

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SEN000517--Monitoring and Evaluation Assistant Officer

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	Senegal
Host Institute	International Organization for Migration
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Expected Starting Date	10-08-2020
Duty Station	Dakar [SEN]
Assignment Place	Family Duty Station

Assignment Place Remark

UN University Volunteer Assignments are always without family.

Living Conditions

The assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A) with missions to the region. Dakar is a liveable city. The spontaneous reception and hospitality of the Senegalese is among the characteristic features of this West African country. The living conditions in Dakar are good, as well as the access to health services. The yellow fever vaccine is compulsory and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies, but it is recommended to bring specific prescription drugs.

According to ANSD/RGPHAE 2013 official estimates, the population of Dakar metropolitan area reaches over 3.1 million people. The total population of Senegal is 13.508.715 inhabitants (ANSD 2013). Senegal is located on UTC/ GMT. Senegal has warm climate and sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are on average around 30°C. Rainy season is in the northern hemisphere's summer/fall.

The currency used in Senegal is called Franc CFA (XOF). On January 3rd, 2020 the average exchange rate is 1 USD = 587,512 XOF.

Many hotels, restaurants and businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. The accommodation facilities are in general good and the choice is wide. It is possible to rent unfurnished and furnished accommodations from 450 to 2000 USD. UN Volunteers can also co-rent and share private accommodations, which must comply with Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

Assignment Details

Assignment Title

Monitoring and Evaluation Assistant Officer

Organizational Context & Project Description

Organizational Context & Project Description:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM is committed to a diverse and inclusive environment.

The Monitoring and Evaluation (M&E) Unit of the Regional Office for West and Central Africa of the International Organization for Migration (IOM) is based in Dakar, Senegal and covers 21 countries in the region. Under the general supervision of the Regional Director, under the direct supervision of the Monitoring and Evaluation Officer, the candidate will provide support for the activities of the M&E Unit, in terms of M&E and Knowledge Management.

Sustainable Development Goals

10. Reduced Inequalities

Task description

Under the direct supervision of the Regional M&E Officer, IOM Regional Office for West and Central Africa in Dakar, the University Volunteer will undertake the following tasks:

- Assist in the roll-out of the M&E capacity-building strategy (regular training/learning, capacity building and mentorship sessions on M&E to project staff and partners), through M&E trainings and other capacity buildings tools.
- Support in the organization and follow up of the "West and Central Monitoring and Evaluation Network" (formed by M&E focal points in all IOM Missions), facilitating proper information flow with country offices and sharing of the outputs/outcomes of M&E findings with relevant stakeholders; and disseminating relevant information to IOM project managers and M&E officers.
- Participate in the "2020 Regional Evaluation Planning" and implementation, in close coordination with the country offices: assessment of evaluation needs and priorities by projects, countries or sectors, proposals for better planning, filing evaluation outputs and ensuring coordination with HQ Evaluation Repository, follow up on evaluation recommendations at country and regional level, etc.
- Contribute in the preparation of the "2019 Evaluations Summary Regional Report", on general evaluations' findings and recommendations, to ensure the dissemination and socialization of results, so as to efficiently feed and support programming cycles (project formulation, country assessments, sector strategies, etc.), through a broader perspective on data gathering, programmatic analysis and evidence-based advice to senior management, etc.
- Assist in the organization of reflection meetings to discuss implications of M&E findings to promote learning and encouraging the utilization of M&E results
- Support in the coordination of efficient Global Reporting and Knowledge Management initiatives, such as: the RBM Institutional Questionnaire (both at the regional and country level, and in close coordination with RBM/ODG Headquarters), Policy Hub and Repository, etc. Ensure proper coordination and monitoring of the various responses from IOM missions in the region, as well as effective participation of all missions throughout the process.
- Undertake all other tasks as may be assigned.

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

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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

1. Contributions to the M&E capacity-building strategy
 2. Support to the "West and Central Monitoring and Evaluation Network"
 3. Participation in the the "2020 Regional Evaluation Planning"
 4. Contributions to the "2019 Evaluations Summary Regional Report"
 5. Support to the Global Reporting and Knowledge Management
- 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

Secondary education

Education - Additional Comments

Currently studying towards a degree in Political Science, Economics, Sociology, Migration Studies or a related field from an accredited academic institution or other relevant field.

Required experience

0 months

Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in Monitoring and Evaluation
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Qualitative and quantitative data analysis skills and ability to produce research reports.

Language

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

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

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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 and Motivation
- Ethics and Values
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Technological Awareness

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 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

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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.

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\$990 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 UN 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). 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

SENR000517-6765

Application procedure

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

Eligible candidates must be between 18 and 29 years of age and enrolled at a university throughout the assignment.

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: 10 May 2020

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 between 2 and 19 June.

Pre-departure training in Korea

The selected candidate will be invited to attend a training prior to deployment. The training will take place from 20 to 31 July 2020.

COVID-19: The training and assignment start dates may be postponed due to the COVID-19 context.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/U0VOUjAwMDUxNw==>

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.