



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: **BRD24013**
POST/CASE NUMBER OF SUPERVISOR: **13659**
REASON FOR CLASSIFICATION: **No GJP exists**
REGION/DIVISION: **ESAR**
COUNTRY: **Burundi**
DUTY STATION: **Bujumbura**
OFFICE: **Burundi Country Office**
SECTION: **Programme**
UNIT: **Planning, Monitoring & Evaluation**

CATEGORY: **International Professional (IP)**
PROPOSED LEVEL: **P3**
JOB TITLE: **Research & Evaluation Specialist**
Functional Code:
ICSC CCOG Code:

II. Strategic Office 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 programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. 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. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context :

Burundi is among the most densely populated countries in Africa, with an estimated population of 12.8 million, 80 per cent of whom are working in the agricultural sector. The country's population growth is rapid with an estimated fertility rate of 5.2 children per woman. Overall, 47 per cent of the population are children.

With a gross domestic product per capita of \$221, most people are poor. The monetary poverty rate reaches 51.4 per cent of the population, while the multidimensional poverty rate is 53.1 per cent. Some 64 per cent of children suffer from at least three concurrent deprivations related to food (the stunting prevalence for children under the age of 5 years has remained at about 56 per cent for more than a decade, the highest rate in the world), health, water, sanitation, housing, education or child protection. The socioeconomic impact of the coronavirus disease 2019 (COVID-19) pandemic, climate-related shocks and disease outbreaks, including cholera, aggravate an already difficult economic situation, especially for the most vulnerable. In 2021, Burundi ranked 187 out of 191 countries on the Human Development Index.

The arrival of a new Government in 2021, the gradual transition towards political stability and increasing engagement with the regional and international community are providing momentum for peace and development. Between 2018 and 2022, the overall number of people in need of humanitarian assistance decreased from 3.6 million to 1.8 million and the number of internally displaced people from 127,832 to 83,588. The natural disasters linked to climate change have accounted for about 84 per cent of displacements in the country in 2021.

The Research & Evaluation Specialist will be working in the Planning, Monitoring & Evaluation section. The objective of the section is to provide optimal planning, monitoring and evaluation tools to the country office in order to achieve the best results possible for children. The section is also supporting the office in advancing some key cross-sectoral priorities in the area of Innovation, Accountability to Affected Population and Inclusion.

Purpose for the job:

Under the supervision of Chief Planning, Monitoring and Evaluation, the incumbent will be accountable for the conduct of quality evaluation, research, and studies to strengthen the accountability and enable the identification of high-impact, cost-effective strategies for scale-up as well as strengthening the capacities of UNICEF staff and partners on this thematic.

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

Evaluation conduct and use

- Assess the evaluability of proposed evaluation of the costed evaluation plans, as required, and make recommendations to improve the evaluability of the programmes or projects.
- Support programme partners to formulate Terms of Reference, with 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.
- Assist with the recruitment and selection of appropriately qualified evaluation consultants, ensuring that the selection process is in compliance with UNICEF standards for performance, accountability, transparency and ethics.
- 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.
- Work closely with external evaluation consultants/teams to enable them to deliver results according to the agreed Terms of Reference. Exercise sufficient oversight so that quality is assured, and any quality problems are detected soon enough that timely remedial action is possible.
- Ensure 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.
- Monitor and ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and followed up for implementation. Ensure that evaluation recommendations are submitted to the Country Management Team (CMT) and follow-up actions recorded in CMT meeting minutes.

1. Research and Studies portfolio management

- Contribute to drafting quality concept notes and Terms of Reference in close consultation with key internal and external stakeholders.
- Assist with the recruitment and selection of appropriately qualified research consultants, ensuring that the selection process is in compliance with UNICEF standards for performance, accountability, transparency and ethics.

- Coordinate the peer review process of major research projects to ensure quality and compliance with the UNICEF Policy on Research and country office research priorities.
- Organize and facilitate bimonthly meetings with the Research, Study and Evaluation taskforce, to track progress of the Integrated Monitoring and Evaluation Plan (IMEP) and 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.
- 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.

2. Knowledge Management & Innovation

- Ensure that the activities in the Integrated Monitoring and Evaluation plan are recorded and updated in the Evidence Information Systems Integration (EISI).
- Disseminate evaluation, research and studies 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.
- Developing and curate content, including reports, best practices, case studies, and other knowledge resources for internal and external audience on relevant platform.
- 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.
- Develop an innovation strategy aligned to promote a culture of innovation throughout the Country Office. Identify emerging trends, technologies, and opportunities that can be leveraged to accelerate results for children. Capture and disseminate lessons learned, best practices, and insights from innovative projects.

3. Capacity Strengthening and Partnership Building

- 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 organizations, research institutes, including universities, and the private sector. Support interventions related to National Evaluation Capacity Development, specifically collaborate with UN partners, Voluntary Organization for Professional Evaluation (VOPE) and Government on the elaboration of a NECD plan for the upcoming CPD.
- Ensure that sufficient systems and procedures are in place within the Country Office for appropriate ethics reviews of evidence activities as per the UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis.
- 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.

Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching.

IV. Impact of Results

Improved Decision-Making: Evaluation provide data-driven insights that inform informed decision-making, helping the Country Office allocate resources effectively and make strategic choices.

- Accountability and Transparency: Evaluation results hold organizations accountable for their actions and resource usage, fostering transparency and responsible management.
- Knowledge Sharing: The insights generated by evaluation, research and studies when appropriately shared with a wider audience, contribute to the advancement of best practices.
- Accelerated Achievement of Goals: Introducing successfully novel approaches and technologies can accelerate results for children and the achievement of the UN's Sustainable Development Goals (SDGs).

V. Competencies and level of proficiency required

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<u>Core Values attributes</u>	<u>Core competencies skills</u>
<ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability 	<ul style="list-style-type: none"> • 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:	Advanced university degree in social sciences, economics, public policy, statistics, or in research methods
Experience:	<ul style="list-style-type: none"> • A minimum of 5 years of professional experience in the implementation of equity-focused evaluations and research • Experience in evaluation design and in conducting evaluations as per UNICEF and UNEG norms and standards for Evaluation in the UN System in an advantage • Experience in conducting high-quality research. This includes experience with research design, data collection, analysis, interpretation, and reporting. • Experience in supporting national evaluation capacity and working with professional evaluation associations • Experience working with innovative and new methods, technologies, or approaches (e.g. big data analytics, mobile apps and technology) is an advantage • Experience in developing effective and user-targeted communication materials for different audiences
Language Requirements:	Fluency in English and French. Fluency in another UN Language and in the national language of the duty station an asset.

