



UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE

I. Post Information

Job Title: **Evaluation Specialist (Multi-Country) – The Gambia, Liberia and Sierra Leone**
Supervisor Title/ Level: **Regional Evaluation Adviser (P5)**
Organizational Unit: **Evaluation Unit, WCARO**
Post Location: **Freetown (Sierra Leone)**

Job Level: **Level 4**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: (For non GJP)

II. Organizational 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 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.

Working through the country program of cooperation, and likewise through the United Nations Sustainable Development Partnership Framework (UNSDPF), UNICEF assists countries to realize the rights of all children. This involves strategies and programs ranging from innovative and experimental to those at scale. The effectiveness and impact of the strategies and programs must be determined. Evaluation is a critical function for understanding if development objectives have been met in a way that contributes to the progressive realization of children's rights. To this end, evaluations assist program managers to make necessary adjustments or to confirm that the program can continue to advance to scale. Evaluations have an accountability objective, to assure partners that resources guided through UNICEF are used effectively and efficiently, and that there is a willingness to change when results can be improved. Furthermore, evaluation, together with other sources of evidence contributes to country, organizational and global learning. Evaluation also supports civic empowerment and behavioral change goals when it is implemented in a participatory way that allows stakeholders and rights holders to acquire the skills to assess development initiatives and to hold duty bearers to account.

Job organizational context:

A Multi-Country (MC) Evaluation Specialist, on the basis of efficiency and effectiveness considerations, be located in the Freetown (Sierra Leone). A matrix management approach will be applied in which the Regional Office and cooperating Country Offices contribute to the performance review of the MC Evaluation Specialist. The MC Evaluation Specialist reports to the Regional Evaluation Adviser (P-5) for evaluation oversight, and to the Representatives of the 3 Country Offices (CO) that fall under his/her responsibilities (Liberia, Sierra Leone, The Gambia) for administrative oversight, including in matters related to evaluation sponsorship, planning, funding and use. The MC Evaluation Specialist works in close coordination with the

evaluation staff/focal persons in the 3 Country Offices in the development and implementation of the CO costed evaluation plan, and works with the CO to undertake thematic evaluations, evaluation of humanitarian action (for Level 1 emergencies) evaluability assessments, and other evaluative activities for which Country Offices are accountable. S/he works with the CO in engaging competent evaluators who conduct their work in accordance with the norms and standards of the UNICEF evaluation policy.

All the countries listed are in need of additional resources and capacity for enhanced support in order to be able to achieve Evaluation KPIs and workplans, particularly where strategic evaluations (CPD, KRC evaluations) are concerned and where the quality and results of those will be critical for the subsequent planning at national and regional level.

The incumbent works in accordance with the norms and standards of the United Nations Evaluation Group (UNEG) and the UNICEF evaluation policy. S/he provides guidance to staff involved in managing evaluations in the countries under his/her responsibility and consults the supervisor when major policy decisions and actions must be undertaken.

Purpose for the job:

The Specialist is responsible for contributing to the design and effective conduct and uptake of evaluations in accordance with the UNICEF evaluation policy. He/she ensures that the UNEG Norms and Standards for evaluation as well as well UNICEF evaluation coverage benchmarks and quality standards are upheld.

The MC Evaluation Specialist helps the Country Offices to manage their evaluation partnerships, including inter-agency relations within the UN, and collaboration with the Regional Office and Headquarters. The Specialist may also be assigned more specific duties that enable her/him to be a resource person across the region, including methodological work, resource mobilization, and procurement support for evaluations.

The MC Evaluation Specialist ensures credibility, impartiality, and independence of the evaluation function in the COs under her/his responsibility. He/she also facilitates the development and implementation of evaluation workplans in each Country Office and provides guidance and technical support to sectors and to the Country Management Team as well as the national government on evaluation and on related matters.

The MC Evaluation Specialist works with the evaluation specialists/focal points in their duties in the assigned countries (Liberia, Sierra Leone, The Gambia).

The MC Evaluation Specialist will also assist with the embedding of the 3 CO in regional evaluation initiatives and, to this end, will ensure that evaluation efforts underway in the rest of region could fully contribute to those made in the 3 countries assigned to him/her.

Note: Scope of Work covered: The term 'evaluation' in this JD refers to the entire range of evaluation products listed in Table 2 of the [UNICEF Evaluation Policy](#).

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Evaluation Leadership
2. Evaluation Conduct and Use
3. Evaluation Capacity Strengthening and Partnership Building

1. Evaluation Leadership

Support the Country Offices and their national partners to develop and implement a plan of evaluation activities that will provide relevant and strategic information to manage Country Programmes and relevant national policies and programmes toward achieving results for children in both humanitarian and non-humanitarian environments.

- Guide the CO and their partners to identify priority evaluation topics in accordance with the UNICEF Evaluation Policy, the UNICEF Strategic Plan, the Sustainable Development Goals, the Country Programme Document and national policies and programmes.
- Identify the Evaluation objectives, priorities, and activities required for effective Country Office and partner Emergency Preparedness and Response Plans. In humanitarian response situations, help the CO adjust the prevailing evaluation plan in UNICEF Evidence Information System Integration system (EISI), in accordance with guidance for emergency situations. Likewise, adjust the evaluation plans in EISI in accordance with the transition through the stages of transition and recovery.
- Identify gaps in knowledge and work with sector managers to ensure these are addressed. Facilitate cross-sectoral collaboration in the execution of these efforts.
- Assist the CO with the launch and management of multi-country evaluations on a variety of topics, including the regional Key Results for Children (KRC) evaluation and other real-time evaluations of humanitarian responses.
- Provide technical support to ensure that a set of evaluation performance indicators is monitored and fed into decision-making processes in the context of the multi-year and annual evaluation plans in EISI, as well as associated office-wide management plans and work plans, ensuring close follow up on the implementation of planned evaluative activities .
- Consolidate evaluation plans within required systems and documentation, including the EISI planning platform and in the Costed Evaluation Plan that accompanies the Country Programme Document for consideration by the Executive Board. Ensure that evaluation findings and lessons learned are incorporated in country programme, Programme Strategy Notes and other planning, and reporting documents. Support the conceptualization of MTRs (where applicable) from an evaluation perspective.
- Monitor progress and support Country Management Teams (CMTs), Country office Annual Reports and, where applicable, Mid-term Reviews (MTR), as well as other review moments that lead to plan revisions. Provide input to management reports, including relevant sections of the Country Office Annual Report.

2. Evaluation Conduct and Use

Ensure that UNICEF-supported evaluations are designed and implemented according to established UN quality standards, and the results are disseminated in a timely fashion and used by stakeholders in order to improve programme performance and contribute to wider learning.

- Undertake an evaluability assessment of themes listed in the costed evaluation plans of the CO assigned to him/her, as required, and make recommendations on changes to improve the evaluability of the programs.
- Assist Country Offices and their partners to formulate Terms of Reference and evaluation designs of high quality. Following his/her consultation with the Regional Evaluation Adviser, the MC Evaluation Specialist is to sign off on the TORs before they can advance to recruitment of the evaluation team. Work with the CO evaluation specialist/focal point to manage the recruitment of appropriate and highly qualified consultants.
- The Specialist will work assist CO with the coding of all the evaluation activities entered into EISI and VISION and will inform the Regional Office in case of challenges/areas that need to be addressed in order to enhance the CO evaluation coding process.
- The Specialist will closely monitor the implementation of the evaluation, quality review the deliverables and will indicate when the quality is high enough that it can be accepted. As part of this role, she/he will help establish and manage the necessary governance bodies (Evaluation Steering Committee; Evaluation Reference Group) for their inputs into the quality assurance process.
- Work closely with external evaluation consultants/teams to enable them to deliver results according to the agreed Terms of Reference. Exercise sufficient oversight that quality is assured, and any quality problems are detected soon enough that timely remedial action is possible.
- Promote the timely tracking and implementation of the evaluation recommendations through the organization of meetings between the evaluation team and the key evaluation users to discuss the feasibility and adequacy of the recommendations before the validation of the report; and through the organization of quarterly meetings at the Country Office level to discuss (and report in EISI) the status of the recommendations implementation (including during the CMT meetings).
- Develop and implement a multi-method communication plan to disseminate the evaluation report to intended audiences via user-friendly methods. Fosters organizational accountability and learning based on the outcomes of the evaluations, working with other Evaluation Managers in the region. Promotes further dissemination and use of evaluation to internal and external audiences (including national government, development partners, CSOs and private sector partners). Regularly documents emerging good practices of evaluation use in the countries under her/his responsibility.
- Support stakeholders to prepare a formal management response that reflects the CO reaction/views on the evaluation recommendations. Assist the COs to monitor and report on the implementation of agreed management response actions. At a larger scale, support the CO to find means to engage partners around the value of the evaluation, with a consistent goal of increasing utilization and reach.
- Support country-led evaluations of policies and programmes and the consideration of the results by partners.

3. Evaluation Capacity Strengthening and Partnership building

Ensure that evaluation capacities of Country Office staff and national partners – including government and civil society – are strengthened, enabling them to increasingly engage in and lead evaluative evidence generating processes. Ensure that the Country Office is effectively linked to wider UNICEF capacity development initiatives in a way that both contributes to and benefits from organizational learning.

- 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 organization, research institutes, including universities, and the private sector. Promotes joint Govt/UNICEF evaluations that rigorously assess national policies, programmes, and innovative models.
- Ensure that sufficient systems and procedures are in place within the COs under his/her responsibility for appropriate ethics reviews of evidence activities as per the UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis.
- Assist the Country Offices and the concerned in-country institutions with a variety of capacity building efforts aimed at enhancing the inclusion of more evaluative evidence in the Voluntary National Reviews (VNRs)
- Foster policy-level and academic partnerships to support national evaluation capacity development initiatives. Ensure that evaluation capacities of country office staff and national partners – government and civil society – are strengthened enabling relevant Government units to increasingly engage in and lead evaluation processes.
- The MC Evaluation Specialist is expected to be a well-informed focal point on a range of learning options and themes, and a first point of contact for the COs to arrange upskilling efforts.

IV. Impact of Results

The effective technical and operational support provided by the Specialist to Country Offices and their partners contributes to the successful planning and execution of Evaluations and related evaluative evidence efforts that in turn result in improved delivery of country programmes and national programmes, towards more results for children.

Effective implementation of evaluation activities enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to children in the country and contributes to the progressive realization of their rights.

The development of national evaluation capacities—including those of government, private, academic, community, and civil society stakeholders-- supports the growth of an evidence-based culture, with a special focus on children's well-being, in programming and policy making in countries.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies:

- 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:	An Advanced University Degree in evaluation, research methodology, social sciences, public policy, statistics and/or economics is required. A degree or certification/accreditation in Evaluation is a significant advantage.
Experience:	<ul style="list-style-type: none"> • A minimum of 8 years of professional experience in the implementation of equity-focused evaluations and the management of the evaluation function at national and international level. • Experience in development and/ or humanitarian settings is required. • Experience in supporting national evaluation capacity and working with professional evaluation associations. • Experience in evaluation design and in conducting evaluations as per UNICEF and/or UNEG norms and standards for Evaluation in the UN System. • Familiarity with methods used in conducting both 'up-stream' evaluations (e.g. focusing on policies, strategies and systems), as well as 'down-stream' evaluations (e.g. focusing on delivery of programmes and projects) is an asset. • Experience in related evidence functions is an asset, including Social Policy, Public Policy, Quantitative and Qualitative Data Analysis, Research, Programme Audit, and Programme Planning and Monitoring. Experience in these areas cannot be substituted for the Evaluation experience but is an advantage. • Experience in the West and Central African region where the post is situated is advantageous.
Language Requirements	Fluency in English is required. Knowledge of French, Portuguese and Spanish (the other three UN languages spoken in UNICEF Country Offices in the West and Central Africa Region) is an asset
Technical Knowledge	<ul style="list-style-type: none"> • Professional expertise in evaluation process management, dissemination of results, and utilization. • Technical knowledge of methodologies employed in Evaluation, including Results-based Management (RBM), theories of change, stakeholders mapping, standards and models, research designs, quantitative/qualitative/mixed methods of data collection, validity/reliability testing of data, data and qualitative information analysis and interpretation, and statistical inference methods. • Technical knowledge in routine monitoring systems; preferably those associated with Health, Nutrition, Education, Child Protection, Social Policy or WASH sectors • Technical knowledge on utilization of evaluation and other evidence approaches to realize Gender Equality and Human Rights based development. • Familiarity with ethics review processes. • Exposure to mobile technology platforms, 'big data' and other innovative techniques • Use of data and information quantitative and qualitative software for data analysis is an asset • Familiarity with and use of child-centered evaluation methods in the past constitute an asset • Knowledge of UNICEF & UNEG Evaluation norms & standards • Communication skills (oral, written and in developing effective and user-targeted materials). • Publications which show sound experience with evaluation methods are an advantage.

