



DESCRIPTION OF ASSIGNMENT

Preamble:

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

Assignment title:	Knowledge Management and Programme Reporting Assistant
UN Host Entity:	World Food Programme (WFP)
Country of assignment:	Nepal
Duty station:	Kathmandu
Family / non-family duty station:	Family Duty Station
Volunteer category:	International UN University Volunteer
Duration:	5 months
Expected starting date:	20 September 2022
Sustainable Development Goal:	2. Zero Hunger

Details

Organization mission and objectives

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and the most vulnerable, particularly women and children, can access the nutritious food they need.

WFP Nepal's Country Strategic Plan (CSP) 2019-2023 was approved by the WFP Executive Board in November 2019 and became effective from 1 January 2019. It aims to contribute to five Strategic Outcomes (SOs) that are aligned to five Strategic Results of Sustainable Development Goals (SDG) 2 (Zero Hunger) and SDG 17 (Partnerships for the Goals). A total of ten Activities are being implemented to achieve the contributions to the six SOs. The six Strategic Outcomes (SO) are:

SO 1: affected populations in Nepal have timely access to adequate food and nutrition during and in the aftermath of natural disasters and/or other shocks.

SO 2: Food Insecure people in targeted areas have improved nutrition throughout the key stages of the life-cycle by 2025.

SO 3: Vulnerable communities in remote, food-insecure areas of Nepal have improved food security and resilience to climate and other shocks by 2030.

SO 4: The Government of Nepal has strengthened capabilities to provide essential food security services and respond to crises by 2023.

SO 5: Government efforts towards achieving Zero Hunger by 2030 are supported by inclusive and coherent policy frameworks across all spheres of government by 2023.

SO 6: Humanitarian and development partners have access to reliable common services by the end of 2023.

Assignment context

Working across both the Knowledge Management and Strategic Planning Unit and the Programme Unit, this role will provide support across all WFP activities to help maintain knowledge management systems, tools and sharing of knowledge products, and support reporting and monitoring tasks both within the Country Office and in the field, as required.

Task description

Under the direct supervision of the Programme Policy Officer, the UN University

Volunteer will undertake the following tasks:

Support in contributing to maintaining knowledge management systems and tools and knowledge sharing in line with WFP policies and practices.

Assist in collaborating with Units across the Country Office and with Field Offices to support the production and dissemination of knowledge products through a consistent approach to information management, analysis and performance reporting.

Draft and disseminate a monthly update to highlight new knowledge products produced across WFP Nepal to help improve cross-functional knowledge and knowledge sharing.

Support the WFP team to conduct field travel to WFP activity/programme locations to collect data/information for knowledge management and programme reporting purposes as required.

Support the regular review of reports submitted by cooperating partners (CPs), compile feedback and send to CPs for their consideration, revision and resubmission and produce a final report review document for future reference.

Assist the production and submission of periodic donor reports through reviewing the report produced by technical units and facilitating the review and clearance by Head of Programme, Deputy Country Director and Country Director, in consultation with External Relations.

Support in designing a standard report review sheet for use by all Strategic Outcome and Activity Managers.

Support in planning monitoring visits through a desk review of relevant documents (project proposals, progress reports etc.), discussion with staff, partners and other stakeholders, identification of data collection methods and planning for the logistics of the mission including a travel risk assessment.

Support in conducting monitoring visits to selected projects to collect and analyze key relevant data in an impartial manner to compare actual project achievements (planned versus reported) through discussions with project beneficiaries, government authorities, implementing partners and other stakeholders.

Assist in producing monitoring reports based on analysis of data collected during monitoring visits and submit to Activity Managers, the Monitoring, Review, Evaluation and Knowledge Management Unit and Head of Programme to solicit feedback to be incorporated before sharing with relevant Units, Field Offices and CPs as a basis for discussions on required actions.

Support in strengthening monitoring and reporting processes through knowledge sharing of lessons learned and best practice to support improved decision-making

Furthermore, UN Volunteers are required to:

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. Platz der Vereinten Nationen 1, 531 13 Bonn, Germany
W. www.unv.org

We are inspiration in action

- 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;
- 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.

Requirements

Required education level Secondary Education

Minimum experience 0 years

Area(s) of expertise: Currently studying towards a degree in Political Science, International Relations, Gender, Development, Human Rights or relevant field.

Skills and experience description

- Demonstrated interest and/or experience in international development, knowledge management, reporting and/or monitoring, review, and evaluation.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
- Excellent writing and communication skills including ability to effectively communicate through multiple mediums.
- Demonstrated interest and/or experience in gender and protection issues and advantage.
- Knowledge of gender-transformative approaches, conflict sensitive/Do No Harm principles, and application of humanitarian protection principles is an asset.
- General knowledge of UN system policies, rules, regulations and procedures governing administration, is considered an advantage.
- Excellent skills in word processing, power point, excel, video editing software and data analysis software.

Language skills

English mandatory optional
 basic fair working knowledge fluent mother tongue

Competencies and Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Driving license needed:

No

Living conditions

Kathmandu, the capital of Nepal, lies under the Phase II of the UN Security classification, but is subject to change depending on the development of the security situation. Living conditions in Kathmandu are good. Comfortable inexpensive flats (furnished and unfurnished) are available in Kathmandu. Both imported and local foods and clothing are abundantly available. There is a short supply of water while it is also not safe to drink without treatment. Public transport is easily available and generally reliable though traffic congestion is extremely high. Kathmandu has a temperate climate with coldest temperature reaching just above zero at the night during the winter and mild but humid during the monsoon period, mid-June to end September.