



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Chief Planning, Monitoring & Evaluation
Supervisor Title/ Level: Deputy Representative
(Programme), P5
Organizational Unit: Programme, Damascus
Post Location: Damascus, Syria

Job Level: P-4
Post No: 91787
Case Number: 180121
Job Profile No.:
Job Classification Level:

II. 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.

Purpose for the job:

Under the general guidance of the Deputy Representative (Programme), responsible for the programme planning, monitoring and evaluation function (PME) of a large size country programme. The post provides professional technical, operational and administrative support throughout the planning, monitoring, evaluation process preparing, executing, managing and implementing a variety of technical tasks to contribute to evaluation planning, implementation, oversight and reporting to ensure that evaluations are carried out according to schedule and that results and recommendations are implemented and followed up.

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

- 1) **Setting Standards for Programme performance planning and monitoring**

- Coordinates the preparation of programme planning documents, including emergency response plans, Annual Work Plans, contingency plans, and other as needed. Leads the process of organising and managing annual/mid-year/mid-term/end term country programme reviews ensuring consistency with objectives and goals set out in the CPD and contribute to the Annual Management Plan. Identifies problems or alternative courses of action to accelerate/ improve programme delivery.
- Participates in multi-sectoral planning processes, such as SHARP. Participates in the development of programme/project goals and objectives and planning the implementation of programme/project strategies.
- Supports the implementation of Field Offices plans and supports them in things related advocacy, planning, monitoring and reporting. Undertakes programme and budget reviews and maintains oversight for effective utilization of programme budget.
- In collaboration with sections and field offices, identifies training needs for the purpose of capacity building of staff and counterparts in human rights, gender equality, and results based planning and community engagement and mobilization to ensure sustainability of programmes.
- Undertakes visits to counterparts and field offices to identify and manage risks in programme planning and implementation. Participates in field visits to monitor programme implementation.
- Contributes to quality and timely corporate reporting requirements, including Sitreps, donor reports and annual reports. Ensures that programme results are adequately and accurately reflected in such reports.
- Supports sections and field offices to map partners in technical areas and support in quality assurance of concept notes and programme documents for finalizing partnership agreements.
- Supports sections and field offices to utilize strategic information from studies, surveys, evaluations and data to develop programme results, programme/project strategies and implementation and reporting frameworks that are equity and gender equality focused.
- Monitors follow-up actions based on management decisions resulting from Country Office performance monitoring and evaluation.
- Supports the programme components to effectively monitor and report on the intersectoral programme results, cross sectoral programme component results and field office results to facilitate programme coherence and convergence where appropriate.
- Contributes to development of programme monitoring framework for the learning zones including technical backstopping to the field team for convergent programming.
- Provides technical support to programme sections to effectively monitor and report on the intersectoral programme results.

2) Support to the preparation of evaluations and the integrated monitoring and evaluation plan (IMEP)

- Participates in evaluation planning and discussions and support the development and completion of IMEP through research, collection, analysis and reporting of evaluation related information/data to facilitate integrated evaluation planning and priority and goal setting.
- Provides technical and operational support throughout the evaluation process by executing/administering a variety of technical, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support evaluation results based planning (RBM) and monitoring and assessing results.
- Prepares required documentations/materials/data to facilitate evaluation planning, implementation and reporting.
- Drafts and/or develops terms of reference for external consultants and initiates the recruitment process to ensure the timely selection and recruitment of evaluators. Manages the various processes of assessing and/or selecting consultant and evaluation teams to facilitate the recruitment/selection process.

- Organize materials, briefings and all required administrative arrangements to ensure external consultants are provided appropriate and comprehensive information to start and continue effectively and efficiently the conduct of evaluations.
- Keeps abreast of evaluation progress to proactively meet the evaluators' need for information or other related issues to ensure delivery of results as scheduled and allocated.
- Supports the evaluation budget preparation. Monitors and verifies the use of resources for compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Reports on critical issues/findings to ensure timely resolution by management/stakeholders. Follows up on unresolved issues to ensure resolution.
- Collects and maintains roster of qualified evaluators and firms, ensures continued update, verification and quality assessment of their suitability for evaluation projects. Develops and maintains an effective system for dissemination of the roster for easy access.
- Prepares timely analytical documents highlighting critical areas for management progress monitoring, oversight and action.

3) Dissemination and follow up of evaluations

- Consults stakeholders to seek clarification and/or validate findings from draft and final evaluation reports and report on feedback to facilitate timely action.
- Uploads/disseminates completed evaluation reports into Global Evaluation Data base to allow global sharing and final quality review.
- Uploads each approved management response in the tracking systems and monitor quarterly update and produce analytical reports for management action and decision on implementation of evaluation agreed actions/recommendations.
- Actively follows up with stakeholders on the implementation of evaluation results. Provides appropriate technical support to facilitate implementation and/or report to relevant stakeholders to ensure time action to ensure the implementation of evaluation results.

4) Networking and partnership building

- Provides technical and operational support to a wide range of stakeholders and evaluators on UNICEF and UNEG policies, practices, standards and norms.
- Builds and sustains effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate evaluation and build their capacity for evaluation planning and implementation.
- Participates in appropriate inter-agency (UNCT) meetings/events on evaluations to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation and to integrate and harmonize UNICEF position and strategies with the UNDAF development and planning process.

5) Innovation, knowledge management and capacity building

- Identifies, captures, synthesizes and shares lessons learned from evaluations for integration into broader knowledge development planning and management efforts.
- Researches and report on best and cutting edge practices for development planning of knowledge products and systems for evaluations.
- Participates as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV. Impact of Results

The efficient and effective support of the Chief PME to the successful development, planning, monitoring evaluation of Country Programme and achievement of concrete and sustainable results directly impact the establishment of a healthy and protective environment for the most marginalized and vulnerable women and children in the country, and this in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to continue to provide program

services to protect the rights of children, promote greater social equality to enable children to survive, develop and reach their full potential in society.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core competencies skills

- 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)

VI. Recruitment Qualifications

Education:	An advanced university degree (Master's or higher) in social sciences, statistics, planning development, planning, social development, management, monitoring and evaluation or related fields.
Experience:	A minimum of eight (8) years of relevant professional experience in programme development and implementation including monitoring and evaluation activities. At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

VII. Signatures- Job Description Certification

Name:	Signature	Date
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Title: (Supervisor)		
Name	Signature	Date
Title: Head of Office		