UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TCDR000147--Reporting 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>Chad</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>Ndjamena [TCD]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td>Chad is a non family duty station</td>
</tr>
</tbody>
</table>

Living Conditions

Chad is a landlocked country in the centre of Africa. It is one of the poorest countries on earth, ranking 175th out of 182 countries on the 2009 HDI list. It is French-speaking and its capital is N’Djamena. It is in many respects similar to, although less mediatized than, its eastern neighbour Sudan, for instance in terms of the north-south divide (both geographically and societal/religion-wise); several latent or open internal conflicts and rebellions, among others related to ethnical tensions and/or land issues; ubiquity of small arms; large parts of the country have an ingrained culture of violence, are subject to frequent banditry ("coupeurs de route") and are highly militarized; a large population of former IDPs and refugees; and strained relationships with its neighbours, not in the least with Sudan itself. Large swaths of the
country are in “pre-/post-conflict” mode, and security is a serious concern everywhere, especially in the border area with Darfur/Sudan. The entire country is in Security Phase III, with the Abéché region and LAc region in Phase IV.

Because of the direct exposure to the various hazardous along with difficult living conditions, as mentioned in below paragraphs, Chad has been strictly declared as a non-family duty station.

The living cost in N'djamena is comparatively high as compared to Eastern Chad. UNV volunteers are usually encouraged to share the accommodation for the cost sharing and security purposes; a modest and furnished accommodation (on sharing basis) will be between USD 500-USD 700/ month. N’djamena consists of few restaurants and some franchise chain of hotels, i.e. Kempinsiki and Novotel, which are expensive. In Eastern Chad, due to security reasons it is recommended to stay within UN guesthouses.

Food is usually available in N’djamena in the local market as well as few superstores “Alimentation Generale”. In Easter Chad too, vegetables and meet are available in local market, usually it’s an open fair once a week where most of the commodities can be purchased.

As Chad is a francophone country, therefore, people speak French and also Arabic. English is not a very common language. Daily transactions are made in either Euro or in local currency, named FCFA. Since climate in Chad is comparatively hot, therefore, you may not need to bring any warm clothing. Yet, it is advisable to at least bring one jacket for any unforeseeable weather changes.

Flexibility and the ability and willingness to live and work in hazardous and harsh conditions involving physical hardship and little comfort are essential.

Assignment Details

Assignment Title  
Reporting Specialist

Organizational Context & Project Description

Preamble:

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.

**Organizational context and brief project description:**

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries’ efforts to achieve the Sustainable Development Goals, or Global Goals, which will guide global development priorities through 2030. UNDP’s [Strategic Plan (2018-2021)](link) has been designed to be responsive to the wide diversity of the countries we serve. The diversity is reflected in three broad development contexts:

- **Eradicate poverty in all its forms and dimensions**
- **Accelerate structural transformations**
- **Build resilience to shocks and crises**

The crisis in the Lake Chad Basin (LCB) is among the most severe in the world, with more than 9.9 million people in urgent need of life-saving assistance and protection. The underlying causes of the LCB crisis include high inequality, perceived social injustice, a lack of social service provision, historic marginalization, inadequate economic opportunities, high levels of poverty, rapid demographic growth and the impacts of climate change and land degradation. Violent extremism in the region, particularly the Boko Haram insurgency, has further increased people’s vulnerability, disrupting livelihood, freedom of movement, commerce, local governance and the access to basic services.

UNDP has been supporting national and local authorities in Cameroon, Chad, Niger and Nigeria in delivering stabilization interventions since 2016. In 2017, UNDP supported the AUC and LCBC in facilitating a series of consultations and policy dialogues on regional and country level to identify the key issues on stabilization and deradicalization in Cameroon, Chad, Niger, and Nigeria. The AU and LCBC convened a Regional Stabilization conference from 2-4 November 2017 in N’Djamena, Chad on “Supporting the development of a framework for the Regional Stabilization Strategy for areas affected by Boko Haram”. The objective of the Conference was to develop a regionally applicable and acceptable policy proposal on stabilization, reconstruction and development in Boko Haram affected areas. As a follow-up, a workshop focusing on the screening, prosecution, rehabilitation and reintegration of persons associated with Boko Haram was held in N’Djamena, Chad from 10–13 April 2018. In May 2018 regional actors at the sub-national level met in the framework of the “Lake Chad Governors’ Forum” in Maiduguri in order to foster regional cross-border cooperation among decision-makers. These political processes contributed to the development of the full-fledged Regional Strategy for Stabilization, Recovery and
Resilience of the Boko-Haram-affected areas in the Lake Chad Basin. The finalized Strategy was adopted at an inter-Ministerial Conference of LCBC Member States on 30th August 2018, welcomed by the High-Level Conference on the Lake Chad Region organized in Berlin, September 2018 and endorsed by the Peace and Security Council of the African Union in December 2018. UNDP supported the LCBC and the AUC throughout the process of preparing the Regional Strategy and can have a key role in building the institutional capacity of LCBC to fulfil the functions ascribed in the strategy.

The Strategy provides a comprehensive, integrated and multi-level framework for overall stabilization, comprising of nine inter-related pillars which include military support to the MNJTF, provision of humanitarian assistance, and key interventions to secure early recovery and longer-term resilience. The Strategy recognizes the nexus between security, humanitarian and development issues, and calls for a “New Way of Working” to be at the heart of the response to the Lake Chad Basin Region crisis, in line with recommendations of the 2016 World Humanitarian Summit, demonstrating that scaling up development-oriented action in the LCB is encouraged.

In 2019 UNDP has developed a stabilization facility. This represents UNDP’s contribution to implementing the RSS. Dedicated teams are in the process of being established this will include establishing a secretariat to service the Governors Forum, supporting regional facility and cross border initiatives and overall coordination of the RSS. The UNDP-RSCA Chad is looking for a reporting specialist.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Within the delegated authority and under the supervision of Head of Stabilisation or his/her designated mandated representative(s), the UN Volunteer reporting specialist will be responsible for:

- The Reporting Specialist will be responsible for designing and implementing the reporting plan; assisting the Coordinator in preparing Quarterly semi-annual, annual and final reports on progress and will monitor the activities on a regular basis, and will be responsible for the collection & analysis of different data in relation to the activities. As such the reporting specialist will carry out the following tasks:
  - Develop and strengthen reporting procedures;
  - Develop or enhance reporting tools and template;
  - Reporting all project activities, expenditures and progress towards achieving expected output;
  - Recommend further improvement of the logical framework;
  - Develop monitoring and impact indicator for the success;
  - Monitor overall progress on achievement of results;
  - Provide feedback to Coordinator suggesting what strategies the Coordinator, staff and stakeholders could use to improve project reports
  - Identify project implementation and reporting bottlenecks in completing activities and develop plans to minimize or eliminate the bottlenecks;
  - Orient project staff and partners/stakeholders on aspects of M&E and reporting.
Participate in regular and annual reviews to finalize reports and to plan ahead;
Coordinate reporting across all levels and components of the facility and RSS Strategy
Familiarise self with the reporting requirements of the facility and the Strategy including format, cycle and content.
Produce analytical and visualized reports in a timely fashion;
Under the guidance of the Coordinator, lead the development and submission of monthly and quarterly reports as might be required in;
Generate data and relevant statistical information captured in reports (monthly, quarterly, annual);
Disseminate and ensure utilization of evidence through drafting appropriate briefing notes and reports (e.g. donor reporting updates, internal thematic briefing notes for Executive Secretary of LCBC, UNDP Regional Director and UNDP RBA Director, and activity-specific briefing notes)
Maintain contact with stakeholders by developing technical working relationships (e.g. with the government of the Lake Chad Basin Countries, and UN agencies) to assist them to submit quality project reports in a timely fashion;
Organize and support meetings assisting the Coordinator, staff and stakeholders to prepare relevant talking points and minutes;
Support the Secretariat to prepare and distribute minutes, organize meetings; and to enable it to serve as the general secretariat for the Strategy, the Steering Committee and the Governors Forum;
Prepare Steering Committee meeting minutes for review by the Coordinator; and
Perform other duties as required and requested.

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

- As an active CBLT team member, efficient, timely, responsive, client-friendly and high-quality support rendered to [UNDP] and its beneficiaries in the accomplishment of her/his functions, including:

  - A clear and concise reporting plan for the Regional stabilisation facility and the Regional Stabilisation Strategy
  - Quarterly and Semi-annual and final report submitted to donors on due time.

Complete, accurate, timely and verified reports ready for submission to relevant stakeholders

- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. designing monitoring and evaluation reporting or area related to communication analysis; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;</td>
</tr>
<tr>
<td>Required experience</td>
<td>60 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 5 years of professional work experience at the national and/or international level in projects management, reporting, or evaluation, or other relevant programmes; experience with peacebuilding and peace consolidation is an asset, as is experience working in the UN or other international development organization;</td>
</tr>
<tr>
<td>Experience working with donors</td>
</tr>
<tr>
<td>Excellent oral and written skills; excellent drafting, formulation, reporting skills;</td>
</tr>
<tr>
<td>Accuracy and professionalism in document production and editing;</td>
</tr>
<tr>
<td>Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;</td>
</tr>
<tr>
<td>Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;</td>
</tr>
<tr>
<td>Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;</td>
</tr>
<tr>
<td><strong>Desirable</strong>: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)</td>
</tr>
<tr>
<td>Sound security awareness;</td>
</tr>
</tbody>
</table>

Have affinity with or interest in peacebuilding and peace consolidation, volunteerism as a mechanism for durable development, and the UN System

Language

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
French (Mandatory), Level - Working Knowledge

Area of Expertise
Monitoring and evaluation Mandatory

Area of Expertise Requirement

- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment
- Experience working with donors
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in peacebuilding and peace consolidation, volunteerism as a mechanism for durable development, and the UN System

Need Driving Licence No

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: TCDR000147-5789

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: 25-02-2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/VENEUjAwMDE0Nw==

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.