UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TKMR000005--Monitoring and Evaluation 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Turkmenistan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-06-2020</td>
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<tr>
<td>Duty Station</td>
<td>Ashkhabad [TKM]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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</tbody>
</table>

UN Youth Volunteer assignments are always without family

Living Conditions

Ashgabat is the capital of Turkmenistan and the country's largest city.

Security: The current security level in Ashgabat is minimal – 1. Ashgabat is considered generally a safe city, where normal use of common sense and acting responsibly takes one a long way.

The public transport is safe to use. There are no direct threats towards United Nations and its staff in Turkmenistan.

Housing: Apartments and flats are easily available and generally of good condition, with well working services (gas, electricity, water). The cost of housing is reasonable, although smaller apartments and certain locations close to foreign embassies and the UN House tend to be more expensive. Some UN Volunteers opt for house sharing. The country office can assist UN Volunteers in identifying suitable housing.

Cost of living and services: Housing is the largest monthly expense, and the cost of living is otherwise very affordable. Daily food and products are inexpensive, as are many services.

Local transportation ranges from buses to taxis, which are all affordable.

Weather: It has relatively warm winter with the temperature range in general from 0-10 Celsius Degree and hot, dry summers.
Assignment Details

Assignment Title: Monitoring and Evaluation Associate

Organizational Context & Project Description

The United Nations Population Fund (UNFPA) was established in 1969 and continues to be the lead United Nations sexual and reproductive health agency for ensuring rights and choices for all. UNFPA is the UN agency, which works for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. The strategic goal of UNFPA globally is to achieve three transformative results by 2030: ending unmet need for family planning, ending preventable maternal deaths, and ending gender-based violence and harmful practices. In pursuing its goal, UNFPA has been guided by the International Conference on Population and Development (ICPD) Programme of Action (1994), the Millennium Development Goals (2000) and the 2030 Agenda for Sustainable Development (2015).


- Governance and Rule of Law;
- Quality, Inclusive Social Services; and
- Quality Data and Progress Monitoring.

Significant progress has been made by Turkmenistan in enhancing national ownership in family planning through running of 95 reproductive health rooms and making family planning services and contraceptives available there. After two decades of regular UNFPA supply of contraceptives, in 2017 procurement of contraceptives fully shifted to the state budget based on the MoU with the MoH. As a result of UNFPA continuous advocacy and technical support, the Government rolled out the Total Market Approach (TMA), which aims sharing the market of contraceptives between state and private pharmacies and aims to ensure access of all women and couples, including vulnerable groups, to quality and affordable contraceptives.

Turkmenistan displays a high degree of ownership of the Sustainable Development Goals (SDGs). The Government developed its national framework of 17 SDG Goals, 149 targets and 175 indicators, established the monitoring architecture with the Ministry of Finance and Economy chairing the SDG Working Group (57 national agencies) and responsible for reporting on the progress in implementation of 2030 Agenda in the country.

Out of 17 global SDG indicators related to the Agenda set by International Conference on Population and Development (1994) Turkmenistan adopted 13. UNFPA initiated the baseline Assessment of ICPD related SDG indicators that revealed the areas for further cooperation with the Government of Turkmenistan and include but not limited to aligning the national methodologies for data collection and processing with international ones, opening data for public use, initiating data collection thematic surveys, strengthening national capacities in SDGs monitoring and reporting.

In 2015, following extensive advocacy efforts of the UNFPA Country Office, the Government of Turkmenistan and UNFPA signed landmark Co-Financing Agreement for the Country Programme 2016-2020 in the amount of $1.0 million.

UNFPA Turkmenistan started preparations for the fifth cycle of the Country programme development which articulates UNFPA’s contribution to achieving national priorities, goals and results as part of the overall response of the United Nations system to national priorities (developed through a “Cooperation Framework”). It will include information on programme management, monitoring, evaluation, risk management, safety and security, implementation arrangements, partnerships and indicative budgets. The New Country Program will respond to national needs and contribute to the achievement of the Sustainable Development Goals.

To find out more please visit our website:
https://turkmenistan.unfpa.org/en

Social media links:
https://www.facebook.com/unfpatkm/
https://www.instagram.com/unfpa_tm2019/

Facts, tests and advice for youth and adolescents on reproductive health
http://yashlyk.info/tm/

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the direct supervision of Assistant Representative of UNFPA CO in Turkmenistan, the UN Youth Volunteer Specialist will undertake the following tasks:

- Assist with conducting monitoring efforts and evaluations that are impartial, independent, credible and meet professional standards.
- Assist in the planning, preparation and data collection process of various monitoring self-assessment and evaluation exercises;
- Support in coordinating within the UNFPA office country programme components the collection of baseline and progress data to measure the impact of the programme and its components;
- Assist in planning monitoring field visits including preparation of Terms of Reference;
- Assist in planning, preparing and implementing the self-assessment mission;
- Assist in the preparation of quality and credible evaluation reports and feedback;


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- Support in coordinating within the UNFPA office country programme components the collection of baseline and progress data to measure the impact of the programme and its components;
- Assist in planning monitoring field visits including preparation of Terms of Reference;
Provide scheduling and logistical support for monitoring field visits;
Support the application of quantitative and qualitative data collection and analysis tools, techniques and approaches;
Keep abreast of developments in the area of monitoring and evaluation
Contribute to the promotion of monitoring and evaluation frameworks and reports that are useful and support the development of a system that ensures that learning and evaluation findings and recommendations are followed up.
Participate in and provide inputs to monitoring and evaluation frameworks;
Supports the development of specific and appropriate monitoring, self-assessment and evaluation tools and processes;
Provide inputs in the development of training materials for national counterparts and implementing partners;
Provide inputs to the presentation of monitoring and evaluation results for dissemination;
Provide inputs into the relevance and ease of use of the various data-bases, intra- and internet pages of the UNFPA CO in Turkmenistan;
Assist in the monitoring of timely entering updates of the management response in the system and with follow up of progress reports and individual evaluations;
Contribute to the promotion of monitoring and evaluation functions, principles and a utilization focus within the office.
Review monitoring data and progress reports for learning and adaptive management decision making;
Assist in the preparation of quarterly progress monitoring updates and the country office annual report, including any progress and annual donor reports;
Assist in providing support/advice to project/programme managers in the conduct of monitoring and self-assessments.
Liaise with programme and operations staff to collect progress data for production of quality programme updates and adjustments to the course of the programme implementation, interim and final project reports as per donors and UNFPA requirements.
Contribute to the documentation of successful experiences in monitoring and evaluation.

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

Upon completion of the assignment, the IUNV will be able to:

Gain a better understanding of the project cycle and the importance of monitoring and evaluation
Improve the ability of systematically monitor projects and identify, collect and analyse data for key indicators
Draft progress reports;
Collect and prepare lessons learned on projects;
Draft Monitoring and Evaluation work plans in line with programme/projects needs and priorities;

• 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 Bachelor degree or equivalent
Education - Additional Comments
University degree in social science, economics, statistics and data analysis, public administration or related field, or combination of first level degree with relevant experience;

Required experience: 0 months

Experience Remark:
Some practical experience and understanding in the area of results based management (RBM), monitoring and evaluation, statistics and/or research methodologies;

Experience Description:
Relevant computer skills, specifically Microsoft Office (i.e. Word, Excel, PowerPoint) and social media. Familiarity with statistical software (i.e. SPSS, Stata) would be an asset;
Good interpersonal, networking and communication skills;
Willingness to contribute and work as part of a team;
Flexible and open to learning and new experiences;
Respect for diversity and adaptability to other cultures, environments and living conditions;
Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.

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.
- Inter-personal 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
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- Respect for Diversity
- Technological Awareness
Conditions of Service and other information

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$1,321. 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**
TKMR000005-6513

**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.

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: 5 April 2020

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

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.