



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1691167231398144

**VMAM Id** 1691167231398144

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

**Opportunity Title** Programme Management and M&E Specialist

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	UNDP
<b>Country of Assignment</b>	Cote d'Ivoire
<b>Duty station</b>	Abidjan,
<b>Volunteer Category</b>	International UN Volunteer Specialist
<b>Number of UN Volunteers</b>	1
<b>Duration</b>	12m
<b>Possibility of Extension</b>	No
<b>Expected Start Date</b>	10/01/2022
<b>Sustainable Development Goal</b>	17. Partnerships for the goals
<b>Disabilities</b>	No

### DOA Details

**Organisation mission and objectives**

The government has identified new pillars of the next 2021-2025 National Development Plan (NDP) focused on: Deepening Governance and Modernization of the State; Transformation of the Economy; the Development of Human Capital; Strengthening social inclusion; and Regional Development and Support Infrastructure. It uniquely positions UNDP as a key partner to support the government's transformation agenda. The development of the United Nations Sustainable Development Cooperation Framework (CCDD 2021-2025), coordinated by the Office of the United Nations Resident Coordinator (UNRC), is aligned with the new NDP and plans to implement twelve (12) strategic areas: a) Social Protection; b) Promotion of Youth; c) Gender equality; d) Basic education and functional literacy; e) Basic social services; f) Sustainable agriculture; g) Industrialization; h) Management of natural resources; i) Sustainable urbanization; j) Governance; k) Strengthening of public and statistical policies; and l) Social cohesion. Within the framework of the CCDD, in collaboration with the entire United Nations family and its partners, UNDP is strategically positioned to support the Government in addressing three major challenges through its new Country programme cooperation framework (CPD 2021-2025): inadequate and non-participatory governance and lack of social cohesion, non-inclusive growth and persistent inequalities, and limited sustainability in the management of natural resources and vulnerability to climate change.

**Assignment context**

The UNDP country program integrates the 2030 agenda's sustainable Development Goals and the objectives of the 2063 agenda and is fully aligned with the NDP. It will be implemented in connection with the joint interventions planned in the new UNSDCF (2021-2025), involving the following areas: (i) inclusive governance, rule of law and institutional modernization; (ii) inclusive growth and reducing inequalities; and (iii) sustainable management of natural resources, climate change adaptation and resilience. The Programme will align with the knowledge areas identified, under the Global Policy Network, to develop local and national programme management capacities. Under the overall guidance of the Deputy Representative Resident Programme, the Programme Management and M&E Specialist is responsible for monitoring and reporting of UNDP programme and management activities in Côte d'Ivoire in accordance with the UNDP Strategic Framework Monitoring and Evaluation Policy to ensure the accountability of the Country Office for its performance and contribution to development results. The Programme Management and M&E Specialist within the 12 months period will be expected to work closely with the Team leaders of the Programme and the project teams.

**Task description**

Under the direct supervision of Deputy Representative Resident Programme, the UN Volunteer will undertake the following tasks: 1. Act as the programme/project management and M&E support to the Office: • Monitors and analyses programme/project development and implementation at all stages, including the analysis of implementation difficulties and initiating remedial action; • Provides periodic progress reports on the programmes/projects' implementation, including fund utilisation; • Review, prepare and provide inputs to relevant documents and reports related to programmes/projects; • Identifies resource needs and participate in the development of resource mobilization strategy; • Liaise with relevant unit of the office; identifies and tracks follow-up actions; • Participates in planning accountability missions and provides draft mission summaries and reports; • Contribute to the activities related to budget and funding (programme/project preparation and submissions, contracts such as Letter of Agreements, Memorandum of Understanding, reports & financial statements) and prepares related documents/reports (pledging, work programme, programme budget, progress reports). 2. Provide other substantive/technical support to the Office: • Researches, analyses, and presents information gathered from diverse sources. • Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies; • Undertakes survey initiatives; designs data collection tools; reviews, analyses, and interprets responses, identifies problems/issues and prepares conclusions; • Organizes & prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc; • Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc; • Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities; • Provide logistical and other types of support in the running of the meetings/workshops/conferences etc...of the Office. 3. Performs other duties as required. • Work implies frequent interaction with Programme and Operation teams.

## 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 2022.

## DOA Requirements

### DOA Requirements

**Required education level** Bachelor degree or equivalent

**Area(s) of specialisation** Programme Management, Reporting, and M&E

### Required experience

**Required experience** <sup>3</sup>

**Required skills and experience** project cycle management or programme management, administration at the national or international level, or related area, is required. Experience in Programmes/projects design, management, monitoring and evaluation of development projects and reporting using results framework is desirable. Skills in the usage of computers and office software packages.

### Language

Language	Language skills	Language requirement
English	Fluent	Yes
French	Working knowledge	Yes

### Area of Expertise

- Administration
- Business management
- Development programmes

**Driving license required** No

### Type of driving licenses

**Competencies and values** Adaptability and Flexibility Client Orientation Commitment to Continuous Learning Communication Ethics and Values Integrity Planning and Organizing Professionalism Respect for Diversity Technological Awareness Working in Teams

### Other information

**Living conditions and other remarks**

Côte d'Ivoire, a lower-middle-income country with a population of 28 million, has been engaged since 2011 in a process of peace consolidation and economic reconstruction after a decade (2000-2010) of political-armed crises that have torn the nation's socio-economic fabric, shaken peaceful coexistence, and had adversely affected its economic development gains. Since the end of the post-electoral crisis of 2011, the country has recorded strong economic growth of approximately 8.4% annually (2012-2019), except for a downward trend over the past three years of around 7.5% in 2019, compared to 7.4% in 2018 and 7.7% in 2017. The crisis resulting from the COVID-19 pandemic has slowed the momentum, with growth projections now revised from 7.2 percent to 0.8 percent in 2020. Strong economic growth has led to a significant drop in poverty from 44.40% in 2015 to 39.45% in 2018. The Ivorian authorities have an investment program aimed at making the country an emerging economy by 2020 and continuing to reduce the poverty rate. Despite this favourable context and the efforts of the Ivorian authorities, which have been unanimously praised by the international financial community, Côte d'Ivoire must take up many challenges in the fight against corruption and the improvement of the business environment, in order to fully regain its status as a regional economic growth engine. On the security front, the country is facing a rise in violent extremism. In recent months, the country has suffered several attacks that have resulted in deaths and injuries in the north-east of the country. . With regards to the North-east regions, the apparent development deficits with limited state presence and limited availability of social services, tend to favour the development of the terrorist threat, imitating similar scenarios observed in less developed regions of Northern Mali and Burkina-Faso. The Government has decided to finalise the national counter-terrorism strategy to ensure better management and coordination of interventions in the fight against this scourge. Côte d'Ivoire remains among the Covid-19 most affected countries in West Africa. As of 20 July 2021, the country is totalling 49 288 reported cases (of which 42 per cent of women), a recovery rate of 98%, and 322 deaths. Abidjan remains the epicenter. Although trends have been significantly declining since March 2021, the number of positive cases and deaths continue to be notified. At least 898,247 doses of Covid vaccines have been administered so far. The position is based in Abidjan where living conditions are acceptable, and the social climate is apparently calm. However, it is necessary that all UN Volunteers familiarize themselves with the security guidelines and the situation upon arrival in the country. The UNV Support Unit at UNDP reserves temporary accommodation for the first two nights at the UN Volunteer's expense, which may or may not be extended at the Volunteer's discretion until permanent accommodation is obtained. UN Volunteers should be aware that they are exposed to a few tropical diseases. Yellow fever vaccination is mandatory for entry into Côte d'Ivoire. Other mandatory vaccinations include hepatitis A, B, and tetanus, which are available free of charge at the medical services in Abidjan. All UN Volunteers have 24-hour access to a medical services clinic. Côte d'Ivoire has a hot and humid climate. Abidjan has high temperatures (25 - 35 degrees Celsius) and high humidity, which can impact working conditions. It is therefore advisable to bring light clothing. Telephone networks are relatively good. Various cell phone companies operate in Côte d'Ivoire. SIM cards are available at the airport or in shopping centers.

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