

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Planning and Monitoring Officer, NO-A

Section: PMR, Dep Rep's Office

Duration: 364 days

Duty Station: Dhaka, Bangladesh

Reports to: Planning Officer

1. Purpose of Assignment:

Under the direct supervision of the Planning Officer and the overall guidance of the Chief of Planning, Monitoring and Reporting (PMR), the Planning and Monitoring Officer will provide technical expertise, support and guidance for programme performance planning and monitoring; data visualization design and dissemination, and reporting; partnerships building, knowledge management and capacity building of staff and partners; the systematic routine monitoring of programme, development and operationalization of MIS systems, data collection, compilation, analysis and visualization including dashboards, pictographs and infographics.

2. Major duties and responsibilities:

2.1 Programme performance planning and monitoring

- Provide technical support as necessary to the process of developing country programme planning documents including Programme Strategy Notes (PSNs), Annual Management Plan (AMP), Rolling Work Plans (RWP), and Field Office Implementation Plans (FOIP).
- Provide technical support to ensure that monitoring systems are in place and that the country office has quality information to assess progress towards expected results established in RWPs and AMP through the development and operationalization of a UNICEF internal integrated MIS system for the routine monitoring of programme results across the office.
- Contribute to the development of programme monitoring framework for the field offices including technical support to the field team for convergent programming.
- Provide technical support to ensure that the Country Office Performance is systematically monitored, and that key annual programme and management indicators are tracked and analyzed, including those related to partnerships initiative, and provided regularly to the Country Management Team to guide programme and management decisions.
- Carry out data collection and analysis from field visits, standardizing them across programmes, to feed into programme performance monitoring.
- Monitor follow-up actions based on management decisions resulting from programme and overall country office performance monitoring.
- 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 Annual Management Plan.
- Provide technical support to programme sections to effectively monitor and report on the intersectoral programme results, cross-sectoral programme component results and field office results to facilitate programme coherence and convergence where appropriate.
- Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.

2.2	Data visualization (design) & dissemination and reporting <ul style="list-style-type: none"> • Develop and/or update a regular package of data visualization products (including maps, dashboards, infographics and financial/resource analysis) that presents information in a way that is easily understood by various decision-makers, individuals and groups. • Develop and/or update data visualization platforms on a regular basis. • Support the utilization of effective methods and platforms to standardize and share information (e.g. website, mailing lists, SharePoint sites, Dropbox, hard copies, etc.). • Support the country office annual reporting processes and preparation of other management reports as required.
2.3	Partnerships, knowledge management and capacity building <ul style="list-style-type: none"> • Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. • Facilitate or contribute to joint monitoring activities with implementing partners, other UN agencies and the wider international community, wherever possible. • Technical contribution to and participation in effective knowledge management made to strengthen country programme management and activities, including data collection, analysis, and information sharing/exchanges. • Identify, capture, synthesize and share lessons learned from monitoring for integration into broader knowledge development planning and management efforts. • Research and report on best practices for development planning of knowledge products and systems for monitoring. • Provide technical support for the implementation of capacity-building strategies and participate as a resource person in capacity-building initiatives to enhance the competencies of staff and partners.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILLS:

A University degree in Information Management, Geography, Geographic information system (GIS), Statistics, Planning and Monitoring or any other relevant subject.

WORK EXPERIENCE:

A minimum of one year experience at the national and/or international level in planning, monitoring, programme management, and information management.

- Strong knowledge in ODK-based technology or mobile data collection platforms like Ona, Kobo etc. is required.
- Required strong knowledge in advance MS Excel, SPSS, Strata, Access, Power BI, Tableau and other data management and data visualization tools.
- Required familiarity with enterprise content management systems like Microsoft SharePoint etc.
- Experience in planning, monitoring and data management in the humanitarian or development field will be assets.
- Excellent interpersonal skills - culturally and socially sensitive, ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels.
- Ability to work and adapt professionally and effectively in a challenging environment, and in a multicultural team of international and national personnel.
- Self-motivated, ability to work with minimum supervision and to work to tight deadlines.

LANGUAGE PROFICIENCY:

- Fluency in English is required - excellent oral and written skills.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies**Values**

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

Competencies

- 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)

Child Safeguarding Certification

(to be completed by Supervisor of the post)

[Child Safeguarding](#) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, check all that apply below.		
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>		
3a. Is this a Child data role? *	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i>		
4. Is this a Safeguarding response role*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i>		
5. Is this an Assessed risk role*?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i>		

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.