DESCRIPTION OF ASSIGNMENT

**Preamble:**

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.

1. **Assignment title:** Monitoring and Evaluation Specialist
2. **Host entity:** UNDP
3. **Volunteer category:** International UN Volunteer
4. **Duty station, country:** Insert duty station, country
5. **Number of UN Volunteers:** Enter number of volunteers
6. **Duration (in months):       or expected contract end date:**
7. **Possibility of extension\*:** Choose an item:

\*Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

1. **Assignment family status:** Choose an item:
2. **Expected start date:** Enter expected start date
3. **Organizational context and brief 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. It is on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The [UNDP HIV, Health & Development Strategy 2016-2021: Connecting the Dots](https://www.undp.org/content/undp/en/home/librarypage/hiv-aids/hiv--health-and-development-strategy-2016-2021.html) outlines UNDP’s unique contribution to the global health response through its work to reduce inequalities and social exclusion that drive HIV and poor health, promote effective and inclusive governance for health, and build resilient and sustainable systems for health.

[Provide brief description of the project under which the UN Volunteer is assigned, including relevant stakeholders, outcomes etc. and/or include web link. Example text included below.]

UNDP partners with the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) to support national responses to the three diseases and strengthen systems for health. In [insert country], UNDP is the Principal Recipient (PR) of the [insert grant component (i.e. HIV/TB/Malaria/resilient and sustainable systems for health)] Global Fund grant. The objective is to ensure access to quality health services for all and enable all those living or affected by the diseases to live healthy, productive lives. The partnership leverages UNDP’s mandate to strengthen institutions to deliver universal access to basic services, including through rebuilding resilient health services in crisis and post-crisis settings.

UNDP is requested to serve as PR on an interim basis in countries facing a wide variety of special challenges, including serious capacity constraints, post-crisis or complex emergencies, weak governance and accountability, grant implementation difficulties and financial irregularities, or other exceptional circumstances that prevent a national entity from acting as PR. UNDP‘s management role consists of implementing grants, ensuring robust monitoring and evaluation, promoting financial accountability and risk management, and training national and international counterparts on programme and financial management. Capacity development as well as policy and technical support are core components of all grant management activities in order to strengthen systems for health and access to services, in view of facilitating the eventual transfer of the PR role to national entities once sufficient capacity is built. Central to this work is strengthening partnerships between the ministry of health, other government agencies, affected communities, development partners and UN agencies to ensure more effective and inclusive governance of the response against the three diseases.

For the implementation of the Global Fund programme, UNDP [insert country] has established a Programme Management Unit (PMU) that coordinates the implementation of the grant and provides general guidance of Global Fund and UNDP rules and procedures to all Sub-recipients (SRs) participating in the implementation of the projects. The PMU also ensures coordination with other initiatives funded by the Global Fund and other health programmes.

This UNV assignment is based in the UNDP PMU. As M&E Specialist, the UN Volunteer will provide overall technical leadership and guidance for the approach, strategy, and implementation of M&E activities under the UNDP-managed [insert grant components(s)] Global Fund programme(s). Under the guidance and direct supervision of the Programme Manager, the M&E Specialist will also be responsible for supporting the management of grant implementation within the PMU. The M&E Specialist will provide M&E expertise in the development and implementation of the M&E plan, build capacities of staff and local partners, ensure that data quality standards are monitored and met, and contribute to timely reporting and knowledge sharing. In addition, s/he will support the PMU strategy to strengthen the technical and management capacity of national institutions. S/he will lead in identifying M&E technical needs of SRs and Sub-sub-recipients (SSRs) and making appropriate recommendations to address them.

The M&E Specialist works in close collaboration with programme and operations staff in the PMU, other UNDP teams, government and civil society personal supporting grant implementation as Sub-recipients, other UN Agencies, technical advisors and experts, multi-lateral and bi-lateral donors and civil society in ensuring successful implementation of the global fund programme.

1. **Sustainable Development Goals:** Choose an SDG.

**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.

1. **Description of tasks**

*The below tasks are noted as potential support UN Volunteers could provide. You are encouraged to adapt them to your country or programme context.*

Within the delegated authority and under the supervision of Insert function or his/her designated mandated representative(s), the UN Volunteer Monitoring and Evaluation Specialist will support the:

1. Implementation of monitoring and evaluation policies and strategies;
2. Management of the monitoring and evaluation process; and
3. Facilitation of knowledge building and knowledge sharing on monitoring and evaluation.

Specifically:

1. **Ensure the implementation of M&E policies and strategies, including through the following tasks:**

* Coordinate M&E activities of the UNDP PMU in line with UNDP rules, policies and procedures, relevant corporate agreements, national M&E plans and Global Fund grant agreements;
* Develop and update as necessary the M&E plan for the Global Fund programmes, consistent with the national M&E framework, in consultation with the Ministry of Health and national [insert disease] programme;
* Provide technical support to the SRs of UNDP-managed Global Fund grants to strengthen their monitoring and evaluation systems for the [insert grant component(s)] programme;
* Contribute to the development of project management tools and processes in line with the M&E framework;
* Provide technical guidance for the implementation of the M&E plan through training and other on-site support, including through the development of systems, tools, and training materials for Ministry of Health personnel and other implementing partners;
* Conduct assessment of SR capacity related to M&E processes, and develop and lead the implementation of an M&E capacity development plan for SRs, in collaboration with the Capacity Development Specialist;
* Monitor the day-to-day implementation of the grants and facilitate review of progress on a quarterly basis;
* Assist the PMU in the identification of potential implementation problems and bottlenecks based on M&E results, including any disparity between planned and actual outputs and outcomes, and recommend appropriate strategies and remedial actions to address them.

1. **Support the effective management of the M&E process, including through the following tasks:**

* Provide oversight and guidance to ensure that project monitoring arrangements comply with Global Fund grant agreements and that the provisions of the grant agreements are fully observed;
* Support implementation of the project activities in accordance with the M&E frameworks and work plans, including timely identification of delays and generation of solutions and catch-up plans, as needed;
* Verify programmatic reports from SRs and provide feedback on the quality of reports and the implementation of the project activities delegated to SRs;
* Review the quality of available data sources, the methods of collecting them and the degree to which they will provide good baseline data for mid-term and end-of-project evaluations. Based on this review, consult partners to develop approaches to address identified gaps;
* Prepare Terms of References (TORs) for baseline, mid-term, and end-line surveys and evaluations including methodology preparation, sample selection and staff training if needed, and provide overall technical direction for the conduct of the surveys and evaluations;
* Provide evaluation feedback for the Global Fund programmes;
* Follow up on implementation of evaluation recommendations. Ensure the optimal use of evaluation findings by providing guidance in preparation of timely management response to all mandatory evaluations and by developing a communication/dissemination plan.

1. **Facilitate knowledge building and knowledge sharing pertaining to the M&E processes, including through the following tasks:**

* Support the PMU to accurately present the performance, lessons, and outcomes of the grants to external stakeholder, including by making presentations at national and international forums based on areas assigned by the Programme Manager;
* Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into project reports;
* Support the development of information and communication materials about the Global Fund project, in collaboration with the communications focal point (project briefs, press-releases, presentations, etc.);
* Maintain cooperative relationships with all key stakeholders, including collaboration and coordination with other UN agencies, government agencies, donor partners, NGOs, and other organizations on M&E issues;
* Provide oversight for the Global Fund Country Coordinating Mechanism (CCM) dashboard and ensure that inputs into the dashboard (feeder sheets) are submitted in a timely manner to the CCM Secretariat;
* Participate in external supervision and evaluation missions by the Global Fund and other agencies by facilitating access to M&E data as required;
* Ensure integration of knowledge building activities into national processes to support the capacity development of national M&E systems and facilitate the eventual transition of the PR role to national counterparts.
* [Insert additional tasks as necessary given local context];

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.;
* 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.

1. **Results/expected outputs**

[Results/Outputs can be modified as appropriate; should not entirely mirror the task description but serve as a basis for workplan and deliverables]

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:

* Programme results have strong oversight in line with an agreed monitoring plan and performance framework;
* Accurate, timely and quality reporting to relevant stakeholders;
* Enhanced organizational credibility in M&E through capacity building and knowledge sharing;
* 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.

1. **Qualifications/requirements**

Required Degree Level**:** Master's degree

Required Experience:5years

1. Qualifications, skills, experience:

* Master’s degree in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, Medical & Health Sciences or related field. A first-level university degree in combination with an additional two-years of qualifying experience may be accepted in lieu of the advanced university degree;
* At least 5 years of relevant experience at the national or international level in providing advisory services, hands-on experience in planning, gathering, analysing and reporting information needed for M&E systems strengthening and management;
* Previous UNDP and/or UN work experience would be an added advantage;
* Knowledge of Global Fund M&E tools and guidelines would be an asset;
* Experience in the usage of computers and office software packages, experience in handling of web based management systems.
* **Driving license required:** No

b) Competencies and values [Edit as required]:

* Professionalism: demonstrated understanding of operations relevant to UNDP; technical capabilities or knowledge relevant or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
* Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
* Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
* Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
* Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
* Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP’s mission and vision, as well as to the UN Core Values.

c) Language skills

Choose an item. spoken and written [language(s)] is required;

Choose an item. [other language(s)] is an advantage;

1. **Living Conditions**

[Provide brief description of relevant living conditions in duty station – e.g. security situation, access and air travel, climate, cultural awareness such as dress code / alcohol use, cost of living, accommodation options, availability of food/water/electricity, medical facilities, banking facilities, communications infrastructure, etc.]

If duty station is a challenging operating environment, end with encouraging but cautioning statement such as “XXX is a unique country and XXX is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

1. **Conditions of Service**

The initial contract is issued upon arrival for the period indicated above. The contract can be extended depending on continuation of mandate, availability of funding, operational necessity and satisfactory performance. However, there is no expectancy of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA), which is composed of a 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 calculated using by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate US$ 1,631. 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 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](http://icsc.un.org/).

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.

**Description of Assignment prepared by the Project Manager/UN Entity:**

[Name, functional title, Host Agency, location, date]

**Description of Assignment approved by UNV Country Office Team/Support Office:**

[Name, functional title, Host Agency, location, date]

*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, age and culture.*