

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000106—Monitoring and Evaluation and Knowledge Management Specialist (for Spotlight Initiative)

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	Timor Leste
Host Institute	United Nations Population Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	02-01-2020
Duty Station	Dili [TLS]
Assignment Place	Family Duty Station
Assignment Place Remark	

Possibility of extension for up to 2 years

Living Conditions

Timor Leste is half of a tropical island on the Australian continental shelf characterized by a rugged mountain chain running east-west that divides the country into a generally warmer north coast and a milder south coast. The capital city, Dili, is located in the north.

Climate: The climate along the coast is relatively warm hot year round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south- east monsoon

season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

Health: At the moment, Stamford clinic serves as a recommended medical facility for UN staff. It has two approved UN physicians that can perform primary healthcare and simpler treatments, or recommend medical evacuation to Singapore. There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring countries such as Darwin or Singapore.

Diet, Food and Water: Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Dili has a large number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local warungs with less expensive meals. The price range for a meal can range from \$3 to \$20+.

Telecommunications: At the moment, there are three telecommunication providers in country, Timor Telecom and Telcomcel and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were newly launched in Timor-Leste, and started operating in February 2013. The SIM cards cost \$2-3 and pre-paid/pulsa cards range from \$1 to \$50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA.

Hotels: The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. Most of the hotels in Dili are aimed at internationals and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. You can expect to pay from \$30 to \$50 per night.

Permanent Accommodation: Expect that your accommodation will range from the very basic to adequate, although many private houses in Dili have been renovated to a reasonable or even considered 'luxurious' level of comfort. The rate of reconstruction and renovation in the districts has been much slower than in Dili. Accommodation is far more likely to be of a very basic level.

Assignment Details

Assignment Title Monitoring and Evaluation and Knowledge Management Specialist (for Spotlight Initiative)

Organizational Context & Project Description

The overall vision of the Spotlight Initiative in Timor-Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor-Leste.

The programme is aligned to the Timor-Leste National Action Plan on Gender based Violence (2017-2021)

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

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

and National SDG Roadmap. It will contribute to the elimination of domestic violence/intimate partner violence (DV/IPV) by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls, using a multi-sectoral and intersectional approach across the ecological model.

The Spotlight Initiative in Timor Leste will be implemented through five UN agencies (UN Women, UNFPA, UNDP, UNICEF and ILO) with a focus on addressing intimate partner violence and domestic violence. The overall vision of the Spotlight Initiative in Timor Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor Leste. This contributes to implementation of Timor Leste's National Action Plan on Gender Based Violence (2017-2021), with attention to holistic prevention and responses to violence against women and girls.

This will involve strengthening and widening partnerships and solidarity across civil society, government, media, private sector and development partners. The Initiative will empower individuals, equip institutions at national, sub-national and community levels with the policies, systems and mechanisms to prevent and respond to VAWG, and encourage the public to challenge harmful gender norms.

Sustainable Development Goals 5. Gender Equality

Task description

Under the guidance and direction of the Resident Coordinator's Office and Heads of the all 5 implementing agencies, the M&E and Knowledge Management Specialist is responsible to implement the Spotlight M&E and Knowledge Management strategy and to manage the development of all Spotlight reports, including through direct support and advice to Spotlight Teams in the country.

The Monitoring, Evaluation and Knowledge Management UNV will formally report to the UNFPA Representative, while being coordinated through the Spotlight Initiative's coordination mechanism. The M&E Specialist will work in close cooperation and coordination with the Spotlight Initiative (SI) pillar teams as well as with the M&E Officers of participating agencies and the UNFPA country office. He/she will work closely with the component leads and the entire team and national counterparts to ensure M&E aspects are well internalized and applied. The M&E Specialist will participate actively in M&E mechanisms established as part of the UNSDCF and joint UN programming processes.

The M&E Specialist is expected Provide technical support to the implementation of the monitoring and evaluation Strategy for the Spotlight Initiative:

- Provide technical guidance and support to Spotlight Initiative RUNOs in implementation of the Spotlight monitoring strategy, including in the finalization of baseline study and identification of milestones and targets;
- Provide technical support to knowledge management and capacity development to implementing partners to monitor Spotlight Initiative activities including meetings and workshops with implementing partners.

- Provide guidance to the Spotlight Initiative programme teams on monitoring and tracking results based on the Initiative's Theory of Change;
- Coordinates and consolidates preparation of required monitoring reports, and contributes to quality assurances of reports across the implementing agencies
- Provide technical and coordination support to the consolidation of results, in line with regional and global results frameworks as identified through that Spotlight Initiative's
- Work in close collaboration with M&E focal points of Spotlight RUNOs to ensure appropriate coordination of monitoring activities;
- Ensure that RUNOs have responsive monitoring and reporting systems to ensure proper oversight of programmes by the country level Steering Committees, with attention being given to timely, accurate and appropriate progress updates and the identification of constraints and risk management;
- Provide technical inputs to development of mid-term and final evaluation and results-based monitoring terms of reference as well as to the organization of evaluations for Spotlight Programmes;
- Ensure that the Spotlight Initiative programme managers/specialists respond to recommendations and monitor the follow up on the mid-term and final evaluations.

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

- Timely and high-quality implementation of the Spotlight Initiative capacity development and knowledge management strategies;
 - Timely provision of high-quality trainings and capacity development workshops on EVAWG, with a focus on intimate partner violence and knowledge management;
 - Timely and high-quality advanced technical support and guidance to the programme teams and relevant partners in line with the workplan;
 - High-quality and timely systems for tracking/monitoring of the Initiative's programmes developed and implemented;
 - Regular monitoring visits to target municipalities supported by the Spotlight Initiative;
 - Timely and high-quality consolidated Spotlight Initiative reports made available to all the Initiative's key stakeholders;
 - High-quality Results Management System developed and maintained for the Spotlight Initiative.
- 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

Advance University degree in in Social Sciences, Population, Demography Development studies, Economics, Statistics or Public Administration, with research experience.

Required experience 60 months

Experience Remark

At least 5 years of increasingly responsible professional experience in development;

- Strong analytical and strategic thinking and a commitment to results;
- Ability to organize work effectively and to meet planned deadlines;
- Demonstrated ability to work harmoniously with persons of different backgrounds in multicultural environment;
- Must possess negotiations skills;
- Experience working with government implementing partners;
- Familiarity with government planning processes and systems;
- Familiarity with gender equality issues will be considered an asset.

Language

- English (Mandatory) , Level - Fluent
- And One of these - Portuguese, Tetum (Optional) , Level - Working Knowledge

Area of Expertise

- Monitoring and evaluation Mandatory
- Resource mobilization, partnership and donor coordination Optional
- Development programme management Optional

Area of Expertise Requirement

Experience with Results Based Management and donor reporting (on the latter, experience specifically on EU-funded programmes will be considered an asset.

Experience in Results Management System that consolidates reporting across a range of funds, programmes and facilitates monitoring and data visualization is an asset.

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism

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\$ 1,631. 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 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,

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

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 TLSR000106-5750

Application procedure

*** Not yet registered in the UNV Talent Pool?**

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.

How to register on the UN Volunteers' Global Talent Pool [video](#)

*** Already registered in the UNV Talent Pool?**

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: 27 November 2019

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

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.