UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MDGR000093–Monitoring/Evaluation, Reporting and Project Development Assistant

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         | Madagascar          |
| Host Institute                | International Organization for Migration |
| Volunteer Category            | International Youth |
| Number of Volunteer           | 1                   |
| Duration                      | 12 months           |
| Expected Starting Date        | 01-06-2020          |
| Duty Station                  | Antananarivo [MDG]  |
| Assignment Place              | Family Duty Station |
| Assignment Place Remark       |                     |

UN Youth Volunteer assignments are always without family

Living Conditions

Antananarivo is the capital and largest city of Madagascar. The larger urban area surrounding the city, known as Antananarivo-Renivohitra (“Antananarivo-Mother Hill” or “Antananarivo-Capital”), is the capital of Analamanga region. The city is located 1,280m above the sea level in the center of the island, and has been the island’s largest population center since at least the 18th century.

Antananarivo is the political, economic, educational and cultural heart of Madagascar. The Presidency, National Assembly, Senate and Supreme Court are located here, as are 21 diplomatic missions and the headquarters of many national and international businesses and NGOs. Antananarivo also hosts the largest number of universities, nightclubs, art venues, medical services and other social service institutions of any city on the island.
Assignment Details

Assignment Title: Monitoring/Evaluation, Reporting and Project Development Assistant

Organizational Context & Project Description

OM, the UN Migration Agency, is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM works with its partners in the international community to assist in meeting the growing operational challenges of migration, advance understanding of migration issues, encourage social and economic development through migration and uphold the well-being and human rights of migrants.

Madagascar is a Member State of the Organization since 2001. In the early years of membership, IOM activities have evolved mostly around the provision of assistance to vulnerable migrants stranded in – and to those returning to - Madagascar, the realization of a study on the causes and effect of internal mobility, the implementation of a range of activities aimed at advocating for the link between Migration and Health, and on the preparation and release of the National Migration Profile.

Following the signature of a cooperation agreement between the Government of Madagascar (GoM) and IOM in October 2014, IOM opened a permanent Office in Antananarivo, which evolved into a full-fledged Mission with an accredited Chief of Mission. This agreement has allowed for the development and implementation of programmes in the fields of migration and health, international migration law, migration and the environment, counter-trafficking, forced migration and displaced persons, labor migration, immigration and border management, community stabilization, peacebuilding, and the mobilization of the diaspora, channeled through the provision of capacity building, advisory, operational support, and technical expertise.

Currently, IOM operates from its Head Office in Antananarivo and Sub-Offices in Betoko (South) and Morondo (Western coast).

Sustainable Development Goals

10. Reduced Inequalities

Task description

Under the direct supervision of the Chief of Mission, and in close coordination with Programme Coordinators in the different thematic areas of the IOM Mission to Madagascar, the UN Youth Volunteer will undertake the following tasks:

- Support Programme Coordinators in monitoring in-country programme progresses against established objectives, projects deliverables, and projects benchmarks, in accordance with donor’s requirements, IOM regulations, and established procedures.
- Assist with the compilation and drafting of reports including monthly, quarterly, interim and final narrative reports, as required by IOM, project donors, and other government and non-government partners.
- Liaise with the Regional Office in Pretoria and HQ in Geneva as well as other IOM missions to ensure the timely submission and donor compliance of project proposals and reports.
- Liaise and network with IOM relevant partners (e.g. UN, NGOs, IGOs, private and public sector etc.), and represent the Mission in UN inter-agency fora and working groups, seminars, conferences, and other external events as needed.
- Assist in the design and development of programme/projects activities and budgets in relevant thematic areas of interest to IOM Madagascar, in line with IOM global mandate and expertise, the Regional Strategy for Southern Africa, and in consultation with relevant stakeholders, including governmental authorities, civil society, international institutions, as well as partner organizations.
- Support the Chief of Mission in publicizing, promoting and disseminating the activities of the Mission to donors, the media, and the great public. Oversee the development and adherence to the Mission’s public information and communication strategy, including through social media.
- Support the Chief of Mission through the drafting of presentations, talking points, briefing papers and speeches.
- Perform such 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...
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Bachelor in Political Science, Social Sciences, Law, or related area. Migration studies or Development related education is an asset.

Required experience
0 months

Experience Remark
Demonstrated interest and/or experience in migration, development

Language
- French (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Working Knowledge

Area of Expertise
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Learning Expectations
Learning and development are a central part of the UN Youth Volunteer’s assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer’s skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

Learning elements for the UN Youth Volunteer include the development of:
- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence
No

Competencies & Values

and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs
The UN Youth Volunteer has gained experience and developed skills through exposure and direct engagement in programme and administration work of an international organization.

The UN Youth Volunteer has gained an in-depth understanding of issues around migration management.

The UN Youth Volunteer has benefited from various IOM trainings and workshops related to different work areas of relevance to the implementation of responsibilities.

Gain experience in working with governmental, non-governmental and United Nations institutions in Africa/Indian Ocean.

- 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
Conditions of Service and other information

Condition of Service: Click here to view 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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,305. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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  
MDGR000093-6366

Application procedure

Prerequisites

This assignment is funded by the Government of the Russian Federation, therefore only Russian nationals are eligible to apply.

This is a UN Youth Volunteer assignment and eligible candidates must be below 29 years of age throughout the assignment.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity in April. Usually these interviews are competency-based and held via skype or telephone.

Selected candidates will be invited to an assignment preparation training, 18-21 May.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via ‘Candidate Signup’.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the ‘Additional Remarks’ section of your profile.

Application deadline: 4 March 2020

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/TURHUjAwMDA5Mw==

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.