

## Terms of Reference

### TEMPORARY APPOINTMENT (364 days)

#### Monitoring and Evaluation Specialist, Health and Nutrition

<b>Title &amp; Level</b>	<b>Monitoring &amp; Evaluation Specialist, Health and Nutrition (NOC) TA</b>
<b>Location</b>	Freetown – Sierra Leone
<b>Duration</b>	364 days
<b>Start Date</b>	15 May 2021
<b>Reporting to</b>	Health Specialist (Health Systems Strengthening)
<b>Budget Code/PBA No</b>	Non-Grant
<b>Project and activity codes</b>	3900/A0/08/881/001/001

#### I. BACKGROUND

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. 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. UNICEF and cooperating partners and stakeholders work to secure the rights of each child and the surrounding families, communities and nations.

#### II. PURPOSE OF THE TEMPORARY APPOINTMENT (TA)

UNICEF Sierra Leone's Health and Nutrition portfolio, which includes amongst others emergency preparedness and response to the ongoing COVID-19 pandemic, circulating vaccine-derived poliovirus (cVDPV) outbreak, and resurgence of Ebola Virus Disease (EVD) in the neighboring Guinea, is supported by multiple donors with heavy monitoring and reporting requirements. In addition, a number of initiatives related to health and nutrition information system strengthening have been identified as priorities for UNICEF's support to the Government of Sierra Leone in 2021-2022: 1) strengthening data use across the programmes especially data from community health information system (CHIS); 2) developing nutrition surveillance system; 3) conducting nutrition assessment; 4) institutionalizing lot quality assurance sampling (LQAS) survey; and 5) improving Community health worker (CHW) performance management system. The TA post is to assist and deputize Health Specialist (Health Systems Strengthening) in fulfilling the monitoring and reporting requirements for UNICEF Sierra Leone's Health and Nutrition Portfolio and in providing technical assistance in the above mentioned health and nutrition information system strengthening initiatives.

##### • **Job organizational context:**

To reduce the unacceptably high levels of maternal and child mortality, UNICEF Sierra Leone's Health and Nutrition programme will contribute to having more girls and boys (aged 0-18) and women benefit from quality comprehensive health, HIV and nutrition services and healthy

life practices by addressing four areas: (a) Evidence-based planning, budgeting, and monitoring; (b) quality of care; (c) institutionalisation of community health and nutrition; and (d) health, nutrition and care practices. The programme will place an emphasis on health system strengthening approach, which will not only ensure sustainability of the gains made to date with equity consideration but also help building systems resilience and thus ability to respond to future shocks and crises.

### **Purpose for the job:**

The Monitoring and Evaluation Specialist – Health and Nutrition reports to the Health Specialist (Health Systems Strengthening) for guidance and general supervision. Monitoring and Evaluation Specialist – Health and Nutrition supports the development and preparation of the health, HIV, and nutrition programme and is responsible for planning, monitoring, evaluating, and reporting the programme progress of the health, HIV and nutrition programme within the country programme. The Monitoring and Evaluation Specialist provides M&E technical guidance and support throughout the programming processes with focus on establishment of M&E framework, development of evaluation and research designs, information/data collection, statistics and data analysis, and preparation of reports, in support of achievement of concrete and sustainable results according to the work plans, results based-management approaches and methodology (RBM), organizational Strategic Plans and goals, standards of performance, and accountability framework.

## **III. SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES**

- 1. Support to programme development and planning.**
- 2. Programme management, monitoring and delivery of results.**
- 3. Technical and operational support to programme implementation.**
- 4. Networking and partnership building.**
- 5. Innovation, knowledge management and capacity building.**

### **1. Support to programme development and planning**

- Support and contribute to the preparation, design and updating of the situation analysis for the sector(s) to establish a strategic plan for development, design and management of health, HIV and nutrition related programmes. Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Establish specific programme goals, objectives, strategies, and implementation plans based on results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities and competencies to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

### **2. Programme management, monitoring and delivery of results**

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators, and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results for the health system strengthening component of health, HIV and nutrition programmes.
- Plan, design, and manage programme/project baseline studies, evaluation, and research in line with priority and strategy of the health, HIV and nutrition programme and to meet quality standards as outlined in UNICEF Programme Policies and Procedures and related guidelines. Contributes to the model building process through designing the assessment framework of the pilot interventions tested under health, HIV and nutrition programme. Assists in quality assurance and finalization of study, evaluation, research reports, incorporating inputs/feedback from relevant stakeholders.
- Identify and adjust programme performance indicators, in the context of the Country Programme Document, Programme Strategic Note and annual work plans of the health, HIV and nutrition programme. Ensures that monitoring system is in place and that key annual programme indicators for health, HIV and nutrition programme are tracked and analysed to guide programme and management decisions.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks, potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Prepare regular and mandated programme/project reports for management, donors and partners to keep them informed of programme progress.

### **3. Technical and operational support to programme implementation**

- Work closely with the Ministry of Health and Sanitation, other ministries and partners at national and district levels towards improving systems for quality delivery of health, HIV and nutrition programs with a focus on strengthening data and monitoring systems
- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the interpretation, application and understanding of UNICEF policies, strategies, processes, and best practices and approaches to strengthen health system, including health management information system (HMIS), nutrition surveillance system, evidence-based planning, budgeting and monitoring in support of delivery of expected results.
- Contribute to emergency preparedness and response of UNICEF health, HIV and nutrition programme with particular focus on monitoring and reporting.

### **4. Networking and partnership building**

Build and sustain effective close working partnerships with health, HIV and nutrition sector government counterparts, national stakeholders, as well as other UN agencies, global partners, allies, donors, and academia, through active networking, advocacy and effective communication, build capacity and exchange knowledge and expertise to facilitate the achievement of programme goals on child rights, social justice and equity.

## **5. Innovation, knowledge management and capacity building**

- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders, and to support the monitoring and evaluation of concrete and sustainable programme results.
- Keep abreast and conduct research to provide evidence for implementation of best and cutting-edge practices in strengthening of health system, including health management information system (HMIS), nutrition surveillance system, evidence-based planning, budgeting, and monitoring.
- Organize and implement capacity building initiatives to enhance the competencies of stakeholders to promote sustainable results on health system strengthening, with a view to enhancing the in-country capacity for evidence-based planning, budgeting, and monitoring for equitable maternal, neonatal, child, and adolescent health and nutrition services.

## **IV. QUALIFICATIONS OF SUCCESSFUL CANDIDATE**

### **Education**

An advanced university degree in any of the following fields is required: statistics, biostatistics, demography, epidemiology, public health/nutrition, social sciences, planning, development, pediatric health, family health, health research, global/international health, health policy and/or management, environmental health sciences, health education, or other relevant technical field.

### **Experience**

- A minimum of five years of professional experience in one or more of the following areas is required: public health/nutrition planning and management; programme development, implementation, monitoring and evaluation of developmental programmes in health, nutrition and HIV sector; maternal and neonatal health care, or health emergency/humanitarian preparedness.
- Experience working in a developing country is considered as an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.

### **Language requirements**

Fluency in English and local language of the duty station is required. Knowledge of another official UN language is considered as an asset.

### **Technical Knowledge**

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

## **V. COMPETENCIES OF SUCCESSFUL CANDIDATE**

### **Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

### **Core Competencies**

- Nurtures, Leads and Manages People (1)
- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

### **Functional Competencies**

- Analyzing (II)
- Applying technical expertise (II)
- Planning and Organizing (III)