



## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

<b>JOB TITLE:</b> <u>Chief of Planning, Monitoring &amp; Evaluation</u> <b>JOB LEVEL:</b> <u>Level 4</u> <b>REPORTS TO:</b> <u>Deputy Representative, Programmes.</u> <b>LOCATION:</b> <u>Caracas, Venezuela.</u>	<b>JOB PROFILE NO.:</b> 60000100 <b>CCOG CODE:</b> _____ 1M06 _____ <b>FUNCTIONAL CODE:</b> <u>RPM</u> _____ <b>JOB CLASSIFICATION:</b> _____
<p><b>PURPOSE OF THE JOB</b></p> <ul style="list-style-type: none"> <li>• Leads the Country Office's strategic planning, monitoring, reporting and performance analysis of UNICEF-supported programmes, including their relevance, efficiency, effectiveness, and sustainability.</li> <li>• Ensures that the UNICEF Country Office has useful, valid and reliable information on the situation children's and women's rights to inform strategic positioning, programme planning, integration, and coherence.</li> <li>• Supports the UNCT in establishing refined goals for delivering valid and reliable information on the attainment of the Sustainable Development Goals (SDGs) , as set forth in the UNSDCF and assist in the development of development of related monitoring, reporting and evaluation mechanisms as related to the implementation of international standards.</li> <li>• Assists in the development of national capacities for planning, monitoring, evaluation, and research, with special attention to the interest, concern and participation of government, community, and civil society stakeholders.</li> </ul>	
<p><b>KEY END-RESULTS</b></p> <ol style="list-style-type: none"> <li><b>1. <u>Monitoring, Evaluation &amp; Research Planning.</u></b> The Venezuela 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 newly signed Country Programme 2023-2026.</li> <li><b>2. <u>Situation Monitoring and Assessment.</u></b> With the Country Office's national partners have timely and accurate measurements of change in conditions of children, women, and their families in the country or region; information is available to facilitate planning, public outreach and advocacy and measure program impact.</li> <li><b>3. <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><b>4. <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><b>5. <u>Planning, Monitoring and Evaluation Capacity Building.</u></b> The monitoring and evaluation capacities of the Venezuela Country Office staff and national partners – government, civil society and even private sector– enhanced with the contribution of UNICEF knowledge partners meet the expectations and requirements of their positions and responsibilities.</li> </ol>	



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**6. Coordination and Networking.** The UNICEF office is linked to wider UNICEF PM&E developments in way that both contributes to and benefits from organizational learning on effective PPM&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. Strategic planning and programming

**Ensure the quality of child rights-based programmes through consistent and effective planning, design, implementation, of programmes. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme design.**

##### Duties & Tasks

- Contribute to creating a strategic vision and value proposition of UNICEF based in the country context.
- Provide technical guidance to country office programme team in the preparation of management strategies as part of the strategic planning process, linking programme and management strategies to ensure results' achievement.
- Leads the work planning process, as well as periodic reviews and adjustments based on evidence and analysis.
- Ensures the alignment of donor proposals with the priorities, results framework, strategies and key interventions reflected in the CPD and programme WP.
- Articulates and ensures consistency between the CO programming, WP and response plans with the Humanitarian Response Plan (HRP), the Humanitarian Action for Children (HAC), and other ad hoc humanitarian resource mobilization plans.
- Ensures viable recommendations on programme implementation, alternative approaches, new programme initiatives and management strategies to achieve the planned results.

#### 2. 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 2023-2026, 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 UNSDCF PM&E Plans from a sound results-based programming process.
- Identify the PM&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.
- After the initial humanitarian response, support management of the medium-term response with a revised IMEP

#### 3. Situation Monitoring and Assessment

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***Ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in Venezuela, 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's 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.
- 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.

### **4. Programme Performance Monitoring**

***Ensure that the Venezuela 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 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.

### **5. 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

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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 of all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.

### 6. PM&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

- Build staff capacity to integrate Rights and Results Based Management (RRBM) approaches in the entire spectrum of planning, implementation, review and reporting processes.
- 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 PM&E capacity building strategy for UNICEF/UN staff national partners and institutions exists in the context of the IMEP, or UNSDCF and PM&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 PM&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 development of strategies to address them.

### 7. Coordination and Networking

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

#### Duties & Tasks

- Collaborate with LACRO's Regional PPM & Evaluation 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 PM&E data and results are included in regional reports, multi-country studies, and knowledge sharing networks.
- Interacts with LACRO's Regional PPM & Evaluation Advisers in all aspects related to existing and emerging guidance, procedures and policies related to planning, programme implementation, monitoring and evaluation.
- Undertake lessons-learned reviews on successful and unsuccessful PM&E practices and experience at the national level, and ensure they are shared as appropriate. Similarly, pay attention to PM&E knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their PM&E function.

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### JOB GRADE FACTORS <sup>1</sup>

#### (Level 4)

Country Programme Size: Venezuela is a medium to large country programme.

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

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

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 PM&E function, as opposed to technical support and quality assurance in implementing PM&E activities. Counterparts extend beyond technical specialists to PM&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 PM&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, strategic planning, management or any related subject. A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.

#### 2. **Work Experience:**

- A minimum of 8 years of relevant professional experience in programme development and implementation including planning, monitoring and evaluation activities.
- Developing country work experience is required.
- Managerial experience is required.
- At least one instance of exposure to emergency programming, including preparedness planning is desirable.
- Active involvement in a humanitarian crisis response programme is an asset.
- Working experience in a context of volatility, uncertainty, ambiguity, complexity and institutional fragility is an asset.
- Relevant experience in programme planning in a UN system agency or organization is an asset.

#### 3. **Language Proficiency**

Fluency in English and Spanish is required. Knowledge of another official UN language is an

<sup>1</sup> 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.

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asset.

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

##### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

##### Core Competencies (For Staff without 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 PM&E results.
- Emerging international good practice in monitoring and evaluation partnerships.

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

- Professional technical knowledge/expertise in demography, statistics, and data management.
- Professional technical knowledge/expertise in methodology of PM&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)

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- Professional/technical knowledge/expertise in Team Management, Coaching & Training.
- Mastery of UNICEF's PM&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.