UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000250--Monitoring and Evaluation Specialist

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>Sudan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</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>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Khartoum [SDN], El Fasher [SDN]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Living Conditions

Sudan is Africa’s largest country and the living conditions vary between duty stations.

Khartoum is a non-family duty station. It is the capital and trading centre of Sudan and is situated in Khartoum State, at the junction of the Blue and White Nile rivers. It has long served as a major communications centre between the Arab countries of North Africa and central African countries. Social life tends to be muted, especially because the alcohol ban (alcohol drinks are not allowed in Sudan). There are plenty of good restaurants, clustered in wealthier neighborhoods and where lots of expats live. Generally heavy on the Middle Eastern/Lebanese, but there's also good Korean, Malaysian, Thai and Chinese. Gyms and swimming pools abound for a variety of budgets. Supermarkets tend to be very well stocked. There is an average to good level of services, accommodation and facilities. MORSS compliance is required. The cost of living may be high, depending on the standards, particularly for food and...
Accommodation. If you intend to host parties or have guests of the opposite sex, clear that with your landlord beforehand so as to avoid unpleasant situations. Generally, the biggest problems are the heat and dust (especially April through July and in particular in May-June).

Darfur is in the western-most region and is divided into 5 federal states: West Darfur, South Darfur, Central Darfur, East Darfur & North Darfur. The cost of living is relatively high. In El Fasher, the international staff live in UNAMID super camp. UNAMID camps have shops selling groceries and cafeteria/restaurants serving a buffet made of local foods (beans, rice, grilled chicken and meat). There is also a laundry room. Tap water is not potable hence bottled or boiled water are necessary alternatives. In El Fasher UNAMID runs a health clinic, offering a limited range of medical services. Banking facilities exist in El Fasher, but a limited number offer foreign currency (i.e. USD). No credit cards are accepted in Sudan. UNHAS provide air service to Khartoum and other field locations regularly. The security situation within Darfur is unpredictable, though moderately calm in most areas. Risks to personnel are reduced by strict adherence to UN security guidelines, instructions and mitigating measures. Crime rate, though not alarming, gives some cause for concern. It is mandatory for all personnel to receive a security briefing upon arrival.

Assignment Details

Assignment Title: Monitoring and Evaluation Specialist

Organizational Context & Project Description

Following the ousting of President Omar Al-Bashir on 11 April 2019, the establishment of the Transitional Military Council (TMC) and street protests led by women and youth demanding better socio-economic conditions, Sudan has experienced a period of uncertainty and continues to face an uncertain trajectory. On 17 July, the Forces of Freedom and Change (FFC) and the TMC signed a political agreement, delineating governance structures and asking for the composition of a national independent commission of inquiry into the violent repression against the sit-in on 3 June.

In addition, in June 2019, the UN Security Council decided to roll over the mandate of UNAMID for four months, while temporarily extending the period allocated for the mission’s drawdown. Against this backdrop and considering the urgency, complexity, and the reputational risk of inaction, there is the need to pre-position UNDP in the UNAMID drawdown in Darfur and in support of the broader transition in Sudan, should the transitional government be established.

Concurrently, in April 2019, UNDP deployed a Review Mission to Review the programmatic positioning of UNDP Sudan in the context of the UNAMID transition and post-transition phases and explore needs to beef up the capacities of the CO, with the aim to scale-up programmes and position UNDP in Darfur and in Khartoum as needs arise. The main recommendations are to:

1. Develop an overarching programming framework for UNDP’s work in Darfur focused on sustaining peace and reducing vulnerabilities in line with the HDP nexus, and invest in RM, partnerships, M&E
and outreach;

2. Strengthen Khartoum office’s support to Darfur, as well as review and reengineer business processes;

3. Strengthen Darfur offices with senior capacities with delegation of authority;

4. Maintain the capacity of the Senior Economist to better position UNDP within the economic reform space.

In line with the development and implementation of a programming framework for UNDP in Darfur, the Review Mission also recommended that a concerted M&E effort gets undertaken in order to contribute to UNDP’s thought leadership on development issues in the transition/post-transition context. The recruitment of M&E capacities contributes to the strengthening of UNDP’s implementation capacities in Darfur, to support Field Offices on the transition towards strengthened programmatic approaches, positioning, communication, and operations.

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

**Task description**

The M&E Specialist will work under the overall supervision of the Darfur Regional Coordinator, he/she will work closely with the M&E team in Khartoum and will also liaise closely with other Bureaus and Offices as required.

1. **Support the design of an M&E strategy which allows the collection and analysis of data emanating from all projects implemented by UNDP in Darfur**

   - Development of sound M&E strategies, Result and M&E tools supporting research and evidence-based methods that will assure adequate identification and measurement of process and impact indicators and associated baselines and targets; conducts periodic monitoring and quality assurance checks of the UNDP projects in Darfur;
   - Set up a robust database to capture results, progress against indicators as well as programme accountability information keeping track of geographic coverage.
   - Designs appropriate activities for data collection, integration and dissemination in the appropriate form and communicates results of the monitoring and evaluation exercises to all stakeholders including the Government;

2. **Support the effective application of M&E tools in accordance with UNDP Evaluation Policy, UNDP Programme and Operations Policies and Procedures and UN Evaluation Norms and Standards**

   - Support the Field Offices in Darfur on monitoring and evaluation plans for all Darfur based projects, and ensuring that all mandatory evaluations are implemented and reports are uploaded on the Evaluation Resource Center (ERC) and that timely management responses and prepared and uploaded on the system.
   - Ensure that Darfur based projects have results-based annual work plans with indicators, baselines and targets established at output and activity level;
Support on basic data collection, survey methods, reviews, reporting and evaluation processes;

Be responsible for writing project reports requested by the Project Manager and the Darfur Coordinator

Support the process of UNDP quality results reporting by provision of M&E information for ATLAS, Transparency Dashboard as well as facilitating the process of Programme/project Quality Assurance and Monitoring

Ensure quality contributions to the annual Results-Oriented Annual Reporting (ROAR), including provision of quality Programme data according to a predefined set of indicators and other requirements, etc.;

Advise project managers how to quality assure results frameworks and M&E plans

Other duties as required by the Project Manager or the Darfur Coordinator

Track overall progress of projects implemented in Darfur, and prepare consolidated progress reports for capturing qualitative and quantitative aspects;

Promote a results-based approach for monitoring and evaluation, emphasizing results and impact;

Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed

Monitor the project implementation activities follow up of evaluation recommendations.

The M&E specialist will work closely with the Resource Mobilization Specialist in order to ensure that donor reporting reflects actual results on the ground.

3. Lessons Learned

Produce analysis for decision making (establish feedback loops with decision making processes and evaluation processes);

Design and implement a system to identify, analyze, document and disseminate lessons learned;

Ensure that TOR for consultants recruited by the project also incorporate mechanisms to capture and share lessons learned through their inputs to the project, and to ensure that the results are reflected in the reporting system;

Facilitate exchange of experiences by supporting and coordinating participation in any relevant network

Leads the design and provision of training processes, methodologies and materials on RBM

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 quality of UNDP reporting in Darfur is timely, comprehensive and of high quality;
- The direction of the project is brought into focus by the setting of relevant targets and benchmarks;
- The capacity of the UNDP Darfur teams is strengthened to quality assure project results frameworks, M&E plans, IWP planning and monitoring;
- Donors are satisfied with the quality of the information they are receiving on the impact of their funding;
- The global principles of UNDP’s Results Based Management are strengthened throughout all projects;

- 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**

Master degree or equivalent

**Education - Additional Comments**

Master’s degree in social sciences, statistics, development studies or related fields.

**Required experience**

60 months

**Experience Remark**

- 5 years of post-Master’s relevant experience at the national or international level in monitoring and evaluation, including hands-on experience in design, monitoring and evaluation of development projects and establishing relationships among partners;
- Proven proficiency in the usage of computers and office software packages, experience in handling of web based management systems.

**Language**

- English (Mandatory) , Level - Fluent
- AND - Arabic (Mandatory) , Level - Working Knowledge

**Area of Expertise**

- Monitoring and evaluation Mandatory
- Database design, administration and maintenance Optional

**Area of Expertise Requirement**
Conditions of Service and other information

Condition of Service Click here to view Conditions of Service

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$ 1,631. 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: SDNR000250-5179

Application procedure

Application procedure
* Not yet registered in the UNV Talent Pool?
Please 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?
Please 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: 08 December 2019

doa.apply_url: https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDI1MA==

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.