

**UNITED NATIONS CHILDREN'S FUND**  
**Monitoring and Evaluation Officer**

**JOB TITLE:** Monitoring & Evaluation Officer  
**JOB LEVEL:** Level 2  
**REPORTS TO:** Chief, Child Health and Nutrition (CHN)  
**LOCATION:** Maputo, Mozambique Country Office

JOB PROFILE NO.: 60000102  
CCOG CODE: \_\_\_\_ 1M06 \_\_\_\_  
FUNCTIONAL CODE: \_\_RPM \_\_\_\_

**PURPOSE OF THE JOB (Principal Accountability)**

UNICEF Mozambique works across the country focusing on children's rights and wellbeing and works to create an enabling environment where they can survive and thrive. One of UNICEF's approaches to achieve this goal is by having greater programmatic and geographic convergence to demonstrate synergy of a range of programme efforts (health, nutrition, WASH, behavior change, child protection, etc.), thereby maximizing results for children at scale. To this end, UNICEF has been promoting intersectoral approaches in its programming, in particular to improve maternal and child nutrition.

UNICEF, with funding from the European Union, is in the inception phase of implementation of a new programme, Nutri-Norte, new multisectoral five-year programme (2024-2028) targeting Nampula, Zambezia and Cabo Delgado provinces, with the objective of improving maternal and child nutrition in northern Mozambique. Nutri-Norte has an integrated packaged of interventions in health and nutrition; water, sanitation and hygiene (WASH); and social and behavior change communication (SBCC) and will maximize convergence with existing food security and social protection initiatives where possible. Nutri-Norte is aligned with to the goals of the National Food and Nutrition Policy and Strategy (PESAN), though awaiting formal approval by the Government, has been recommended as the guiding instrument for multisectoral response. Nutri-Norte interventions are also based on updated evidence-on high impact programmes including those recommended by the Lancet Child and Adolescent Health 2021.

To ensure effective monitoring and evaluation of activities and measurement of results of Nutri-Norte and similar convergence programmes, UNICEF is seeking a Monitoring and Evaluation (M&E) Officer. The M&E Officer will be responsible for the development and implementation of a Monitoring and Evaluation System for the Nutri-Norte, and for closely monitoring the results of the different convergence programmes at all levels (national, provincial, district and community). In collaboration with the core convergence team and field offices (in Cabo Delgado, Nampula, Sofala and Zambezia), the M&E Officer will ensure effective monitoring and evaluation of activities, regular data availability and measurement of results, to facilitate decision-making and/or contribute to evidence generation and knowledge sharing.

The Monitoring and Evaluation Officer will be accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in information/data collection, statistics and data analysis, monitoring (M&E), contribution to the preparation of reports, provision of support to field offices for data collection and analysis; compilation of data from provincial and district levels and quality control of data collected, provision of training, national and sub-national data collection, monitoring, and analysis.

**Key End-Results Expected**

1. Monitoring and Evaluation Framework and Plan developed for NutriNorte activities and shared with all relevant sections/ field offices responsible for implementation.

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2. Timely monitoring and measurement of changes in conditions due to programme are conducted with the participation of relevant partners and teams in Field Offices, and Maputo to support planning, reporting on the progress, and decision-making on implementation.
3. Performance of NutriNorte systematically monitored and data for key indicators of the programme collected, analysed and made available to core programme team and management for decision making, including in Convergence Tool developed and well-reflected/ captured in MCO results framework.
4. Technical support and backstopping on M&E and programme results provided to Field Offices implementing NutriNorte, and other related convergence programmes , and as required.
5. The monitoring and evaluation capacities of field and country office staff and national partners implementing/ overseeing NutriNorte are strengthened, enabling them to increasingly engage in and lead monitoring and evaluation processes.
6. Effective communication and partnerships are maintained and achieved as a result of integrated planning and monitoring activities, within the country and field Offices and with all other stakeholders, including national partners, the UN Country Team and the international community; and the results are shared with all partners to stimulate joint engagement.

### **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.*

1. Develop and manage an M&E system and tools for Nutri-Norte, and similar convergence programmes led by the Child Health and Nutrition team, to facilitate monitoring progress and reporting.
2. Support gathering of additional information to clarify outstanding targets for selected NutriNorte indicators.
3. Data management, cleaning and analysis of data collected to support decision-making on programme implementation, including maintaining data on status and progress of programme interventions.
4. Update as necessary the vulnerabilities and service coverage mapping conducted in Nutri-Norte target districts, and support mapping of vulnerabilities, gaps, population, and target definition for new districts to be covered by integrated/ cross-sectoral programmes.
5. Support SETSAN mapping and monitoring of key high impact interventions of the National Food Security and Nutrition Policy, Strategy and Action Plan, at provincial and district levels in Nutri-Norte
6. On-job training provided to SETSAN central and at decentralized levels to improve data aggregation and analysis on key high impact indicators across sectors, in SETSAN mapping and monitoring tool, when requested.
7. Contribute to development of provincial and district annual workplans for Nutri-Norte, aligned with annual provincial and district multi-sector action plans for nutrition, by contributing to definition of indicators and targets.
8. Contribute to the development implementation/ operation research questions to be prioritised during implementation of NutriNorte.

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

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***Provide technical support to ensure that the use of well-prioritised and realistic plan for monitoring and evaluation activities that will provide the most relevant and strategic information to manage the convergence programmes, and in particular NutriNorte, including tracking and assessing UNICEF's distinct contribution and progress on key programme indicators.***

### **Duties & Tasks**

- Develop a monitoring and evaluation plan for NutriNorte activities with clear roles and responsibilities including in field offices in alignment with MCO results framework;
- Participate in planning, monitoring of implementation, support the collection and compilation of regular programming and emergency data related to NutriNorte implementation, and of other convergence programmes.
- Lead/ coordinate and provide regular/ ongoing backstopping to field offices on use of UNICEF convergence tool in terms review of data collected and submissions on Kobo Toolbox.
- Provide backstopping to field offices on monitoring and cross-reference/ quality assurance of data collected at provincial and district level.
- Compilation of programme results and contribution to case studies, key research and reports related as required.
- Provide technical assistance and contribution for the planning and establishing the major research and monitoring evaluation activities related to NutriNorte and convergence programmes implementation.
- Contribute to the internal planning process, ensuring that NutriNorte activities interventions are well captured in the section Rolling Work Plan (including electronic work plan) and in alignment with the Country Programme Document 2022-2026.
- Contribute to management of studies and support/participate in thematic/strategic evaluations to improve development & organizational effectiveness, when requested.
- Support and work in close collaboration with CHN section information management officers and Information and Data UNVs on regular data collection and ensuring alignment and coordinated efforts.
- In a close coordination with field offices, ensure that data collection activities are conducted regularly and t provide accurate and relevant data on key NutriNorte programme activities and results, including results for children.
- In coordination and collaboration with information management officers and emergency officers, ensure integration of data collected during humanitarian response situations in the areas of implementation of NutriNorte.

### **2. Situation Monitoring and Assessment**

***Provide technical support to ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in the NutriNorte target locations, including monitoring of socio-economic trends of specific programme related indicators, to facilitate planning and to draw conclusions about the impact of the programmes.***

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### Duties & Tasks

- In coordination with other stakeholders, support the collection of NutriNorte indicators to improve integrated planning at national and sub-national levels.
- Support management of available baseline information on provincial and district statistics related to NutriNorte and key indicators through established the UNICEF convergence tool for easy access and use.
- Contribute and provide up-to-date information to the country office on Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports.
- Support the field offices and CO in collecting and interpreting existing early warning data (from NutriNorte districts particularly) effectively to guide the adjustment of programmes and operational approaches when and as country contexts deteriorate.

### 3. Programme Performance Monitoring

*Provide technical support to ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans.*

### Duties & Tasks

- Contribute 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.
- Provide technical support to ensure that the NutriNorte monitoring system is in place and that key annual programme indicators are tracked and analysed and provided regularly to the NutriNorte core team and the Chief of Child Health and Nutrition to guide programme and management decisions.
- Carry out data collection and analysis from field visits, standardising them across programmes, to feed into programme performance monitoring.
- Compile monitoring 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 especially concerning convergence, or any other analysis or data related to programme implementation, including programme's performance, relevance, efficiency, effectiveness, and sustainability, as well as good practices in partnerships and collaborative relationships.

### 4. M&E Capacity Development

*Provide technical support to ensure that the monitoring and evaluation capacities of field and country offices staff and implementing partners– are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.*

### Duties & Tasks

- Contribute to the collaboration of an M&E capacity development strategy for national partners and institutions and corresponding activities for implementation in the context the Results Tracking tool, Health and Nutrition Results Framework, and the NutriNorte M&E plan.
- Identify gaps in knowledge and/ skills of staff in field and country offices (implementing NutriNorte and similar convergence programmes) to fulfil their monitoring and evaluation responsibilities.

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- Provide on-the-job trainings required by field officers for improved and consistent monitoring, data collection and reporting on programme activities.
- Review and compile/ aggregate data reported by field officers, on key indicators and programme activities from all targeted districts/ provinces of NutriNorte for monitoring and reporting purposes.
- Ensure quality assurance of data collected and recorded (for accuracy, consistency, triangulation, timeliness) prior to reporting.
- Manage UNICEF convergence tool and provide technical backstopping to field and country office staff on the use of the tool as required.

### 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:*

#### Duties & Tasks

- Contribute to joint monitoring activities with national partners, the UN Country Team and the wider international community, as required in the context of the above processes.
- Provide synthesis of M&E results related to NutriNorte and similar convergence programmes for reporting to partners and to communicate results.
- Facilitate learning from the results of monitoring in field and country offices, 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.
- Participate in and document meetings with government counterparts and emergency preparedness and response partners.
- Participate in data discussion meetings with SPS/DPS and other implementing partners (IPs).

### JOB GRADE FACTORS

#### Level 2

- Acts in a support role for substantive part of the functional areas 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 is 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).

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**QUALIFICATION AND COMPETENCIES** ( [ ] indicates the level of proficiency required for the job.)

- **Education:**

University degree in social sciences, development planning, planning, evaluation, survey implementation, advanced statistical research.

- **Work Experience:**

At least two years relevant professional experience in results measurement and monitoring (MRM) or monitoring and evaluation (M&E), of which includes the development and management of such systems.

### **3. Language Proficiency**

Fluency in Portuguese and working knowledge of English is required.

### **4. UNICEF values and competency Required (based on the updated Framework)**

#### **i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

#### **ii) Core Competencies (For Staff without Supervisory Responsibilities)**

- 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)

### **5. Technical Knowledge**

#### **a) Specific Technical Knowledge Required**

- Professional experience with data collection, processing, cleaning and analysis; monitoring and evaluation; information management and or other relevant experience.
- Proven technical experience in developing tools and using innovative technology, and in developing maps, infographics and other IM products including of Kobo and PowerBI, particularly in data, performance monitoring, mobile use and open source, and is highly desirable.
- Proven expertise and experience in designing interactive data visualization dashboards, KPI scorecards, and data models, implementing low-level security, and developing, publishing, and scheduling Power BI reports as per business requirements is considered an asset.

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- Experience with database design, data management and analysis.
- Experience of working with data and statistics, e.g. households and panel surveys, and large datasets, is considered as an asset.
- Experience in applying methodology of Monitoring & Evaluation theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods is considered as an asset.
- Experience in use of SPSS is an asset.
- Experience and familiarity with UN/UNICEF planning and monitoring tools are desirable.