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| **I. Post Information** |
| **Job Title:** Monitoring (Data) Specialist/ P3**Supervisor Title/ Level:** 123444 Planning & Monitoring Manager/ P4**Organizational Unit:** Programme**Post Location:** Country Office **Category:**IP (International Professionals) | **Job Level:** Level 3**Job Profile No.:****CCOG Code:** **Functional Code:** PMR**Job Classification Level:** Level 3 |

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| **II. Organizational Context and Purpose for the job** |
| UNICEF is a leading humanitarian and development agency working globally for children’s rights. Child rights begin with safe shelter, nutrition, and protection from disaster and conflict and traverse the life cycle. UNICEF strive to ensure that all children are born alive, stay safe and keep learning.For 70 years, UNICEF has endeavored to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence aiming to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers and policymakers to help all children realise their rights—especially the most disadvantaged.**Job organizational context**: Guided by UNICEF’s Rights and Results-based Management standards, the Monitoring (Data) Specialist supports strengthening situational monitoring systems, surveys and analysis of key trends (e.g., MICS and MICS+), and reporting. The Specialist will drive strengthening the monitoring capacity of new survey dynamics and national data institutions.In close collaboration with the Evaluation Manager on evaluation and research initiatives, he/she strengthens a regular dialogue with key national and international partners involved in surveys and data collection. The incumbent ensures that the UNICEF Country Office has useful, valid, and reliable information on the situation of children’s and women’s rights; the performance of UNICEF-supported programmes, including their relevance, efficiency, effectiveness, and sustainability; and in emergency contexts, their coverage, coordination and coherence.He/she assists in developing national capacities for monitoring, reporting and research, with special attention to the interest, concern and participation of government, community, and civil society stakeholders.**The purpose for the job:** Under the supervision of the Planning and Monitoring Manager, the Monitoring (Data) Specialist will provide technical and advisory support to programme sections, field offices and partners (including the government) to strengthen data systems (sample surveys as well as routine programme monitoring data) and innovative methods for equity-focused real-time situation analysis and will guide and sharpen UNICEF’s Country Programme. The Monitoring (Data) Specialist will support improving data policies, including identifying and advocating to plug critical data gaps for children in Nigeria. This position is also a focal point for coordinating Office reporting to global UNICEF databases relating to SDG monitoring and reporting and other multi-country databases like maternal and child mortality, nutrition, hunger index, SDG index etc. |

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| **III. Key functions, accountabilities and related duties or tasks** |
| Summary of the key functions, accountabilities and related duties or tasks include:Within the delegated authority and under the given organisational 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 results. |

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| 1. **Situation Monitoring and Assessment**

**A dynamic multi-sectoral situation monitoring, and assessment owned by all key partners is in place, through which the Country Office and national partners have timely and accurate measurements of change in conditions of children, women, and their families in the country this information is available to facilitate planning and measure programme impact.*** In coordination with relevant stakeholders, support the development of the plan and determine the broad contours of the dynamic situation analysis (to be updated at regular intervals) and support the collection of Sustainable Development Goals (SDG) and other key social development indicators (through MICS, MICS+ or other surveys) to improve national planning and facilitate course correction and align with Common Country Assessment
* Develop a collectively agreed Situation Monitoring and Assessment owned by all key partners, and which supports the preparation of equity focussed statistical and analytic reports on the status of children’s and women’s rights issues, which will influence the planning and implementation of Government and UNICEF programmes, and policy fine-tuning.
* Support partners in integrating and managing national statistical databases of the national programmes, ensuring that key indicators are readily accessible to UNICEF and stakeholders. Potential users include the Situation Analysis, Common Country Assessment, and RAM reporting and Mid-term and Annual review etc.
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| 1. **Data collection, analysis, use and dissemination**

**A robust data collection, analysis, use and dissemination system that gathers reliable and up-to-date data to monitor and assess the situation of children in Nigeria, which is owned by all key partners, through which the Country Office and national partners have timely and accurate data to measure the change in conditions of children, women, and their families in the country and facilitates evidence-based planning and measuring programme impact.*** Ensuring availability of up-to-date statistics for analysis of the situation of children, including in humanitarian situations, providing such data & statistics to management and programme teams for evidence-informed policy advocacy, policy advice and (programmatic) action and with data as a strong element and basis for regular reporting to the Committee on the Rights of the Child.
* Ensure that the Country Office has quality programmatic and outcome level data to assess progress towards expected results established in annual work plans and SDGs progress.
* Oversee and provide technical guidance on setting up programme data collection systems/tools using digital platforms and oversee their further development to feed into programme corrective measures. This includes reviewing, Third-Party Monitoring (TPM), humanitarian performance monitoring and community-based data collection systems development.
* Oversee the implementation of innovative ways for collecting, analysing and using data to feed into policy dialogues and continued programme improvements, including regularly adjusting standard operating procedures to ensure optimal data utilisation.
* Lead strategic thinking and coordinate all knowledge management, learning and sharing from programmatic data, including identifying, documenting and disseminating best practices and lessons learned to internal and external audiences.
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| 1. **Evidence-based Programme Planning and Strategy**

**The Country Office, including the field offices, have a well-prioritised and realistic plan for bridging critical data gaps for children, aligned to UNICEF’s evidence strategy and programme monitoring plans to include strategic information needed to manage the Country Programme and its reporting on RAM etc.*** Undertake national and state-specific data gaps/data needs assessment at the national and state level, along with sector specialists and partners, to devise plans for bridging data gaps, including gaps in SDG monitoring (with a focus on child-centric goals and targets), prioritising UNICEF’s data and evidence requirement, the short and long term;
* Developing and implementing a proper advocacy strategy along with sector M&E focal points to incorporate the data demand in the various data producer’s agenda and incorporate the plan in the annual/ RWP at Country Office and Field Offices with proper milestones and targets to accomplish the requirement in a timely and robust manner.
* Support the PMR team in developing a country programme monitoring plan by identifying RRBM-based performance indicators and support the development of a results matrix and its monitoring framework in the context of the multi-year and annual RAM reporting.
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| 1. **M&E Capacity Building**

**The monitoring and data capacities, including equity-focused data analysis capacities, of the technical staff at national, field offices and partners, including government and civil society, are enhanced to meet the expectations and requirements of their positions and responsibilities and aligned to improving evidence-based programming.*** In close collaboration with partners, promote the awareness and understanding of programme monitoring, statistical tools and methods, survey methodology, sampling method, research methods and data analysis based on both secondary and primary data among internal staff members and partners through communication, training, learning and development activities.
* Collaborate with WCARO, UNICEF HQ, and other UN agencies to plan and implement capacity-building strategies so that the staff have the basic and advanced knowledge of statistical methods, monitoring methodologies, tools and motivation to use the knowledge and skills to improve the data-ecosystem of the country.
* Actively seek and establish data partnerships with reputed national and international institutions to identify data capacity gaps, develop strategies to address them and holistically impart training.
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| 1. **Coordination and Networking**

**The UNICEF Country office is linked to the wider UNICEF and UN M&E network to contribute to enhanced knowledge on research, data and monitoring and benefits from organizational learning are enhanced. The enhanced knowledge facilitates UNSDCF monitoring.*** Collaborate with Regional Data Team and HQ Data team for overall coordination of priority research, and monitoring activities, especially those of regional scope requiring the coordinated effort of multiple countries.
* Partner with the Regional Data team to ensure that current and accurate data and results are included in regional reports, multi-country studies, and knowledge-sharing networks.
* Undertake lessons-learned reviews on successful and unsuccessful M&E practices and experiences at the national level, and ensure they are shared as appropriate. Similarly, pay attention to M&E knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their M&E function.
* Support coordination of UNICEF inputs to UN-wide planning, monitoring, and reporting requirements.
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| **IV. Impact of Results**  |
| The efficiency and efficacy of support provided by the Officer to the Country Management Team and the wide range of stakeholders contribute to the successful results-based planning and monitoring of programmes that in turn result in improved country office and national stakeholders’ development planning, performance and achievement of concrete and sustainable results for children in Nigeria.Effective planning, monitoring and reporting enhances UNICEF’s capacity and credibility in delivering highly effective programmes and concrete and sustainable results that directly improve services to mothers and children in the country.  |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

**ii) Core Competencies (For Staff with Supervisory Responsibilities) \**** Nurtures, Leads and Manages People (1)
* Demonstrates Self Awareness and Ethical Awareness (1)
* Works Collaboratively with others (2)
* Builds and Maintains Partnerships (2)
* Innovates and Embraces Change (1)
* Thinks and Acts Strategically (1)
* Drive to achieve impactful results (2)
* Manages ambiguity and complexity (1)

**\***The seven core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others. |

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| **VI. Qualifications** |
| **Education:** | Advanced university degree in social sciences, statistics, development studies, population studies, demography,planning or relevant field. |
| **Experience:** | A minimum of Five years of relevant professional work experience in programme development and managing monitoring, research and evaluation activities. Hands-on experience in fieldwork, including planning and conducting large-scale surveys required.Knowledge of the national and global data systems, including official statistical systems, is essential, and the various programme-related data bases its challenges.At least one instance of exposure to emergency programming, including preparedness planning, will be an asset. Active involvement in a humanitarian crisis response programme will be an asset. |
| **Technical Competencies:**  | 1. Specific Technical Knowledge & Competencies Required
* Knowledge of Rights and Results-based Management, Monitoring and Evaluation.
* Professional technical knowledge/expertise in facilitating participatory planning and monitoring processes, programme reviews and documenting lessons learned.
* Emerging international good practice in monitoring and evaluation partnerships.
1. Common Technical Knowledge Required
* Professional technical knowledge/expertise in demography, statistics, and data management.
* Professional technical knowledge/expertise in the 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
1. Technical Knowledge to be Acquired/Enhanced
* Professional/technical knowledge/expertise in Team Management, Coaching & Training.
* Mastery of UNICEF’s M&E policies and procedures.
* Latest programme monitoring and evaluation theory, methodology, technology and tools.
* Understanding of UN Mission and system, current key UN topics; and the International Code of Conduct
* Understanding of UNICEF Mission Statement and UNICEF Guiding Principles.
* UNICEF policies, and strategies promoting and supporting gender equality and diversity
* UNICEF strategic framework for partnerships and collaborative relationships
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| **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. |