



## UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

### I. Post Information

Job Title: **Monitoring Specialist**  
Supervisor Title/ Level: **Chief of Planning and Monitoring (P4)**  
Organizational Unit: **Programme**  
Post Location: **Freetown, Sierra Leone**

Job Level: **Level 3**  
Job Profile No.: **112433**  
CCOG Code: **1m02**  
Functional Code: **RPM**  
Job Classification Level: **Level 3**

### II. Organizational Context and Purpose for the Job

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 favoritism. 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 fulfill 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 nations.

The collection, analysis, dissemination and use of good quality, disaggregated data is the foundation of effective action. For decades, UNICEF has played a crucial role in the collection, analysis, dissemination and use of data about children. UNICEF supports governments to effectively use data to inform investment decisions, policies and programmes, as well as to strengthen national data collection and analysis systems. UNICEF plays a key role in developing, testing and disseminating new data-related tools and methodologies and UNICEF's own databases and data analysis inform policy dialogue, advocacy and campaigning at country, regional and global levels.

With a fundamental mission to promote the rights of every child, everywhere, UNICEF is committed to ensure every child learns and acquires skills necessary to succeed in modern life, and is generating evidence to promote this work. UNICEF has played a critical role in producing reliable estimates for child-related indicators, as well as providing evidence-based analysis for policy making and planning.

#### **Job Organizational Context**

At the global level, the Division of Data, Analytics, Planning and Monitoring (DAPM) was established to drive decision making and organizational learning, improving the effectiveness and achievement by UNICEF and its partners in realizing the rights of every child. DAPM promotes the use of data and monitoring to achieve transformative impact on the lives of children.

The Division is responsible for driving, shaping and guiding UNICEF's evidence-informed analysis, strategic planning, programme monitoring and organizational performance management. As such, DAPM enables the organization to deliver on results in a more coherent manner, based on agile

and contextualized programming process, and on data, evidence, and analysis, as well as the application of human-rights-based and results-based management approaches.

Within DAPM, the Data & Analytics Team (DAT) is the global go-to for data on children. It leads the collection, validation, analysis, use and communication of the most statistically sound, internationally comparable data on the situation of children and women around the world. For this purpose, both traditional and innovative data and analysis – including administrative and household survey data as well as geospatial analysis, big data and machine learning – are used. DAT upholds the quality, integrity and organization of these data and makes them accessible as a global public good on the [UNICEF DATA - Child Statistics](#) website.

DAT provides leadership, strategic and normative guidance and technical support to generate data and evidence on children. The team works together with other teams within UNICEF as well as partner organizations, to support statistical systems strengthening at the country level. DAT is also fostering a data-driven transformation in how UNICEF works internally and with partners, including positioning UNICEF as a leader on data for children, protecting children through governance of data and building an organization-wide culture of data.

#### **Sierra Leone Country Context:**

**In Sierra Leone country context, data-driven decision-making is one of four key strategic programme focus areas contributing to accelerated results for children.** UNICEF will strengthen its role as a knowledge leader, convener, and advocate for children's rights through sound data (household surveys, MICS, DHS and sector routine administrative data), evidence and knowledge management. Strengthening the link between data driven programming and real time monitoring will enable continuous learning and better realignment of programme priorities during implementation; and timely, updated availability of accurate analytics (Situation Analysis, In-depth Secondary Data Analysis, Infographics) on the deprivations affecting children will enhance evidence-based policies, strategic programming, leveraging partnerships and adequate resource allocation for greater impact on children.

#### **Purpose for the Job:**

Under the supervision of the Chief of Planning & Monitoring (PPM), the new Monitoring Specialist is responsible for availability of timely updated, useful, valid and reliable data & information and available internal capacity of effective use of analytical data related to:

- The situation of children's and women's rights for CRC Periodic Report, Sdgs Progress Monitoring, and monitoring and reporting on progress of results achieved for National Development Plan, Sector Strategic Plans, UNSDCF, CPD and Global and Regional Commitments for Children;
- The performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination and coherence;
- Analytical comprehensive reports on child deprivations for evidence-based policy advocacy and influencing decision makers about child rights
- Innovative data presentation for leveraging partnerships and resources mobilization.
- Strengthened Results-Based Management/Managing for Results and data-driven accountability to Government and donors.

The Monitoring Specialist guides and drives UNICEF's support to the completion of nationwide household surveys, population census, builds district-level data management systems, conducts the statistical analysis of data from administrative sources, household surveys, phone-based surveys, and sector-specific surveys into a central data flow to inform child focus policies, and strengthens both internal and external capacities for results-based management.

The incumbent works closely with other database managers and data analysts within UNICEF and other organizations to develop, support and enforce common data-analytical protocols that ensure the reproducibility, reliability, and scalability of all indicators that UNICEF Sierra Leone produces.

Responsibilities will be performed in close collaboration with the Bureau of Statistics Sierra Leone, Sector Line Ministries' Information Management Unit, the PPM Section as well as other M&E Specialists and/or Programme Managers in UNICEF, other UN agencies, organizations and inter-agency groups to plan and complete required data collection, statistical analysis, produce analytical reports and innovative data presentations, conduct situational analysis of children and ensure UNICEF's data-driven accountability for results.

### III. Key Functions, Accountabilities and Related Duties/Tasks

#### Summary of Key Results-based Functions/Accountabilities

- 1) Data Collection, Analysis, Use and Quality Assurance.
- 2) Methodological Development
- 3) Situation Analysis and Assessment of Children and Adolescents
- 4) Programme Performance Monitoring and Reporting.
- 5) Capacity Development and Country Support
- 6) Data Dissemination and Advocacy

#### 1) Data Collection, Analysis, Use and Quality Assurance.

- a. Provide solid technical leadership guidance and support to Statistics Sierra Leone, Line Ministries and Districts Information Management Units to ensure strategic planning of 5-year Statistics Development Plan and the operationalization of data systems for monitoring the situation of children in the country at national and district levels;
- b. Provide solid technical leadership, guidance and support to Statistics Sierra Leone and Line Ministries to ensure good design methodology, planning, coordination and the implementation of nationwide household surveys, with focus on monitoring children's well-being household;
- c. Contribute to the design of data collection methodologies and research related to programme interventions. Lead data collection and data analysis activities in support to sectoral programmes. Assist in the introduction of new approaches and methods in project monitoring and evaluation;
- d. Support and guide UNICEF's database managers across all topics covered by the section to compile data, update and maintain global databases;
- e. Develop methods to help validate child focus indicators from various sources, to ensure they are of high quality and meet the key standards before inclusion into UNICEF's databases;
- f. Provide technical advice to data analysts and workflow topics at country level, including responding to ad-hoc requests to Senior Management, Programme Managers of sections, Regional Office and other partner organizations;
- g. Provide technical assistance and advice on automating the processing of child-focus analytics in development and humanitarian situations and work closely with Sections in providing technical advice and assistance to sectors facing challenging data issues and humanitarian situations;
- h. Guide teams on the ex-post harmonization of household surveys;
- i. Assist in data analytics tasks as needed.

#### 2) Methodological Development

- a. Support the methodological development of data collection database management and workflows used for the measurement and monitoring of child-related issues;
- b. Contribute to the design of data collection methodologies and research related to programme interventions. Lead data collection and data analysis activities in support to sectoral programmes working closely with M&E experts of other sections and sector line ministries. Assist in the introduction of new approaches and methods in project monitoring and evaluation;
- c. Support the work related to analyzing administrative, household, and phone survey data across all teams in the section;
- d. Contribute to the on-going improvement of data quality at collection stage, including through household surveys and routine programme reporting systems.

#### 3) Situation Analysis and Assessment of Children and Adolescents

- a. Contributes towards the preparation of the Situation Analysis. Prepares Country Programme integrated monitoring and research plans and monitors its implementation;
- b. Guide and support the development of the update of the comprehensive situational analysis of children and adolescents by UNICEF and national partners, following the completion and publication of nationwide household data base like MICS and DHS for the organization of the Mid-Term Country Programme Review and the elaboration of the new CPD;
- c. Contribute actively to the joint UN Country Common Assessment Report and Leave No One Behind Report;

- d. Produce regular update of accurate measurements of change in conditions of children, women, and their families in the country at national subnational levels. Ensure this information is available to facilitate planning and measure programme impact.

#### **4) Programme Performance Monitoring and Reporting.**

- a. Contribute to or facilitate the annual planning processes across the six country programme components through close guidance and coordination with the programme sections Monitoring Specialists and Government counterpart. Contribute to the joint UN Annual Work planning and reporting of results;
- b. Contribute to the development of districts multi-sectoral annual workplans and regular performance monitoring in provide technical support to Field Offices and district-level partners;
- c. Contribute to the strengthening of the monitoring of progress of the country programme though the improvement of the programme field monitoring, supply end-user monitoring, the country programme mid-year reviews, annual reviews the design and organization of the mid-term review, joint sector reviews, and meetings;
- d. Assess trends and measure outcomes relating to achievement of UNSDCF or CPD results and the contribution of UNICEF interventions in achieving SDGs and national priorities (MTNDP, Sectors strategic Plans), in line with the global UNICEF's strategic plan priorities. Ensures availability of quality data and maintains a data base of social indicators on the situation of women and children in Sierra Leone using interactive/virtual new technology.
- e. Regularly analyse and evaluate data to ensure achievement of expected results taking into account resources, expenditures and recommend corrective actions, when necessary;
- f. Ensure timely facilitation and collection, review and consolidation of regional and global indicators on KRCs, CSI, etc;
- g. Prepares the programme status reports required for management, board, donors, budget reviews, programme analysis, annual reports. Ensure timely and quality country office reports on Results Assessment Matrix (RAM) and the Country Office Annual Reports in close collaboration with Sections;
- h. Provides technical advice to programme staff, government officials and other counterparts on planning and management of integrated monitoring and evaluation;
- i. Collaborate with the Budget Specialist and participates in intersectoral collaboration with colleagues in tracking Annual Management Plan Score Card Indicators and programme value-for-money.

#### **5) Capacity Development and Country Support**

- a. Contribute to the capacity development of countries to use data efficiently. The incumbent will develop training materials (and presentations), facilitate/coordinate in-country workshops, give presentations at these workshops and provide technical support as applicable;
- b. Contribute to development of capacity within the organization for evidence-based policy, planning, programming and advocacy by developing/presenting materials on nutrition or other data systems used by the unit;
- c. In tandem with Chief of Planning & Monitoring, contribute to strengthening capacities of UNICEF staff, Government counterparts and NGOs on Results-Based Management/Rights & Results-Based Programming for children.

#### **6) Data Dissemination and Advocacy**

- a. Develop and update visualizations of child-related indicators to increase the visibility and understanding of the data and analysis internally and externally;
- b. Support the updating of technical content through relevant websites and data portals;
- c. Support innovative, effective and efficient ways to prepare and disseminate products (infographics). Make data, codes, analysis, findings, publications, and other relevant products accessible and available through a variety of channels that target different audiences;
- d. Collaborate with the Advocacy/Communication staff in the selection and dissemination of statistical results from the Situation Analysis to national and local audiences.

## IV. Impact of Results

Key deliverables will have an impact on UNICEF's capacity to achieve results for children and adolescents in Sierra Leone by strengthening the available evidence to improve children's wellbeing. This includes consolidation of existing information and also working to fill key evidence gaps through coordination of compilation and analysis of related data across a variety of sources and promotion of the effective use of data as well as the reproducibility and scalability of analytics.

Key functional results areas are:

1. **Data, Analytics, Child Rights Monitoring Planning** - The Country Office and national partners have a well-prioritised and realistic plan of Data Collection and Analysis, Information Management System, monitoring and evaluation activities that provides all the relevant and strategic information needed to manage the Country Programme.
2. **Situation Monitoring and Assessment** - The Country Office and national partners have timely and accurate measurements of change in conditions of children, women, and their families in the country at national subnational levels. This information is available to facilitate planning and measure programme impact.
3. **Programme Performance Monitoring** - The planning function of the Country Office has quality information to assess progress towards expected annual and multi-year results.
4. **Monitoring and Evaluation Capacity Building** - The monitoring and results-based management capacities of Country Office staff and national partners – government and civil society – meet the expectations and requirements of their positions and responsibilities.
5. **Coordination and Networking** - The UNICEF office is linked to wider UNICEF M&E developments within UN, Govt and Statistics Development Partners Group in way that both contributes to and benefits from organizational learning on effective M&E management.

## V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

### i) Core Values

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

### ii) **Core Competencies**

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

<b>VI. Recruitment Qualifications</b>	
<b>Education:</b>	Advanced University Degree in Statistics, Demography, social sciences with a strong quantitative academic background and experience.
<b>Required:</b>	<ul style="list-style-type: none"> <li>• At least 5 years of professional experience at the national or international levels in data collection and analytics.</li> <li>• Knowledge of qualitative and quantitative data collection and analysis tools, approaches, and methods to formulate monitoring strategies.</li> <li>• Knowledge of household survey methodology to design household surveys and provide technical support to Statistics Sierra Leone, Line Ministries and District Information Management Unit which implement household surveys; and with focus on monitoring children's well-being.</li> <li>• Knowledge of applied theories of change, results frameworks and performance indicators to guide the planning of programmes that can be effectively monitored and evaluated.</li> <li>• Knowledge of sampling, probability theory, statistical methods and new protocols and indicators for data collection to select and/or oversee sampling for data collection, use tools and protocols to analyse representation, analyse and interpret data, and advise on survey implementation.</li> <li>• Knowledge of AI techniques and platforms combined with Computer Science, Mathematics &amp; Statistics education to perform data science activities such as training and executing models over big data to generate evidence in support of programming and monitoring for children's wellbeing.</li> <li>• Knowledge of existing statistical measurement frameworks, classifications, and standards in collecting and compiling sectoral, cross sectoral indicator data to assess the quality and suitability of data for different types of analysis.</li> <li>• Proficiency in R or Stata is required.</li> <li>• Knowledge of SPSS, Stats, Python or other statistical programming languages is an advantage.</li> <li>• Knowledge of data collection tools such as CPro, Survey Solutions, Kobo Toolbox, Survey CTO, and Open Data Kit (ODK).</li> <li>• Proven experience in the planning, design, organization and coordination of nationwide household surveys (MICS, DHS, Nutrition Surveys, other national surveys),</li> <li>• Proven experience in analyzing household surveys such as MICS and DHS, and its use in policy and programming.</li> <li>• Proven experience analyzing, compiling and presenting data, using combination of different data sources (e.g. household surveys and administrative data).</li> </ul> <p><b>Assets</b></p> <ul style="list-style-type: none"> <li>• Proven experience in analytical report writing for dissemination of key data and findings to technical and non-technical audiences.</li> <li>• Proven experience in developing data collection tools.</li> <li>• Proven experience with data visualization tools (e.g., Shiny (preferred), Tableau, PowerBI).</li> <li>• Proven experience working with GitHub and designing data pipelines and workflows.</li> </ul>
<b>Technical Skills:</b>	<p><b>Expected Specializations (in at least two of these fields)</b></p> <p>i) Household survey design, sampling, coordination, implementation.</p>

	<ul style="list-style-type: none"> <li>ii) In-depth Statistical Data Analysis and reporting.</li> <li>iii) Advanced database management and data harmonization.</li> <li>iv) Geospatial analytics.</li> <li>v) Child Protection.</li> <li>vi) Early Childhood Development.</li> <li>vii) Adolescent Development.</li> <li>viii) Inequality and Child Poverty (including subjective, welfare and multidimensional poverty).</li> <li>ix) Disability.</li> <li>x) Education.</li> <li>xi) Demographics.</li> <li>xii) Nutrition.</li> <li>xiii) Maternal Mortality.</li> <li>xiv) Immunization.</li> <li>xv) HIV.</li> <li>xvi) WASH.</li> <li>xvii) Climate.</li> </ul>
<b>Language Requirements:</b>	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset