

**UNITED NATIONS CHILDREN'S FUND**  
**JOB PROFILE: Health Specialist (M&E), NOC, FT**

<b>JOB TITLE:</b> Health Specialist (Monitoring & Evaluation) <b>JOB LEVEL:</b> NOC (Fixed Term) <b>REPORTS TO:</b> Chief Health & Nutrition <b>LOCATION:</b> Freetown, Sierra Leone	<b>JOB PROFILE NO.:</b> <b>CCOG CODE:</b> <b>FUNCTIONAL CODE:</b> Health & Nutrition <b>FUNDING SOURCE:</b>
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**PURPOSE OF THE JOB**

The Health Specialist (Monitoring and Evaluation) works in the Health and Nutrition team with responsibility for planning, monitoring and evaluation of the Health & Nutrition programme within the country programme. S/He ensures that the UNICEF Health and Nutrition section has useful, valid, and reliable information on

- the situation of children, adolescents, and women with regards to health & nutrition.
- the performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination, and coherence.

S/He provides technical assistance in the creation of monitoring and evaluation tools to enhance cross-sectoral partnership between the UNCT, Government of Sierra Leone (GoSL) and other key players; and to collectively track progress on SDGs and other international commitment for children. This role is also central to the development of national capacities for monitoring, evaluation, and research, with special attention to the interests, concerns, and participation of GoSL, community and civil society stakeholders.

**KEY ACCOUNTABILITIES and DUTIES & TASKS**

**1. Timely Sectoral Analysis and Monitoring, Evaluation & Research Planning**

*Ensure that the Health and Nutrition Section and national partners use a well-prioritised and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the Country Programme, including tracking and assessing UNICEF's distinct contribution.*

- Make professional contributions to and provide technical assistance for planning and establishing the major research, monitoring and evaluation objectives, priorities, and activities in the Health and Nutrition section's multi-year and annual IMEPs, in consultation with child-rights and Ministry of Health and partners.
- Support the development of UNSDCF M&E Plans from a sound results-based programming process.
- Identify the M&E objectives, priorities, and activities required for effectiveness the Health and Nutrition section and partners.
- Support Health and Nutrition section with preparation of office 'Emergency Preparedness and Response Plans'.
- In emergency situations, working in close collaboration with the humanitarian sector partners and after the initial humanitarian response; support management of the medium-term response with a revised IMEP.

**2. Situation Monitoring and Assessment**

*Ensure that the Health and Nutrition Section and national partners have timely and accurate measurement of change in conditions in the country, 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 Goals (SDGs) and other key social development indicators (through MICS or other surveys), to improve

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health and nutrition indicators for national planning.

- Support partners in the strengthening and management of national databases (e.g., DHIS2), ensuring that key indicators are readily accessible by key stakeholders. Potential uses include the Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, and Mid-Term and annual Reviews and CSIQ.
- Develop a Situation Monitoring and Assessment system collectively owned by all key partners, and which supports the preparation of country level statistical and analytic reports on the health and/or nutritional status of children and women including rights issues; and which allows influence over developmental and sectoral policies, standards, guidelines, and newer areas of social protection policies, when opportunities emerge. This includes technical support on global reporting obligations including national reports on progress toward the SDGs, and toward CRC and CEDAW fulfilment that is specific to health and nutrition.
- Working in close collaboration with the health and nutrition humanitarian sector partners 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.

### 3. Programme Performance Monitoring

*Ensure that the Health and Nutrition section and the Country Office have quality information to assess progress towards expected results established in annual work plans.*

- Provide technical support to ensure that a set of health and nutrition performance indicators is identified and adjusted as necessary, with inputs of all concerned partners 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 standardised across programmes to feed into programme performance monitoring, with special attention to humanitarian response.
- Drawing on monitoring and analysis of key programme performance and management indicators, provide professional input to management reports, including relevant sections of the annual reports.

### 4. Evaluation

*Ensure that UNICEF-supported evaluations which are specific to the Health and Nutrition section, are designed and implemented to UNICEF sectoral quality standards, the results are disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning.*

- Provide technical support to health and nutrition programme partners during formulation of high-quality terms of reference and/or evaluation designs, and when relevant drawing on the know-how of knowledge institutions, in compliance with the organization's programme evaluation policies and guidelines.
- Monitor and ensure the quality of the health and nutrition section field work and data management during the implementation phase, as well as the quality of analysis and ease of understanding during the report writing phase.
- Disseminate evaluation findings and recommendations to the intended audiences through user-friendly methods, to ensure that effective participatory feedback is provided to community and civil society stakeholders.

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- Monitor and ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and implemented. Most specifically, ensure that evaluation recommendations are submitted to the Health and Nutrition section team and Country Management Team through the Chief of Section 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.

### 5. Monitoring and Evaluation Capacity Building

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

- Promote the awareness and understanding of the shared responsibility of M&E function among all staff members in Health and Nutrition section through communication, training, learning and development activities.
- In close collaboration with partners, ensure that an appropriate M&E capacity building strategy specific to Health and Nutrition Section, government partners and institutions exists in the context of the IMEP, or UNSDCF M&E plan.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and development of strategies to address them.

### 6. Coordination and Networking

*Ensure that the Health and Nutrition staff are effectively linked to wider UNICEF M&E developments in a way that both contributes to and benefits from organizational learning on effective M&E management.*

- Collaborate with Chief P&M, Chief EPSP and Chief Health and Nutrition for overall coordination of priority research, monitoring and evaluation activities, especially those of regional scope requiring the coordinated effort of multiple countries.
- Partner with the Chief P&M, Chief EPSP and Chief Health and Nutrition to ensure that current and accurate M&E data and results are included in country office reports, multi-country studies, and knowledge sharing networks.
- Undertake lessons-learned reviews on successful and unsuccessful M&E practices and experience at the Health and Nutrition section level, and ensure they are shared as appropriate. Similarly, pay attention to M&E knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their M&E function.

### KEY RESULTS

1. **Timely Sectoral Analysis and Planning of Monitoring, Evaluation & Research:** Input, support, and contribute to the Situation Analysis and coordinate periodic updates for effective project planning, monitoring and evaluation in partnership with key stakeholders and contribution of knowledge institutions.

The Health and Nutrition Section in country and field offices and national partners has a well-prioritised and realistic plan of research, monitoring and evaluation activities, which is developed collaboratively and provides all the relevant and strategic information needed to manage the Health and Nutrition programme.

2. **Situation Monitoring and Assessment:** A Situation Monitoring, and Assessment system collectively owned by all key partners is in place, through which the health and nutrition section in country office and national partners get timely and accurate measurements of change in

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conditions of children, women, and their families in the country or region; and this information is available to facilitate planning and measure programme impact.

3. **Programme Performance Monitoring:** With the participation of all concerned partners, quality information is collected and disseminated to assess progress towards expected annual and multi-year results and to aid the planning function of the Health and Nutrition Section.
4. **Evaluation:** UNICEF-supported evaluations are to established UN quality standards, and the results are disseminated in a timely fashion to stakeholders for improvement of programme performance and national and corporate learning.
5. **M&E Capacity Building.** The monitoring and evaluation capacities of staff and national partners – government and civil society – is enhanced and 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 ways that contribute to and benefit from organizational learning on effective M&E management.

### **QUALIFICATION AND COMPETENCIES**

#### **Education:**

Advanced university degree in social sciences, statistics, planning development, or planning.

#### **Work Experience:**

- Five years of relevant professional work experience in programme development and implementation including monitoring and evaluation activities.
- Previous responsibility for implementation, monitoring, and evaluation of technical cooperation programmes related to Health and Nutrition.
- At least one instance of exposure to emergency programming, including preparedness planning is desirable.

#### **Language Proficiency**

Fluency in English is required. Knowledge of a local language is an asset.

#### **UNICEF Values and competency Required**

##### **i) Core Values**

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

##### **ii) Core Competencies**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)

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- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

### Technical Knowledge

#### a) Specific Technical Knowledge & Competencies Required

- Knowledge of project evaluation.
- Professional technical knowledge/expertise in evaluation process management, follow-up on recommendations and dissemination of M&E results.
- Emerging international good practice in monitoring and evaluation partnerships

#### b) Common Technical Knowledge Required

- Professional technical knowledge/expertise in Demography, Statistics, and Data Management.
- Professional technical knowledge/expertise in methodology of M&E, 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 activity monitoring & evaluation, evaluation design, data analysis, and reporting.
- Gender equality and diversity awareness

#### c) Technical Knowledge to be Acquired/Enhanced

- Professional/technical knowledge/expertise in team management, coaching & training.
- Mastery of UNICEF's M&E 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.