

**Eastern Caribbean Area Office
Temporary Appointment
Terms of Reference**

Position Title	Planning, Monitoring & Evaluation Specialist	Level	P-3
Supervisor's title	Chief Social Policy	Supervisor's Level	P-4
Contract duration	1 April – 31 December 2025 (9 Months)	Expected start date	1 April 2026
Duty Station	Bridgetown, Barbados		

Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

Yes **No** If yes, check all that apply

Yes **No** If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child Data Role

Yes **No** If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Background

UNICEF promotes the rights and welfare of all children and adolescents in everything we do. Together with our allies, we work in 190 countries and territories to transform this commitment into practical actions that benefit all children, especially focusing our efforts on reaching the most vulnerable and excluded, worldwide.

This position will report to the Chief Social Policy and provides professional technical, operational and administrative guidance and support throughout the planning, monitoring, and evaluation process for the Eastern Caribbean Area Multi Country Office.

For every child, a champion

Purpose of the Job

The PM&E Specialist provides professional technical, operational and administrative guidance and support throughout the planning, monitoring, and evaluation process for the Eastern Caribbean Area Multi Country Office. Specific purposes include but not limited to:

- To ensure that UNICEF Eastern Caribbean Area Country Office is guided on Country Programme development and annual work planning process, as well as its contribution to the planning of UN Framework and UN Joint Work Plans, in alignment with global, regional and country priorities, policies and principles.
- To ensure that the UNICEF Eastern Caribbean Area Country Office has useful, valid and reliable information on the performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination and coherence.
- To work within the UN country team to support UNCT goals for delivering valid and reliable information on the attainment of the SDGs and other goals, and on the performance of UN-supported programmes.
- To assist in the establishment of monitoring and evaluation tools which enhance partnership with key players to collectively track progress against results and other international commitment for children.
- To assist in the development of capacities for planning, monitoring, and evaluation, with special attention to the interest, concern, and participation of stakeholders and partners.
- Oversight of the implementation of the office Integrated Monitoring Evaluation and Research Plan and the knowledge management strategy.
- Oversight UNICEF technical assistance to the MICS 7 in Saint Lucia and support the CARICOM Regional Statistical Programme in strengthening statistical systems in the Eastern Caribbean.
- Coordinate UNICEF ECA support to the CRC in the development of the List of Priority Issues for the Review in Trinidad and Tobago and Barbados.

Key End Results

1. **Monitoring, Reporting & Planning:** The Country Office and national partners have a well-prioritized and realistic plan of research, monitoring and reporting activities, developed collaboratively that provides all the relevant and strategic information needed to manage the Country Programme.
2. **Situation Monitoring and Assessment:** A collectively Situation Monitoring and Assessment system owned by all key partners is in place, through which the Country Office and national partners have timely and accurate measurements of change in conditions of children, women, and their families in the country or region; this information is available to facilitate planning and measure program impact.
3. **Programme Performance Monitoring:** The planning function of the Country Office has collected quality information and disseminated with the participation of all concerned partners to assess progress towards expected annual and multi-year results.
4. **Reporting:** UNICEF-supported reporting attains established UN quality standards, and the results are disseminated in a timely fashion to stakeholders for improving programme performance and contributing to national and corporate learning.

5. **M&E Capacity Building** The monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – enhanced with the contribution of UNICEF knowledge partners meet the expectations and requirements of their positions and responsibilities
6. **Coordination and Networking:** The UNICEF office is linked to wider UNICEF M&E developments in way that both contributes to and benefits from organizational learning on effective M&E management.

How can you make a difference?

Key functions, accountabilities and related duties and tasks

Situation Monitoring and Assessment:

Ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country’s wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.

- In coordination with other stakeholders, support the collection of Sustainable Development Goal (SDGs) and other key social development indicators (through MICS or other surveys) to improve national planning.
- Support partners in the establishment and management of national statistical databases (e.g., DevInfo), ensuring that key indicators are readily accessible by key stakeholders. Potential uses include Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, and Mid-Term Reviews.
- Develop a collectively Situation Monitoring and Assessment system owned by all key partners which supports the preparation of country level statistical and analytic reports on the status of children’s and women’s rights issues; and which allow, when opportunities emerge to influence developmental and social policies. To include technical support to global reporting obligations including national reports on progress toward the SDGs, and toward the fulfilment of CRC and CEDAW.
- In humanitarian response situations, provide professional support for one or more rapid assessments (inter-agency or independently if necessary) to be carried out within the first 48-72 hours, working in close collaboration with the humanitarian cluster partners.

Programme Design and Planning:

Contribute to the design of the country programme and results structure, including the preparation of the main documents: MCPD, strategy notes, CPAP, annual and rolling workplans, annual management plan and other relevant documents ensuring adherence to UNICEF policies and guidelines.

- Ensure results are specific, measurable, achievable, relevant, and time bound.
- Lead the development of the monitoring framework and processes.

Programme Performance Monitoring:

Ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans.

Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary, in the context of the multi-year and annual IMEPs, the Annual Management Plan and Annual Work Plans, as outlined in the Programme Policy and Procedures Manual).

- Coordinate with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardized across programmes to feed into programme performance monitoring, with special attention to humanitarian response.
- Drawing on monitoring and analysis of key program performance and management indicators, provide professional input to management reports, including relevant sections of the annual reports.
- Coordinate with programme sections and relevant partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardized across programmes to feed into programme performance monitoring, (including during humanitarian response if necessary).
- Support the development of monitoring and evaluation framework for UNICEF ECA office
- Contribute to communication/dialogue/sharing of information with ECA countries as well as with the regional office

Reporting:

Ensure that UNICEF-supported reporting is designed and implemented to establish UN quality standards, and disseminated in a timely fashion to stakeholders to improve programme performance and contribute to wider learning

- Monitor and ensure the quality of the field work and data management during the implementation phase, and the quality of the analysis and ease of understanding during the report writing phase.
- Disseminate Reporting findings and recommendations to the intended audiences in user-friendly methods. In particular, to ensure that effective participatory feedback is provided to community and civil society stakeholders.
- Monitor and ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and followed up for implementation. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team and follow-up actions recorded in CMT minutes. Submit electronic copies of all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.
- Provide guidance and quality assurance in the preparation of high-quality donor reports including funding proposals, using standardizing formats, contents, and ensuring adherence to donor requirements.
- Coordinate the development of the Annual Reports and provide quality assurance to ensure they are timely, results-based, and evidence based.

Planning, Monitoring and Reporting Capacity Building:

Ensure that the planning, monitoring and reporting capacities of Country Office staff and national partners – government and civil society – are strengthened, enabling them to increasingly engage in and lead monitoring and reporting processes.

- Promote awareness and understanding of the shared responsibility of PM&R function among all staff members through communication, training, learning and development activities organization wide.
- In close collaboration with partners, ensure that a capacity building strategy for UNICEF/UN staff national partners and institutions exists in the context of the IMEP, or UNDAF PM&R plan. Pay particular attention so the capacity needs of national partners such as professional evaluation

associations will be strengthened by involvement in evaluation processes and possibly through specific capacity building initiatives.

- Collaborate to implement capacity building strategies as a joint commitment with other developmental partners. Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops and practical experience in order that UNICEF and UN staff have the basic knowledge and skills in understanding and applying new PM&R policies, tools, methods to fulfil their responsibilities. Similarly, design and implement strategies suited to the skills needs of national partners.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and development of strategies to address them.
- Contribute to management of project evaluations, thematic evaluations and evaluability assessments to support accountability and learning, including identifying and documenting good practices and lessons learned for sharing in publications, social media and at regional and global forums.

Coordination and Networking:

Ensure that the UNICEF office is effectively linked to wider UNICEF Monitoring and reporting developments in a way that both contributes to and benefits from organizational learning on effective M&E management.

- Collaborate with Regional PM&R Advisers and HQ Evaluation Office for overall coordination of priority research, monitoring and Reporting activities, especially those of regional scope requiring the coordinated effort of multiple countries.
- Partner with the Regional Planning Adviser to ensure that current and accurate Monitoring and reporting data and results are included in regional reports, multi-country studies, and knowledge sharing networks.
- Undertake lessons-learned reviews on successful and unsuccessful PM&R practices and experience at the national level, and ensure they are shared as appropriate. Similarly, pay attention to M& R knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their PM&E function.

To qualify as an advocate for every child you will have	
Education	Advanced university degree in social sciences, statistics, planning development, and planning.

<p>Work Experience</p>	<p>Professional work experience in programme development and implementation including monitoring and evaluation activities as follows:</p> <ul style="list-style-type: none"> • A minimum of five years of professional work experience in programme development and implementation including monitoring and evaluation activities. • At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred. • Professional technical knowledge/expertise in methodology of M&E programming programming, including theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods. • Good knowledge and experience of the UNICEF CPP process is an asset.
<p>Languages</p>	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>
<p>For every Child, you demonstrate</p>	
<p>UNICEF’s Core values of care, respect, integrity, trust, accountability and sustainability.</p> <p>UNICEF competencies in</p> <ul style="list-style-type: none"> • Demonstrates Self Awareness and Ethical Awareness • Works Collaboratively with others • Builds and Maintains Partnerships • Innovates and Embraces Change • Thinks and Acts Strategically • Drive to achieve impactful results • Manages ambiguity and complexity • Nurtures, leads and manages people 	