



UNV VOLUNTEER TERMS OF REFERENCE

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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

- 1. UNV Assignment Title:** Project Monitoring and Evaluation Officer
- 2. Type of assignment:** International UNV Volunteer
- 3. Project Title:** Country Programme Management Support Project (CPMSP)
- 4. Duration:** One year with possible extension
- 5. Location, Country:** Hanoi, Vietnam
- 6. Expected starting date:** 1st April 2010
- 7. Brief Project Description:** This position is funded under the CPMS Project to provide technical project M&E support to all UNDP-funded projects.
- 8. Host Agency/Host Institute:** UNDP Vietnam Country Office

9. Organizational Context

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.

World leaders have pledged to achieve the Millennium Development Goals, including the overarching goal of cutting poverty in half by 2015. UNDP's network links and coordinates global and national efforts to reach these Goals. Our focus is helping countries build and share solutions to the challenges of:

- Democratic Governance
- Poverty Reduction
- Crisis Prevention and Recovery
- Environment and Energy
- HIV/AIDS

UNDP helps developing countries attract and use aid effectively. In all our activities, we encourage the protection of human rights and the empowerment of women.



10. Type of assignment place: Assignment with family

11. Description of Duties

Under the direct supervision of the Programme Monitoring and Evaluation Officer, the UNV volunteer will undertake the following tasks:

- Roll-out and build capacity of programme and projects staff in using the Standard Operating Procedures (SOP) in Project Planning, Monitoring and Evaluation;
- Provide technical support to project staff and implementing partners in the development/strengthening of project M&E system consistent to the SOP in Project Planning, M&E and other relevant UN/DP policies and guidelines;
- Contribute substantively to project monitoring and reporting through the provision of inputs on M&E methodology and sharing of best practices;
- Build capacity of project staff and implementing partners in planning, monitoring and evaluation through training, coaching and mentoring;
- Provide technical input and coaching in the development of project results framework at project and annual work plan formulation stage;
- Organize capacity building activities to programme and project staff to ensure quality Project Annual Work Plans;
- Contribute to the development of direct interaction with project counterparts as a member of UNDP team supporting project implementation, including UNV Country Office projects;
- Perform any other tasks as if assigned by the supervisor.

Furthermore, UNV volunteers are encouraged to:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD);
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Assisting with the UNV Buddy Programme for newly-arrived UNV volunteers;
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

12. Results/Expected Output

- Log-frame/RRF/results matrix of UNDP supported projects developed with national implementing partners satisfy UNDP requirements and quality standard;
- Project Planning, M&E training plan made available, implemented and updated;
- SOP in Project Planning, Monitoring and Evaluation rolled out to all projects;
- Project AWP meeting UN/DP minimum standards and requirements;

13. Qualifications/Requirements

- Advanced Degree in Public Administration, Policy and Planning, Project Management or other related field;
- At least 7 years of experience in project Planning, M&E in developing countries;
- Demonstrated ability to work effectively in a team of international and local staff.
- Strong facilitation and training skills in project planning, monitoring and evaluation.
- Strong interpersonal and social skills
- Commitment to the core values and vision of UN/DP



Competencies:

- Knowledge on Results-based management concept
- Knowledge and experience on Project Planning, M&E
- Gender sensitive and full understanding on cross-cutting issues
- Good public speaking skills including presentation skills

Computer skills:

- Proficiency in office software applications

Language skills:

- Fluency in oral and written English

14. Living Conditions:

The incumbent will live in Hanoi which has most of the economic and social amenities at a reasonable cost. Depending on living arrangements, housing can be expensive. Security is good. Hanoi has a humid tropical climate, characteristic by monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry.

15. Conditions of Service

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,900 for single person, US\$ 2,150 for person with one dependant, and US\$ 2,350 for person with two or more recognized dependants; settling-in-grant; life, health, and permanent disability insurance; return airfares; resettlement allowance of US\$ 150 per month of satisfactory service.

16. Application

If you are not yet registered in the UNV database, please apply by completing the UNV web application at the following link: <http://one.unv.org/main/?Lang=en> . **Important:** Please select the following code from the drop down menu of the first page of the application: “**10VIE_M&E**”

If you are registered in the UNV database, please send your UNV ID number by email, and with “**10VIE_M&E**” in the subject field of your message, to: volvacancy@unvolunteers.org

The United Nations Volunteers programme is committed to ensuring gender equity among UNV volunteers and welcomes applications from women.

Closing Date: 21 March 2010