UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UZBR000203--Monitoring and Evaluation 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

Country of Assignment: Uzbekistan
Host Institute: United Nations Population Fund
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: 01-06-2020
Duty Station: Tashkent [UZB]
Assignment Place: Family Duty Station
Assignment Place Remark:

Living Conditions
Tashkent is the capital and the largest city in Uzbekistan, with a population of 2.5 million people, about 8% of the country’s 33 million population. Tashkent is the major political, commercial, and cultural center of Uzbekistan. The city has well-developed infrastructure, extensive subway system, and a large number of foreign expat community. Tashkent is connected with ancient cities of Samarkand and Bukhara via fast train service.

Security: UN Security level: Minimal-1. Tashkent is a safe town, but the usual precautions should still exercise. Emergency numbers: In case of emergency, please call “101” (Fire services), “102” (Police), “103” (Ambulance), “104” (Gas Service). Medical services: No special vaccination is required to travel to Tashkent, Uzbekistan, and the country is free from tropical diseases. Medical services (including dental care) are provided at European standards. Clinics working 24 hours are available in the city. There are both private and state clinics and hospitals. Pharmacies (Uzbek: Dorixona, Russian: apteka) are numerous with 24/7 service and sell many Western medicines.


Language: Official language is Uzbek, but the Russian language is widely spoken and is in the majority of signs in the streets and buildings.
Assignment Title: Monitoring and Evaluation Specialist

Organizational Context & Project Description:
The United Nations Population Fund – UNFPA was created in 1969, the same year the United Nations General Assembly declared "parents have the exclusive right to determine freely and responsibly the number and spacing of their children." UNFPA calls for the realization of reproductive rights for all and supports access to a wide range of sexual and reproductive health services – including voluntary family planning, maternal health care and comprehensive sexuality education. UNFPA is also lead UN institution providing support to governments to prepare, conduct and use the results of population censuses, which are the largest scale and most important statistical exercise the countries conduct on average once in a decade.

UNFPA Country Office consists of one international staff – Representative, and national staff, including the Assistant Representative (direct supervisor of the M&E Specialist), Program officers in Reproductive Health, Population Dynamics, Gender and Youth, Program assistants, and Operations staff.

UNFPA is currently implementing its fourth Country Programme for the period of 2016-2020 under which UNFPA continues to focus on:

- Promoting reproductive health and rights
- Ensuring equal rights and opportunities for men and women
- Linking population dynamics, and development
- Working with adolescents and youth

UNFPA is leading the way to prepare for the first Population and Housing Census in the independent history of Uzbekistan to be conducted in 2022. The years 2020-2021 will be critical preparatory time for this massive exercise.

UNFPA also co-chairs the Gender Theme Group which consists of representatives of UN agencies in the country. In this role UNFPA is leading preparation of the first National Gender Equality Strategy, as well as introduction of multi-sector response to Gender-based violence.

On Youth, UNFPA conducted first highly successful healthy life-style education in many years, and is expected to scale up this experience in 2020.

National partners of UNFPA include, but not limited to: Senate of Uzbekistan, Women's Committee, Ministry of Health, Ministry of Higher Education, Ministry of Public Education, State Statistics Committee, Youth Union, Oila (Family) Center, Mahalla Foundation, National Economics University.

Sustainable Development Goals: 5. Gender Equality

Task description:
Under the direct supervision of Assistant Representative who oversees program development and implementation, the UN Volunteer will undertake the following tasks:

- Review and maintain the Country Office monitoring and evaluation plan, based on the Strategic Plan, Country Programme, UNDAF, SDG indicators, and newly launched donor funded projects. This will include following:
  - Conduct the assessment of M&E system, practices in the Country office. What are the results frameworks the Country program is contributing to?
  - Identify sources of data, collection methods, who collects data, how often, cost of collection and who analyses it.
  - How the progress towards the results of those frameworks is measured, what is the existing capacity performing these tasks?
  - Prepare detailed M&E budget and calendar of M&E activities.

- Oversee and execute M&E activities included in the Annual Work Plan, with particular focus on results and impacts. This will include following:
  - Based on the AWP design the framework for the monitoring of program activities.
  - Promote a results-based approach for monitoring and evaluation, emphasizing results and impacts.
  - Prepare consolidated progress reports for the management including identification of problems, causes of potential bottlenecks in program implementation, and provide specific recommendations.
  - Participate at program meetings and present monitoring data in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps.
  - Propose and instruct how regular visits to the field should be conducted, and what data is to be collected to support implementation of M&E and to identify where adaptations might be needed.

- Monitor and support the Country office management with the follow up to evaluation recommendations.

- Design and implement a system to identify, analyse, document and disseminate lessons learned:
  - Cultivate the culture of lessons learning involving all staff and suggest specific responsibilities.
  - Facilitate exchange of experiences by supporting and participating in M&E meetings organized among UN agencies.
  - Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit project implementation.
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**

Report on assessment and recommendations to improve M&E system of CO, program areas;
Calendar of M&E activities with appropriate checklists, and reporting templates;
At least two progress reports on monitoring activities conducted of program activities;
Database of impact, outcome and output level indicators to be tracked to measure Country Program implementation;
Set of recommendations on what new indicators the CO will need to collect to cover its program intervention areas;
- 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>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td><strong>Education - Additional Comments</strong></td>
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<tr>
<td>Specialization in Statistics, Demographics, Economics with sufficient classes taken in statistical methods</td>
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<td><strong>Required experience</strong></td>
<td>24 months</td>
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<td><strong>Experience Remark</strong></td>
<td>Experience in monitoring and evaluation. Prior experience in developing countries is an asset.</td>
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<td><strong>Language</strong></td>
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<tr>
<td>• English (Mandatory), Level - Working Knowledge</td>
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<td>• AND - Russian (Mandatory), Level - Fluent</td>
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<tr>
<td><strong>Area of Expertise</strong></td>
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<td>• Monitoring and evaluation Mandatory</td>
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Support the Country office management, program officers in writing progress reports (Country Program, UNDAF, UNCT, and others):
- Ensure gender related indicators are included in all program activities and effectively monitored.
- Contribute to the preparation of annual and quarterly workplans.
- Act as a facilitator or trainer in areas of his/her knowledge as required.
- Other duties related to M&E as requested by the Assistant Representative.

20 Mar 2020
Area of Expertise Requirement
Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

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$ 1,651. 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.
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**

UZBR000203-6511

**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 Volunteer assignment and eligible candidates must be 25 years of age or older.

**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/VVpCUjAwMDIwMw==

**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.