UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

JOB TITLE: **Chief, Planning, Monitoring & Evaluation** **JOB LEVEL**: **Level 4** **REPORTS TO**: Deputy Representative, Programme **LOCATION**: Lusaka, Zambia Country Office	**JOB PROFLE NO**.: 60000100 **CCOG CODE**:_____ 1M06_____ **FUNCTIONAL CODE**: __RPM_____ **JOB CLASSIFICATION**: _____

PURPOSE OF THE JOB

To ensure that the UNICEF Country Office has useful, valid and reliable information, guidance and tools on:

- the performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination and coherence.
- Budget tracking to ensure effective and efficient use of resources, and reporting on results that are aligned with global and regional priorities and plans

To work within the UN country team to support UNCT goals for delivering valid and reliable information on the attainment of the SDGs and other goals, and on the performance of UN-supported programmes

To assist in the establishment of monitoring and evaluation tools which enhance partnership between the UNCT, government and other key players to collectively track progress on SDGs and other international commitments for children.

To assist in the development of national capacities for monitoring, evaluation and research, with special attention to the interest, concern and participation of government, community, and civil society stakeholders.

KEY END-RESULTS

1. **Monitoring, Evaluation & Research Planning.** The Country Office and national partners have a well-prioritised and realistic plan of monitoring and evaluation activities, and a research agenda developed collaboratively that provides all the relevant and strategic information needed to manage the Country Programme.

2. Situation Monitoring and Assessment. A collectively Situation Monitoring and Assessment system owned by all key partners is in place, trough which the Country Office and national partners have timely and accurate measurements of change in conditions of children, women, and their families in the country or region; this information is available to facilitate planning and measure program impact.

3. Programme Performance Monitoring . The planning function of the Country Office has quality information collected and disseminated with the participation of all concerned partners to assess progress towards expected annual and multi-year results.

4. Budget monitoring and tracking system in place to ensure efficient use of resources

5. Evaluation. UNICEF-supported evaluations attain established UN quality standards, and the results are disseminated in a timely fashion to stakeholders for improving programme performance and contributing to national and corporate learning.

5. M&E Capacity Building. The monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – enhanced with the contribution of UNICEF knowledge partners meet the expectations and requirements of their positions and responsibilities.

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6. <u>Coordination and Networking</u> . The UNICEF office is linked to wider UNICEF M&E developments in way that both contributes to and benefits from organizational learning on effective M&E management

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Integrated Monitoring, Evaluation & Research Plan (IMEP)

Ensure that the Country Office and national partners use a well-prioritised and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the Country Programme, including tracking and assessing UNICEF's distinct contribution.

Duties & Tasks

- Make substantive contributions to and provide technical assistance for planning and establishing major research, monitoring and evaluation objectives, priorities, and activities in UNICEF's multi-year and annual IMEPs, in consultation with child-rights and implementing partners.
- Likewise, support the development of UNSDCF M&E Plans from a sound results-based programming process.
- Identify the M&E objectives, priorities, and activities required for effective CO and Emergency Preparedness and Response Plans,
- In humanitarian response situations, within the first month, draft and recommend a simple one-month data-collection plan an identify key indicators to cover key data gaps as required for the initial emergency response.

2. Situation Monitoring and Assessment

Ensure that the Country Office and national partners have timely and accurate 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 SDG and other key social development indicators (through MICS or other surveys) to improve national planning.
- Support partners in the establishment and management of national statistical databases, ensuring that key indicators are readily accessible by key stakeholders. Potential uses include the Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, and Mid-Term Reviews.
- Develop a Situation Monitoring and Assessment system and tools which supports the preparation of country level statistical and analytic reports on the status of children's and women's rights issues; and which allow, when opportunities emerge, to influence developmental and social policies. To include technical support to global reporting obligations including national reports on progress toward the SDGs, and toward CRC and CEDAW fulfilment.

3. Programme Performance Monitoring and Reporting

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

Duties & Tasks

- Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary, with inputs of all concerned partners to assess progress towards expected annual and multi-year

results in the context of the multi-year and annual IMEPs, the Annual Management Plan and Annual Work Plans, as outlined in the Programme Policy and Procedures Manual).

- Coordinate with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring, with special attention to humanitarian response.
- Drawing on monitoring and analysis of key program performance and management indicators, provide professional input to management reports, including relevant sections of the annual reports.
- Establish and maintain systems for regular budget monitoring and tracking against all outcomes and outputs of the country programme and support the timely and efficient utilisation of resources
- Quality assurance of all donor reportage and results reporting

4. Evaluation

Ensure that UNICEF-supported evaluations are designed and implemented to established UN quality standards, and the results are disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning.

Duties & Tasks

- Technically support programme partners to formulate Terms of Reference and evaluation designs of high quality, when relevant drawing on the know-how of knowledge institutions, in compliance with the organization's programme evaluation policies and guidelines.
- Monitor and ensure the quality of the field work and data management during the implementation phase, and the quality of the analysis and ease of understanding during the report writing phase.
- Disseminate evaluation findings and recommendations to the intended audiences in user-friendly methods. In particular, to ensure that effective participatory feedback is provided to community and civil society stakeholders.
- Monitor and ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and followed up for implementation. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team and follow-up actions recorded in CMT minutes. Submit all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.

5. M&E Capacity Building

Ensure that the monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.

Duties & Tasks

- Promote the awareness and understanding of the shared responsibility of M& E function among all staff members through communication, training, learning and development activities organization-wide.
- In close collaboration with partners, ensure that an M&E capacity building strategy for UNICEF/UN staff national partners and institutions exists in the context of the IMEP, or UNSDCF M&E plan. Pay particular attention so the capacity needs of national partners such as professional evaluation associations will be strengthened by involvement in evaluation processes and possibly through specific capacity building initiatives.
- Collaborate to implement capacity building strategies as a joint commitment with other developmental partners. Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops and practical experience in order that UNICEF and UN staff have the basic knowledge and skills in understanding and applying new M&E policies, tools, methods to fulfil their responsibilities. Similarly, design and implement strategies suited to the skills needs of national partners.

6. Coordination and Networking

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Ensure that the UNICEF office is effectively linked to wider UNICEF M&E developments in a way that both contributes to and benefits from organizational learning on effective M&E management.

Duties & Tasks

- Collaborate with Regional M&E Advisers and HQ Evaluation Office for overall coordination of priority research, monitoring and evaluation activities, especially those of regional scope requiring the coordinated effort of multiple countries.
- Partner with the Regional Monitoring and Evaluation Adviser to ensure that current and accurate M&E data and results are included in regional reports, multi-country studies, and knowledge sharing networks.
- Undertake lessons-learned reviews on successful and unsuccessful M&E practices and experience at the national level, and ensure they are shared as appropriate. Similarly, pay attention to M&E knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their M&E function.

JOB GRADE FACTORS [1]

(Level 4)

Country Program Size: Medium or larger country program (based on UNICEF's Country Office Category)

Risk of Emergencies: Humanitarian crises may include sudden-onset natural disasters, longer-term recurrent problems like drought, or complex emergencies involving violence and displacement.

Technical Breadth: Must be capable of independent leadership in IMEP development and management. Should have significant professional strength and office leadership responsibilities in at Least 3 of the remaining 4 functional areas (Social Data, Programme Planning, Evaluations, Capacity Building, Coordination and Partnership).

Sectoral Breadth: Will be required to offer substantive support to 3-4 of the 5 MTSP Key Results Areas; should possess academic or professional work exposure to the MTSP themes prioritized in the Country Programme.

Innovation and Conceptualization: Considered fully competent to apply standardized approaches and models; also considered competent to autonomously innovate approaches, techniques and policies while seeking support when necessary.

Technical and Managerial Engagement: Primary role is overall management of the M&E function, as opposed to technical support and quality assurance in implementing M&E activities. Counterparts extend beyond technical specialists to M&E and program policy-makers. Is frequently a Coordinator/Team Leader with broader managerial roles.

Capacity Strengthening: Fully capable of organizing and delivering specialized training, including the design of materials and methods. Also fully capable of designing complex capacity strengthening strategies.

Networking: Ability to effectively liaise with and draw on knowledge institutions inputs to identify innovations and lessons learned.

Supervisory Role: Supervision of one or more professional M&E staff of Levels 3 or lower is an important responsibility; may supervise multiple consultants up to Level 5 work.

QUALIFICATION AND COMPETENCIES ([ ] indicates the level of proficiency required for the job.)

1. **Education:**

   Advanced university degree in social sciences, statistics, planning.

[1] The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

2. Work Experience:

- Professional work experience in programme development and implementation including monitoring and evaluation activities as follows:
- Eight years of relevant professional work experience. Developing country work experience (for IP) or field work experience (for NO)
- At least one instance of exposure to emergency programming, including preparedness planning is preferred.

3. Language Proficiency

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

4. 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 (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)

***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.

5. Technical Knowledge

a) Specific Technical Knowledge & Competencies Required (for the job)
(Technical knowledge requirements specific to the job can be added here as required.)

- Knowledge of Project Evaluation.
- Professional technical knowledge/expertise in Evaluation Process Management, Follow-up on Recommendations and Dissemination of M&E results.
- Emerging international good practice in monitoring and evaluation partnerships.

b) Common Technical Knowledge Required (for the job group)

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- Professional technical knowledge/expertise in methodology of M&E, including theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods.
- Professional technical knowledge/expertise in Activity Monitoring & Evaluation, Evaluation Design, data analysis, and reporting.
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- Professional/technical knowledge/expertise in Team Management, Coaching & Training.
- Mastery of UNICEF's M&E policies and procedures.
- Latest programme monitoring and evaluation theory, methodology, technology and tools.
- Understanding of UN Mission and system, current key UN topics; and International Code of Conduct.
- Understanding of UNICEF Mission Statement and UNICEF Guiding Principles.
- UNICEF policies, strategies promoting and supporting gender equality and diversity
- UNICEF strategic framework for partnerships and collaborative relationships.