UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TJKR000032--M&E Associate

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**
Tajikistan

**Host Institute**
United Nations Population Fund

**Volunteer Category**
International Youth

**Number of Volunteer**
1

**Duration**
12 months

**Expected Starting Date**
01-06-2020

**Duty Station**
Dushanbe [TJK]

**Assignment Place**
Family Duty Station

**Assignment Place Remark**
UN Youth Volunteer assignments are always without family

**Living Conditions**

Tajikistan is small, land-locked, and 93 percent mountainous, making it one of the least accessible countries in the world. Population of Tajikistan is 9 million (from them 49% are women, 40.6% - children under 18, and 66% young adults under 30), it makes the population of the country one of the youngest in Central Asia. Nearly three quarters (73.4 per cent) of the population live in rural areas. Tajikistan had been included into the list of the countries with a rapid poverty reduction level for the last 15 years. The rate of poverty was decreased from 83% in 1999 to 29.7% in 2017. The health system remains largely state owned and administered, although there is a growing private sector and their services are generally limited to consultations, diagnostic services and ambulatory treatment.

Assignment Details
Assignment Title: M&E Associate

Organizational Context & Project Description

The importance of enhancing and expanding the monitoring and evaluation platform in UNDP Tajikistan is outlined in the UNDP Tajikistan CPD 2016-2020 and would solidify UNDP’s value addition to development in Tajikistan through a more effective reporting on results.

The Independent Country Programme Evaluation, carried out in 2019, noted that the quality of the UNDP Tajikistan Country Programme and project documents’ results frameworks are challenged by lack of fully elaborated underlying theories of change, lack of reliable data for indicators, lack of data sources for most CPD indicators and limited number of sources of independent verification. Regular monitoring and management of risk was mentioned as another area that requires improvement.

UNDP is keen on strengthening its internal monitoring and evaluation capacity through applying a systematic approach through regular collection and analysis of disaggregated data, use of existing innovative monitoring and evaluation tools and staff capacity building. This organization focus will benefit the Youth Volunteer who will be jointly with the CO M&E Analyst building the systems and enhancing M&E culture and practice.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of UNDP Tajikistan Monitoring and Evaluation Analyst (hereinafter referred to as “CO M&E Analyst”), the UN Volunteer will undertake the following tasks:

- Assist in provision of methodological support to projects in development of the projects’ results frameworks;
- Support in development of the unified monitoring tools such as monitoring plans/reports, data collection forms, analytical data sheets, etc.;
- Support in development of the database of projects’ indicators aligned with CPD, UNDAF and UNDP SP 2018-2021;
- Assist the CO M&E Analyst and projects’ M&E specialists in data collection and analysis;
- Support the CO M&E Analyst in organizing and conducting M&E trainings for projects;
- Support in preparation of project progress reports, including reports to donors, Annual Project Reports (APRs) and other reports as required;
- Assist in coordinating and facilitation of the evaluation missions, including provision of logistical support as required;

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 results frameworks of the project documents are strong and supported by SMART, evidence-based indicators; Unified monitoring tools are developed and applied across all projects;
A unified database of projects’ indicators aligned with the corporate documents is created and used;
Data collected is applied in analysis, reporting and used for decision-making purposes;

• 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 volunteering 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

Education - Additional Comments

University Degree in Law, Economics, Political Science, Business administration, or related social science fields

Required experience
0 months

Experience Remark
No experience is required. Proven professional experience will be an advantage.

Experience Description:
- Demonstrated interest and exposure through research or volunteerism to development
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded
- Past exposure to reporting on results for development projects is highly desirable.

Language
- English (Mandatory), Level - Fluent
- AND - Russian (Mandatory), Level - Fluent

Area of Expertise
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Learning Expectations
Learning and development are a central part of the UN Youth Volunteer’s assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer’s skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

Learning elements for the UN Youth Volunteer include the development of:
- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Interpersonal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence
No

Competencies & Values
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Respect for Diversity
Conditions of Service and other information

Condition of Service

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) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,305. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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**

TJKR000032-6365

**Application procedure**

**Prerequisites**

This assignment is funded by the Government of the Russian Federation, therefore only Russian nationals are eligible to apply.
This is a UN Youth Volunteer assignment and eligible candidates must be below 29 years of age throughout the assignment.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity in April. Usually these interviews are competency-based and held via skype or telephone.

Selected candidates will be invited to an assignment preparation training, 18-21 May.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via ‘Candidate Signup’.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the ‘Additional Remarks’ section of your profile.

Application deadline: 4 March 2020

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

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.