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>Nepal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children’s Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-06-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kathmandu [NPL]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

UN Youth Volunteer assignments are always without family

Living Conditions

Kathmandu, the capital of Nepal, lies under the Phase 1 of the UN Security classification, but is subject to change depending on the development of the security situation. Living conditions in Kathmandu are good. Comfortable inexpensive flats (furnished and unfurnished) are available in Kathmandu. Both imported and local foods and clothing are abundantly available. There is a short supply of water while it is also not safe to drink without treatment. Public transport is easily available and generally reliable though traffic congestion is extremely high. Kathmandu has a moderate climate with coldest temperature reaching just above zero at the night during the winter and mild but humid during the monsoon period, mid-June to end September.

Assignment Details

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NPLR000134--Monitoring 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>Nepal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children’s Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-06-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kathmandu [NPL]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

UN Youth Volunteer assignments are always without family

Living Conditions

Kathmandu, the capital of Nepal, lies under the Phase 1 of the UN Security classification, but is subject to change depending on the development of the security situation. Living conditions in Kathmandu are good. Comfortable inexpensive flats (furnished and unfurnished) are available in Kathmandu. Both imported and local foods and clothing are abundantly available. There is a short supply of water while it is also not safe to drink without treatment. Public transport is easily available and generally reliable though traffic congestion is extremely high. Kathmandu has a moderate climate with coldest temperature reaching just above zero at the night during the winter and mild but humid during the monsoon period, mid-June to end September.

Assignment Details

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NPLR000134--Monitoring 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.
**Assignment Title**  
Monitoring Officer  

**Organizational Context & Project Description**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Through this position the focus will be to contribute in UNICEF Strategic Plan 2018-2021.

**Sustainable Development Goals**  
17. Partnerships For the Goals

**Task description**

Under the direct supervision of **Chief Planning and Monitoring**, the UN Volunteer will undertake the following tasks:

- Support designing and assessing the Country Programme monitoring framework with equity focus and provide technical support to the partners, programmes and field offices in operationalization and implementation of the monitoring framework for bottlenecks.
- Support in designing the monitoring methodology for bottlenecks and analysing data to guide the adjustments of programme strategy.
- Support development of Field Monitoring Plan with sections and compile for analysis.
- Participate in programme implementation and monitoring activities and prepare relevant reports.
- Attend technical co-operation meetings with partners, prepare notes and undertake follow-up action related to programme monitoring and implementation.
- Select and compile training and orientation material for those involved in programme implementation and monitoring.
- Assist in the preparation and review of the country programme by drafting relevant documentation related to programme monitoring ensuring accuracy and consistency with established policies, guidelines and regulations.
- Support the Chief of Planning and Monitoring Section and the Planning and Monitoring Specialist to conduct Country Office monitoring in convergence and programme specific local government municipalities where UNICEF is operating.
- Support Field Office in Mid-year and annual reviews, development of Operational Plans and field monitoring plans.

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**

The Office monitoring framework is finalized and implemented.

Programme managers at NCO and Field Offices are trained and increased their capacity in monitoring.

Monitoring tools are developed and used to generate monitoring information that decision makers will use to improve programme implementation and achievement of results for children.

Monitoring information are available to Field Offices are supported to conduct joint reviews with partners.

Training and orientation materials on monitoring are available for programme staffs.

- 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  BA degree in Law, International Law, International Relations, Social Sciences, Political Sciences or related field;

Required experience  0 months

Experience Remark  0 years of experience required – 1 year experience would be preferred

Language
- English (Mandatory) , Level - Fluent

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
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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 NPLR000134-6369

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/TIBMUjAwMDEzNA==

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.