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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **SPECIFIC JOB PROFILE** |

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| **I. Post Information** | |
| **Job Title:** Planning & Monitoring Officer  **Supervisor Title/Level:** Monitoring Specialist, P-3  **Organizational Unit:** Programme Section, Aden, YemenPost **Location**: Aden Field Office | **Job Level**: Level 2  **Job Profile No.:**  **CCOG Code:** 1M06  **Functional Code:** RPM  **Job Classification Level:** |

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| 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. 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.  Job organizational context  **Job Organizational Context**: The Planning & Monitoring Officer post reports to the Monitoring Specialist in the Aden Field Office where both make up the team of PMR in the Field Office and collaborate with the central PMR in Sana’a on related Planning, Monitoring and Reporting (PMR) activities.  **Purpose for the job**  The Planning and Monitoring Officer is accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance to respective field office in programme planning and reviews, implementation and results monitoring, data collection, analysis and partnership review and management for both government and civil society partners; in advocating for a result-based management environment whereby all programmes are supported in matter of planning, monitoring, information and implementing partnership management. |

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| III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)* |
| **Summary of key functions/accountabilities:**   1. Programme Planning and Reviews 2. Programme Performance Monitoring 3. Implementation Monitoring 4. Information Management 5. Planning and Monitoring Capacity Building 6. Communication and Partnerships 7. HACT and Partnership Management |
| 1. **Programme Planning and Reviews**  * Support to Key Planning Processes * Provide technical support as necessary to the process of developing annual work plans * Provide technical support as necessary in organizing 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. * Support with the mid-year and end-year reporting * Support the development of a New Country Programme |
| 1. **Programme Performance Monitoring**  * Provide technical support as necessary to identifying and adjusting a set of programme performance indicators, in the context of the multi-year and annual IMEPs, the Annual Management Plan and Annual Work Plans, as outlined in the Programme Policy and Procedures Manual (especially, Chapter 6, section 6: IMEP). * Provide technical support to ensure that monitoring system are in place and that key annual programme indicators are tracked and analyzed, including those related to partnerships initiative, and provided regularly to the Country Management Team/ Senior Management Team to guide programme and management decisions. * Carry out data collection and analysis from field visits, standardizing them across programmes, to feed into to programme performance monitoring. * Keep tracking of follow-up action based on management decisions resulting from Country Office performance monitoring and evaluation. * Compile monitoring and evaluation information/data and make them available to programme/planning sections. Contribute to the preparation of management reports (e.g., relevant sections of the annual reports), drawing on monitoring and analysis of key management indicators. Assist in the preparation of reports on systemic issues, good practices or any other analysis or data related to programme implementation and/or evaluation, including programme’ s performance, relevance, efficiency, effectiveness, and sustainability, as well as good practices in partnerships and collaborative relationships. |
| **3. Implementation Monitoring**  Provide technical support to ensure that the Field Office has timely and quality information to ensure programmes are on track:   * Conduct Monthly planning and monitoring of implementation of Programmatic Visits * Conduct IP Progress report tracking * Implement quarterly monitoring supportive missions * Lead quarterly independent monitoring missions * Support the development and implementation of the Annual Performance Monitoring Plans by Results Managers at the FO and sections |
| **4. Information Management**  Provide technical support to ensure the integration of monitoring and information management functions at the field office to enable the availability and use of data for programme adjustment and course corrections.   * Establish and maintain a centralized database by FO, incorporating all the key performance indicators that are pertinent to the programme sections. * In collaboration with FO IMOs, take the lead in producing periodical analytical products (infographics, dashboards, maps, etc.) for programme analysis, programmatic visits and any key programme interventions. * Support and build capacity of IMOs and implementing partners on data analysis, visualization, and dissemination. |
| **5. Planning and Monitoring Capacity Building**  Provide technical support to ensure that the monitoring and evaluation capacities of Field Office staff and national and sub-national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead planning and monitoring processes.   * Contribute to the collaboration of a planning and monitoring capacity building strategy for national partners and institutions and corresponding activities for implementation in the context of the IMEP or UNDAF M&E plan. Provide technical support for implementation of capacity building strategies as a joint commitment with other developmental partners with special attention to the interest, concern and participation of primary stakeholders. * In close consultation with senior managers, contribute to formulation of staff capacity development strategy and plans, and exercise effective leadership in implementing them, ensuring that Field Office staffs have the basic knowledge and skills to fulfil their monitoring and evaluation responsibilities, and training is planned and carried out to fill identified gaps. * Promote and provide support to ensure that Field Office staff and national and sub-national partners are aware of and have access to UNICEF planning and monitoring learning resources. * Contribute to liaise with knowledge institutions to seek partnerships for the identification of capacity gaps and the development of strategies to address them. |
| **6. Communication and Partnerships**  Provide technical support to ensure that all of the above tasks are carried out and accomplished through effective communication and partnerships, as elaborated below:   * Facilitate or contribute to integrated planning of research, monitoring and evaluation activities within the Country Office, with national partners, the UN Country Team and the wider international community, in the context of internal office management plans, the country programme process, the UNDAF and sector wide approaches respectively, in consultation with child-right partners. * Facilitate or contribute to joint monitoring and evaluation activities with national partners, the UN Country Team and the wider international community, wherever possible in the context of the above processes. * Provide technical support to Country Office staff and national partners on data collection, data management and data analysis for basic monitoring and evaluation. * Provide synthesis of M&E results to the country office senior management, the Country Management Team and key programme and operations staff. * Ensure that evaluation recommendations are communicated to the relevant partners for implementation, with advice on the Implementation Plan and follow-up action for future programming. * Facilitate learning from the results of monitoring and evaluation within the Country Office and more widely within UNICEF in the region and globally, as well as among national partners and other key stakeholders, engaging more expertise from knowledge institutions. * Seek advanced or in-depth technical support on monitoring and evaluation from the Regional M&E Advisors and headquarters advisors on monitoring and evaluation as necessary. * Collaborate with the Regional M & E Adviser to ensure the availability of current and accurate monitoring and evaluation data and results. * Collaborate with Regional M&E Advisers and HQ Officers for overall coordination of priority research, monitoring and evaluation activities. |
| 1. **HACT and Partnership Management**   Provide administrative and technical support to the HACT related work in formalization of implementing partnerships with government, civil society organization and other implementing partners in line with relevant policies, procedures and guidelines and in documentation and reporting on HACT Financial Assurance plans and activities:   * Support the implementation of HACT financial assurance activities including downloading from zHACT liquidation FACE forms for field office to support the spot checks and audits exercises. * Support to follow up on action points for field office registered in eTools (especially high and significant action points with financial action points) to ensure that they are closed by respective Programme officers on time. * Lead in the decentralized PRC/GPRC and non-GPRC processes, acting as Secretariate to ensure the workflow is compliant with relevant policies and procedures and timely documentation of the review meetings. * Support the review of results framework/Activity Implementation Plan (AIP) for GPRC submissions for Field office. * Ensure signed GPRC submissions for Field office are uploaded and stored on ECM shared drive. On monthly basis, share the tracker/link for each Field office with GPRC main/central secretariat for further analysis. |

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| IV. Impact of Results |
| The efficiency and efficacy of support provided by the Officer to the Field Office and wide range stakeholders contribute to the successful planning and execution of evaluation efforts that in turn result in improved country office and national stakeholders’ development planning, performance and achievement of concrete and sustainable results.  Effective implementation of evaluations enhances UNICEF’s capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to mothers and children in the country. |

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| V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles) |
| i**) Core Values**   * Care * Respect * Integrity * Trust * Accountability   ii) **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)   iii) **Technical Knowledge**  a) **Specific Technical Knowledge Required (for the job)**  • Knowledge of Project and Activity Monitoring.  • Professional technical knowledge/expertise in Data Collection  • Professional technical knowledge/expertise in Planning & Monitoring Process Management  • Follow-up on Recommendations and Dissemination of Planning & Monitoring results.  b) **Common Technical Knowledge Required (for the job group)**  • Professional technical knowledge/expertise in demography, statistics, and data management.  • Methodology of M&E, 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 planning & monitoring, data analysis, and reporting.  • Gender equality and diversity awareness.    c) **Technical Knowledge to be Acquired/Enhanced (for the Job)**  • Knowledge/expertise of best practices, lessons learned and communication.  • Understanding of UNICEF’s policies and procedures for programming, monitoring and evaluation guidelines.  • Latest programme monitoring and evaluation theory, methodology, technology and tools.  • Understanding of UN Mission and system; and International Code of Conduct  • Understanding of UNICEF Mission Statement and observance of UNICEF Guiding  Principles.  • UNICEF strategic framework for partnerships and collaborative relationships. |

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| **VI. Recruitment Qualifications** | |
| Education: | A Bachelor’s degree in social sciences, development planning, planning, evaluation, survey implementation, advanced statistical research. |
| Experience: | Professional work experience in programme development and implementation including planning and monitoring activities as follows:   * Two years of relevant professional work experience * Experience in field work related to planning and monitoring * 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 and Arabic are required. |

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| **VII. Signatures - Job Description Certification** |
| Name: Yiming Qu Signature Date |
| Title: Monitoring Specialist  Name: Boniface Kalanda Signature Date |
| Title: Chief Planning, Monitoring & Reporting  Name: Charles Nzuki Signature Date |
| Title: Chief Field Office  Name: Philippe Duamelle Signature Date |
| Title: Representative |