



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Evaluation Specialist**
Supervisor Title/ Level: **Senior Evaluation Specialist/Chief, P5**
Organizational Unit: **H, Evaluation Office**
Post Location: **HQ, New York**

Job Level: **P4**
Job Profile No.: **136753**
Contract Modality: **Temporary Appointment (TA)**
Duration of the assignment: **6 Months**

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. 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 nation.

Job organizational context:

UNICEF's evaluation function aims to drive results for children by fostering evidence-informed decision-making. Guided by the [Revised Evaluation Policy of UNICEF \(2023\)](#), evaluation in UNICEF supports both learning and accountability through evaluations of development and institutional effectiveness, as well as humanitarian response—ultimately contributing to improved outcomes for children. It also plays a critical role in holding the organization accountable for its contributions — or lack thereof — to those outcomes.

The Evaluation Office (EO), based at UNICEF Headquarters in New York, provides global leadership and oversight for the evaluation function. As such, the office is responsible for developing an agenda and work plan to evaluate UNICEF's programmes and processes; providing technical assistance and quality assurance for evaluations commissioned at the decentralized level (country and regional offices, as well as other divisions at Headquarters); and developing evaluation methods, standards, and guidance. The Evaluation Office is the custodian of the Evaluation Policy and is responsible for publishing the Plan for Global Evaluations (PGE) that accompanies the respective corporate strategies.

The Development Effectiveness and Impact Portfolio within the EO conducts global thematic and impact evaluations focusing on the impact areas of the UNICEF Strategic Plan 2026–2029. It employs quantitative (including experimental) and qualitative methodologies, as well

as innovative approaches and tools — including but not limited to machine learning and AI — to evaluate UNICEF’s global programmes, projects, and policies.

Purpose for the job:

We are seeking an Evaluation Specialist to support the Evaluation Office and the Development Effectiveness and Impact (DevEI) team by leading the design and implementation of global thematic evaluations; producing relevant, credible, timely, and utilization-focused evaluations using the most appropriate methodologies; and contributing to the development of standards, guidance, and quality assurance produced by the EO, as well as other cross-cutting work.

The overall purpose of this temporary Evaluation Specialist assignment is to plan, design and implement UNICEF global thematic evaluations and other evaluative products under the Impact Results Areas of the UNICEF Strategic Plan (SP) 2026–2029, including those that form part of the Plan for Global Evaluations 2026–2029.

Towards this end, the Evaluation Specialist—under the supervision and guidance of the Chief of the Development Effectiveness and Impact Portfolio, and in close collaboration with other team members—will plan and implement all evaluation phases under his or her responsibility. This includes preparing desk reviews and concept notes to scope the evaluation focus and methodological design; identifying relevant documentation, data sources and key stakeholders; outlining evaluation questions, the analytical plan and draft terms of reference; conducting analysis of quantitative and qualitative data; drafting and quality-assuring evaluation outputs; managing evaluation consultants and expert teams, as appropriate; producing a sound dissemination plan; and engaging in effective communication to promote greater utilization of findings.

This assignment will entail strong collaboration with the UNICEF Global Programme Practice within the Centers of Excellence (CoE), as well as other key stakeholders within and outside UNICEF.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

The Evaluation Specialist will be responsible for accomplishing the following functions and tasks, ensuring delivery by established deadlines and to a high standard of quality, credibility and utility:

Global thematic evaluations (including joint evaluations)

- Outline the purpose, objectives and intended scope of the evaluation and/or evaluative exercises in close consultation with end-users (programme management).
- Undertake a preparatory scoping review, including analysis of internal and external sources relevant to the evaluation and/or evaluative exercise, and formulate relevant evaluation questions.
- Define the overarching evaluation design with an appropriate, well-articulated methodology, with particular attention to efficiency, innovation and rigour.
- Draft Evaluation Terms of Reference/Concept Notes, including the theory of change (if not already available), evaluation scope, methods, expected evaluation products and by-products, human resource requirements, project timeline and dissemination strategies.

- Identify key stakeholders for the Evaluation Reference Group and data collection, as well as data sources and documents for analysis.
- Recruit and manage thematic experts and data collection companies/consultants, ensuring high-quality outputs and the timely execution of deliverables.
- Liaise with internal and external stakeholders at the global, regional and country levels through effective advocacy and communication. Chair ERG meetings and ensure that the evaluation incorporates relevant stakeholder feedback. Coordinate co-creation of recommendations with relevant stakeholders.
- Lead planning and execution of data collection, managing preparation of instruments with support from thematic experts and research assistants. Conduct remote and/or in-person interviews, as appropriate.
- Lead team efforts in the analysis and synthesis of findings.
- Draft and contribute to drafting the final report and side products (e.g., policy briefs, methods briefs, blogs, peer-reviewed articles).
- Ensure use of recommendations and active dissemination of evaluation findings in relevant internal and external fora.

Innovation, standards and guidance, knowledge sharing, advisory support and quality assurance

- Pilot innovative evaluation approaches and tools, including but not limited to the use of AI and machine learning in evaluation.
- Share innovative practices within the EO, the UNICEF evaluation function and the UNEG community of practice.
- Contribute to the Evaluation Handbook, the standardization of UNICEF evaluation practice and new global guidance.
- Provide technical advisory support and quality assurance, on demand, to decentralized evaluation practice at the regional and country levels.
- Contribute to office-wide initiatives of the Evaluation Office, upon request.
- Undertake other tasks as necessary.

IV. Impact of Results


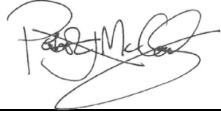
The Evaluation Specialist generates rigorous thematic evidence on Impact Results areas of UNICEF Strategic Plan 2026-2029 that enables UNICEF to improve programmes and operations and optimize resource allocation for children. Through innovative methodologies and standardized frameworks, the role accelerates evidence generation and enhances its credibility. This strengthens UNICEF's ability to demonstrate programmatic results, attract donor investment, and maximize outcomes for children globally.

V. Competencies and level of proficiency required (based on UNICEF Professional

Competency Profiles.	
<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Nurtures, Leads and Manages People (2) ▪ 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) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Technical competencies in social science methodologies ▪ Advanced communication skills ▪ Project management skills ▪ Excellent writing skills

VI. Recruitment Qualifications	
<p>Education:</p>	<ul style="list-style-type: none"> ▪ Advanced university degree in Economics, Public Policy, Development Studies, or related field entailing strong quantitative OR qualitative training is required. ▪ PhD in Economics, Public Policy, Development Studies, or related field entailing strong quantitative and/or qualitative training is an asset. ▪ Specialized training in evaluation methods and methodologies and in causal inference is desirable.
<p>Experience:</p>	<p>Required:</p> <ul style="list-style-type: none"> • 8+ years conducting global (portfolio) thematic evaluations using robust qualitative and quantitative methodologies, including for the last 3 years is required. • 5+ years (most recent) applying AI and machine learning to the evaluation process including text mining and evaluation synthesis. • Proven ability to work with internal and external stakeholders at multiple levels, including providing technical support and capacity building. • Proven track record producing user-centered outputs, including briefs, working papers, peer-reviewed journals, that contribute to awareness, knowledge, valuing and use of corporate thematic evaluations is required. <p>Desirable:</p> <ul style="list-style-type: none"> • Thematic expertise in a programmatic area associated with UNICEF work, such as Education, Health, Nutrition, Social Policy, Child protection and Water, Sanitation, Climate Resilience is desirable. • Experience in fragile and humanitarian setting is desirable. • Experience in integrating cross-cutting issues of gender,

	<p>disability and equity in global thematic evaluations is desirable.</p> <p>Asset:</p> <ul style="list-style-type: none"> • Demonstrated experience in mixed methods analysis that enhances the practical utility and uptake of corporate thematic evaluations, including quantitative analysis of secondary data, cost-effectiveness analysis, GIS analysis, participatory methods, and other relevant approaches and tools is an asset.
Technical skills:	<ul style="list-style-type: none"> • Proficiency in statistical software for qualitative (MAXQDA, Atlas, NVivo) and/or quantitative analysis (R, Stata, Python), familiarity with relevant applications of Large Language Models (LLM) is required. • Advanced data visualization tools is an asset
Language skills	Fluency in written and oral English; knowledge of another United Nations language (Arabic, Chinese, French, Russian or Spanish) is an asset.

VII. Signatures- Job Description Certification		
Name: Zlata Bruckauf	Signature 	Date 02.12.2026
Title: Senior Evaluation Specialist / Chief Development Effectiveness and Impact		
Name Robert McCouch	Signature 	Date 17 March 2026
Title: Director of Evaluation, UNICEF		