



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Id 1690773123234048

VMAM Id 1690773123234048

Opportunity Type (Online/Onsite) Onsite

Opportunity Title Programme Monitoring Analyst

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Host Entity	ONU Mulheres Brasil
Country of Assignment	Brazil
Duty station	Brasilia,
Volunteer Category	International UN Youth Volunteer
Number of UN Volunteers	1
Duration	24m
Possibility of Extension	No
Expected Start Date	10/01/2022
Sustainable Development Goal	5. Gender equality
Disabilities	No

DOA Details

Organisation mission and objectives

UN Women, based on the vision of equality enshrined in the Charter of the United Nations, works to eliminate 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. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates the efforts of the United Nations system to ensure that commitments on gender equality and gender mainstreaming translate into action around the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors. The three thematic areas of work in Brazil are:

- Women lead, participate in and benefit equally from governance systems.
- Eliminate violence against women and girls.
- Increase women's economic empowerment

**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 Strategic Note is proposed in alignment with national priorities established in the Brazilian Government’s Plano PluriAnual (PPA) 2016-2019 and 2020-2023; and with the United Nations Partnership Framework for Sustainable Development (UNPFSD) 2017-2021 for Brazil. The UNPFSD has five axes that correspond to the five Ps of the 2030 Agenda for Sustainable Development (people, planet, prosperity, peace, and partnerships), specifying the need to include commitments with gender and racial equality in all its results. The Strategic Note is also aligned with the UN Women Global Strategic Plan 2018-2021, 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.

Task description

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-reporting 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; • Monitor the spending of donor funds and other programme expenditures and disbursements; • Contribute to the development and monitoring of the Brazil Country Office’s Monitoring, Evaluation, and Research Plan. 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-reporting 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.

Eligibility Criteria

Age 18-26

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). The assignment is planned to start October/November 2022.

DOA Requirements

DOA Requirements

Required education level Master 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

development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building. • Experience in gender equality and women's empowerment. • Experience working with private

Required skills and experience 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 Accountability; 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

The assignment will be in Brasília, the Federal capital of Brazil and seat of government of the Federal District. 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. Brazil is security level 3 (moderate). UNDSS Brazil advises to exercise a high degree of caution in Brazil due to high levels of serious and violent crime, particularly in major cities. Violent crime as muggings, armed robbery, kidnappings, and sexual assault, is very high. Avoid shanty towns (favelas) in the big cities and if you are attacked or robbed, do not resist. Demonstrations can occur at any time and may turn violent with little or no warning. All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment in Brazil. For missions in rural areas or indigenous reservations, special procedures may apply; UN personnel should consult with the local DSS office in advance. Brasilia is located in the country's centre-western region. It was founded on April 21, 1960, to serve as the new national capital. 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. 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. The rest of the Federal District is considered by IBGE to make up Brasília's metro area. 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. Brasília is the most populous Portuguese-speaking capital city. The city 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 the region's humidity. Brasília has a tropical savanna climate (Aw, according to the Köppen climate classification), 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 March 2022, the average exchange rate is 1 USD = 4.99 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. UN Women and 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. Note: 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.

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