

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SOMR000466--Reporting and Monitoring Officer (Security Sector Governance & Police)

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>	Somalia
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Mogadiscio [SOM]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

We are looking for a candidate who is strong in project monitoring, and understands it. At the same time, we also require a person who can write reports. The person has to be able to set up a monitoring system for the project, AND also be able to translate this into strong donor reports. So the person also has to have strong written English and be able to write and produce an excellent report.

### Living Conditions

Mogadishu - Somalia is a non-family duty station and the volunteer will be subject to the overall direction and guidance of the UN Designated Official (DO) for security. This is usually the UNDP Resident Representative. The volunteer will be incorporated into all applicable security protocols and will be required to strictly adhere to the guidelines, security plans and other directives issued by the DO. While in Somalia, the volunteer will be accommodated at MIA- Mogadishu International Airport, AMISOM protected

area that has been cleared by UNDSS.

## Assignment Details

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**Assignment Title** Reporting and Monitoring Officer (Security Sector Governance & Police)

### Organizational Context & Project Description

The UNDP Somalia Rule of Law (ROL) Portfolio has a number of projects and programmes which works through a joint approach with the United Nations Assistance Mission in Somalia (UNSOM) and the UN Country Team to strengthen collaboration, focus and coherence in the implementation of the Somalia Rule of Law Programme Priorities. The programmes include – justice, police, Security Sector Governance, Human Rights, Preventing and countering violent extremism and a project which promotes Goal 16 Peace and Security monitoring and evaluation project.

Working closely with the implementing UN agencies on Rule of Law, the Portfolio supports the Somali people in creating an enabling environment for stability and rule of law. This includes strengthening of rule of institutions in order to increase competency, efficiency and accountability. The Portfolio has focused on improving the functioning of the police, judiciary, fostering judicial reform and empowering Somali communities to secure their rights. Overall strategic objective of the Programme contributions responds to the Pillar working Groups 2 and 3 of the National Development Plan to enhance the capacity of Somalia's Rule of Law system to cater to the specific needs of All, especially vulnerable groups.

To bring the various elements of work and to respond to the current needs of the newly established government, it would be important to recruit an International UNV who can coordinate between the various UN agencies and national counterparts to undertake reporting and monitoring for two key programmes – Security Sector Governance (SSG) and police.

Under the guidance of the ROL Portfolio Manager and direct supervision of the Portfolio Management Specialist, the successful candidate will provide support to reporting and monitoring for the Security Sector Governance and Police programmes to ensure that high quality, monitoring and reports improve the visibility of the two programmes. S/he will be responsible for developing and ensuring effective monitoring and reporting systems are in place, with adequate tools for information/ knowledge management. S/he will ensure field staff are knowledgeable of such tools and project results and data are kept up to date. S/he will work with the POQA M&E Officer to ensure that regular monitoring and third-party monitoring are implemented, gaps in programming are identified and addressed. S/he will follow-up with all lessons learned, action evidence based programming.

The incumbent will also assist in providing training to programme and project teams where necessary and support Area Office staff, partner UN agencies, and Implementing Partners to ensure the effective implementation of the common monitoring framework. The Reporting and Monitoring Officer works in close collaboration with other Joint ROL projects such as Joint programme on human rights, Joint justice and Corrections programmes and PCVE project. Collaboration with UN agencies, and POQA team, Programme and Operations Teams in the Regions (Somaliland, Puntland and Federal Level), as well as the Country Office, and Government officials to ensure that thematic, programme and project monitoring is carried out according to schedules and that findings and recommendations are implemented and regular followed up is also provided.

The Reporting and Monitoring Officer will be expected to report to the Portfolio Management Specialist, to ensure that the progress of the two programmes on SSG and Police are on track and helps to ensure that the progress, priorities and results during report writing are adhered to.

**Task description**

The Reporting and Monitoring Officer will undertake duties and responsibilities that are focused on monitoring, reporting and develop communications products to improve project and programme visibility.

The Key functions will be:

- Assist in the development of monitoring systems
- Assist in the preparation of plans, reports and other project-related documents;
- Assist in training and knowledge sharing with SSG and Police programme teams.
- Develop factsheets and updates to ensure project visibility.

**1. Assist in the development of monitoring systems**

- Participate in and provide inputs to the development of project planning and implementation;
- Contribute to monitor the implementation of the work plan through collection and analysis of qualitative and quantitative data;
- Assist in preparation of analytical reports using relevant information available from the projects to advise the portfolio management on the implementation of the work plans; also provide inputs in the development of the Work Plans;
- Prepare briefing notes for the programmes on progress of the Work Plan and contribute to analysis as to causes behind the differences between planned and actual achievements;
- Assist in common data collection strategies between and within projects where appropriate;
- Assist in preparing reviews on progress throughout the year.
- Assist to review information provided by stakeholders on indicators and targets to assess progress and identify constraints and gaps in implementation;
- Assist to develop periodic assessment and reporting templates and user guidelines for key institutional actors, partners and stakeholders;
- Assist to prepare needs assessments for new situations as requested;
- Assist in preparing briefing notes for the two programmes.
- Assist in the development and institutionalisation of the programmes monitoring system, including the development of tools for monitoring of projects and programmes;
- Support in ensuring that the monitoring system is gender-responsive.
- Assist in collecting, analysing and disseminating in a timely manner progress reports in consultation with partners, stakeholders, project officers, regional coordinators, partner agencies and other relevant sources of information;
- Assist in preparing the situation analysis by compiling data, analysing and evaluating information;
- Assist in designing data collection methodologies and research protocols;
- Participate in the development and introduction of new approaches and methods in monitoring and evaluation of projects and programmes within the portfolio;

## 2. Assist in the preparation of plans, reports and other project-related documents;

- Assist in the preparation of high quality reports/ project documentation for dissemination to the stakeholders;
- Assist to develop reports, project presentations and other project monitoring-related documents and correspondences;
- Work closely with the technical teams and field offices for collection of the best practices and subsequent implementation across the projects and programmes;
- Assist in the implementation of the capacity assessment and analyse data generated from this exercise;
- Assist in extracting critical lessons learned and good practices from final evaluation, audit and monitoring reports.

## 3. Assist in training and knowledge sharing with Rule of Law staff and stakeholders.

- Assist to organize necessary training with the Portfolio Management Specialist for the SSG and Police programme teams, the government and civil society partners to develop results oriented success stories and reporting from the field;
- **Develop factsheets to ensure portfolio visibility.**
- Develop factsheets, to ensure project visibility
- Prepare promotional material on the project, including pamphlets, based on project best practices showcasing the SSG and Police projects/programmes.
- Travel to regions is expected to prepare case studies for report writing.

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

- Assist in the preparation of 2 Mid-term reports and 2 annual reports for the programmes.
- Prepare 2 Fact sheets for SSG and police projects and programmes
- Prepare one Rule of Law Portfolio fact sheet

### Impact of results:

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F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

Monitoring and Reporting of the two projects/programmes are done in a comprehensive, strategic and systematic way, ensuring improved project implementation and management for results.

- 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

Master's degree in law, human rights, development, communications, social sciences or other relevant field. Post graduate training in monitoring, evaluation and reporting is an added advantage.

**Required experience** 36 months

### Experience Remark

- Relevant work experience in human rights, rule of law issues;
- 3 years of relevant experience at the national or international level in providing services and hands-on experience in reporting in development projects;
- Experience working in preparation of promotional materials and report writing;
- Previous experience in developing reports and establishing inter-relationships among project stakeholders, international organizations and national governments;
- Experience in monitoring, review and analysis of activities based on human rights based approach perspective and report writing;
- Relevant experience in conducting interviews; review of comparative study reports from human rights perspective;
- Knowledge in working on gender justice and working with civil society organisations would be important.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems.

### Language Skills

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Monitoring and evaluation Mandatory

### Area of Expertise Requirement

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

Development programmes, technical assistance and volunteer management, monitoring, evaluation and reporting.

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Commitment and Motivation
- Creativity
- Integrity
- Managing Performance
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

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**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, 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** SOMR000466-4531

**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.

Please note that English native speakers are very encouraged to apply.

Application deadline: 05 June 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.