



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1722824160426240

**VMAM Id** 1722824160426240

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** Programme Monitoring and Reporting Associate

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	ONU Mulheres Brasil
<b>Country of Assignment</b>	Brazil
<b>Duty station</b>	Brasilia,
<b>Volunteer Category</b>	International UN Volunteer Specialist
<b>Number of UN Volunteers</b>	1
<b>Duration</b>	24m
<b>Possibility of Extension</b>	No
<b>Expected Start Date</b>	10/01/2023
<b>Sustainable Development Goal</b>	5. Gender equality
<b>Disabilities</b>	No

### DOA Details

#### Organisation mission and objectives

UN Women is the United Nations entity dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established to accelerate progress on meeting their needs worldwide. UN Women supports UN Member States as they set global standards for achieving gender equality, and works with governments and civil society to design laws, policies, programmes and services needed to ensure that the standards are effectively implemented and truly benefit women and girls worldwide. It works globally to make the vision of the Sustainable Development Goals a reality for women and girls and stands behind women's equal participation in all aspects of life, focusing on four strategic priorities: Women lead, participate in and benefit equally from governance systems Women have income security, decent work and economic autonomy All women and girls live a life free from all forms of violence Women and girls contribute to and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and humanitarian action. UN Women also coordinates and promotes the UN system's work in advancing gender equality, and in all deliberations and agreements linked to the 2030 Agenda. The entity works to position gender equality as fundamental to the Sustainable Development Goals, and a more inclusive world.

**Assignment  
context**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. The UN Women Brazil Country Office (CO) Strategic Note 2017-2021 (the UN Women “country programme”) outlines the strategic direction, approaches, partnerships, and results to achieve gender equality and women’s empowerment, in line with human rights standards. It is focused on responding to UN Women’s three core mandates: 1. Normative: to support inter-governmental bodies, such as the Commission on the Status of Women (CSW) and the General Assembly, in their formulation of policies, global standards and norms. 2. Operational: to help Member States to implement international standards and to forge effective partnerships with civil society; and 3. Coordination: entails both promotion of the accountability of the United Nations system on gender equality and empowerment of women (GEEW), including regular monitoring of system-wide progress, and more broadly mobilizing and convening key stakeholders to ensure greater coherence and gender mainstreaming across the UN. The UN Women Country Strategy/Strategic Note is aligned with the UN Women Global Strategic Plan 2022-2025, focusing on three Outcome Areas: 1: Women lead, participate in, and benefit equally from governance systems 2: Women have income security, decent work, and economic autonomy 3: All women and girls live a life free from all forms of violence The Strategic Note is grounded in the standards, principles and obligations of the Convention to Eliminate all forms of Discrimination Against Women (CEDAW), Beijing Declaration and Platform for Action, Concluding Observations of the Commission on the Status of Women, Security Council Resolutions on Women, Peace and Security, the Convention to Eliminate Racial Discrimination (CERD), the Durban Action Plan and Agenda 2030 for Sustainable Development and the Human Rights Council Universal Periodic Review. As part of the United Nations Country Team (UNCT), UN Women promotes strengthened coordination, commitment to and accountability for gender equality and women’s empowerment, including through tools such as the UNCT SWAP Gender Equality Scorecard and the UNCT Gender Equality Marker. The CO leads the Inter-Agency Thematic Group (TG) on Gender, Race and Ethnicity. The UN Volunteer will support M&E on all projects in the CO portfolio. They will be located in the Programme Management Support Unit.

Under the overall guidance of the Representative of UN Women in Brazil and direct supervision of the Programme Manager, the UN Volunteer will undertake the following tasks: 1. Provide technical inputs to programme formulation to ensure monitoring and re-orting is incorporated • Provide inputs to the development of monitoring indicators, monitoring calendars, and field monitoring plans and quality assurance processes; • Include relevant inputs from evaluation findings, conclusions and recommendations into programme formulation; • Provide inputs to annual work plan monitoring, reviews and reporting; • Provide technical support to partners in developing Performance Monitoring Frame-works (PMFs), systems and plans, and Baseline Surveys; • Facilitate the clearance of donor agreements and Programme Cooperation Agreements; 2. Provide technical inputs to the monitoring and tracking of results against country level targets and UN Women Strategic Plan • Coordinate with Programme Team to ensure data collection and analysis from field visits are coordinated and standardized across programmes; • Monitor data from partners/countries on a quarterly basis and provide inputs to regular management briefs to inform decision making; • Visit partners, along with the Programme Team, to support monitoring of results and planning processes, as required; • Liaise with the Japanese government and JICA to further collaboration and partnership between UN Women and the Japanese side; • Monitor the spending of donor

**Task description**

funds and other programme expenditures and disbursements; • Contribute to the development and monitoring of the Brazil Country Office’s Monitoring, Evaluation, and Research Plan. • Contribute to the monitoring of the Brazil Country Office’s Management Response to the Country Portfolio Evaluation. 3. Facilitate the reporting of results to internal (Senior Management) and external (Executive Board, Donors) audiences • Facilitate the process of the Brazil Country Office’s meeting internal and external re-orting requirements and deadlines, including annual reporting process; • Contribute substantial inputs to donor and programme reports (both narrative and financial); • Identify relevant evaluation findings, conclusions and recommendations and input them into programme reporting; • Review progress reports submitted by partners and provide feedback to improve quality and timeliness of reporting; • Collect and maintain data for country, regional and global corporate reports, mid-term reviews, and final evaluations; 4. Provide technical support to the Brazil Country Office’s in the implementation the UN Women Evaluation Policy • Coordinate the implementation of UN Women’s Evaluation plan in the country office; • Draft/revise Terms of Reference for specific project/program evaluations; • Ensure communication between the Brazil Country Office’s and RO regarding Evaluations; • Coordinate the completion of management’s response to the UN Women Global Ac-countability and Tracking of Evaluation Use (GATE). 5. Contribute to knowledge building and capacity building • Identify and disseminate good practices, lessons, and knowledge, as identified through programme implementation, monitoring and evaluation activities; • Contribute to the development of capacity development tools, including training materials and packages; • Promote the awareness and understanding of the shared responsibility of Monitoring and Evaluation among all staff members through communication, training, learning and development activities. 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 in-stance in events that mark International Volunteer Day); • Be acquainted with and build on traditional and/or local forms of volunteerism in the host country; • Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities; • 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.

## Eligibility Criteria

**Age** 27-80

**Nationality** INTERNATIONAL

**Additional eligibility criteria** This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility on the JICA website ([https://www.jica.go.jp/volunteer/obog/career\\_support/unv/index.html](https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html)). The assignment is planned to start October/November 2023.

## DOA Requirements

### DOA Requirements

**Required education level** Bachelor degree or equivalent

**Area(s) of specialisation** social sciences, human rights, gender/ women’s studies, international development, or a related field

**Required experience**

**Required experience** 3

**Required skills and experience**

development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building (3-5 years) . Skills and experience description • Experience in gender equality and women's empowerment. • Experience working with private sector companies, foundations, national and international financial institutions, and donors is an asset. • Programme formulation, implementation, monitoring and evaluation skills • Knowledge of Results Based Management • Ability to gather and interpret data, reach logical conclusions, and present findings • Good analytical skills • Good knowledge of private sector partnership building and engagement

**Language**

Language	Language skills	Language requirement
English	Fluent	Yes
Portuguese	Basic	No
Spanish	Basic	No

**Area of Expertise**

- Development programmes

**Driving license required**

No

**Type of driving licenses**

**Competencies and values**

- Adaptability and Flexibility  Client Orientation  Commitment and Motivation  Commitment to Continuous Learning  Communication  Ethics and Values  Integrity  Knowledge Sharing  Planning and Organizing  Professionalism  Respect for Diversity  Working in teams

**Other information**

**Living conditions and other remarks**

Brazil is a South America's largest and only Portuguese-speaking country. A considerable number of expatriates lives in Brazil. Brazil offers free and universal medical care; however, quality of services may vary depending on the extent to which given medical establishments are funded. Brazil is classified security level (UNDSS) 3 (moderate). Security is generally good with some exceptions and caution is always advisable in larger cities. UNDSS provides clear security guidelines, as well as risk and mitigation measures, which can be consulted at their website. All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment in Brazil. Brasilia is a family duty station and classified A (hardship). The living conditions in Brasilia are good as well as the access to health services. The accommodation facilities are in general good, and the choice is wide. Rent for small one-bedroom apartments range from 200 USD (unfurnished) to 600 USD (furnished) per month. UN Volunteers are also encouraged to share accommodation. Brasilia is located in the country's centre-western region. Although Brasília is used as a synonym for the Federal District through synecdoche, the Federal District is composed of 31 administrative regions, only one of which is the area of the originally planned city, also called Plano Piloto. Brasília and its metro area were estimated to be Brazil's 3rd most populous city, with 3.039.444 people. Among major Latin American cities, Brasília has the highest GDP per capita, and the Federal District has a high HDI (0.839). All three branches of Brazil's federal government are centred in the city: executive, legislative, and judicial. Brasília also hosts 124 foreign embassies. The city's international airport connects it to all other major Brazilian cities and many international destinations and is the third busiest airport in Brazil. Brasilia is located at the top of the Brazilian highlands in the country's centre-western region, at 1,172 m. The Paranoá Lake is a large artificial lake that was built to increase the amount of water available and to maintain humidity. It has a tropical savanna climate, with two distinct seasons: a rainy season from October to April and a dry season from May to September. The average temperature is 22°C, rising to over 30°C during the hottest period. The hottest month in Brasilia is September and the coolest month is July. The currency used in Brazil is called Real (BRL). In April 2023, the average exchange rate is 1 USD = 5.07 BRL. Many hotels, restaurants and businesses in Brazil accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. To enter Brazil, a valid passport is required. Nationals of other countries may be required an entry visa or long stay visa. They should contact the closest Brazilian representation. For all international travel to Brazil, security clearance must be requested a minimum of 7 days prior to travel. It is strongly recommended that Volunteers be duly vaccinated against Covid-19 and yellow fever. The UNV Field Unit can assist in booking temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting a permanent accommodation.

<https://www.unv.org/>