

UNITED NATIONS CHILDREN'S FUND
Temporary Appointment
Terms of Reference (TOR)

JOB TITLE: Evaluation Officer
JOB LEVEL: NO-2
REPORTS TO: Chief of Planning, Monitoring & Evaluation
LOCATION: Venezuela Country Office

JOB PROFILE NO.: _____
CCOG CODE: _____
FUNCTIONAL CODE : _____

PURPOSE OF THE JOB (Principal Accountability)

The Evaluation Officer reports to the Chief of Planning, Monitoring, and Evaluation, with a dotted line to the Country Representative. The Evaluation Officer provides technical and operational support to facilitate and support the overall planning, design, and implementation of the country office Plan for Research, Integrated Monitoring and Evaluation (PRIME) and lead evaluation and learning activities where appropriate across field offices, between agencies and with national and international stakeholders and collaborators.

The Evaluation Officer is responsible for contributing to the planning, design, effective conduct and uptake of quality evaluations, lessons learned, research and overall Learning and Review function in accordance with UNICEF mission, guiding principles, standards, commitments, regulatory framework (including evaluation policies, procedures, and guidance), as well as professional norms and standards (such as the 2016 UN Evaluation Group norms and standards for evaluation).

Key End-Results Expected

Evaluation & Learning Plan. The programme section and national partners have a well prioritised and realistic plan of evaluation and learning activities, developed collaboratively, that provides all the relevant and strategic information needed to manage the Country Programme.

Evaluation. Programme Section-supported evaluations are designed and carried out with quality process and products, in line with priority and strategy, and implemented according to established UNICEF policies and procedures, attaining established UN quality standards. Recommendations and reports are used to improve programme performance and are effectively disseminated to the intended audience in a timely fashion contributing to national and corporate learning and accountability. Major partners are kept abreast and/or contribute to these exercises as required.

Learning and Research. UNICEF-supported learnings and research are designed and implemented according to established UNICEF policies and procedures, and the results are disseminated in a timely fashion to the intended audience to improve programme performance and foster organizational learning.

Capacity Building. The Evaluation and Learning capacities of the Country Office and partners – government, civil society, and others – are enhanced with the contribution of UNICEF enabling them to increasingly engage in and lead evaluation processes.

Effective communication and partnerships are achieved in carrying out planning of evaluation activities within the Country Office and with the Regional office, and with all other stakeholders, including national partners, the UN Country Team and the international community; and the results are shared with all partners to stimulate joint engagement.

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. Ensure that the Country Office and national partners have a well-prioritized and realistic plan of evaluation and learning activities, developed collaboratively that provides all the relevant and strategic information needed to manage the Country Programme.**

UNITED NATIONS CHILDREN'S FUND

Temporary Appointment

Terms of Reference (TOR)

Duties & Tasks

- Support the preparation of PRIME submissions by different sections, regularly track progress and report to senior management about evaluation activities. Enhance the culture of evidence generation and use and make professional contributions to and provide technical assistance for the planning and establishing of major evaluation objectives, priorities, and activities in UNICEF's annual PRIME exercises.
- Coordinate and support the development, approval and monitoring of the Costed Evaluation Plan to meet the UNICEF policy coverage norms requirements.
- Support and contribute to effectively joint evaluations with developmental partners, including joint evaluation of UNICEF or of multi-partner programs.
- Identify the evaluation objectives, priorities, and activities required for L1 or L2 Emergency Responses. In humanitarian response situations, adjust the prevailing PRIME submission plan in accordance with evaluation guidance for emergency situations. Likewise, adjust the PRIME in accordance with the transition through the stages of transition and recovery.
- Identify gaps in evidence, knowledge and work with sector specialists and officers to ensure these are addressed in planned evidence activities. Facilitate cross-sectoral collaboration in evaluation activities.
- Review if agreed evaluation activities are incorporated in CO workplans and are budgeted; and report on this to senior management in the form of a set of performance indicators.
- Consolidate evaluation and research plans activities within required systems and documentation, particularly UNICEF's EISI system (Evidence Information System Integration).
- Report on progress of evaluation activities and support Country Management Team (CMT) meetings, Strategic Moments of Reflection (SMR) and other review moments that lead to plan revisions. Provide inputs to management reports, including relevant sections of the annual reports.

2. Ensure that UNICEF-supported evaluations are designed and implemented to UNICEF policies and guidance and established UN quality standards, and the evaluation findings, recommendations and reports are used and disseminated in a timely fashion internally and to stakeholders in order to improve programme performance and contribute to wider learning.

Duties & Tasks

- Help guide the programme section and partners to identify priority evaluation topics in accordance with the coverage guidelines of the UNICEF Evaluation Policy, and in accordance with the commitments contained in UNICEF's Strategic Plan and in the agreed country programme costed evaluation plan.
- Draft Terms of Reference for evaluations in consultation with programme specialists and programme partners and guide evaluation designs of high quality. Manage the recruitment of qualified teams of consultants.
- Support the overall day-to-day management as the designated Evaluation Manager on evaluations in collaboration with programme specialists and partners with the support of Planning, Monitoring and Evaluation Officer.
- Provide assistance in tracking to 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.
- Ensure that all evaluations follow UNICEF evaluation standards, the ethical principles and standards outlined in the UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis as well as UNEG norms and standards.
- Coordinate the review of key deliverables according to the Standard Operating Procedure of the office, by engaging an Evaluation Reference Group and colleagues in the regional office.
- Coordinate the validation of actionable evaluation recommendations, the formulation of an evaluation management response and the monitoring of its implementation.

UNITED NATIONS CHILDREN'S FUND

Temporary Appointment

Terms of Reference (TOR)

- Promote the use of evaluation findings through the development of user-oriented evaluation products and their dissemination. Ensure evaluation findings, lessons and recommendations are incorporated in the Country Office Annual Report, Midterm review report, the Country Programme Document and any other UNICEF reporting and planning processes. Share lessons from evaluations through internal and external events (e.g., webinars, meetings, etc).
- Support development of national evaluation capacities and systems. Support the identification and management of country-led and joint evaluations of policies and programmes and the consideration of the results by partners. These country-led exercises may examine aspects of the UNICEF-government programme of cooperation or may look at entirely national efforts.

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

Duties & Tasks

- Guide the country office in identifying the appropriate learning, knowledge management strategies and approaches that enable the office to address its knowledge needs and learn from the implementation of the work plan.
- Promote the awareness and understanding of the shared responsibility of evaluation, learning and review function among all staff members through communication, training, learning and development activities organization wide.
- In close collaboration with partners, contribute to an evaluation capacity building strategy for UNICEF/UN staff national partners and institutions in the context of the PRIME or UNSDCF M&E plan. Pay attention so the capacity needs of national partners such as government partners and professional evaluation associations by involving them 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 evaluation 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 development of strategies to address them.

4. Ensure that effective communication and partnerships are achieved in carrying out planning of evaluation activities within the Country Office and with the Regional office, and with all other stakeholders, including national partners, the UN Country Team and the international community; and the results are shared with all partners to stimulate joint engagement.

Duties & Tasks

- Collaborate with Regional Evaluation section and Planning/Data section and HQ Evaluation Office for overall coordination of priority evaluation activities, especially those of regional scope requiring the coordinated effort of multiple countries.
- Partner with the Regional Advisers and specialists to ensure that current and accurate evidence are included in regional reports, multi-country studies, and knowledge sharing networks.
- Undertake lessons-learned reviews on successful and unsuccessful evaluation practices and experience at the national level, and ensure they are shared as appropriate. Similarly, pay attention to knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their evaluation function.
- Submit electronic copies of all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.

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JOB GRADE FACTORS¹

Level 2

- Acts in a support role for substantive part of the functional areas of PM&E in the small or medium country office. May be responsible for implementing small-scale monitoring and/or evaluation activities at project and activity level.
- The nature of work is primarily conceptualization, analysis, interpretation, and problem identification, leading to drawing methodical conclusion and making analytical/operational recommendations.
- The work requires assuming active team member or substantive contributor role.
- The work requires efforts to build partnership for engagement with counterpart and immediate customers, as well as ability to liaise with knowledge institutions.
- The results of work are more of individual contribution and a team member and take the form of professional work and standard services timely and consistently delivered.
- Performance is measured by the scope of functional/technical areas, professional foundation, the degree and quality of engagement, supportive efforts, exposure to risk, responsiveness, working relations with colleagues and collaborators in the same field of work or clients in the direct contact.
- The impact of work affects delivery of products/services, as well as performance of systems, processes and team(s).

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

1. Education:

University degree in social sciences, evaluation, economics, statistics or relevant field, including use of research methods.

2. Work Experience:

Professional work experience in programme development and implementation including evaluation activities as follows:

- Two year of relevant professional work experience in the implementation of evaluation activities.
- Field work experience is required.
- At least one instance of exposure to emergency programming, including preparedness planning is required.
- Active involvement in a humanitarian crisis response programme preferred.

3. Language Proficiency

Fluency in Spanish and English is required.

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

i) Core Values

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

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.

UNITED NATIONS CHILDREN'S FUND

Temporary Appointment

Terms of Reference (TOR)

ii) 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)

5. Technical Knowledge

a) **Specific Technical Knowledge Required** (for the job)

(Technical knowledge requirements specific to the job can be added here as required.)

- Knowledge of Programme, Project, and Activity Evaluation.
- Professional technical knowledge/expertise in evaluation/learning scoping (identifying evaluation/learning needs) and evaluation/learning design.
- Professional technical knowledge/expertise in data collection and use.
- Professional technical knowledge/expertise in evaluation/learning process management, follow-up on recommendations, and dissemination of results and integration of learnings into programme design.
- Professional technical knowledge/expertise in a range of different methodologies and approaches for research and evaluation, 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 reporting evaluation/learning/research findings, formulation of recommendations and dissemination of evaluation/learning/research results.
- Professional technical knowledge/expertise in emerging international good practice in evaluation and learning partnerships and capacity strengthening.

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

- Professional technical knowledge/expertise in statistics, and data analysis and management.
- Methodology of Evaluations, 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 on the integration of human rights, gender, equity and diversity in evaluation and research
- Professional technical knowledge/expertise in upholding ethics, norms and standards in evaluation and research
- Professional technical knowledge/expertise in communicating evaluation/learning/research in user-friendly way, engage stakeholders and support dialogue about findings, negotiate evaluation priorities, and promote a culture of learning.
- Gender equality and diversity awareness

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

- Knowledge/expertise of best practices, lessons learned and communication.
- Professional/technical knowledge/expertise in Team Management, Coaching & Training.
- Mastery of UNICEF's Evaluation and Research policies and procedures.
- Mastery of UNICEF's policies and procedures for programming and evaluation guidelines.

UNITED NATIONS CHILDREN'S FUND
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- Latest programme evaluation theory, methodology, technology, and tools.
- Understanding of UN Mission and system; and International Code of Conduct.
- Understanding of UNICEF Mission Statement and observance of UNICEF Guiding Principles.
- UNICEF strategic framework for partnerships and collaborative relationships.