

**UNITED NATIONS CHILDREN'S FUND  
TOR**

**Duty Station:** Bujumbura, Burundi  
**Section/Division:** PME  
**Level:** P3- TA  
**Duration:** 8 months  
**Title:** Research and Evaluation Specialist

**PURPOSE OF POST:**

Under the supervision of Chief Planning, Monitoring and Evaluation, the incumbent will be accountable for the conduct of quality evaluation, research, and studies as well as strengthening the capacities of UNICEF staff and partners on this thematic. This post is a replacement for a maternity leave.

**REPORTS TO:** Chief PME

**NUMBER/LEVEL OF POSTS SUPERVISED:** 0

**Summary of key functions/accountabilities:**

**1. Quality assurance of evaluations**

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.

- 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 electronic copies of all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.
- The incumbent will specifically be expected to work on the following evaluations:
  - Support the launch of the Early Childhood Development program impact evaluation
  - Ensure the follow up and closure of the following Management Response plans (Education reform evaluation, System Strengthening Evaluation, CLTS evaluation)
  - Support the quality assurance of ongoing flagship research and studies (Operational research on the recognition/certification of non-formal and informal education skills for youth and adolescents in Burundi, Feasibility study of the systematization of the preschool class.)

**2. Monitor and support the implementation of a realistic plan of research and studies which contributes to organizational learning**

- Regularly track progress and report to senior management on the implementation of the 2022 Plan for Research and Integrated Monitoring and Evaluation.
- Ensure that the activities in the Integrated Monitoring and Evaluation plan are recorded and updated in the Evidence Information Systems Integration (EISI).
- Assist with the peer review process of major research and study projects planned in 2022, particularly those in link with ECD, Climate Change and Adolescent agenda. (flagship research and studies of BCO in 2023 include : Operational research on the recognition/certification of non-formal and informal education skills for youth and adolescents in Burundi, Feasibility study of the systematization of the preschool class.)
- Pay attention to research, study and evaluation knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners.
- Advocate for an increased consultation and participation of children and adolescents in planning, research, study and evaluation projects.
- Provide technical and ethical guidance for children consultation (for example for the UNDAF evaluation, the Country Common Analysis, etc.)
- Reinforce the link between research, studies and evaluation projects to accountability to affected persons (AAP) initiatives.
- Organize and facilitate bimonthly meetings with the office Research, Study and Evaluation taskforce, to ensure the sharing of information among key members of the office and to monitor the proper integration of study, research and evaluations findings into programme implementation

- Monitor the implementation of the knowledge management plan
- Develop a plan to follow up and consolidate research, studies and evaluation dissemination efforts
- Collect and compile UNICEF knowledge for internal and external audience on relevant platform
- Strengthen quality assurance processes for UNICEF knowledge products
- Coordinate knowledge production and exchange with partners on priority areas.

### 3. Coordination and Networking

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.

- Collaborate with Regional Evaluation Advisers 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 Evaluation Adviser to ensure that current and accurate evaluation data and results 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 evaluation knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their evaluation function.
- Support interventions related to National Evaluation Capacity Development, specifically collaborate with UN partners, VOPE and Government on the elaboration of a NECD plan for the upcoming CPD.

Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed. Ensuring the OIC for the Report Specialist position

#### QUALIFICATIONS AND COMPETENCIES:

**Education:** Advanced university degree in social sciences, statistics, planning development, planning.

**Work Experience:** At least 5 years of relevant work experience at national and international level. Emergency experience is an asset.

**Language:** Fluency in English and good working knowledge of French. Fluency in another UN Language and in the national language of the duty station an asset.

#### **Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

#### **Core 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)