



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

SENDER: Sebastián Waisgrais
JOB DESCRIPTION TYPE: Specific Job
Description
POST NUMBER/ CASE NUMBER: 117814
POST/CASE NUMBER OF SUPERVISOR:
Deputy Representative
REASON FOR CLASSIFICATION:
Establishment of new post
REGION/DIVISION: LACRO
COUNTRY: Argentina
DUTY STATION: Buenos Aires
OFFICE:
SECTION: Programme

CATEGORY: NO
PROPOSED LEVEL: NOB
JOB TITLE: Evaluation Officer
Functional Code: RPM
ICSC CCOG: IM06

II. Strategic office context and purpose for the job

Strategic office context:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of a nation.

According to the CPMP the functions of the former Monitoring and Evaluation Officer was segmented. First, the internal monitoring function was moved under programme coordination (NOB). The generation of information and evidence on the state of realization of the rights of children and adolescents (including preparation of SITANs, CRC reviews, development of key country-led studies) was assumed by a Child Rights Monitoring NOB under the Social Inclusion and Child Rights Monitoring area. Considering the great expertise available in the evaluation field in the country, an NOB Evaluation Officer was created under the supervision of the Deputy Representative with a dotted-line supervision of the Social Inclusion and Child Right Monitoring.

Purpose for the job:

The Evaluation officer reports to the Deputy Representative with a dotted line to the Social Inclusion and Child Right Monitoring Specialist (NOC). The officer provides technical and operational support to facilitate and support the overall planning, design, and implementation of the country office correct planning, implementation and follow-up on evaluation activities, where appropriate across State offices, between agencies and with national and international stakeholders and collaborators.

The Evaluation Officer is responsible for contributing to the planning, design, effective conduct and uptake of quality evaluations and research in accordance with UNICEF mission, guiding principles, standards, commitments, regulatory framework (including evaluation and research policies, procedures and guidance), as well as professional norms and standards (such as the 2016 UN Evaluation Group norms and standards for evaluation).

III. Key functions, accountabilities and related duties/tasks:

Contribute to ensure correct planning, implementation and follow-up on evaluation activities

Ensure that the Programme Section and national partners use a well-prioritized and realistic plan evaluation activities that will provide the most relevant and strategic information to manage the Country Programme toward achieving expected results and towards coping with potential and actual emergencies.

Duties & Tasks:

- Enhance the culture of evidence generation and use, and make professional contributions to and provide technical assistance for the planning and establishing of major research and evaluation objectives, priorities, and activities in UNICEF's mid-year and annual review exercises.
- Coordinate and support the development, approval and monitoring of the Costed Evaluation Plan to meet the UNICEF policy coverage norms requirements.
- Identify the evaluation objectives, priorities, and activities required for L1 and L2 Emergency Responses.
- Identify gaps in evidence, knowledge and work with sector specialists and officers to ensure these are addressed in planned evidence activities. Facilitate cross-sectoral collaboration in research and data collection activities.
- Review if agreed evaluation and research activities are incorporated in CO workplans and are budgeted; and report on this to senior management in the form of a set of performance indicators.
- Consolidate evaluation and research activities within required systems and documentation, particularly UNICEF's EISI system (Evidence Information System Integration).
- Report on progress of evaluation and research activities and support Country Management Team (CMT) meetings, Strategic Moments of Reflection (SMR) and other review moments that lead to plan revisions. Provide inputs to management reports, including relevant sections of the annual reports.

Evaluation

Ensure that UNICEF-supported evaluations are designed and implemented to UNICEF policies and guidance and established UN quality standards, and the results are disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning.

Duty and tasks:

- Help guide the programme section and partners to identify priority evaluation topics in accordance with the coverage guidelines of the UNICEF Evaluation Policy, and in accordance with the commitments contained in UNICEF's Strategic Plan and in the agreed country programme costed evaluation plan.
- Draft Terms of Reference for evaluations in consultation with programme specialists and programme partners and guide evaluation designs of high quality. Manage the

recruitment of qualified teams of consultants.

- Support the overall day-to-day management as the designated Evaluation Manager on evaluations in collaboration with programme specialists and partners with the support of multi country evaluation specialist.
- Ensure all evaluations follow UNICEF evaluation standards, the ethical principles and standards outlined in the UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis as well as UNEG norms and standards.
- Coordinate the review of key deliverables according to the Standard Operating Procedure of the office, by engaging an Evaluation Reference Group and colleagues in the regional office.
- Coordinate the validation of actionable evaluation recommendations, the formulation of an evaluation management response and the monitoring of its implementation.
- Promote the use of evaluation findings through the development of user-oriented evaluation products and their dissemination. Ensure evaluation findings, lessons and recommendations are incorporated in the Country Office Annual Report, Midterm review report, the Country Programme Document and any other UNICEF reporting and planning processes. Share lessons from evaluations through internal and external events (e.g. webinars, meetings, etc).
- Support development of national evaluation capacities and systems. Support the identification and management of country-led and joint evaluations of policies and programmes and the consideration of the results by partners. These country-led exercises may examine aspects of the UNICEF-government programme of cooperation or may look at entirely national efforts.

Research

Ensure that UNICEF-supported research is designed and implemented according to established UNICEF policies and procedures, and the results are disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning

Duty and tasks:

- Facilitate research quality assure processes at the CO level in accordance with the UNICEF Policy on Research. Ensure that the Standard Operating Procedures outline the quality assurance process for research and that checklists, guidance and other tools are available to research project managers from all sectors.
- Technically support UNICEF programme specialists and programme partners to formulate Terms of Reference for high quality research projects.
- Review the Terms of Reference for upcoming major research projects and drafts of research reports.
- Assist with the peer review process of major research projects and coordinate feedback to Supervisor/CMT/stakeholders to ensure quality and compliance with the UNICEF Policy on Research and country office research priorities.
- Assist with the recruitment and selection of appropriately qualified research consultants, ensuring that the selection process is in compliance with UNICEF standards for performance, accountability, transparency and ethics.
- Assist research project managers from all sectors with the development of a multi-method communication plan to disseminate research findings to intended audiences via user-friendly methods.
- As part of Country Office Reporting, upload completed research reports to EISI to allow global sharing.
- Ensure all research follows the ethical principles and standards outlined in the UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis.

Evaluation and Research Capacity Building

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

Duties & Tasks:

- Promote the awareness and understanding of the shared responsibility of evaluation and research function among all staff members through communication, training,

learning and development activities organization wide.

- In close collaboration with partners, contribute to an evaluation capacity building strategy for UNICEF/UN staff national partners and institutions in the context of the PRIME or UNDSDCF M&E plan. Pay attention so the capacity needs of national partners such as government partners and professional evaluation associations by involving them 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 evaluation and research 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.

Coordination, Networking and Knowledge Management

Ensure that the UNICEF office is effectively linked to wider UNICEF Evaluation and Evidence developments in a way that both contributes to and benefits from organizational learning on effective delivery of results for children

Duties & Tasks:

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

Evaluation & Research Planning. The programme section and national partners have a well-prioritised and realistic plan of research and evaluation activities, developed collaboratively that provides all the relevant and strategic information needed to manage the Country Programme.

Evaluation. Programme Section -supported evaluations are designed and implemented according to established UNICEF policies and procedures, attain 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 and accountability.

Research. UNICEF-supported research is designed and implemented according to established UNICEF policies and procedures, and the results are disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning.

Capacity Building. The monitoring and evaluation capacities of the programme team and national partners – government and civil society – is enhanced with the contribution of UNICEF

and its knowledge partners to meet the expectations and requirements of their positions and responsibilities.

Coordination, Networking and KM. The UNICEF office is linked to wider UNICEF Evaluation and Research developments in way that both contributes to and benefits from organizational learning on effective delivery of results.

V. Competencies and level of proficiency required

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core competencies

- Builds and maintains partnerships [1]
- Demonstrates self-awareness and ethical awareness [1]
- Drive to achieve results for impact [1]
- Innovates and embraces change [1]
- Manages ambiguity and complexity [1]
- Thinks and acts strategically [1]
- Works collaboratively with others [1]

Technical Knowledge:**Specific Technical Knowledge & Competencies Required (for the job)**

(Technical knowledge requirements specific to the job can be added here as required.)

- Professional technical knowledge/expertise in evaluation/research scoping (identifying evaluation/research needs) and evaluation/research design.
- Professional technical knowledge/expertise in evaluation/research process management.
- Professional technical knowledge/expertise in a range of different methodologies and approaches for research and evaluation, including theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods.
- Professional technical knowledge/expertise in reporting evaluation/research findings, formulation of recommendations and dissemination of evaluation/research results.
- Professional technical knowledge/expertise in emerging international good practice in monitoring and evaluation partnerships and capacity strengthening.

Common Technical Knowledge Required (for the job group)

- Professional technical knowledge/expertise in statistics, data analysis and management.
- Professional technical knowledge/expertise on the integration of human rights, gender, equity and diversity in evaluation and research
- Professional technical knowledge/expertise in upholding ethics, norms and standards in evaluation and research
- Professional technical knowledge/expertise in communicating evaluation/research in user-friendly way, engage stakeholders and support dialogue about findings, negotiate evaluation priorities, and promote a culture of learning

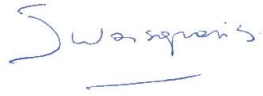
Technical Knowledge to be Acquired/Enhanced (for the Job)

- Professional/technical knowledge/expertise in Team Management, Coaching & Training.
- Mastery of UNICEF's Evaluation and Research policies and procedures.
- Latest programme monitoring and evaluation theory, methodology, technology and tools.
- Understanding of UN Mission and system, current key UN topics; and International Code of Conduct.
- Understanding of UNICEF Mission Statement and UNICEF Guiding Principles
- UNICEF strategic framework for partnerships and collaborative relationships. be an asset.

VI. Recruitment Qualifications

Education:	University degree in social sciences, economics, statistics or relevant field, including use of research methods
Experience:	A minimum of two years of relevant professional work experience in the implementation of research and evaluation activities. Experience in field work required.
Language Requirements:	Fluency in English is required. Knowledge of another UN language is considered as an asset.

VII. Signatures – Job Description Certification



Sebastian Waisgrais
Argentina Deputy Representative OIC

Feb 28, 2023



Luisa Brumana
Argentina Representative

Mar 1, 2023











JD Evaluation Officer Argentina final

Final Audit Report

2023-03-01

Created:	2023-02-28
By:	Carolina Ferreiro (cferreiro@unicef.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPjQI8diB7W3Nf6Rq_a9ZJv_V6vSRdjMa

"JD Evaluation Officer Argentina final" History

-  Document created by Carolina Ferreiro (cferreiro@unicef.org)
2023-02-28 - 3:10:41 PM GMT- IP address: 200.41.178.194
-  Document emailed to swaisgrais@unicef.org for signature
2023-02-28 - 3:12:51 PM GMT
-  Email viewed by swaisgrais@unicef.org
2023-02-28 - 7:41:56 PM GMT- IP address: 200.68.122.193
-  Signer swaisgrais@unicef.org entered name at signing as Sebastian Waisgrais
2023-02-28 - 7:42:29 PM GMT- IP address: 200.68.122.193
-  Document e-signed by Sebastian Waisgrais (swaisgrais@unicef.org)
Signature Date: 2023-02-28 - 7:42:31 PM GMT - Time Source: server- IP address: 200.68.122.193
-  Document emailed to lbrumana@unicef.org for signature
2023-02-28 - 7:42:32 PM GMT
-  Email viewed by lbrumana@unicef.org
2023-03-01 - 8:44:30 PM GMT- IP address: 200.68.122.193
-  Signer lbrumana@unicef.org entered name at signing as Luisa Brumana
2023-03-01 - 8:44:54 PM GMT- IP address: 200.68.122.193
-  Document e-signed by Luisa Brumana (lbrumana@unicef.org)
Signature Date: 2023-03-01 - 8:44:56 PM GMT - Time Source: server- IP address: 200.68.122.193
-  Agreement completed.
2023-03-01 - 8:44:56 PM GMT