UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001663--Quality Assurance Officer (RBM)

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: Kenya
Host Institute: United Nations Environment Programme
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: 01-01-2020
Duty Station: Nairobi [KEN]
Assignment Place: Family Duty Station
Assignment Place Remark: Family Assignment

Living Conditions

The incumbent will find his/her own housing arrangements in Nairobi. Nairobi is a modern metropolitan city where most basic goods and services are available locally at reasonable cost. The city is at a high altitude, with sunny days and cooler nights. There is a short rainy season before Christmas, and longer rains fall from March to May. November to February is generally warm. No need for central heating, however warm clothes are necessary during the rainy season. There are several transportation options in Nairobi, including taxis, buses, mini-buses, and mobile applications for transport. Public healthcare in Nairobi is generally subpar, but there are private healthcare options that are of better quality. The city is widely connected through Jomo Kenyatta International Airport and the smaller Wilson Airport.
transport is also available to many up-country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both UN HABITAT and UNEP, and as the UN Regional Hub for the East and Horn of Africa region. Security is an issue in Nairobi, with incidents of car-jacking and theft not uncommon. Safety and security in Nairobi varies depending on different neighborhoods, and it is important to become familiarized with safety recommendations for the city. Telecommunication system in Nairobi is generally sufficient. Internet access is generally reliable. There are frequent power cuts, however most of the shared compounds have generators. Water supply can also be an issue as Kenya often experiences drought. In these situations, expats, may need to supplement their water supply by buying in water tankers. Kenyans are wonderfully friendly and tolerant to visitors. English is the first language spoken here, though most Kenyans are trilingual, using tribal languages and Kiswahili.

Assignment Details

Assignment Title  
Quality Assurance Officer (RBM)

Organizational Context & Project Description

Host Institute

The United Nations Environment is the UN system's designated entity for addressing environmental issues at the global and regional levels. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of Governments and the international community for action. This post is located in the Policy and Programme Division in UN Environment at the Nairobi duty station.

Organizational Context & Project Description:

This post is in the Programme Coherence and Assurance Unit (PCA), Policy and Programme Division, in UN Environment at its Headquarters, Nairobi, Kenya. The PCA is mandated with the Project Review Committee (PRC), which was established to provide quality assurance of project and programme designs in the organization, and to strength the organizations alignment to results based management /budgeting principles. The PCA unit reports to the Director of Policy and Programme Division.

Sustainable Development Goals  
17. Partnerships For the Goals

Task description

Under the direct supervision of the UNEP Programme Coherence and Assurance (PCA) Head of Unit, the UN Volunteer will undertake the following tasks:

- Assist operationalization of project reviews in the Project Review Committee (PRC) Secretariat within the Programme Coherence and Assurance Unit as follows: Projects that are submitted to the PRC have been reviewed against agreed criteria and specific recommendations are made for areas
needing improvement. Where feasible, practical suggestions for such improvements are included. Projects must align to the Subprogramme Frameworks and to the project design parameters as per the UN Environment programme manual and the quality of project design criteria. GEF projects, in addition, must align with the relevant GEF focal area strategies.

- Shall use the Matrix for quality of project design assessment criteria to provide assessment of projects submitted for review, both at Concept Stage or at Full project document stage.
- Data on scores obtained by each project after applying the “quality of project design matrix” will be kept enabling analysis of trends within the organization.
- Analytical work using project assessments and or the quality of project design matrix content contributing to refinement of existing tools for PRC process.
- Note taking at Project Review Committee sessions to support the Secretariat in issuing PRC reports.

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

- Corporate project review processes in P&P Division (Programme Coherence and Assurance Unit) are supported for timely review and appraisal of projects providing opportunity to align and improve project documents.
- Projects that are submitted to the PRC have been reviewed against agreed criteria and specific recommendations are made for areas needing improvement. Where feasible, practical suggestions for such improvements are included. Projects must align to the Subprogramme Frameworks and to the project design parameters as per the UN Environment programme manual and the quality of project design criteria. In addition, GEF projects must align with the relevant GEF focal area strategies.
- All projects submitted for review by Programme Coherence & Assurance Unit- whether at PRC or before PRC will be reviewed by the consultant and the quality of project design matrix applied. Particular attention will be paid to ToC, logframe, sustainability and stakeholder involvement.

- 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

Business administration, project management, M&E, development studies or related fields

Required experience  
36 months

Experience Remark

At least 3 year of strong project management and related project experience that can relate to results based management (RBM)

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Development programme/project administration Mandatory

Area of Expertise Requirement

Required experience in

- Project development and management
- Quality assurance of project design and/or evaluation
- Results-based management (RBM)

Following experience is an advantage:

- Research in social or environmental development
- Training

Need Driving Licence  
No

Competencies & Values

- Accountability
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Working in Teams

28 Nov 2019
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$ 1,631. 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**  KENR001663-5799

**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?

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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: 28 November 2019

doa.apply_url

https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTY2Mw==

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.