UNITED NATIONS CHILDREN'S FUND
Temporary Appointment
Terms of Reference (TOR)

JOB TITLE: <u>**Humanitarian Performance Monitoring Officer**</u> **JOB LEVEL**: <u>**NO-2**</u> **REPORTS TO**: **Chief Planning, Monitoring, & Evaluation** **LOCATION**: **Venezuela Country Office**	

PURPOSE OF THE JOB (Principal Accountability)

Under the overall supervision of the Chief Planning, Monitoring, and Evaluation (PME), the Monitoring Officer (HPM) will work within the PME Team, in support to the humanitarian and sector programs (as defined in their approved AWPs), and will contribute to the provision of useful, valid, and reliable information for the UNICEF Venezuela Country Office (CO) on:

- the situation of children's and women's rights; in all contexts (humanitarian, nexus, development)

- the performance of UNICEF-supported humanitarian responses and development programmes, including their efficiency, effectiveness, coverage, quality, equity, and coordination (using corporate indicators and metrics).

The Monitoring Officer (HPM) will also support Field Offices (FOs) in delivering quality information on the situation of children's and women's rights in coordination with the CO program sections and the Emergency Team.

The Monitoring Officer (HPM) will also conduct analysis of UNICEF humanitarian results and prepare internal and external information products supporting humanitarian results-based planning and performance monitoring.

The Monitoring Officer (HPM) will assist in developing the capacity of UNICEF personnel and implementing partners for data quality assurance and data management, using different tools and approaches (webinars, tools, network meetings, etc.)

Key End-Results Expected

A data and information management system maintained, and work processes are applied to enhance the analysis and reporting on the situation of children and UNICEF humanitarian programme performance.

The capacity to monitor and use information at both Country Office and Field Office levels is increased, resulting in more effective decision-making.

Information management tools, templates, products, and guidance are known and used by UNICEF and partners, to support both development and humanitarian decision-making and improve the visibility of UNICEF emergency responses.

Summary of key functions/accountabilities:

- **Supporting CO programmes and FOs with data QA, data compilation and analysis.**

- **Increasing the use of information by UNICEF and partners, through the delivery of quality Data Visualisation and reporting products.**

- **Strengthening information and data dissemination.**

- **Building capacity for Information Management to UNICEF staff, implementing partners and governments**

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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.

Supporting CO programmes and FOs with data QA, data compilation and analysis

- Support the development and maintenance of UNICEF programme's internal Information Management tools and SOPs, related to the humanitarian response as well as development programmes.
- Ensuring compliance and consistency of data reported in UNICEF platforms, by providing technical support to ensure standard performance indicators (global or regional) are well-known and used by FOs with appropriate levels of disaggregation (e.g., by gender, age, disability, location…)
- Maintain database of relevant and up-to-date information e.g., population movement, trend, needs assessment, etc. from internal or external sources that would be useful for UNICEF's programme.
- Support CO and FOs to identify critical data gaps, and advise on design mechanisms for collecting, storing, and analysing information, including using technologies for digital data collection.

Increasing the use of information by UNICEF and partners, through the delivery of quality Data Visualisation and reporting products

- Contribute to the design and provide technical support to the use of data visualization products (including maps, dashboards, infographics, and financial / resource analyses) that presents information in a way that is easily understood by various decision makers, individuals, and groups.
- In collaboration with programmes sections and guidance of CO management, help maintain templates for relevant information products suitable to specific purposes and audiences.
- Help respond to data visualization requests from senior management, including products to support advocacy and resource mobilization efforts.
- Consider the use of innovative tools for data visualisation including online mapping, as relevant/applicable.

Strengthening information and data dissemination

- Support the access and the utilization of effective methods and platforms to standardize and share programme data and humanitarian response information (e.g., on the WCARO website, mailing lists, Share Point, hard copies, etc.), to strengthen the knowledge transfer.
- Prepare and maintain catalogues of IM and data products for the programmes and for humanitarian response.

Building capacity for Information Management to UNICEF staff, implementing partners and governments

- Contribute to the design and delivery of capacity development activities and resources for UNICEF staff, implementing partners, government, and agencies with a particular focus to those engaged in humanitarian response.
- Support the documentation of lessons learnt from UNICEF IM and monitoring activities to identify priority areas for consideration, analysis, and research in emergency context.

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JOB GRADE FACTORS[1]

- Acts in a support role for substantive part of the functional areas of PM&E in the small or medium country office. May be responsible for implementing small-scale monitoring and/or evaluation activities at project and activity level.
- The nature of work is primarily conceptualization, analysis, interpretation, and problem identification, leading to drawing methodical conclusion and making analytical/operational recommendations.
- The work requires assuming active team member or substantive contributor role.
- The work requires efforts to build partnership for engagement with counterpart and immediate customers, as well as ability to liaise with knowledge institutions.
- The results of work are more of individual contribution and a team member and take the form of professional work and standard services timely and consistently delivered.
- Performance is measured by the scope of functional/technical areas, professional foundation, the degree and quality of engagement, supportive efforts, exposure to risk, responsiveness, working relations with colleagues and collaborators in the same field of work or clients in the direct contact.
- The impact of work affects delivery of products/services, as well as performance of systems, processes, and team(s).

QUALIFICATION AND COMPETENCIES

- **Education:**

  University degree in Information Management, Geographic Information Systems, Programme Monitoring, Social Sciences, or related field.

- **Work Experience:**

- A minimum of two (2) years of progressively responsible professional work experience in information management, information systems, monitoring/evaluation, disaster management and preparedness or other related area.
- Experience working in information management or humanitarian performance monitoring in complex emergency settings.
- Prior UNICEF / UN system / Cluster field experience an asset.

- **Language Proficiency**

- Fluency in Spanish and English is required.
- Knowledge of other official UN languages (Arabic, Chinese, French, Russian or Spanish) or a local language.

- **UNICEF values and competency Required (based on the updated Framework)**

  i) Core Values

- Care
- Respect
- Integrity
- Trust

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[1] The differences in the grades of jobs and positions reflect 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.

- Accountability
- Sustainability

ii) <u>Core Competencies (For Staff without Supervisory Responsibilities)</u> *

- 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 results for impact (1)
- Manages ambiguity and complexity (1)

- **Technical Knowledge/Skills Required**

    o Professional technical knowledge/expertise in data collection and use.
    o Professional technical knowledge/expertise in statistics, and data analysis and management.
    o Professional technical knowledge/expertise in a range of different methodologies and approaches including theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods.
    o Professional technical knowledge/expertise in process management, follow-up on recommendations, and dissemination of results and integration of learnings into programme design.
    o Professional technical knowledge/expertise on the integration of human rights, gender, equity, and diversity
    o Professional technical knowledge/expertise in emerging international good practice in information management partnerships and capacity strengthening.