



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

**I. Post Information**

Job Title: **Evaluation Specialist, P3, #7028**  
Supervisor Title: **Chief Social Policy, P5**  
Organizational Unit: **Programme**  
Post Location: **Kinshasa, DR Congo**

Job Level: P3  
Job Profile No:  
CCOG Code:  
Functional Code:  
Job Classification Level: P3

**II. Organizational Context and Purpose for the job**

UNICEF is a leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, health care and education. UNICEF has spent nearly 70 years working to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers and policy makers to help all children realize their rights—especially the most disadvantaged.

**Purpose of the job:**

Under the supervision of the Chief Social Policy, the Evaluation specialist is responsible for the planning, development and implementation of the integrated monitoring and evaluation strategies in support of the country programme.

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

1. Assists Government authorities to plan and develop its information systems. Assists Government to organize M&E training programmes. Identifies training needs for the purpose of capacity building in monitoring and evaluation. Liaises with the regional M&E section and the Evaluation and Research Office at UNICEF Headquarters in this regard.
2. Contributes towards the preparation of the Situation Analysis. Prepares Country Programme integrated monitoring, evaluation and research plans.
3. Supports the collection, analysis and user-friendly presentation of data on multidimensional and monetary child poverty, including strengthening national capacity to collect routinely, report and use data for policy decision-making.
4. Provides timely, regular data-driven analysis for effective prioritization, planning, and development; facilitates results-based management for planning, adjusting, and scaling-up specific social policy initiatives to reduce child poverty.

5. Participates in Programme mid-term review, annual reviews, previews, meetings. Analyzes and evaluates data to ensure achievement of objectives and recommends corrective actions, when necessary. Provides technical advice to programme staff, government officials and other counterparts on planning and management of integrated monitoring and evaluation.
6. Designs data collection methodologies and research related to programme interventions; (Sentinel Site Survey, RAP, CAP, etc.). Conducts research and data analysis. Assists in the introduction of new approaches and methods in project monitoring and evaluation.
7. Assesses trends and measures outcomes relating to achieving NPA goals, in context of country programme. Maintains a data bank of social indicators on the situation of women and children.
8. Prepares the Monitoring and Evaluation sectoral documents for the Country Programme Recommendation (CRP) and Plans of Operations, Plans of Action, Country Programme Summary Sheet (CPSS).
9. Participates in intersectoral collaboration with operations and programme colleagues in tracking programme financial inputs and outputs. Collaborates with the Information/Communication staff in the selection and dissemination of statistical results from the Situation Analysis to national and local levels.
10. Prepares the programme status reports required for management, board, donors, budget reviews, programme analysis, annual reports, etc.
11. Participates in the development of the Monitoring and Evaluation section's workplan, ensures compliance to specific assigned objectives. Provides guidance and support to staff.
12. Ensures the accurate and timely input of programme information in the computerized programme system, and issuance of status reports for monitoring and evaluation purposes.

<b>IV. Impact of Results:</b>
<p>The effective technical and operational support provided by the Specialist to Country Offices and their partners contributes to the successful planning and execution of Evaluations and related evidence efforts that in turn result in improved delivery of country programmes and national programmes, towards more results for children.</p> <p>Effective implementation of evaluation activities enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to children in the country and contributes to the progressive realization of their rights. The development of national evaluation capacities—including those of government, private, academic, community, and civil society stakeholders-- supports the growth of an evidence-based culture in programming and policy making in countries.</p>

## V. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

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

### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- 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)

## VI. Technical Knowledge

- Professional expertise in evaluation process management, dissemination of results, and utilization.
- Technical knowledge of methodologies employed in Evaluation, including Results-based Management (RBM), theories of change, stakeholders mapping, standards and models, research designs, quantitative/qualitative/mixed methods of data collection, validity/reliability testing of data, data and qualitative information analysis and interpretation, and statistical inference methods.
- Technical knowledge in routine monitoring systems; preferably those associated with Health, Nutrition, Education, Child Protection, Social Policy or WASH sectors.
- Technical knowledge on utilization of evaluation and other evidence approaches to realize Gender Equality and Human Rights based development.
- Familiarity with ethics review processes.
- Exposure to mobile technology platforms, 'big data' and other innovative techniques
- Use of data and information quantitative and qualitative software for data analysis is an asset.
- Knowledge of UNICEF & UNEG Evaluation norms & standards
- Communication skills (oral, written and in developing effective and user-targeted materials).
- Publications which show sound experience with evaluation methods are an advantage.

## VII. Recruitment Qualifications

Education:	Advanced university degree in Social Sciences, Demography, Development Planning, Statistics or a related technical field.
Experience:	<p>Five years of progressively responsible professional work experience at national and international levels in the management of the evaluation function at national and international level.</p> <p>Experience in development and/ or humanitarian settings is required.</p> <p>Experience in supporting national evaluation capacity and working with professional evaluation associations.</p> <p>Experience in evaluation design and in conducting evaluations as per UNICEF and UNEG norms and standards for Evaluation in the UN System.</p> <p>Familiarity with methods used in conducting both 'up-stream' evaluations (e.g. focusing on policies, strategies and systems), as well as 'down-stream' evaluations (e.g. focusing on delivery of programmes and projects) is an asset.</p> <p>Experience in related evidence functions is an asset, including Social Policy, Public Policy, Quantitative and Qualitative Data Analysis, Research, Programme Audit, and Programme Planning and Monitoring. Experience in these areas cannot be substituted for the Evaluation experience but is an advantage.</p>
Language Requirements:	Fluency in French and English required. Knowledge of the local working language of the duty station is desirable.