UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
TUNR000245--UNV Reporting and M&E 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>Tunisia</th>
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<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>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Tunis [TUN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<td>Assignment Place Remark</td>
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Living Conditions

**Geography and Climate:** Tunisia, the smallest country of the North African coast, with a population of slightly over 10 million of which about 60% live in urban locations, has one of the highest living standards on the continent. Tunis is the capital of the country and the largest city (population of approximately two million in and outside the city proper). As a small country, all destinations within Tunisia can be reached in a day drive. Tunisia borders with Libya (Southeast) and with Algeria (West).

Tunisia has a Mediterranean climate. Along the coast of northern Tunisia, summers are hot and dry, and winters are warm and rainy. In the northwest, there is occasional snowfall in the mountains. In southern Tunisia, it is hotter and drier. Southern Tunisia, where the Sahara begins, is semi-desert. In some parts, there are oases with giant palm trees and small market gardens.

**Religion:** About 99 percent of the population is Muslim, especially Sunni Islam, as it is the major and state religion. Tunisia has also a
small Christian population, composed of Roman Catholics, members of the Greek Orthodox Church, and French and English
Protestants. In addition, there is a small population of Sephardic Jews.

**Economy:** The country does not have vast stocks of hydrocarbons like its neighbours Algeria and Libya but has prospered under long-
standing government policies to develop manufacturing, tourism, and agriculture. At the same time, social programs limit population
growth, provide a high standard of education, and ensure a relatively decent standard of living for all. The largest percentage of
Tunisia’s exports are agricultural and mining products, which generate over 11 billion dollars a year. Tunisia’s biggest export partners
are France and Italy. Tunisia is a member of the Arab Fund for Economic and Social Development (AFESD), the Arab Monetary Fund,
and the Union of the Arab Maghreb (UMA).

**Public transportation:** In addition to the private taxi services, the state runs a reliable and cost-effective public transport system.

**Safety and security:** The crime rate is low, but there have been cases of theft. Walking alone during daylight hours is permitted, but
you may want to be more careful at night. Tunisia is still undergoing a critical period of democratic and social transition. The heated
political debate has, at times, developed into a localized confrontation among ideological opponents. Although these tensions are
unrelated to foreigners, it is nevertheless important to remain updated on the political situation. Therefore, security advice is sent
systematically by UNDSS and UNHCR security staff. Since 2015, there have not been terrorist attacks in Tunisia.

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**Assignment Title**

UNV Reporting and M&E Specialist

**Organizational Context & Project Description**

The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting
countries to knowledge, experience and resources to help people build a better life. We are on the ground in 177 countries and
territories, working with them on their own solutions to global and national development challenges.

This UNV assignment is part of UNDP’s project “Strengthening Local Capacities for Resilience and Recovery” (SLCRR Top-up) funded
by the European Union and supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges
by strengthening the local resilience and recovery mechanisms. The project is built around three objectives:

1. Strengthening responsiveness of local institutions in delivering essential public services to crisis-affected populations and in
   leading recovery processes;
2. Enhancing communities and local stakeholders’ capacity to improve social cohesion and community security;
3. Strengthening economic opportunities for youth and vulnerable groups (including women) through inclusive and participatory
   local economic recovery.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Within the delegated authority and under the supervision of Project Manager or his/her designated mandated representative(s), the UN
Volunteer Reporting and M&E Specialist will assist the SLCRR project with the development and revision of log frames and risk and
issues logs; development and implementation of M&E plans and mechanism (in coordination with the M&E Officer and the Project
Management Specialist) and production of reports to UNDP and donor partners. In addition, the Reporting and M&E Specialist will
liaise closely with the Communication Unit in the collection and provision of updates for media coverage as well as with the Project.

More specifically, the Reporting and M&E Specialist will be responsible for the development of monthly, quarterly, annual, final and ad-
hoc reporting in line with UNDP formats and standards, as well as donor specific reports.

S/he will contribute to strengthening the management and sharing of knowledge generated by the SLCRR and in capturing and
codifying best practices and lessons learnt.

S/he will also support the production of analytical and technical documents, including concept notes, proposals, briefing notes and
communications material related to the Project.
Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;

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 UNDP 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:

- Development and implementation of project planning, monitoring and evaluation system;
- Development and implementation of the monitoring plan in line with the Annual Work Plan and UNDP standards;
- Develop and establish tools for quantitative and qualitative data collection;
- Updating of Risks and Issues Logs in line with UNDP standards;
- Production of donor and corporate reporting;
- 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

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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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Education - Additional Comments

Monitoring and Evaluation, International Development, Political/Social Sciences, Business Administration, Public Administration, Communication, or equivalent.

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<thead>
<tr>
<th>Required experience</th>
<th>36 months</th>
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Experience Remark

- 3 to 5 years of experience in international development with an international organization;
- 2 to 3 years of relevant professional Monitoring, Evaluation and Reporting experience;
- Strong M&E and Results Based Management experience, preferably within UNDP context;
Language

- English (Mandatory), Level - Fluent
- AND - Arabic (Optional), Level - Working Knowledge

Area of Expertise

- Monitoring and evaluation Mandatory
- Software and applications development and analysis Mandatory

Area of Expertise Requirement

- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Proven analytical skills to collect, synthesize, analyze data for compiled analytical report writing, including identification of lessons learned and risks/issues;
- 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 in M&E capacity building to stakeholders;
- Working experience in MENA region or in a conflict and/or post conflict context is desirable;
- Ability to motivate others, involve all members of a team, inspire a sense of ownership and responsibility among staff, and elicit consistently high-quality output;
- Ability to quickly adapt to change, and to remain calm under pressure;
- Time management and organizational skills, with the ability to undertake multiple tasks;
- 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;

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
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$ 1,682. 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 (Roles and Responsibilities of Host Entities)

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;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

Application Code TUNR000245-9009

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: 24 March 2021

doa.apply_url https://vmam.unv.org//candidate/show-doa/VfVOUjAwMDI0NQ==

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.