UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000099—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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Myanmar</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-03-2020</td>
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<tr>
<td>Duty Station</td>
<td>Yangoon [MMR]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyidaw and its largest city is Yangon.

The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Most of them are Buddhists.

Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit.
months of March, April, and May the weather in Myanmar can be very hot and humid, especially around
the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the
hot temperatures, there are areas that can be quite pleasant. The interior areas such as Inle Lake and
Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as
they have a much higher altitude.

Assignment Details

Assignment Title | Monitoring and Evaluation Officer
Organizational Context & Project Description

Myanmar has embarked on a major transition towards democracy, market style economy and peace.
Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed
Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP
Country Programme during 2013-2017 and as a key development partner of the government of Myanmar,
UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a
large and relevant programme portfolio that is responsive to the main development challenges facing the
country.

The UNDP Country Office in Myanmar is a key interlocutor and advisor to the union government on rule of
law, institution building and accountability issues, and expanding its programme at the state, region and
township levels in order to ensure stronger institutions at all levels of government as well as broader civic
engagement as part of the effort to build and sustain peace.

The new UNDP Myanmar Country Programme (CPD) (2018-2022) has been finalized and a new structure
country office structure has been established to support a more integrated and collaborative way of
working to help Myanmar achieve sustainable development and sustained peace. The Country Office has
aligned the new office structure with the new CPD and designed new ways of working that will facilitate
more collaboration across the office, across the programme and projects, and from union level to sub-
national level, and it has introduced an Area-Based Approach targeting five states and regions including
Rakhine State.

The IUNV will work for UNDP Myanmar (Yangon office, with regular travel throughout Myanmar) under its
People & Peace Governance Outcome area. More specifically, the IUNV will be assigned to work under
the Township Democratic Local Governance Project that aims to address institutional challenges in
Myanmar’s local governance structures, emphasizing planning at the township level as one entry point in
trying to make local governments more inclusive and responsive to people’s needs. The project is
designed along four work streams to strengthen the capacities of township administrations to meet local
needs for public services; to facilitate information sharing and meaningful participation by the public in
planning processes; to facilitate township administrations engaging with ethnic armed organizations on
service delivery coordination (and involve them in township planning processes); and to utilize lessons
learned to advocate for policy change.

UNDPs work on supporting township planning process covers Bago Region, as well as Mon and Rakhine states. Currently, opportunities are explored for replicating this experience in Kachin State.

**Sustainable Development Goals**  
16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of the Project Manager and the International Monitoring and Evaluation Analyst, the National UNV will:

1. Assist in maintenance and update of the new project monitoring & evaluation framework, including through collecting and compiling data, collating background information for developing project progress reports in line with the corporate and donor requirements.
2. Support in preparation and implementation of Annual Work Plan, specifically the Monitoring and Evaluation as well as Communication Plans.
3. Provide assistance in preparations for the Project Board and Technical Working Group meetings, and also other ad hoc meetings with government counterparts, donors, other UN agencies and the project’s implementing partners.
4. Collect background information for development of communication materials such as drafting short articles, case studies and fact sheets on project activities.
5. Promote information sharing, communication and coordination between the TDLG and other projects of UNDP, UN Agencies and development partners, as may be required.
6. Assist in drafting of knowledge products through collecting background information, and data collection on township planning process, also covering gender equality and conflict sensitivity areas;
7. Attend and contribute to project related meetings as required;
8. Assist other team members in organising workshops, seminars, capacity building training, local policy advocacy initiatives, etc.

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/website, 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**

1. Timely and quality assistance provided to implement TDLG project in Myanmar focusing on monitoring, communicating and reporting on project activities;
2. Assistance in conducting project related research and drafting of knowledge products;

We are inspiration in action
3. Assistance to project staff based in target States/Regions in planning and conducting systematic monitoring, data collection and codification of lessons learnt;
4. Enhanced understanding of monitoring and evaluation and capacity to independently manage the process;
5. Support to International UNV in systematic application, integration and documentation of Age, Gender and Diversity (AGD) and conflict sensitivity perspectives in project implementation;
6. 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

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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Minimum of 2 years (or 4 years with Bachelor degree) of relevant experience in monitoring and evaluation, preferably in the field of democratic governance and ideally within the UN system.</td>
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<table>
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<tr>
<th>Required experience</th>
<th>24 months</th>
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<tbody>
<tr>
<td>Experience Remark</td>
<td>Experience in supporting implementation of development projects with the focus on monitoring, evaluation and reporting is required. Previous experience in the field of democratic governance e.g. supporting institutional capacity development, civil society support, conflict prevention and gender equality, is a distinct advantage.</td>
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</tbody>
</table>

### Language
- English (Mandatory) , Level - Fluent
- AND - Burmese (Mandatory) , Level - Fluent

### Area of Expertise
- Monitoring and evaluation Mandatory
- Development programme/project administration Optional

### Area of Expertise Requirement
Relevant Degree in Public Administration, Development Studies, Conflict Management or any related field;

Need Driving Licence: No

Competencies & Values:
- Accountability
- Commitment and Motivation
- Communication
- Ethics and Values
- Managing Performance
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements
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 and official processes;

- 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;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- 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          MMRR000099-6149
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.

Watch this video for the specific steps you must follow to register on the UN Volunteers' Global Talent Pool https://www.youtube.com/watch?v=VT5uJ_FolWU

This is a national UN Volunteer assignment, therefore only nationals of Myanmar and legal residents in Myanmar with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 25 March 2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/TU1SUjAwMDA5OQ==

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.