

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZWER000122--Data Analytics, 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	Zimbabwe
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-09-2020
Duty Station	Harare [ZWE]

Assignment Place Remark

This UNV assignment is part of UNICEF's Emergency Social Cash Transfer (ESCT) Project under the Social Policy Programme. The aim of the intervention is to reach 25,000 households in five districts with monthly cash transfers in response to COVID-19 and existing underlying vulnerabilities. The programme will be providing complimentary support around child protection, water and sanitation and nutrition initiatives.

Living Conditions

Harare is the capital of Zimbabwe. It is the seat of Government, the industrial hub and commercial centre for Zimbabwe. Harare is a cosmopolitan town full of culture and history. It has over a million residents and a large UN agency presence. It has a range of dining and entertainment facilities and is directly connected by air to Kenya, South Africa, Zambia and other neighboring countries as well as being served by Emirates airlines.

Zimbabwe has one of the most favorable climates in the world with beautiful vegetation. Harare overflows with lush gardens.

Victoria Falls, one of the world's biggest and most spectacular waterfalls, is in the country's northwest. The country has numerous beautiful nature sites and is famous for its many game reserves within easy commuting distance.

The Security Level in Harare is classified as Low (Level 2) as per the UN security management system in Zimbabwe. There are no major security challenges to UN operations in Harare. However, individuals must be on the alert as crime, mainly robberies, house break-ins and smash & grab thefts from motor vehicles at traffic lights and road accidents are some of the increasing risks to the UN in Zimbabwe.

Different types of long-term accommodation are available in Harare. House rentals and prices differ depending on size and location. You should always check with the UNDSS Security Advisor on recommended areas. Ensure that the property has a prolific borehole with a water tank in place and solar energy as back up since electricity can be a challenge.

There is an online classifieds website and various reliable estate agencies one can contact to assist with house to rent searches. A list will be provided in the Welcome Pack that is shared with new staff. Depending on your family size and need, it is possible to rent furnished and unfurnished houses, townhouses or apartments.

Assignment Details

Assignment Title

Data Analytics, Monitoring and Evaluation Specialist

Organizational Context & Project Description

UNICEF has been operating in Zimbabwe since 1982. We are a team of passionate professionals committed to the protection and fulfilment of children's rights. The current UNICEF-Government of Zimbabwe Country Programme of Cooperation (2016-2020) aims to support Zimbabwe to sustain and build upon the gains achieved for children during the 2012-2015 Country Programme of Cooperation. The programme focuses on improving the quality of social services, increasing access to services, and helping to build national and sub-national capacities to provide low-cost, high-impact interventions for all children, especially the most vulnerable.

Sustainable Development Goals

1. No poverty

Task description

Within the delegated authority and under the supervision of Social Policy Specialist (P4) or his/her designated mandated representative(s), the UNV Data Analytics, Monitoring and Evaluation Specialist will:

- Support the design and implementation of Monitoring and Evaluation (M&E) activities of the ESCT
- Carry out monitoring field visits or remote activities
- Engage with relevant stakeholders and ensure relevant data is provided to UNICEF on a timely manner
- Review, clean and merge data from various datasets
- Provide routine analysis of ESCT data using STATA
- Provide monthly reports on data analyzed and M&E activities carried out
- Provide general support the ESCT (as and when required) to implement its programme on a time and to quality
- Provide data analytics support to Social Policy Programme when necessary (up to 10% of time)
- Any other related tasks as may be required or assigned by the supervisor.

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 UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its

beneficiaries in the accomplishment of her/his functions, including:

- Routine cleaning and analysis of ESCT data using STATA
 - Monthly Analysis reports, including summary of M&E activities and findings
 - Carrying out routine M&E activities for the ESCT through field visits or remote methods
 - Support routine delivery functions of the programme
- 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 Master degree or equivalent

Education - Additional Comments

Master's degree in a relevant area, e.g. Economics and or Statistics or area related to Social Policy.

Required experience 24 months

Experience Remark

At least 2 years of professional work experience at the national and/or international level in data and statistical analysis or M&E activities, or other relevant programmes; experience with M&E tools is an asset, as is experience working in the UN or other international development organization.

Language

- English (Mandatory) , Level - Fluent
- And One of these - Shona, Sindebele (Optional) , Level - Working Knowledge

Area of Expertise

- Macroeconomics and public finance Optional
- Statistics Optional
- Monitoring and evaluation Optional

Area of Expertise Requirement

- Strong and demonstrable statistical and quantitative skills and analysis of large datasets is a must
- Advanced knowledge and working experience of using STATA software package
- 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;
- Have affinity with or interest in Social Protection or child related matters and, volunteerism as a mechanism for durable

Need Driving Licence

No

Conditions of Service and other information

Condition of Service[Click here to view Conditions of Service](#)**Conditions of Service:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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 ZWER000122-7529

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 for to which you would like to apply.

Application deadline: **12-08-2020?**

doa.apply_url <https://vmam.unv.org/candidate/show-doa/WldFUjAwMDEyMg==>

Disclaimer

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We are inspiration in action

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



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.

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