

# UNITED NATIONS CHILDREN'S FUND

## SPECIFIC JOB PROFILE

<b>JOB TITLE:</b> Monitoring & Evaluation Specialist <b>JOB LEVEL:</b> NO-C <b>REPORTS TO:</b> PME (Research) Specialist <b>LOCATION:</b> Maseru, Lesotho	<b>JOB PROFILE NO.:</b> 60000101 <b>CCOG CODE:</b> 1M06 <b>FUNCTIONAL CODE:</b> RPM <b>JOB CLASSIFICATION:</b>
<p><b>PURPOSE OF THE JOB</b></p> <p>The fundamental mission of UNICEF is to promote the rights of every child everywhere in everything the organisation does – in programmes, in advocacy and in operations.</p> <p>The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights in action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favouritism. To the degree that any child has an unequal change 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 fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus of 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.</p> <p>Reporting to the PME (Research) Specialist and in collaboration with the Chief of Child Survival and Development, the M&amp;E specialist will provide technical support for improving data management, reporting and quality with focus on integrated and gender-sensitive for programmes in primary health care including immunization program, adolescent, and other primary health components. The incumbent will also support the Ministry of Health and other relevant Line Ministries in strengthening the demand and use of the sectoral national management information systems.</p>	
<p><b>KEY END-RESULTS</b></p> <ol style="list-style-type: none"> <li>1. <b><u>Monitoring, Evaluation &amp; Research Planning.</u></b> The Country Office and national partners have a well-prioritised and realistic plan of research, monitoring and evaluation activities, developed collaboratively that provides all the relevant and strategic information needed to manage the Country Programme.</li> <li>2. <b><u>Situation Monitoring and Assessment.</u></b> A collectively Situation Monitoring and Assessment system owned by all key partners is in place, through 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.</li> <li>3. <b><u>Programme Performance Monitoring.</u></b> 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.</li> <li>4. <b><u>Evaluation.</u></b> 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.</li> <li>5. <b><u>M&amp;E Capacity Building.</u></b> 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.</li> <li>6. <b><u>Coordination and Networking.</u></b> The UNICEF office is linked to wider UNICEF M&amp;E developments in way that both contributes to and benefits from organizational learning on effective M&amp;E management.</li> </ol>	
<p><b>KEY ACCOUNTABILITIES and DUTIES &amp; TASKS</b></p>	

# UNITED NATIONS CHILDREN'S FUND

## SPECIFIC JOB PROFILE

*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 professional contributions to and provide technical assistance for the planning and establishing the 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 UNDAF M&E Plans from a sound results-based programming process.
- Identify the M&E objectives, priorities, and activities required for effective CO and partner Emergency Preparedness and Response Plans,
- In humanitarian response situations, within the first month, draft and recommend a simple one-month data-collection plan to cover key data gaps as required for the initial emergency response, working in close collaboration with the humanitarian clusters partners.
- After the initial humanitarian response, support management of the medium-term response with a revised IMEP.

### **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 Millennium Development Goal (MDG) 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 (e.g., DevInfo), 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 collectively Situation Monitoring and Assessment system owned by all key partners 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 MDGs, and toward CRC and CEDAW fulfilment.
- In humanitarian response situations, provide professional support for one or more rapid assessments (inter-agency or independently if necessary) to be carried out within the first 48-72 hours, working in close collaboration with the humanitarian clusters partners.

### **3. Programme Performance Monitoring**

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

#### **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 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).

# UNITED NATIONS CHILDREN'S FUND

## SPECIFIC JOB PROFILE

- 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.

#### 4. Quality assurance of evaluation and research activities

- Ensure that evaluation and research activities led and support by the Country Office comply with methodological standards as well as organisation policies and guidelines.
- Technically support programme partners to formulate Terms of Reference for evaluation, research and design of high-quality evaluation in compliance with the organisation's programme evaluation policies and guidelines.
- Provide oversight and quality assurance of UNICEF's commissioned research and evaluation activities in compliance with Country Office Standard Operation Procedures for the Planning, Management and Quality Assurance of UNICEF-supported Evaluations, Surveys, Studies, and Research.
- 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 feed 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 (CMT) and follow up actions recorded in CMT minutes. Submit electronic copies to all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.
- If outsourcing, manage the consultants/team of evaluation researcher, while coordinating with Section Chiefs/programme staff to ensure the objectives of the evaluations are clearly defined and the stakeholders understand their respective roles and responsibilities. Act as a focal person of contact facilitating timely coordination mechanism for productive outcome.
- Participate/contribute to global and/or regional evaluations and research studies ensuring that the tasks are well coordinated taking into account all existing data/information available.
- Act as Section focal point for mid-year and end year reporting on results for the Annual Report

#### 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 UNDAF 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.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and

# UNITED NATIONS CHILDREN'S FUND

## SPECIFIC JOB PROFILE

development of strategies to address them.

### 6. Coordination and Networking

*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.

**Impact of Results:** The efficient and efficacy of this position contributes to make decision on the design, planning and undertaking of research, monitoring and evaluation data collection and analyses with government and other counterparts and make recommendations on the modification of research and evaluation plans in turn, the key results from the position have the following impacts:

- The Country Office and national partners use a well prioritised and realistic plan of research, monitoring and evaluation activities to provide the most relevant and strategic information to manage the Country Programme including tracking and assessing UNICEF's distinct contribution.
- The Country Office and national partners have timely and accurate measurement of change in conditions of the country or region, including monitoring of socio-economic trends and the country's wider policy, economic and institutional context, to facilitate planning and to draw conclusions about the impact of programme or policies.
- The Country Office has quality information to assess progress towards expected results established in annual work plans.
- The evaluation and research activities led and support by the Country Office comply with methodological standards as well as organisation policies and guidelines, and
- The research monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – are strengthened enabling them to increase engage and lead research monitoring and evaluation processes.

### QUALIFICATION AND COMPETENCIES

#### 1. Education:

Advanced university degree (Masters') in Economics, statistics, planning development and relevant social sciences.

#### 2. Work Experience:

- Minimum of five years of progressive professional work experience in conducting research monitoring and evaluation as required.
- Expertise in data analysis and report writing.

#### 3. Language Proficiency

Fluency in English is required as well as knowledge of a local language. Knowledge of an official UN Language is considered an asset.

#### 4. UNICEF values and competency Required

# UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

**i) Core Values**

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

**ii) Core Competencies**

- 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)

VII. Signatures- Job Description Certification		
Name:	Signature	Date
Title: (Supervisor)		
Name:	Signature	Date
Title: Representative		

