



UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE

I. Post Information

Job Title: **Evaluation Specialist (Multi-Country)**
Supervisor Title/ Level: Regional Evaluation Adviser
Organizational Unit: **LACRO**
Post Location: Panama City, Panama

Job Level: **Level 4**
Job Profile No.:
CCOG Code:
Functional Code:
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 programmes, in advocacy and in operations. 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. UNICEF and cooperating partners and stakeholders work to secure the rights of each child and the surrounding families, communities and nations.

Working through the country program of cooperation, and likewise through the United Nations Sustainable Development Partnership Framework (UNSDPF), UNICEF assists countries to realize the rights of all children. This involves strategies and programs ranging from innovative and experimental to those at scale. The effectiveness and impact of the strategies and programs must be determined. Evaluation is a critical function for understanding if development objectives have been met in a way that contributes to the progressive realization of children's rights. To this end, evaluations assist program managers to make necessary adjustments or to confirm that the program can continue to advance to scale. Evaluations have an accountability objective, to assure partners that resources guided through UNICEF are used effectively and efficiently, and that there is a willingness to change when results can be improved. Furthermore, evaluation, together with other sources of evidence contributes to country, organizational and global learning. Evaluation also supports civic empowerment and behavioral change goals when it is implemented in a participatory way that allows stakeholders and rights holders to acquire the skills to assess development initiatives and to hold duty bearers to account.

Job organizational context:

A Multi-Country Evaluation (MCE) Specialist post will be located either in a designated Country Office for which it is being established or outside them all. Irrespective of the location, a matrix management approach will be used in which the Regional Office and cooperating Country Offices contributes to the performance review of the MCE Specialist. The MCE Specialist reports to the Regional Evaluation Adviser (P-5) for oversight and technical guidance. The MCE Specialist also has a matrix "dotted line" to the respective Representatives of the Country Offices that fall under his/her responsibilities, particularly in matters related to evaluation sponsorship, planning, funding and use. The MCE Specialist works in close coordination with the Country Office evaluation

staff/focal persons in the development and implementation of the Country Office costed evaluation plan, support to Country-Office -level thematic evaluations, evaluation of humanitarian action L1, evaluability assessments, and other evaluation products for which COs are accountable, and support the CO in engaging competent evaluators who conduct their work in accordance with the evaluation policy norms and standards.

The incumbent works in accordance with the norms and standards of the United Nations Evaluation Group (UNEG) and the UNICEF evaluation policy. S/he provides guidance to staff involved in managing evaluations in the countries under his/her responsibility and consults the supervisor when major policy decisions and actions must be undertaken.

Purpose for the job: The MCE Specialist supports the evaluation specialists/focal points in their duties in the assigned countries.

The MCE Specialist ensures credibility, impartiality, and independence of the evaluation function in the COs under her/his responsibility. He/she also facilitates the development and implementation of evaluation workplans in each Country Office and provides guidance and technical support to sectors and to the Country Management Team as well as the national government on evaluation and on related matters.

The MCE Specialist helps the Country Offices to manage its evaluation partnerships, including inter-agency relations within the UN, and collaboration with the Regional Office and Headquarters. The Specialist may also be assigned more specific duties that enable her/him to be a resource person across the region, including methodological work, resource mobilization, and procurement support for evaluations.

The Specialist is responsible for contributing to the design and effective conduct and uptake of evaluations in accordance with the UNICEF evaluation policy. He/she ensures that the UNEG Norms and Standards for evaluation as well as well UNICEF evaluation coverage benchmarks and quality standards are upheld.

Note: Scope of Work covered: The term 'evaluation' in this JD refers to the entire range of evaluation products listed in Table 2 of the [UNICEF Evaluation Policy](#).

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Evaluation Leadership
2. Evaluation Conduct and Use
3. Evaluation Capacity Strengthening and Partnership Building

1. Evaluation Leadership

Support the Country Offices under his/her responsibility and their national partners to develop and implement a plan of evaluation activities that will provide relevant and strategic information to manage Country Programmes and relevant national policies and programmes toward achieving results for children in both humanitarian and non humanitarian environments.

The Multi-Country Evaluation Specialist will support assigned Country Offices:

- Guide the offices and their partners to identify priority evaluation topics in accordance with the UNICEF Evaluation Policy, the UNICEF Strategic Plan, the Sustainable Development Goals and national policies and programmes.
- Identify the Evaluation objectives, priorities, and activities required for effective Country Office and partner Emergency Preparedness and Response Plans. In humanitarian response situations, help the Country Office adjust the prevailing evaluation plan in UNICEF Evidence Information System Integration system (EISI), in accordance with guidance for emergency situations. Likewise, adjust the evaluation plans in EISI in accordance with the transition through the stages of transition and recovery.
- Identify gaps in knowledge and work with sector managers to ensure these are addressed. Facilitate cross-sectoral collaboration in the execution of these efforts.
- Provide technical support to ensure that a set of evaluation performance indicators is monitored and fed into decision-making processes in the context of the multi-year and annual evaluation plans in EISI, as well as associated office-wide management plans and work plans, ensuring close follow up on the implementation of planned evaluative activities .
- Consolidate evaluation plans within required systems and documentation, including the EISI planning platform and in the Costed Evaluation Plan that accompanies the Country Programme Document for consideration by the Executive Board. Ensure that evaluation findings and lessons learned are incorporated in country programme, Programme Strategy Notes and other planning, and reporting documents. Support the conceptualization of MTRs (where applicable) from an evaluation perspective.
- Monitor progress and support Country Management Teams (CMTs), Country office Annual Reports and, where applicable, Mid-term Reviews (MTR), as well as other review moments that lead to plan revisions. Provide input to management reports, including relevant sections of the Country Office Annual Report.
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2. Evaluation Conduct and Use

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

The Multi Country Evaluation Specialist will support Country Offices to:

- Undertake an evaluability assessment of themes listed in costed evaluation plans, as required, and make recommendations on changes to improve the evaluability of the programs.
- Assist Country Offices and their partners to formulate Terms of Reference and evaluation designs of high quality. The MCE Specialist is to sign off on the TORs before they can advance to recruitment of the evaluation team. Work with the country office evaluation specialist/focal point to manage the recruitment of appropriate and highly qualified consultants.
- The Specialist will closely monitor the implementation of the evaluation, quality review the deliverables and will indicate when the quality is high enough that it can be accepted. As part of this role, she/he will help establish and manage the necessary governance bodies (Steering Committee; Reference Group) for their inputs into the quality assurance process.
- Work closely with external evaluation consultants/teams to enable them to deliver results according to the agreed Terms of Reference. Exercise sufficient oversight that quality is assured, and any quality problems are detected soon enough that timely remedial action is possible.
- Develop and implement a multi-method communication plan to disseminate the evaluation report to intended audiences via user-friendly methods. Fosters organizational accountability and learning based on the outcomes of the evaluations, working with other Evaluation Managers in the region. Promotes further dissemination and use of evaluation to internal and external audiences (including national government, development partners, CSOs and private sector partners. Regularly documents emerging good practices of evaluation use in the countries under her/his responsibility.
- Support stakeholders to prepare a formal management response that reflects their reaction/views on the evaluation recommendations. Assist the COs to monitor and report on the implementation of agreed management response actions. At a larger scale, support the CO to find means to engage partners around the value of the evaluation, with a consistent goal of increasing utilization and reach.
- Support country-led evaluations of policies and programmes and the consideration of the results by partners.

3. Evaluation Capacity Strengthening and Partnership building

Ensure that evaluation capacities of Country Office staff and national partners – including government and civil society – are strengthened, enabling them to increasingly engage in and lead evidence generating processes. Ensure that the Country Office is effectively linked to wider UNICEF capacity building developments in a way that both contributes to and benefits from organizational learning.

The Multi Country Evaluation Specialist will support Country Offices to :

- Build and strengthen strategic partnerships through networking and advocacy with local/national governments and sub-regional governmental bodies, UN system agency partners, donors, NGOs, funding organization, research institutes, including universities, and the private sector. Promotes joint Govt/UNICEF evaluations that rigorously assess national policies, programmes and innovative models.
- Ensure that sufficient systems and procedures are in place within the COs under his/her responsibility for appropriate ethics reviews of evidence activities as per the UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis.
- Foster policy-level and academic partnerships to support national evaluation capacity development initiatives. Ensure that evaluation capacities of country office staff and national partners – government and civil society – are strengthened enabling relevant Government units to increasingly engage in and lead evaluation processes.
- The MCE Specialist is expected to be a well-informed focal point on a range of learning options and themes, and a first point of contact for the COs to arrange upskilling efforts.

IV. Impact of Results

The effective technical and operational support provided by the Specialist to Country Offices and their partners contributes to the successful planning and execution of Evaluations and related evidence efforts that in turn result in improved delivery of country programmes and national programmes, towards more results for children.

Effective implementation of evaluation activities enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to children in the country and contributes to the progressive realization of their rights.

The development of national evaluation capacities—including those of government, private, academic, community, and civil society stakeholders-- supports the growth of an evidence-based culture in programming and policy making in countries.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

Core Values

- Care
- Respect
- Integrity
- Trust
- and Accountability

Core competencies

- Communication (III)
- Working with people (III)
- Drive for results (II)

Functional Competencies:

- Leading and supervising (II)
- Formulating strategies and concepts (III)
- Analyzing (III)
- Relating and networking (III)
- Deciding and Initiating action (II)
- Applying technical expertise (III)
- Planning and organizing (III)
- Persuading and Influencing (II)
- Creating and Innovating (II)

VI. Recruitment Qualifications	
Education:	An Advanced University Degree in the social sciences, economics, public policy, statistics, or in research methods is required. A degree or certification/accreditation in Evaluation is a significant advantage.
Experience:	<ul style="list-style-type: none"> • A minimum of 8 years of professional experience in the implementation of equity-focused evaluations and the management of the evaluation function at national and international level. Experience in development and/ or humanitarian settings is required. • Experience in supporting national evaluation capacity and working with professional evaluation associations; • Experience in evaluation design and in conducting evaluations as per UNICEF and UNEG norms and standards for Evaluation in the UN System; • Familiarity with methods used in conducting both 'up-stream' evaluations (e.g. focusing on policies, strategies and systems), as well as 'down-stream' evaluations (e.g. focusing on delivery of programmes and projects) is an asset. • Experience in related evidence functions is an asset, including Social Policy, Public Policy, Quantitative and Qualitative Data Analysis, Research, Programme Audit, and Programme Planning and Monitoring. Experience in these areas cannot be substituted for the Evaluation experience but is an advantage. • Experience in the region where the post is situated is advantageous.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a prominent language of the duty stations covered by the MCE Post is an asset
Technical Knowledge	<ul style="list-style-type: none"> • Professional expertise in evaluation process management, dissemination of results, and utilization. • Technical knowledge of methodologies employed in Evaluation, including Results-based Management (RBM), theories of change, stakeholders mapping, standards and models, research designs, quantitative/qualitative/mixed methods of data collection, validity/reliability testing of data, data and qualitative information analysis and interpretation, and statistical inference methods. • Technical knowledge in routine monitoring systems; preferably those associated with Health, Nutrition, Education, Child Protection, Social Policy or WASH sectors • Technical knowledge on utilization of evaluation and other evidence approaches to realize Gender Equality and Human Rights based development. • Familiarity with ethics review processes. • Exposure to mobile technology platforms, 'big data' and other innovative techniques • Use of data and information quantitative and qualitative software for data analysis is an asset • Knowledge of UNICEF & UNEG Evaluation norms & standards • Communication skills (oral, written and in developing effective and user-targeted materials). • Publications which show sound experience with evaluation methods are an advantage.

VII. Signatures- Post Description Certification

Name: _____ Signature _____ Date _____

Title: Regional Evaluation Advisor

Name: _____ Signature _____ Date _____

Title: Regional Director