



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB PROFILE

**I. Post Information**

**Post Number/ Case Number:** 72482  
**Job Title:** Chief Planning, Monitoring & Research  
**Supervisor Title/ Level:** Deputy Representative (Programme), D-1  
**Reason for classification:** Downgrade from P5-P4  
**Organizational Unit:** Programmes  
**Post Location:** Sana'a, Yemen

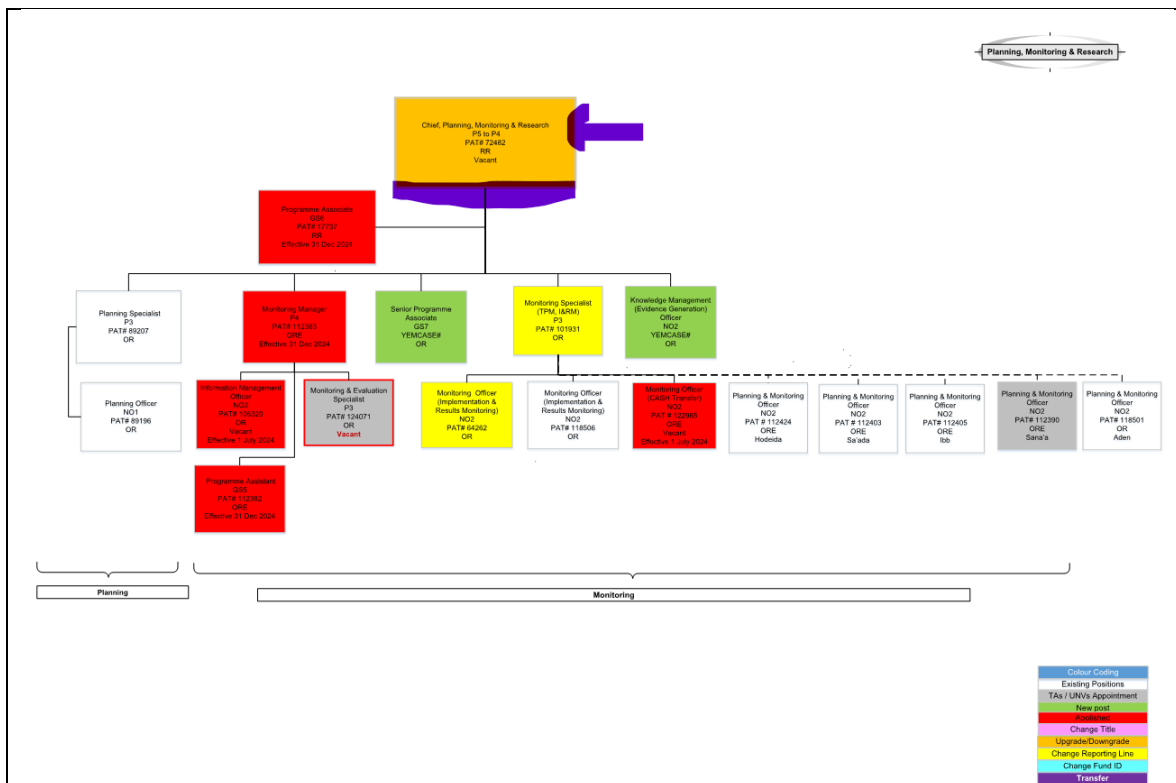
**Category:** IP / P-4  
**Job Profile No.:**  
**CCOG Code:**  
**Functional Code:**  
**Job Classification Level:** Level 4

**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 programs, 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. Therefore, 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 nation.

**Job Organizational Context**

This position is based in Yemen Country Office and oversees Planning, Monitoring and Research for the Field Offices. This position will be supervised by the Deputy Representative (Programmes).



**Purpose for the Job**

Under the guidance and supervision of the Deputy Representative (Programme) and working in close collaboration with programme sections, the position is accountable for the establishment of viable systems that strengthen the programme focus and results for children in Yemen. As such, the incumbent will lead programme planning, innovative programme monitoring and research and provides guidance, coordination and leadership in policy and strategy development. She/he works in collaboration with the UN country team in support of the achievement of UNSDCF outcomes, as well as in monitoring the implementation of the SDG.

**III. Key functions, accountabilities, and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

**Summary of key functions/accountabilities:**

**1. Programme Planning and Integrated Monitoring & Research**

Ensure that the Country Office and national partners develop a well-prioritized and realistic programme plan including research and monitoring activities that will provide the most relevant gender- specific and strategic information to manage the Country Programme, including tracking and assessing UNICEF’s distinct contribution.

**Duties & Tasks**

- In close collaboration with Senior Management, lead the process of the elaboration of the country programme, programme rationales and workplans at the national and sub-national levels, ensuring consistency with UNICEF Strategic Plan, national priorities, sectoral strategies and goals.
- Identify relevant strategic objectives, priorities and problems for policy and strategy development in situation monitoring.
- Provide technical guidance and collaboration in the planning and establishing the major research and monitoring activities in multi-year and annual IMEPs, that is to be reflected

in UNSDCF.

- In close consultation with management and liaison with partners, make a professional contribution to formulation of the IMEPs from a sound gender-sensitive, results-based programming process and collaborative working relations with partners.
- accurate and relevant and gender-specific data on key activities and results, including results for children.
- Contribute to the incorporation of M&E tasks in the IMEPs which were identified within the CO Emergency Preparedness and Response Plan, to anticipate and prepare for the information needs and operational modalities of an emergency.
- In humanitarian response situations, within the first month, draft and recommend a simple one-month data-collection to cover key data gaps as required for the continued emergency response. Support rapid assessment conducted through inter-agency mechanisms to define humanitarian response and measure the progress to identify and address results for children and women, in the line with the core commitment for children in humanitarian action. After the initial humanitarian response, support management of the medium-term response with a minimal IMEP, outlining the key indicators on implementation and outputs and where possible, outcome indicators and the data collection systems and sources to be used (e.g., reporting by partner NGOs, field visits).

## **2. Situation Monitoring and Assessment**

Ensure that the Country Office and national partners have timely and accurate and gender-specific 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.

### **Duties & Tasks**

- In coordination with other stakeholders, support the collection of Sustainable Development Goal (SDG) indicators (through MICS or other surveys) to improve integrated national planning.
- Manage available baseline information on national statistics and key indicators through established databases (e.g., DevInfo) for easy access and use ensuring that indicators are gender-specific and equity focused.
- Prepare country level statistical reports on the status of children's and women's human rights issues when opportunities emerge to influence developmental gender and social policies and provide a technical support to global reporting obligations including national reports on progress toward the SDGs, toward CRC fulfilment, and toward CEDAW fulfilment.
- Coordinate with the Country Office and partners and provide assistance in their using up-to-date information in, inter alia, Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports. Seek the feedback of the partners to improve the assistance accordingly.
- In humanitarian response situations, provide technical support for a rapid assessment (inter-agency or independently if necessary) to be carried out within the first 48-72 hours, in collaboration with clusters partners. Help provide adequate strategic information to determine programmatic needs in health and nutrition, education, child protection, water supply and sanitation, HIV/AIDS and other salient child rights issues emphasizing gender across all programmes as well as factors affecting the organization's capacity to function in the field. Provide technical support to ensure that the CO has information necessary for UNICEF to effectively report on and advocate for children's rights and gender equality through the appropriate channels.
- Support the CO in collecting and interpreting existing early warning data effectively to guide the adjustment of programmes and operational approaches when and as country contexts deteriorate.

## **3. Programme and Management Performance Monitoring**

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

**Duties & Tasks:**

- In close coordination with partners, ensure that a set of gender-specific 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 PPPX.
- Recommendations and the appropriate integration of lessons learned in programme activities, especially those in the reduction of gender inequalities, is shared and used to improve gender mainstreaming results. Provide advice in order that management decisions based on Country Office performance monitoring are properly tracked and followed up.
- Provide technical advice in order that management reports including relevant sections of the annual reports are prepared drawing on monitoring and analysis of key management indicators.
- Provide technical support to Programme Officers to ensure that key annual programme indicators are tracked and analyzed with the contribution of implementing partners and provided regularly to the Country Management Team/ Senior Management Team for effective programme and management decisions.
- Oversee to ensure that data collection and analysis from field visits is coordinated and standardized across programmes to feed into to programme performance monitoring and gender mainstreaming. Ensure optimum use of staff resources.

**4. Research**

Ensure country office research agenda is developed and implemented to a high-quality standard.

**Duties & Tasks:**

- Support research and formulation of proposals for strategies, policies, objectives, and methodologies.
- Guide, supervise and participate in the joint research with developmental partners, including joint of UNICEF or of multi-partner programs.
- Formulate Terms of Reference and design of high quality in compliance with the organization's programme policies, guidelines and methodology while satisfying stakeholders' requirements.
- Coordinate and advice to offices to ensure that a management response to the findings and recommendations of key programme monitoring are recorded and are monitored for follow-up implementation. Most specifically, ensure that the recommendations are submitted to the Country Management Team and follow-up actions recorded in CMT minutes.
- Coordinate and ensure that electronic copies of all research reports are submitted to NYHQ via the Data Base web portal, with full accompanying documentation.

**5. Planning & Monitoring Capacity Building and Innovations**

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

**Duties & Tasks:**

- In close collaboration with partners, ensure that a Planning & Monitoring capacity building strategy for national partners and institutions exists and corresponding activities are identified and implemented in the context of the IMEP or UNSDCF M&E plan. Collaborate to implement capacity building strategies as a joint commitment with other developmental partners, highlighting gender as a central component.
- In coordination with senior managers, develop staff capacity development strategy and plans, and exercise effective leadership in implementing them, ensuring that Country Office staffs have the basic knowledge and skills to fulfil their monitoring and responsibilities, and training is planned and carried out to fill identified gaps.
- Promote knowledge of and build capacity in practices. Oversee to ensure that Country Office staff and national partners are aware of and have access to UNICEF monitoring and learning resources.

- Ensure to facilitate that capacity of national partner organizations, which may include local institutions such as national professional associations, is strengthened through their involvement in processes and possibly through specific capacity building initiatives.
- Support the assessment of the technical competencies of staff and consultants, actively seek out and recommend for hiring, especially promising women candidates as in accordance with UNICEF's Action Plan for Gender Parity and Equality and other standards set to meet the HR strategy, needs and competency requirements.
- Lead and guide the development of training materials, as well as delivery of training in gender-sensitive, results-oriented Planning & Monitoring. Promote Capacity Development initiatives based on demonstrated demand at country level.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and develop strategies to address them.
- The office actively engages in local and global innovations initiatives, seeking out opportunities for innovative solutions to programmatic challenges, and developing and scaling user-centered products in support of programme delivery.

## **6. Communication and Partnerships**

Ensure that all the above tasks are carried out and accomplished through effective communication and partnerships within and outside the organization.

### **Duties & Tasks:**

- Develop and manage key partnerships for the Country Office with internal units and external institutions, including donors, societies, bilateral units and the United Nations Group (UNEG). Collaborate with key knowledge partners (universities and think tanks) for their knowledge and their research capacities to generate and disseminate relevant data for the identification of child-friendly policies and their effective problem-solving mechanisms.
- Facilitate macro level integrated planning of research, monitoring activities within the Country Office, with national partners, the UN Country Team and the wider international community, in the context of internal office management plans, the country programme process, the UNSDCF and sector wide approaches, incorporating transparency on gender inequalities and using, where applicable, strategies for gender mainstreaming across sectors.
- Build partnerships within and outside the organization. Work collaboratively with clients and partners. Facilitate joint monitoring activities with national partners, the UN Country Team and the wider international community, wherever possible in the context of the above processes.
- Provide synthesis of M&E results to the country office senior management, the Country Management Team and key programme and operations staff.
- Facilitate learning from the results of monitoring within the Country Office and more widely within UNICEF in the region and globally, as well as among national partners and other key stakeholders, ensuring that gender equality is a standard feature.
- Receive broad strategic and advanced technical support on monitoring from the Regional M&E Advisors and headquarters advisors on monitoring.
- Partner with the Regional Monitoring Adviser to ensure the availability of current and accurate monitoring data and results, highlighting gender. Participate with Regional M & E Adviser and NYHQ in developing indicators methodologies essential to tracking gender inequalities and to evaluating the effect of interventions on improving gender equality.
- Collaborate with Regional M&E Advisors and HQ Officers for overall coordination of priority research, and monitoring activities.
- Promote the awareness and understanding of the shared responsibility of M& E function among the all-staff members through communication, training, learning and development activities organization wide.
- Ensure that the accountability of the senior program officer and/or the Representative is met to provide a sustained commitment to enable all staff meet their responsibilities for the full implementation of M&E function, including enabling senior management to use indicators and approaches essential for mainstreaming gender across the country programme.
- Ensure unified approach of M&E for emergencies.

## **7. Knowledge Management**

Ensure that the knowledge is available to staffs and partners in a timely manner and in the right format, and on the systematic storage of relevant knowledge products for ease of access.

### **Duties & Tasks:**

- Support the generation, capture, dissemination and sharing of data and knowledge on the situation children and women.
- Support development, implementation, monitoring and reporting KM plans.
- Support KM planning, learning, storage, dissemination
- Support documentation, lesson learning in programme planning, implementation, and monitoring

### **KEY END-RESULTS:**

1. Accurate, coherent and reliable information collected and reported on:
  - The situation of children's and women's rights disaggregated by gender.
  - Conducting inter-agency rapid assessment to define humanitarian response, in line with core commitment for children in humanitarian action.
  - The performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination, and coherence.
2. Country Programme planning, strategy notes and workplans at the national and sub-national levels clearly contribute to priority issues for children and are developed in consistency with UNICEF Strategic Plan, national priorities, sectoral strategies and goals.
3. Integrated Monitoring, & Research Planning (IMEP) is prepared and in place to provide strategic priority and realistic plan of activities for M&E.
4. Timely monitoring and measurement of changes in conditions due to programme or policies in country or region are provided to the Country Office and national partners to facilitate national planning, and assess the impact of the programmes and policies, and report on the progress being made. Mechanisms set up to seek feedback from partners on assistance provided to them, to secure their contribution and use of data and information collected and analyzed.
5. Technical guidance and support provided for the collection of accurate, reliable, gender-specific and coherent information for the Country Office to effectively assess programme performance, with the involvement of key partners, in terms of progress towards key end-results established in annual work plans.
6. Research is designed and carried out with quality process and products in line with priority and strategy. Findings, recommendations and reports are useful to improve programme performance and are effectively disseminated to the intended audience.
7. The monitoring and capacities of Country Office staff and national partners are strengthened, enabling them to increasingly engage in and lead monitoring and processes and to develop and use gender-specific indicators and monitoring and approaches to address gender inequality. The know-how of knowledge institutions is mobilized for monitoring and capacity enhancement as well as for an evidence-based policy change agenda on behalf of children.
8. Effective communication and partnerships are achieved in carrying out integrated planning of research, monitoring and activities within the Country Office and with the Regional office, national partners, the UN Country Team and the international community. Tools to assess and monitor effectiveness UNICEF communication around World Fit for Children (WFFC) and the Sustainable Development Goals (SDGs) are in

place, used and are leading to an enhanced awareness and engagement of partners towards these commitments.

9. Country office Annual Report and periodic programme reports are submitted on time and of the highest quality showing alignment of how country programme is contributing clearly to priorities for children.
10. The office actively engages in local and global innovations initiatives, seeking out opportunities for innovative solutions to programmatic challenges, and developing and scaling user-centered products in support of programme delivery.

**IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The strategic and effective advocacy, coordination, planning & formulation of CO programmes/ projects planning and monitoring strategies and the achievement of sustainable results, contributes to achievement of goals and objectives for the organization. Achievements in Planning, Monitoring & Research results in turn contribute to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for the children of Yemen.

**V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)**

**i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

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

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


**iii) Core Competencies for Staff without Supervisory Responsibilities**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

<b>VI. Recruitment Qualifications</b>	
Education:	An advanced university degree (master's degree) in social sciences or other relevant disciplines is required. Practical training in programme management, survey, and research analysis, or applied statistical data analysis in social sciences an asset.
Experience:	At least 8 (eight) years of continuous professional work experience in programme development and implementation including monitoring and activities with international and national organizations, NGOs and UN. At least one instance of exposure to Field experience, and emergency programming, including preparedness planning is required. Active involvement in a humanitarian crisis response programme is an asset.
Language Requirements:	Fluency in English is required. Arabic is highly desired, and Knowledge of another UN language is considered an asset.

<b>VII. Child Safeguarding</b>	
IS THIS ROLE A REPRESENTATIVE, DEPUTY REPRESENTATIVE, CHIEF OF FIELD OFFICE, THE MOST SENIOR CHILD PROTECTION ROLE IN THE OFFICE, CHILD SAFEGUARDING FOCAL POINT, OR INVESTIGATOR (OIAI)? *:	No
IS THIS POST A DIRECT CONTACT ROLE IN WHICH INCUMBENT WILL BE IN CONTACT WITH CHILDREN EITHER FACE-TO-FACE, OR BY REMOTE COMMUNICATION, BUT THE COMMUNICATION WILL NOT BE MODERATED AND RELAYED BY ANOTHER PERSON? *:	No
IS THIS POST A CHILD DATA ROLE IN WHICH INCUMBENT WILL BE MANIPULATING OR TRANSMITTING PERSONAL-IDENTIFIABLE INFORMATION ON CHILDREN SUCH AS NAMES, NATIONAL ID, LOCATION DATA, OR PHOTOS)? *:	No
THE SELECTED CANDIDATE FOR THIS POSITION WILL BE REQUIRED TO ENGAGE WITH VULNERABLE CHILDREN*:	No

<b>VIII. Signatures- Post Description Certification</b>	
_____ Deputy Representative Programme, Luciano Calestini	(Signature & Date)
_____  HR Reviewed, Beverley Ann Mitchell, Chief HR	(Signature & Date)
_____ YCO Representative	(Signature & Date)