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

I. Post Information

Job Title: **Monitoring & Evaluation Officer** Supervisor Title/ Level: **Chief of Monitoring & Evaluation (P5)/Monitoring & Evaluation Specialist P4/** Organizational Unit: **Programme** Post Location: **Lusaka, Zambia**	Job Level: **Level 2** Job Profile No.: CCOG Code: 1M06 Functional Code: RPM Job Classification Level: (For non GJP)

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 nations.

Job organizational context: The Planning, Monitoring & Evaluation Officer GJP is to be used in a **large/medium/small sized** Country Office (CO).

Purpose for the job: The Monitoring & Evaluation Officer reports **to the Chief of Planning, Monitoring & Evaluation** for supervision. The Officer provides professional technical, operational and administrative assistance throughout the planning, monitoring, evaluation process. This includes preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to evaluation planning, implementation, oversight and reporting to ensure that evaluations are carried out according to schedule and that results and recommendations are implemented and followed up.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Setting Standards for Programme performance planning and monitoring**
2. **Support to the preparation of the integrated monitoring and evaluation plan (IMEP)**
3. **Support to implementation of evaluations**
4. **Dissemination and follow up of evaluations**
5. **Networking and partnership building**
6. **Innovation, knowledge management and capacity building**

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1. **Setting Standards for Programme performance planning and monitoring**

- Provide technical support as necessary to the process of developing and monitoring Rolling Work Plans, including inclusion of and reporting on development and humanitarian indicators, reporting on progress of the equity and gender marker as outlined in the Programme Policy and Procedures Guidance

- Provide technical support as necessary in organising and managing annual/mid-year/mid-term/end term country programme reviews ensuring consistency with objectives and goals set out in the CPD and contribute to the development of the Annual Management Plan.

- Monitor follow-up actions based on management decisions resulting from Country Office performance monitoring and evaluation.

- Support the programme components to effectively monitor and report on the intersectoral programme results, to facilitate programme coherence and convergence where appropriate.

- Contribute to development and use of programme monitoring frameworks, including technical support to programme teams.

- Provide technical support to programme sections to effectively monitor and report on the intersectoral programme results.

- Support programme teams on emergency preparedness and response efforts.

2. Support to the preparation of the integrated monitoring and evaluation plan (IMEP)

- Technical support to the research and evaluation function, including the development and completion of IMEP, review of TORs and draft reports, supporting the functioning of the Research and Evaluation Committee .

- Provide technical and operational support throughout the evaluation process by executing/administering a variety of technical, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support evaluation results based planning (RBM) and monitoring and assessing results.

- Prepare required documentations/materials/data to facilitate evaluation planning, implementation and reporting.

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1. **Support implementation of evaluations**

- Draft and/or develop terms of reference for external consultants and initiate the recruitment process to ensure the timely selection and recruitment of evaluators. Manage the various processes of assessing and/or selecting consultant and evaluation teams to facilitate the recruitment/selection process
- Organize materials, briefings and all required administrative arrangements to ensure external consultants are provided appropriate and comprehensive information to start and continue effectively and efficiently the conduct of evaluations.
- Keep abreast of evaluation progress to proactively meet the evaluators' need for

information or other related issues to ensure delivery of results as scheduled and allocated.
- Support the evaluation budget preparation. Monitor and verify the use of resources for compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Collect and maintain roster of qualified evaluators and firms, ensure continued update, verification and quality assessment of their suitability for evaluation projects. Develop and maintain an effective system for dissemination of the roster for easy access.
- Prepare timely analytical documents highlighting critical areas for management progress monitoring, oversight and action.

2. Dissemination and follow up of evaluations

- Consult stakeholders to seek clarification and/or validate findings from draft and final evaluation reports and report on feedback to facilitate timely action.
- Upload/disseminate completed evaluation reports into Global Evaluation Data base to allow global sharing and final quality review.
- Upload each approved management response in the tracking systems and monitor quarterly update and produce analytical reports for management action and decision on implementation of evaluation agreed actions/recommendations.
- Actively follow up with stakeholders on the implementation of evaluation results. Provide appropriate technical support to facilitate implementation and/or report to relevant stakeholders to ensure time action to ensure the implementation of evaluation results.

3. Networking and partnership building

- Provide technical and operational support to a wide range of stakeholders and evaluators on UNICEF and UNEG policies, practices, standards and norms.
- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate evaluation and build their capacity for evaluation planning and implementation.
- Participate in appropriate inter-agency meetings/events on monitoring and evaluations to collaborate with inter-agency partners/colleagues on UNSDCF operational planning and preparation and to integrate and harmonize UNICEF position and strategies with the UNSDCF development, monitoring and planning process.

4. Innovation, knowledge management and capacity building

- Identify, capture, synthesize and share lessons learned from evaluations for integration into broader knowledge development planning and management efforts.
- Research and report on best and cutting edge practices for development planning of knowledge products and systems for evaluations.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Officer to the CMT and wide range stakeholders contribute to the successful planning and execution of evaluation efforts that in turn

result in improved country office and national stakeholders' development planning, performance and achievement of concrete and sustainable results.

Effective implementation of evaluations enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to mothers and children in the country.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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)

or

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)
- Drive 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.

VI. Recruitment Qualifications

Education:	A University Degree in economics, psychology, sociology, education or other social science field is required.
Experience:	A minimum of 2 years of professional experience in social development analysis and programming at the international

	and/or in a developing country is required. Relevant experience in program/project monitoring and evaluation in a UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required. Knowledge of local language is an asset.

VII. Signatures- Job Description Certification

Name: Signature   Date

Title: (Chief of Section/Specialist)

Name / Title   Signature   Date

Title: (Representative or Deputy Representative)