/Shelter/NFI/DRR staff, such as quality benchmarks and indicator and performance tracking for IOM and partner's projects.

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4. Undertake and oversee regular field monitoring and evaluation visits with field staff and in coordination with the Senior Programme Manager to ensure technical and operational compliance and timely execution of projects vis-à-vis approved plans and targets.
5. Support sound ethical and methodological design and implementation approach for KAPs surveys as well as PDM and monitoring plans, ensuring that gender sensitivity and gender analysis is integrated.
6. Lead on quantitative data analysis and report writing for the unit's assessment, KAP surveys and others surveys related to the behavior change strategy;
7. Establish and management of community-based complaint-response mechanisms in areas where interagency mechanisms are not functional, including working with IOM PSEA focal points to ensure safe handling of SEA reports.
8. Support project management with the preparation of timely Donor Reports to ensure compliance with key programme indicators and objectives.
9. Prepare external evaluations and conduct internal performance and impact evaluations and other accountability reports as required; including draft of analysis of the findings and recommendations.
10. Support the development of improved information management systems within the office;
11. Support the Senior Programme Manager in identifying the relevant information requirement of the Working Group partners and facilitate information sharing among stakeholders.
12. Support the Working Group Coordinator in all information gathering and coordinating information collection process including monitoring and analysing of data.
13. Participate in the analysis of data as well as visualization (such as mapping, gap analysis, infographic, etc) and reporting to Working Group partners.
14. Regularly engage and represent the Shelter/NFI/DRR/Protection Working Group in the Information Management Working Group and the Assessment Working Group.
15. Elaborate and maintain the Shelter Working Group information management and mapping tools, including but not limited to Working Group website, 4W, dashboard, snapshot and presence and intervention tracking as required.
16. Liaise with humanitarian stakeholders and relevant government counterpart on behalf of the Shelter Working Group as required. Maintain contact with appropriate partner agencies when basic or special needs are identified.
17. Perform such other duties as may be assigned.

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

[Results/Outputs should not entirely mirror the task description but serve as a basis for workplans and deliverables]

- As a
- Development, measurement and reporting of qualitative and quantitative output, outcome and objective level performance indicators with targets for the relevant projects;
- IOM Baseline survey instruments developed and data collection instruments streamlined, with demonstrated transfer of skills to IOM staff;
- Overall coordination between IOM and other UN agencies strengthened;
- Good quality reports and working documents produced to inform decision-taking by IOM management and programmes, including reports related to monitoring visits generated and processed;
- Local capacity development through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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.

- 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 Bachelor degree or equivalent

Education - Additional Comments

- University's degree or equivalent in Development, Management, Political or Social Sciences or a related field from an accredited academic institution with two years of relevant professional experience, or;
- Bachelor's degree or equivalent in Development, Management, Political or Social Sciences or a related field from an accredited academic institution with four years of relevant professional experience

Required experience 24 months

Experience Remark

- At least two years' work experience (or four years for candidates with first level of university degree) in Monitoring and Evaluation;
- Ability to design and develop Monitoring, Evaluation, Learning and Accountability strategy, methodologies and tools;
- Demonstrated previous experience establishing and managing robust complaint-response mechanisms;
- Ability to consolidate information from multiple sources and write timely and succinct information analysis and report writing;
- Knowledge of digital data collection platforms and methodologies;
- Excellent computer skills: excellent knowledge of MS Word, Excel, PowerPoint and email/internet software, statistical analysis packages; Good skills in training and capacity building in M&E;
- Knowledge of Access database is an advantage;
- Previous experience emergency monitoring activities;

Language

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

Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Optional

Area of Expertise Requirement

Delivers on set objectives in hardship situations

Effectively coordinates actions with other implementing partners

Works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance country office or regional objectives

Emergency or Crisis

Works effectively in high pressure, rapidly changing environments

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Coordinates actions with emergency response actors and making use of coordination structures

Supports adequate levels of information sharing between internal units, Working Group partners, IOM and other emergency response actors

Establishes and maintains effective relationships with implementing partners

Makes correct decisions rapidly based on available information.

Need Driving Licence Yes

Competencies & Values

- Accountability
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Technological Awareness
- 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:

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

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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 HTIR000182-7746

Application procedure

You can only apply if you have created your profile at <https://vmam.unv.org/candidate/signup>

Watch this video for the specific steps you must follow: https://www.youtube.com/watch?v=VT5uJ_FoIWU

If you are already registered in UNV's Talent Pool, make sure your profile is up to date before applying.

Application deadline: 29-Sep-2020 at 23:59hrs, Germany time zone

doa.apply_url <https://vmam.unv.org/candidate/show-doa/SFRJUjAwMDE4Mg==>

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.