

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

VENR000161–Monitoring, Evaluation and Learning (MEAL) Associate

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	Venezuela
Host Institute	Food and Agriculture Organization of the United Nations
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Caracas [VEN]
Assignment Place	Family Duty Station
Assignment Place Remark	

Family Duty Station

Living Conditions

El boletín informativo será compartido al momento del reclutamiento

Assignment Details

Assignment Title Monitoring, Evaluation and Learning (MEAL) Associate

Organizational Context & Project Description

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W. www.unv.org

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

FAO is a specialized Agency of the United Nations that was established in October 1945, and whose mission is to contribute to eradicating hunger and achieving food security for all. FAO provides high quality technical and policy expertise to its member countries, thus assisting them in their efforts to meet their goals for eradicating hunger, reducing poverty and fostering improvements in agricultural and rural livelihoods in a sustainable manner.

This UN Volunteer assignment is part of FAO's programme Global Network Against Food Crises – Country Investment Venezuela, A partnership between FAO and European Union that aim to combat food crises from humanitarian and development perspectives and tackle its root causes.

Sustainable development cannot be achieved without **resilient livelihoods**. People around the world are increasingly exposed to natural hazards and crises – from drought, floods, earthquakes and disease epidemics to conflict, market shocks and complex, protracted crises.

FAO assists countries to increase the **resilience of households**, communities and institutions to more effectively prevent and cope with threats and disasters that impact **agriculture, food security and nutrition**.

The recurrence of disasters and crises undermines countries' efforts to **eradicate hunger and malnutrition** and to achieve sustainable development. People who rely on farming, livestock, forests or fishing for their food and income – around one-third of the world's population – are often the most vulnerable and affected. Climate change, extreme weather-related shocks, is exacerbating the situation.

To cope, poor households are often forced to sell their productive assets, reduce their meals or leave their farms in search of work. Recurring crises also place natural resources under immense strain, with devastating consequences on livelihoods such as depleted forests and soils, scarce water supplies and pasture degradation. (<http://www.fao.org/resilience/home/en/>)

The Bolivarian Republic of Venezuela faces a complex situation in the area of food security and nutrition. The country, whose economy is highly linked to the export of oil, have for decades been highly dependent on food imports and a significant deficit in national agricultural production. Since 2012, the value of oil exports have been reduced considerably, with consequences for imports of food and other basic products, which affects the food security of the population, as well as the health and nutritional status of households.

The Food and Agriculture Organization of the United Nations (FAO) is currently implementing a project under the Global Network Against Food Crises initiative entitled “**Incremento de la Producción Agropecuaria y la Soberanía y Seguridad Alimentaria y Nutricional con Enfoque de Resiliencia en Comunidades Rurales Vulnerables de la República Bolivariana de Venezuela**”. Where in close collaboration with the Government of Venezuela, the projects response to promote a resilient and sustainable agriculture, in the face of natural threats and economic crises, and support small-scale agriculture to increase production and productivity.

Sustainable Development Goals 2. Zero Hunger

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Task description

Within the delegated authority and under the overall guidance of the FAO Representative a.i Venezuela and the Assistant FAO Representative (AFAOR Programme) Venezuela, under the overall supervision of the Project Manager, and in close liaison with the FAO Technical Officers Leader in Regional Office and Rome, specifically the MEAL programme. his/her designated mandated representative(s), the UN Volunteer will :

Based on the knowledge of the local conditions, culture, language and institutions of the country of assignment (Venezuela), will primarily ensure and systematically organize the collection of specific data to be assessed under the base line phase of the Global Network Project in Venezuela.

Additionally, she or he will ensure that relevant progress and performance information is collected processed and analyzed on a regular basis during the base line process and the period of the assignment, to allow for real-time, evidence-based decision-making of the programmatic operation of the project of the Global Network Venezuela,

Specific of the assignment are:

- To design data collection methodologies all project indicators include setting criteria, defining key aspects and developing data collection tools.
- To collect, analyse and present baseline data for project outcome and output indicators including and aligned with the overall Framework indicators. All data should be gender disaggregated as well as age disaggregated if possible (identifying youth).
- To propose needed adjustments to the results framework of the project
- Support the establishment of a monitoring and evaluation system and plan, based on international best practices in Monitoring, Evaluation and Learning (MEAL) approaches of the Global Network Against Food Crises, FAO, for the project guided by the Project Document, FAO Country Programme Framework (CPF 2016-2019) and the Food Security Sector framework under the Venezuela context;
- In coordination with relevant colleagues and supports, develop tools and templates for data collection, drafts/reviews, terms of reference for specific thematic/sectoral evaluation missions and/or desk evaluations/reviews;
- Assist the project manager with the coordination and management of the Project monitoring & evaluation framework and ensure alignment with the CPF and MEAL, and deliver reliable, relevant and timely monitoring reports according to the M&E calendar, while ensuring that the different components of the FAO Representation are integrated and support each other to optimize programs and projects outcomes;
- Provide statistics from different sources to programme staff, milestone and target indicators at the national level for FAO projects/programmes and suggest strategies to FAO management to improve the efficiency and effectiveness of programme implementation by identifying bottlenecks and recommending corrective actions;

- Act as a facilitator or trainer in areas of her/ his knowledge as required, specifically for the base line process and data collection and tools;
- Participate in any UN M&E coordination structures including UNDAF working groups;
- Assist in coordinating across various field offices to ensure effective implementation of M&E activities;
- Identify and formulate lessons learned from evaluations and studies to be integrated into broader knowledge management efforts;
- Undertake regular visits to the field to support Baseline implementation, and M&E framework and to identify where adaptations might be needed;
- Perform any other related duties, as required by the functional 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 FAO team member, efficient, timely, responsive, client-friendly and high-quality support is rendered to FAO and its beneficiaries in the accomplishment of her/his functions, including:

- A Government discussed mid-term and final baseline report, that systematically describe the process and tools used for the assessed data and territories.
- A monitoring and evaluation system and plan and effective tools, based on international best practices in Monitoring, Evaluation and Learning (MEAL) approaches of the Global Network Against Food Crises, FAO.
- High quality and timely inputs to monitoring, programming are ensured;
- FAO programme results and intended outputs are achieved in a cost effective and timely manner;
- Local capacities developed through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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.
- 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

The incumbent must be a dynamic, multifunctional individual, who supports WHO with professionalism, dedication and client orientation, and who must be willing to work on both programmatic/substantive aspects, and to provide operational/logistical services. The following qualifications are required:

- Master's degree or equivalent in a relevant area, e.g. education, statistics, development economics, community development, social sciences, demography, or similar field from an accredited and recognized academic institution, is required

Required experience 60 months
Experience Remark

- Proven experience in internationally-recognised best practices and approaches/methodologies of M&E, in the logical framework and other monitoring and evaluation tools, and in the development and use of M&E methods (qualitative, quantitative, participatory);
- Experience in undertaking primary and secondary data reviews, baseline data collection and analysis; use of Kobo toolbox /ODK/EpiData, is highly considered.
- Strong overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.), Kobos and Data Analysis Tools, as well as and office technology equipment

Language Skills

- Spanish (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Working Knowledge

Area of Expertise

- Monitoring and evaluation Mandatory

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- Database design, administration and maintenance Mandatory
- Software and applications development and analysis Mandatory

Area of Expertise Requirement

- Proven experience in internationally-recognised best practices and approaches/methodologies of M&E, in the logical framework and other monitoring and evaluation tools, and in the development and use of M&E methods (qualitative, quantitative, participatory);
- Experience in undertaking primary and secondary data reviews, baseline data collection and analysis; use of Kobo toolbox /ODK/EpiData, is highly considered.
- Strong overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.), Kobos and Data Analysis Tools, as well as and office technology equipment

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

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, 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

