

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### PANR000206--Population Data Fellow, Civil Registration and Vital Statistics (Panama)

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

<b>Country of Assignment</b>	Panama
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	7 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	01-09-2020
<b>Duty Station</b>	Panama City [PAN]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

Possibility of extension of the assignment is dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

#### Living Conditions

Panama is currently in "Security Level -1 / Minimal", with the exception of the Darien Province classified as "Security Level – 2 / Low". Some relevant country facts include ([www.visitpanama.com](http://www.visitpanama.com)). Panamanian weather is tropical, and uniform throughout the year. The average temperature is 27°C; the time in Panama all year long is the same as the EST (GMT -5) and do not observe Daylight Savings Time. The currency is the U.S. Dollar. The Panamanian currencies are equivalent in size and value to those of the U.S.A. The visitors can drive up to 90 days with foreign license and the Ministry of Foreign Affairs provides documentation, as requested by the office, to international staff regarding identification and driving licence. The electricity is 110 volts; 60 cycles and light clothing is recommended and used regularly at the Regional Office. Formal dressing code is expected when dealing with partners and travel on mission. Regarding accommodation, there are many options nearby UNFPA Regional Office located at the "City of Knowledge" / "Ciudad del

Saber” in the area of Clayton, in Panama City.

Panama is a unique country and location, with the best travel hub of the region. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness to make life comfortable and affordable. This position, in addition, will require travel to location that might require specific awareness about local security conditions.

# Assignment Details

## Assignment Title

Population Data Fellow, Civil Registration and Vital Statistics (Panama)

## Organizational Context & Project Description

### The United Nations Population Fund (UNFPA)

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

### Data Fellows Programme

UNFPA will host its inaugural cohort of Population Data Fellows in its global headquarters (New York) and selected regional and country offices around the world in 2019-2020. Through this programme, Population Data Fellows will come together to design and deliver targeted projects that contribute to the overall population data work of UNFPA.

The inaugural cohort of 2019-2020 Population Data Fellows will contribute to UNFPA's work on civil registration and vital statistics in the areas of

1. completeness and quality assessment of vital event (births, marriages and deaths) registration data,
2. multivariate analysis, using survey, census and registration data, of the proximate determinants of vital event under-registration and its socioeconomic consequences, and
3. statistical adjustment of incomplete and deficient civil registration data and the production of valid and reliable vital statistics from civil registration data.

The Fellowship programme will be residential for a period of 14-months, with Fellows living at a specific UNFPA duty station and working in the associated UNFPA office under the direction of either the Country Office's UNFPA Representative, the Regional Office's Population and Development Regional Advisor, or the Population and Development Branch Chief at UNFPA Headquarters. In the specific case of this position, the UNV will be placed at the UNFPA Regional Office for Latin America and the Caribbean in Panama City, Panama, and will be supervised by the Regional Advisor on Population and Development and will work closely with regional partners such as ECLAC and PAHO, selected Country Offices and supporting consultants.

### Data Analytics of vital event registration data

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In order to systematically strengthen CRVS systems, we need to understand how complete they are and the quality of the underlying data. This is important to identify which areas of the system need further improvement, as well as the need to adjust civil registration data when producing representative and reliable vital statistics, at national and subnational levels, such as SDG indicators, as well as informing SDG regional prioritized indicators. Fellows engaged in this workstream will support analysis and assessment of civil registration data under the guidance of UNFPA technical staff.

Capacity building in completeness assessment, demographic data quality assessment and vital statistics analysis

UNFPA supports National Statistics Offices in low- and middle-income countries via technical capacity building. This workstream involves development of capacity building materials and support to training workshops for National Statistics Offices and Civil Registration authorities in the area of civil registration data assessment, vital statistics production, and vital statistics usage.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

Under the direct supervision of LACRO's Regional Population and Development Advisor and in coordination with staff from the Population and Development Branch at UNFPA-HQ, the International UN Volunteer will:

- Learn and apply 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 UNFPA staff in compiling, processing and analyzing mortality and COVID-19 data for LAC countries;
- Contribute to the development of R code libraries to support data processing and analysis of civil registration data, using standard tools such as R, R Studio, and GitHub;
- Contribute to routine and ad-hoc discussions and meetings within UNFPA on civil registration, vital statistics and legal identity;
- 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 R code libraries used for data processing and analysis of civil registration data by UNFPA, 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;
- 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

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**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) ; Masters degree preferred

**Required experience** 24 months

**Experience Remark**

- Demonstrated interest and/or experience (2 years) in applied statistics, public health, and demography;
- 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;
- Fluency in spoken and written in Spanish and English is required;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Statistical analysis skills (including familiarity with writing scripted analyses in a major statistics package, such as R, Stata, or SPSS or related statistical programming language) and willingness to learn (or existing familiarity with) GitHub or version control systems;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

**Language**

- English (Mandatory) , Level - Fluent
- AND - Spanish (Mandatory) , Level - Fluent

**Area of Expertise**

- Statistics Mandatory

**Area of Expertise Requirement**

**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 and other information

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**Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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 (Roles and Responsibilities of Host Entities)**

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;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics).

**Application Code**

PANR000206-7525

### **Application procedure**

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**\* Not yet registered in the UNV Talent Pool?**

1. Please first register your profile at <https://vmam.unv.org/candidate/signup>
2. Important: After creating your account, complete all sections of your profile and submit it.
3. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink
4. Lastly, select the special call to which you would like to apply.

**\* Already registered in the UNV Talent Pool?**

1. Please first update your profile at <https://vmam.unv.org/candidate/profile>.
2. 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:** 14 August 2020

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/UEFOUjAwMDIwNg==>

**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.*