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

- **Country of Assignment**: Thailand
- **Host Institute**: World Food Programme
- **Volunteer Category**: International Specialist
- **Number of Volunteer**: 1
- **Duration**: 6 months
- **Possibility of Extension**: Yes
- **Expected Starting Date**: 17-08-2020
- **Duty Station**: Bangkok [THA]
- **Assignment Place**: Family Duty Station

**Assignment Place Remark**

This is a 6-month assignment with the possibility of extension to 11 months depending on continuation of mandate, availability of funding, operational necessity and satisfactory performance. However, there is no guarantee of assignment extension.

**Living Conditions**

Bangkok, the capital of Thailand, is one of the largest and most vibrant cities in Southeast Asia. A tourist destination famous for its tropical beaches, royal palaces, Buddhist temples and ancient ruins, the city also boasts some of the world's best fine-dining restaurants and gastronomic diversity. With a wide range of options in housing, well-established education systems, state-of-the-art medical facilities and user-friendly banking and telecommunications services, Bangkok has plenty to offer for anyone who wish to visit or stay.

Depending on individual choice, the cost of living in Bangkok can differ tremendously for each person. Locally produced goods are usually cheap while imported items incur a hefty tax. Public transport makes it easy to escape the hectic roads with a skytrain and...
underground network, along with canal boats and river ferries.

Recent years have witnessed several political crises, leading to mass protests and crackdowns. Despite this, Thailand is a very safe place to live, and crimes targeting foreigners are quite rare.

The tropical climate is hot and humid all year round particularly March-May. New year for the predominantly Buddhist nation falls in April, the hottest month, when the country celebrates Songkran. Like many charming traits of Thai heritage, the festival is the perfect example of the strength of community with family members returning home to be with their loved ones and people pouring water on each other to wash away old worries and bring good luck.

Assignment Details

Assignment Title
Monitoring & Evaluation (M&E) Officer

Organizational Context & Project Description

The United Nations World Food Programme (WFP) is the world’s largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly, women and children, can access the nutrition food they need.

In the Asia-Pacific region, where countries transition to Lower Middle/Middle Income status, but, at the same time, face the recurring and increasing frequency and severity of natural hazards impacting the food security and livelihoods of vulnerable populations, WFP continues to play a critical role in supporting governments and partners to towards Zero Hunger.

WFP Country Offices in the Asia and Pacific region work in close collaboration with government and partners to strengthen national capacity, provide technical assistance and, where needed, direct food assistance to achieve zero hunger and test and apply new innovative gender transformative programmatic approaches –including the broadening of transfer modalities, increased focus on resilience-building and national capacity-development. Towards this, WFP Country Offices promote innovative methods and tools to meet new information needs for evidence based decision-making. WFP in Asia and the Pacific has taken a more strategic approach to assessment, monitoring, evaluation and reporting across the region to ensure enhanced ability by government and WFP Country Offices to demonstrate the performance of the programmes and operations and improve policy and programme design and implementation based on evidence and lessons learned.

WFP’s ability to achieve its Strategic Objectives depends on its capacity to deliver food assistance that addresses the different needs and priorities of the women, men, girls and boys whom it serves. A world with zero hunger can be achieved only when everyone has equal opportunities, equal access to resources, and equal voice in the decisions that shape their households, communities and societies.

WFP in Asia and the Pacific is committed to achieving enhanced management effectiveness, operational oversight, and strategic coherence.

Sustainable Development Goals
2. Zero Hunger

Task description

Within the delegated authority and under the supervision of Head of Research Assessment and Monitoring (RAM) or his/her designated mandated representative(s), the UN Volunteer will:

CO M&E system management

- Ensure that the CO has an M&E Strategy in line with corporate requirements and relevant to the national context.
- Ensure that the CO has updated M&E documents in response to changes/needs in the programme. This includes project logframes, M&E budgets, M&E SOPs, M&E plan matrices and reporting flow charts.
- Ensure that a complete monitoring toolkit for the Country Office is available in both Arabic and English. This includes CP reports, distribution monitoring checklists, post-distribution monitoring checklists and reporting formats for all programme components.
- Lead the process of identifying an adequate company to which field data collection of monitoring and assessment exercises will be outsourced, of ensuring the timely and adequate completing of M&E activities by the contracted company, and of managing
Qualifications/Requirements

- Plan on M&E budgetary requirements during project design and revisions.
- Ensure that the CO employs up-to-date technologies available to facilitate efficient and effective data collection.

Outcome monitoring and evaluation

- Ensure that all WFP activities are monitored per logframes and monitoring plan. This includes organizing baseline/endpoint surveys, post-distribution monitoring surveys, SQUEAC nutrition surveys, having consultations with key partners and government stakeholders, and supporting the national government in establishing information management systems where necessary.
- Lead the process of conducting any external or internal evaluation and the CSP Mid-Term Reviews. This includes identifying an entity for an independent evaluation, facilitating secondary data review and primary data collection based on the scope of evaluation and methodologies agreed, disseminating the findings and facilitating their use in future CO decision-making.

Reporting

- Ensure all monitoring findings are compiled, analyzed, and made available to all CO staff and management for future decision making.
- Produce regular analytical monitoring reports, consolidating inputs from the Operations Monitoring team and the Performance Monitoring team.
- Prepare the outcome sections of the corporate Annual Country Report (ACR).
- Ensure that all data at the process and outcome levels are captured in country office monitoring and evaluation tool (COMET).

Capacity building

- Regularly assess CO/SO/partner M&E capacity and ensure adequate training is provided to build capacity by designing client-oriented training programs for different audiences.
- Any other related tasks as may be required or assigned by the supervisor.

Results/Expected Outputs

As an active World Food Programme team member, efficient, timely, responsive, client-friendly and high-quality support rendered to Head of RAM, WFP and its beneficiaries in the accomplishment of her/his functions, including:

- M&E strategies, systems, and tools developed to meet monitoring and evaluation requirements.
- Monitoring surveys and evaluations conducted as planned.
- Findings of monitoring and evaluation activities shared with relevant stakeholders in a timely manner.

• 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

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Qualifications/Requirements

Required Degree Level

Master degree or equivalent

Education - Additional Comments

Required Degree Level

Master degree or equivalent
• Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Statistics, Environmental Science, Social Sciences or other field relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses.

Required experience 36 months

Experience Remark

• At least 3-5 years of professional work experience at the national and/or international level in programme monitoring and evaluation, other project management; experience with humanitarian settings is an asset, as is experience working in the UN or other international development organization;
• 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;
• 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;
• Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
• Sound security awareness;
• Have affinity with or interest in serving the world’s largest humanitarian agency fighting hunger worldwide and to help the world achieve Zero Hunger in our lifetimes, volunteerism as a mechanism for durable development, and the UN System.

Language

• English (Mandatory), Level - Fluent

Area of Expertise

• Monitoring and evaluation Mandatory
• Development programme/project administration Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

• Adaptability and Flexibility
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Working in Teams

Conditions of Service and other information

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Conditions of Service for International Specialist:


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.

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

THAR000358-7439

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: 30-07-2020
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.