



## SPECIFIC JOB PROFILE

### I. Post Information

**POST Number: 124166**

**POST Number OF SUPERVISOR: 124165**

**Title of Supervisor:** Gender Programme Specialist ([Joint Programme Coordinator](#))

**REASON FOR CLASSIFICATION:** UN Joint Post

**SECTION:** PROGRAMME

**DUTY STATION:** Kathmandu, Nepal

**CATEGORY:**

**PROPOSED LEVEL:** NOB

**JOB TITLE:** Monitoring and Evaluation Officer ([Joint Programme on Gender](#))

**Functional Code:**

**ICSC CCOG Code:**

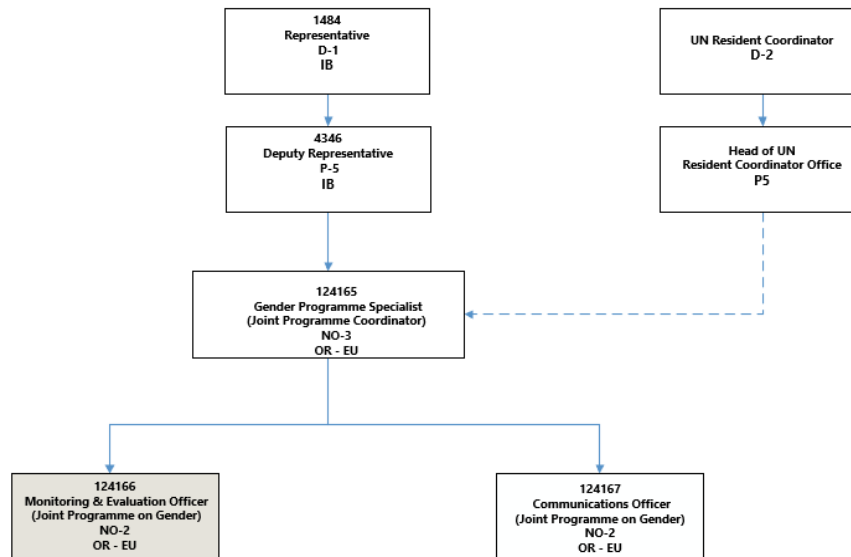
### II. Strategic Office Context and purpose for the job

SDG goal Area 5 on Gender equality is a key cross-cutting priority for the work of the United Nations globally, including in Nepal. To move the gender transformation agenda forward in Nepal, the UN in Nepal is partnering with the European Union in Nepal on an innovative Joint Programme on Gender Empowerment. The four-year UN-EU Joint Programme (JP) titled Empowered Women, Prosperous Nepal (Shashakta Mahila, Sambridhha Nepal) will be co-convened by the United Nations and the European Union and implemented by four UN agencies (UNICEF, UNFPA, UN Women, and ILO) in close coordination with the Government of Nepal, with UNICEF serving as the Lead Participating UN Organization (PUNO) for this Joint Programme. The joint programme will run from 2023 to 2026, in three provinces: Madhesh, Karnali, and Sudurpaschim.

The JP aims to address the formal and informal barriers that women and girls face in exercising their human rights. It strives to ensure that target groups are identified not only as action targets, but also as key contributors and empowered change agents. Women and girls, men and boys, people who are non-gender conforming, households, community actors / networks, formal institutions, relevant social, economic, and political actors in project intervention areas will be among the target groups. The programme has three goals:

- a) Engage men and boys, families, and communities to exhibit more gender-equitable behaviors, as well as support for good social and gender norms that promote Gender Equality and Women's Empowerment (GEWE), leading to increased agency and voice of women and girls.
- b) Assure equal access to economic, labor, and social rights for women, men, girls, and boys in all their diversity.
- c) Assist institutions in achieving gender equality in all spheres, in line with regional and global normative frameworks.

## Joint EU-UN Gender Programme Coordination Unit (UNRCO back-office arrangement), Kathmandu



### Purpose for the job:

On behalf of the UN Resident Coordinator and UNICEF as the Lead PUNO and in close collaboration with the three other participating UN agencies, the incumbent will lead on Joint Programme Monitoring and Evaluation Activities. Reporting to the Gender Programme Specialist (Joint Programme Coordinator), the Monitoring and Evaluation Officer (Joint Programme on Gender) will provide professional expertise and assistance in information/data collection, statistics and data analysis, monitoring & evaluation, preparation of reports, communication and partnership, and in implementing training programmes for national and sub-national data collection, and capacity building of all stakeholders across all aspects of the Joint Programme working in close collaboration with the M&E focal points and programme staff in the four participating UN agencies.

### III. Key functions, accountabilities and related duties/tasks:

#### Integrated Monitoring, Evaluation & Research Planning

***Provide technical support to ensure that the PUNOs 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 project.***

#### Duties & Tasks

- Make professional contributions to and provide technical assistance for the planning and establishing the major research, monitoring and evaluation activities in the project implementation plan.
- Participate in management studies and support/participate in thematic/strategic evaluations to improve development & organizational effectiveness.
- Support and contribute to effectively joint evaluations with UN implementing agencies.

- In close consultation with management and liaison with partners, make a professional contribution to formulation of sound results-based programming process and collaborative working relations with partners
- In a close coordination with partners, ensure that data collection activities that provide accurate and relevant data on key activities and results, are included in workplans.

## **2. Situation Monitoring and Assessment**

***Provide technical support to ensure that the Project partners have timely and accurate measurement of change in conditions in the country, 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) indicators (through MICS or other surveys) to improve integrated national planning.
- Support management of available baseline information on national statistics and key indicators through established databases (e.g., DevInfo) for easy access and use. Prepare country level statistical reports on the status of children's and women's human rights issues and provide a technical support to global reporting obligations including national reports on progress toward the MDGs, toward CRC fulfilment, and toward CEDAW fulfilment.
- Keep monitoring the situation of children's and women's rights with national partners and keep updated with the information of the quality research that address issues and challenges affecting children and women.
- Coordinate with partners and provide assistance in their using up-to-date information in, *inter alia*, Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports.
- Provide technical assistance to ensure that the Project management and steering committee have the information they need for advocacy, as well as to strengthen partnerships with key players in tracking collective progress on international commitments, including the MDGs.
- Support the programme coordinator in collecting and interpreting existing early warning data effectively to guide the adjustment of programmes and operational approaches when and as country contexts deteriorate.

## **3. Programme Performance Monitoring**

***Provide technical support to ensure that quality information to assess progress towards expected results is available.***

### **Duties & Tasks**

- Provide technical support as necessary to identifying and adjusting a set of programme performance indicators as outlined in the project workplan.
- Provide technical support to ensure that monitoring system are in place and that key programme indicators are tracked and analysed, and provided regularly to the programme coordinator to guide programme and management decisions.
- Carry out data collection and analysis from field visits, to feed into to project performance monitoring.
- Keep tracking of follow-up action based on steering committee decisions resulting from performance monitoring and evaluation.

- Gather monitoring and evaluation data and make it available to PUNOs. Contribute to the development of management reports by monitoring and analysing key indicators. Assist in the preparation of reports on systemic issues, best practices, or any other analysis or data related to project implementation and/or evaluation, such as project performance, relevance, efficiency, effectiveness, and sustainability, and best practices in partnerships and collaborative relationships

#### **.4. Evaluation**

***Provides technical assistance to guarantee that a well-prioritized and strategic selection of evaluations is organized so that each assessment is created and carried out with quality processes and products, and that evaluation results are valuable to the target audience.***

##### **Duties & Tasks**

- Provide support to ensure that the relevant programme partners participate and formulate Evaluation Terms of Reference and design of high quality.
- Provide technical support to ensure that evaluation design and management meet quality standards, when necessary, seek expertise of knowledge institutions.
- Review and provide technical comments on draft evaluation reports. Contribute to the effective dissemination and sharing of knowledge, findings, conclusions, recommendations, and lessons from evaluation to the intended audience as described in the Terms of Reference with a view to improving programme performance and contributing to wider learning. Support effective participatory feedback, including to community and civil society stakeholders.
- 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 Project steering committee.

#### **5. M&E Capacity Building**

***Provide technical support to civil society – are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.***

##### **Duties & Tasks**

- Contribute to the elaboration of an M&E capacity building strategy for PUNOs and provide technical support for implementation of capacity building strategies.
- In close consultation with the gender project coordinator, contribute to formulation of staff capacity development strategy and exercise effective leadership in implementing them, ensuring that the Project support unit staffs have the basic knowledge and skills to fulfil their monitoring and evaluation responsibilities.
- Continually identify capacity gaps and develop strategies to fill them.

#### **6. Communication and Partnerships**

***Provide technical support to ensure that all the above tasks are carried out and accomplished through effective communication and partnerships, as elaborated below:***

##### **Duties & Tasks**

- Wherever possible, facilitate or contribute to joint monitoring and evaluation activities with PUNOs in the context of the above processes.
- Provide technical support to PUNOs on data collection, data management and data analysis for basic monitoring and evaluation.

- Provide synthesis of M&E results to the project steering committee and key PUNO programme and operations staff.
- Ensure that evaluation recommendations are communicated to the relevant partners for implementation, with advice on the Implementation Plan and follow-up action for future programming.
- Facilitate learning from the results of monitoring and evaluation among national partners and other key stakeholders.
- Seek advanced or in-depth technical support on monitoring and evaluation from the Regional M&E Advisors and headquarters advisors on monitoring and evaluation as necessary.

#### IV. Impact of Results

Integrated Monitoring, Evaluation & Research Planning is prepared and in place to provide strategic priority and realistic plan of activities for M&E.

2. With the participation of relevant partners, timely monitoring, and measurement of changes in conditions caused by project activities are carried out and provided to PUNOs to facilitate planning, assess the impact of the project, and report on progress.
3. Project activities are systematically monitored and data for key indicators of the monitoring and evaluation plan are collected, analysed, and made available to the project steering committee and respective agency leads.
4. Evaluation is planned and executed with quality processes and products in accordance with priority and strategy. Findings from evaluations, recommendations, and reports are used to improve performance and are effectively disseminated to the intended audience. As needed, UN partners are kept informed and/or contribute to these exercises.
5. The monitoring and evaluation capacities of PUNOs are strengthened, enabling them to increasingly engage in and lead monitoring and evaluation processes.
6. Integrated planning of research, monitoring, and evaluation activities with all stakeholders is accomplished through effective communication and partnerships, and the outcomes are shared with all partners to encourage collaborative engagement.

#### V. Competencies and level of proficiency required

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

##### Core competencies skills

- 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)

VI. Recruitment Qualifications	
Education:	University degree in social sciences, development planning, planning, evaluation, survey implementation, advanced statistical research.
Experience:	<ul style="list-style-type: none"> <li>Professional work experience in programme development and implementation including monitoring and evaluation activities as follows:</li> <li>Two years of relevant professional work experience with Field work experience. Developing country work international experience, an asset.</li> <li>At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred</li> </ul> <p><b>Technical Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of Project and Activity Evaluation.</li> <li>Professional technical knowledge/expertise in Data Collection</li> <li>Professional technical knowledge/expertise in Evaluation Process Management, Follow-up on Recommendations and Dissemination of M&amp;E results.</li> </ul> <p>Professional technical knowledge/expertise in demography, statistics, and data management.</p> <ul style="list-style-type: none"> <li>Methodology of M&amp;E, theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods.</li> <li>Professional technical knowledge/expertise in Activity Monitoring &amp; Evaluation, Evaluation Design, data analysis, and reporting.</li> <li>Gender equality and diversity awareness</li> <li>Knowledge/expertise of best practices, lessons learned and communication.</li> <li>Latest programme monitoring and evaluation theory, methodology, technology and tools.</li> <li>Understanding of UN Mission and system; and International Code of Conduct.</li> </ul>
Language Requirements:	Excellent written and oral communication and presentation skills are required in both in English and Nepali