UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SLBR000026—M&E and Research Specialist


Informations générales

Solomon Islands is a nation of 992 islands, situated in the South Pacific, stretching over 1,300 square kilometers of ocean. The nearest neighbors are PNG to the West, the Fiji islands to the East, Australia to the South West and New Zealand due South. It is one of the four Least Developed Countries or LDCs in the Pacific. Its capital is Honiara, which is situated within the main province of Guadalcanal. The nation of the Solomon Islands is a member of the Commonwealth of Nations. The Solomon Islanders comprise rich diverse cultures, languages, and customs. Of its 552,438 persons, 94.5% are Melanesian, 3% Polynesian, and 1.2% Micronesian. In addition, small numbers of Europeans and Chinese are registered. The rural/urban population breakdown was 14% in cities, about 2% in dense urban peripheries and the...
remainder, 84% rural. Its untouched nature is pristine and beautiful, presenting potential for future tourism
development. Clinics and main National Referral Hospital are located in Honiara City Council, also in other
provinces, but as is the case in LDCs, the quality of specialized medical services is limited. There is a list
of UN appointed physicians who are made available to provide first aid assistance and guidance. Malaria
and Dengue fever are endemic in the Solomon Islands. Educational opportunities for older children of
expatriate families are limited, and connectivity is expensive and slow. However, the ongoing undersea
cable project is expected to address this challenge in the near future. The UN offices are fully equipped
with fast internet. The most common language spoken among the locals is Pidgin which is mixture of
Melanesian and English. English is taught in schools and is the official language.

Détails sur l'Affectation

Titre de l'Affectation
M&E and Research Specialist

Context organisationnel & description du projet

The Inclusive Governance of Natural Resources Project (IGNR) aims to support greater inclusiveness in
natural resource governance especially for women and youth to reduce conflict in the Solomon Islands.
Project interventions will review and strengthen laws and policies regarding land and natural resources in
the Solomon Islands to ensure they are clear, inclusive and reflect customary governance systems in
Solomon Islands. The Project will support communities adversely affected by land and natural resource
management promoting the establishment for avenues to voice their views and opportunities for more
sustainable use of traditional land.

The two outcomes are:

1. The Government is equipped with analyses, laws, policies and frameworks on land and natural
resource management which are clearer, more inclusive and reflective of customary governance.
2. Communities adversely affected by land and natural resource mismanagement including VAWG
participate more strongly in decisions on land natural resources.

The implementing partners of the project are UNDP and UN Women Solomon Islands office, in
cooperation with the Ministry of Traditional Governance, Peace and Ecclesiastical Affairs, (MTGPEA),
Ministry of Women, Youth, Children and Family Affairs (MWYCFA), the Prime Minister’s Office (PMO),
Ministry of Lands, Housing and Survey (MLHS) and civil society groups.

Under the direct supervision of the Project Manager the incumbent is to work with UNDP and UN Women
Project team as well as external implementation partners. The incumbent assists the Project Manager and
team to provide the Monitoring, Evaluation and research support to on-going PBF programmes and the
INGR project.

Objectifs de développement durable

16. Peace, Justice and Strong Institutions

Description de l’action

We are inspiration in action
Working under the supervision of the Project Manager, the UN Volunteer will be responsible for the day-
to-day implementation of the IGMR Monitoring & Evaluation plan and project reporting. The UN Volunteer
will be expected to:

- Produce project internal and external reports, evaluations, proposals, plans or policy documents as
  requested, on the basis of the information solicited from across the integrated UN, UNDP and other
  UN agencies documenting UN Peace Building Fund (PBF) results and achievements. Contribute to
  the regular inputs to UNDP Country Office reporting structures as required, ensuring inputs are
  submitted in an efficient and timely manner;

In order to do so, the UN Volunteer will:

- Develop and implement the project results framework for peacebuilding fund projects.
- Monitor project performance and report on progress according to the approved work-plans and
  project targets set in the project document and as amended and fleshed out in the UN PBF M&E
  plan, in accordance with UNDP rules, procedures and standards;
- Take the lead in the development, management, scheduling and implementation of the UN PBF
  Monitoring & Evaluation plan. This will involve the development of specific M&E tools for each of the
  main activity areas supported by the project as needed to supplement those in the M&E Plan,
  including for each grant recipient against their expected activities and results, ensuring that
  appropriate grant targets are set that contribute to the project’s overall results framework as well as
  to each specific activity’s purpose, and ensure that project partners and grantees provide their
  required reporting on schedule and that these meet their reporting requirements.
- Ensure the collection of baseline/end line information needed by the M&E Plan and for any new
  grants/activity areas supported;
- Ensure the timely collection and aggregation of performance data and maintain the UN PBF M&E
  database of indicators and results, ensuring it is up-to-date and able to provide performance data for
  project reporting and monitoring as required.
- Provide the updated performance reporting tables on a quarterly basis (and as needed) for inclusion
  in the quarterly and annual project reports
- Assist in the preparation of the narrative portion of reports for the Project Manager as needed in
  accordance with Results Based Management (RBM) principles.
- Assist, in consultation with the Project Manager, Project Coordinator and UNDP Governance Unit, in
  the development of a plan to improve results communication by collecting inputs from across the
  integrated the PBF support team and channelling them in an organized, regular fashion to identified
  end recipients;
- Document the lessons learned and success stories of outstanding project experiences and contribute
  to the development of documents/informational sheets, etc for dissemination to all stakeholders,
  including national policy makers, planners, donors and media.
- Develop agendas, presentations, reports and/or minutes in preparation for regular meetings of the
  Project Board;
• Work with the project Officer (Finance & Administration) to ensure the maintaining and archiving of project files related to the collection of data, activity/project monitoring, reporting and coordination.
• Perform other relevant tasks as directed by the Project Manager and Deputy Project Manager.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :
• Renforcer leurs connaissance et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activi-tés commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil. • Réfléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publica-tion du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ; • Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

• Contribute to a common foundation of information for advisors and staff, better enabling them to carry out their responsibilities. Monitoring of project performance will allow for the project to better target its activities and improve its results.
• Internal stakeholders are kept up-to-date of IGNR developments and UN PBF progress and a detailed record of the work of the electoral support provided by UN PBF and partners is kept for institutional memory purposes and to ensure the lessons learnt are available for future assistance and other similar programmes.
• Established buttress management processes such as planning, monitoring, evaluation and coordination with stakeholders. Quality reporting will also provide more complete information on the project’s achievements and enhance the visibility of the project and UNDP’s work in the country.
• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parties, 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 / Exigences

Domaine de qualification
Bachelor degree or equivalent

Niveau de qualifications - autres commentaires
Expérience Requise

36 mois

Remarques sur l'Expérience

- A minimum of 3 years of relevant work experience in development and/or peace building M&E (with preference for peace building M&E experience);
- Knowledge of and experience in data collection, analysis and reporting, as well as developing and executing Results Frameworks M&E plans;
- Experience with peacebuilding programming and/or M&E in the context of peacebuilding is an advantage.

Linguistiques

- English (Mandatory), Niveau - Fluent

Domaine d'expertise

- Development programme management Obligatoire
- Governance and decentralization Obligatoire
- Public information and reporting Obligatoire

Domaine d'expertise requis

- Excellent oral and written communication skills to provide briefing to senior executives and to write well-conceived, clear and strategic reports;
  - Strong analytical, evaluation and conceptual thinking skills;
  - Experience of work with international organizations, high level government officials;
- Computer literacy (MS Word, Excel, Power Point, Internet, email, etc.);
- A demonstrated understanding of the critical aspects of human rights, gender, and, specifically, gender power relations within the Pacific and Solomon Islands cultural context.

Permis de Conduire exigé

Non

Compétences et Valeurs

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
Conditions de service et autres informations

Conditions de 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.

**Code d'application** SLBR000026-6247

**Application procedure**

* Not yet registered in the UNV Talent Pool?*

First register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 26 February 2020

**doa.apply_url** [https://vmam.unv.org/candidate/show-doa/U0xCUjAwMDAyNg==](https://vmam.unv.org/candidate/show-doa/U0xCUjAwMDAyNg==)

**Avertissement**

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.