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>Lao People's Democratic Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Vientiane [LAO]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

The position will be based in the capital, Vientiane. Vientiane allows basic living needs, including accommodation, banking facilities, and telecommunications/internet services are readily available. All staple foods can be found in the markets, e.g.: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Vientiane and other places throughout Lao PDR.

Houses or apartments are usually of good standards. Living conditions in Vientiane are comfortable but residents must make concessions due to the tropical climate and under-developed infrastructure, including health facilities. The medical conditions in the country may be somewhat a concern, but with easy access to neighbouring cities in Thailand for better medical care.
Vientiane is a relatively safe place to live in, with violent crime incidents rare. However, single females should exert vigilance if moving alone during the dark and it is best advised to move in groups. The biggest hazards relate to traffic accidents, hence utmost care should be exerted when in traffic, especially when riding a motorbike.

The Vientiane entertainment scene is still quiet and in order to avoid feeling lonely the person should be proactive in forming friendships, and hence should be ready to make the best of e.g. the UNV Buddy Programme.

Assignment Details

Assignment Title: Population Data Fellow

Organizational Context & Project Description

UNFPA is the United Nations Population Fund. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA supports:

1. Reproductive health care for women and youth in more than 150 countries – which are home to more than 80 per cent of the world’s population;
2. The health of pregnant women, especially the 1 million who face life-threatening complications each month;
3. Reliable access to modern contraceptives sufficient to benefit 20 million women a year;
4. Training of thousands of health workers to help ensure at least 90 per cent of all childbirths are supervised by skilled attendants;
5. Prevention of gender-based violence, which affects 1 in 3 women;
6. Abandonment of female genital mutilation, which harms 3 million girls annually;
7. Prevention of teen pregnancies, complications of which are the leading cause of death for girls 15-19 years old;
8. Efforts to end child marriage, which could affect an estimated 70 million girls over the next 5 years;
9. Delivery of safe birth supplies, dignity kits and other life-saving materials to survivors of conflict and natural disaster;
10. Censuses, data collection and analyses, which are essential for development planning.

UNFPA is hosting an inaugural cohort of Population Data Fellows around the world in 2019-2020. The Population Data Fellows collaborate to design and deliver targeted projects that will contribute to UNFPA’s work on civil registration and vital statistics in the areas of:

1. qualitative population field research;
2. data analytics of vital registration data;
3. capacity-building in completeness assessment, demographic data quality assessment, and vital statistics.

The UNFPA Population Data Fellow will support the efforts of UNFPA and the UN Country Team to address under-registration of vital events across the life course, including registration of births, marriages, divorces, and deaths within the context of the Lao CRVS system building which is supported by World Bank through Ministry of Home Affairs. They will also carry out exploratory formative research on the strengthening of registration of adoption events into the Lao CRVS system.

The Population Data Fellow will support efforts to systematically strengthen CRVS system, ensure it is building on existing efforts systems and structures to provide the highest quality data so that the CRVS system focuses on areas which need further improvement. The Specialist will also guide the Civil Registration Authority and National Statistics Office on adjustments to civil registration data when producing representative and reliable vital statistics at national and sub-national levels.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of the Representative, working in collaboration with the Regional Population Advisor, Technical Specialist (Health and Social Inequalities), the cohort of UNFPA Population Data Fellows, and the UN Resident Coordinator’s Office in Lao PDR, the UNFPA Population Data Fellow will:

- Promote contemporary technical methods of assessing data quality and completeness of civil registration data, adjusting civil registration data to account for coverage and content error, and producing vital statistics from civil registration data;
- Support developing capacity-building materials, technical tutorials, and worked examples to support staff from National Statistics Offices in assessing data quality and completeness of civil registration data, adjusting civil registration data to account for coverage and content error, and producing vital statistics from civil registration data;
- Assist in facilitating capacity-building workshops and data laboratories for officials from National Statistics Offices and civil registration authorities;
- Conduct statistical and demographic analysis, using standard statistical software packages (e.g. R, Stata or SPSS) to support data processing, assessment and analysis of civil registration data;
- Contribute to routine and ad-hoc discussions and meetings within UNFPA on civil registration, vital statistics and legal identity;
- Contribute to UNCT analysis of broader development trends, drawing on CRVS data;
- Support inter census and census preparatory work;
- Guide SDG indicator and Noi framework reporting by analysing existing data sources and preparing sample reports showing trends;
- Any other related tasks as may be required or assigned by the 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

- Solid knowledge of demographic and statistical methods for assessing, processing and analyzing civil registration data in low-/middle-income countries;
- Support to the production of capacity building resources on assessing data quality and completeness of civil registration data, adjusting civil registration data to account for coverage and content error, and producing vital statistics from civil registration data;
- Contributions to assessments of completeness and quality of civil registration data, statistical adjustments on incomplete civil registration data, multivariate analyses of proximate determinants and social consequences of vital event under-registration, and production of vital statistics analysis outputs in collaboration with UNFPA staff, national statistics offices and civil registration authorities;
- Successful support to facilitated workshops and data laboratories for national statistics offices and civil registry staff in the assessment, adjustment and analysis of civil registration data and production of vital statistics;
- LSB inter census and census preparations on track;
- Periodic SDG localised indicator reports prepared based on existing data sources;

- 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 undergraduate degree or equivalent in the quantitative social sciences, such as demography, public health epidemiology, statistics, sociology, economics or related discipline (such as computer science).
Required experience 24 months

Experience Remark

Experience (2 years) in applied statistics, public health, epidemiology, and demography.

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

Area of Expertise
- Public health Optional
- Statistics Mandatory

Area of Expertise Requirement

- Familiarity and experience in carrying out descriptive statistical analysis and multivariate regression analysis.
- Motivated to contribute towards peace and development and to serve others; Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team; Flexible and open to learning and new experiences.
- Respect for diversity and adaptability to other cultures, environments and living conditions; Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
- Computer programming skills (particular in R, or related statistical programming language such as Stata or SPSS) and willingness to learn (or existing familiarity with) GitHub or version control systems; Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Need Driving Licence No

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

LAOR000532-6667

**Application procedure**

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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: 03 April 2020

Updated Novel Coronavirus (COVID-19) information for candidates can be found here.

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.