

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZAFR000035--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

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<b>Country of Assignment</b>	South Africa
<b>Host Institute</b>	United Nations Children's Fund
<b>Volunteer Category</b>	International Senior UN Volunteer (pilot)
<b>Number of Volunteer</b>	1
<b>Duration</b>	24 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Johannesburg [ZAF]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

Assignment with family.

### Living Conditions

Johannesburg is classified as an A duty station and South Africa is in security phase 1.

It is the business capital of South Africa. It offers very good living conditions with various types of available facilities. Housing is most of the time readily available, rents can be negotiated. Infrastructure, roads, utilities, telecommunications – are of a high standard.

Like in other big cities with significant crime rates, caution has to be exercised at all times.

# Assignment Details

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**Assignment Title** Evaluation Specialist

**Organizational Context & Project Description**

Located in Nairobi, the capital of Kenya, the Eastern and Southern Africa Regional Office (ESARO) coordinates and supervises UNICEF's work in 21 countries: Angola, Botswana, Burundi, Comoros, Eritrea, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Rwanda, Somalia, South Africa, South Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

Led by Regional Director Leila Pakkala and Deputy Regional Director Mark Hereward, we at ESARO provide technical support, policy guidance and oversight, and intellectual leadership on children's issues to the 21 UNICEF country offices. We also coordinate UNICEF's engagement in the UN Coherence process in the region, as well as supports country offices' resource mobilization efforts.

The work is organised around UNICEF's key priorities in the region: Young Child Survival and Development, Children and AIDS, Basic Education and Gender Equality, Child Protection, and Emergency Preparedness and Response. A range of cross-cutting programmes support these priorities, including Communication, Communication for Development, Monitoring and Evaluation, and Supply and Logistics.

<b>Sustainable Development Goals</b>	<b>4. Quality Education</b>
	<b>Task description</b>

Within the delegated authority and under the supervision of **Regional Evaluation Advisor** or his/her designated mandated representative(s), the UN Volunteer Evaluation Specialist will:

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

## 1. Planning and management of evaluation function in country offices

- Support overall implementation of the evaluation function and provides guidance and technical support to sectors, senior management and CMT on evaluation related matters.
- Support country offices to formulate terms of reference and evaluation designs of high quality in compliance with the evaluation policy and relevant guidelines and selection of evaluators.
- Work with country offices research and evaluation committees (or equivalent) to set up reference groups for each evaluation and work with the committee to ensure planned are impartial, independent and credible to meet UNICEF-UNEG quality standards.
- Support the management of country or multi-country evaluations covering BNLES countries
- Disseminate evaluation findings and recommendations to the intended audiences through user-friendly methods.

- Monitor and ensure that a management response to the findings and recommendations of evaluations is completed, recorded, and followed up for implementation. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team (CMT) and follow-up actions recorded in CMT minutes.
- Submit final reports of all evaluations to the Evaluation Data Base web portal, with full accompanying documentation.
- Contribute to UNDAF evaluations and other cross-sectoral and thematic evaluations covering any of the country offices.
- Provide quality assurance of inception reports and draft evaluation reports.

## 2. Integrated Monitoring, Evaluation & Research Plan (IMEP)

Ensure that the country office and national partners use a well-prioritized and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the country programmes, including tracking and assessing UNICEF's distinct contribution.

- Make professional contributions to and provide technical assistance for the planning and establishing the evaluation objectives, priorities, and activities in country office IMEPs.
- Contribute to the development of UNDAF M&E Plans from a sound results-based programming perspective in the five countries.
- Identify and follow up on the implementation of strategic evaluations in the five country offices,
- Support country offices in the identification of evaluations for inclusion in Costed Evaluation Plans and monitor implementation of Costed Evaluation Plans for the country offices.

## 3. Evaluation capacity development

Ensure that evaluation capacities of country office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead evaluation processes.

- In close collaboration with partners, ensure that an RBM strategy for UNICEF/UN staff national partners and institutions exists in the context of the IMEP, or UNDAF M&E plan.
- Support country offices in rolling out and complying with the revised UNICEF evaluation policy that was just shared by HQ
- Identify capacity needs of national partners such as professional evaluation associations and design specific capacity building initiatives and collaborate to implement capacity building strategies with other UN agencies.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and development of strategies to address them, including identifying opportunities for south to south or north to south cooperation on government evaluation offices and even academic institutions.
- Build capacity of research and evaluation committees in Country offices and working closely with country offices to build partnerships for evaluation.
- 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:
  - Supporting country offices to identify evaluation opportunities to meet evaluation coverage norms as per evaluation policy;
  - Developing and supporting quality assurance systems for evaluations in country offices;
  - Supports country programmes to comply with UNICEF'S Evaluation Policy.
- 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

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**Required Degree Level**                      Master degree or equivalent

### Education - Additional Comments

Advanced higher degree (Master's or equivalent) in a relevant area, e.g. social sciences, statistics, international development or development economics; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

**Required experience**                      96 months

### Experience Remark

- At least 8 years of professional work experience at the national and/or international level in evaluation, or other related field, specifically in managing evaluation plans and actual evaluations;

- Experience in supporting national evaluation capacity or working with professional evaluation associations;
- Experience in developing comprehensive and well-focused terms of reference and experience in evaluation design as per UNICEF and UNEG norms and standards for evaluation in UN system;
- Experience in working with multiple stakeholders is an asset;
- 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;
- Sound security awareness;
- Have affinity with or interest in UNICEF work, volunteerism as a mechanism for durable development, and the UN System.

#### Language Skills

- English (Mandatory) , Level - Fluent

#### Area of Expertise

- Monitoring and evaluation Mandatory

#### Area of Expertise Requirement

Need Driving Licence                      No

#### Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)  
Application Code ZAFR000035-3645  
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 to which you would like to

apply.

**Application deadline: 02 Jan 2019**

**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.