

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

JOB TITLE: <u>Chief Planning, Monitoring & Evaluation</u> JOB LEVEL: <u>Level 4</u> REPORTS TO: <u>Deputy Representative, Programmes</u> LOCATION: <u>Antananarivo, Madagascar</u>	JOB PROFLE NO.: 60000100 CCOG CODE: _____ 1M06 _____ FUNCTIONAL CODE: ___RPM_____ JOB CLASSIFICATION: _____
<p>PURPOSE OF THE JOB</p> <p>To ensure that the UNICEF Country Office has useful, valid and reliable information on</p> <ul style="list-style-type: none"> ▪ 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; ▪ The performance of the Country Office against corporate benchmarks and key performance indicators <p>To work within the UN country team to support UNCT goals for delivering valid and reliable information on the attainment of the SDGs and other goals, and on the performance of UN-supported programmes</p> <p>To drive the utilisation of monitoring and evaluation tools which enhance partnership between the UNCT, Government and other stakeholders to collectively track progress on SDGs and other international commitments for children.</p> <p>To assist in the development of national capacities for monitoring, evaluation and research, with special attention to the interest, concern and participation of government, community, and civil society stakeholders.</p>	
<p>KEY END-RESULTS</p> <p>1. <u>Country Programme Planning.</u> The Country Office has an effective system for planning in place, which includes work planning, strategic planning, management planning, and collaboration with UN-wide planning mechanisms. Where necessary, Country Programme Documents, Mid Term Reviews, and other strategic planning exercises, will be organised and delivered.</p> <p>2. <u>Situation Monitoring.</u> A collective Situation Monitoring system 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 or region; this information is available to facilitate planning and measure program impact.</p> <p>3. <u>Programme Performance Monitoring.</u> The planning function of the Country Office has quality information collected and disseminated with the participation of all concerned partners to assess progress towards expected annual and multi-year results.</p> <p>4. <u>Evaluation and Research.</u> UNICEF-supported evaluations, studies and research attain established UN quality standards, and the results are disseminated in a timely fashion to stakeholders for improving programme performance and contributing to national and corporate learning.</p> <p>5. <u>M&E Capacity Building.</u> The monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – are enhanced with the contribution of UNICEF knowledge partners meet the expectations and requirements of their positions and responsibilities.</p> <p>6. <u>Coordination and Networking.</u> The UNICEF office is linked to wider UNICEF PME developments in</p>	

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

ways that both contribute to and benefit from organizational learning on effective M&E management.

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. Country Programme Planning

Ensure that the Country Office has effective, wide-understood, and timely planning mechanisms which meet corporate standards and permit the delivery of results.

Duties & Tasks

- Focal point for all strategic planning exercises that the Country Office can undertake, such as Country Programme development, mid term reviews, moments of strategic reflexion, and other activities organised internally to UNICEF or with UN partners.
- Lead on the development of quality, relevant annual workplans for UNICEF programmes, supporting national systems, and using corporate tools as necessary.
- Within the interagency platforms, contribute to planning exercises as necessary, including UNSDCF development, UN work planning, etc.
- Support preparation of planning processes for humanitarian and nexus responses, including HAC.
- Plan and support regular corporate office management milestones: mid year review, annual review, annual reporting

2. Situation Monitoring

Ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.

Duties & Tasks

- In coordination with other stakeholders, support the collection of Sustainable Development Goal (SDG) and other key social development indicators (through MICS or other surveys) to improve national planning.
- Ensure the Country Office and national partners use data and monitoring plans that provide relevant and strategic information to manage national programmes and the UNICEF Country Programme, including supporting the establishment and management of national statistical databases and ensuring that key indicators are readily accessible by key stakeholders. Potential uses include the Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, and Mid-Term Reviews.
- In humanitarian response situations, provide professional support for rapid assessments (inter-agency or independently if necessary) to be carried out within the first 48-72 hours, working in close collaboration with the humanitarian cluster partners.

3. Programme Performance Monitoring

Ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans.

Duties & Tasks

- Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary, to assess progress towards expected annual and multi-year results in the context of the multi-



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

year or Annual Work Plans, as outlined in the Programme Policy and Procedures Manual.

- Provide technical support to Deputy Representative to ensure that key annual programme indicators are tracked and analysed with the contribution of implementing partners and provided regularly to the Country Management Team for effective programme and management decisions.
- Coordinate with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring, with special attention to humanitarian response.
- Drawing on monitoring and analysis of key program performance and management indicators, provide professional input to management reports, including relevant sections of the annual reports.

4. Evaluation and Research

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

Duties & Tasks

- Oversee the preparation of Terms of Reference and evaluation designs of high quality, when relevant drawing on the know-how of knowledge institutions, in compliance with the organization's programme evaluation policies and guidelines.
- Oversee the quality of the field work and data management during the implementation phase, and the quality of the analysis and ease of understanding during the report writing phase.
- Support partners to disseminate evaluation findings and recommendations to the intended audiences in user-friendly methods. In particular, to ensure that effective participatory feedback is provided to community and civil society stakeholders.
- Monitor and ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and followed up for implementation. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team and follow-up actions recorded in CMT minutes. Submit electronic copies of all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.

5. M&E Capacity Building

Ensure that the monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.

Duties & Tasks

- Promote the awareness and understanding of the shared responsibility of PME function among all staff members through communication, training, learning and development activities organization-wide.
- In close collaboration with partners, ensure that a capacity building strategy for UNICEF/UN staff national partners and institutions exists in the context of the IMEP, or UNSDCF monitoring plan.
- Collaborate to implement capacity building strategies as a joint commitment with other developmental partners. Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops and practical experience in order that UNICEF and UN staff have the basic knowledge and skills in understanding and applying new M&E policies, tools, methods to fulfil their responsibilities. Similarly, design and implement strategies suited to the skills needs of national partners.
- Lead and guide the development of training materials, as well as delivery of training in gender-sensitive, results-oriented planning and monitoring.

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

6. Coordination and Networking

Ensure that the UNICEF office is effectively linked to wider UNICEF M&E developments in a way that both contributes to and benefits from organizational learning on effective PME management.

Duties & Tasks

- Collaborate with Regional and global PME colleagues for overall coordination of priority research, monitoring and evaluation activities, especially those of regional scope requiring the coordinated effort of multiple countries.
- Participate as necessary in UN coordination groups on PME, notably the interagency Data and Analysis working group.
- Partner with the Regional Monitoring and Evaluation Adviser to ensure that current and accurate M&E 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 experience 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.

JOB GRADE FACTORS ¹

(Level 4)

Country Program Size: Medium or larger country program (based on UNICEF's Country Office Category)

Risk of Emergencies: Humanitarian crises may include sudden-onset natural disasters, longer-term recurrent problems like drought, or complex emergencies involving violence and displacement.

Technical Breadth: Must be capable of independent leadership in PME management. Should have significant professional strength and office leadership responsibilities in at Least 3 of the remaining 4 functional areas (Social Data, Programme Planning, Evaluations, Capacity Building, Coordination and Partnership).

Sectoral Breadth: Will be required to offer substantive support to 3-4 of the 5 MTSP Key Results Areas; should possess academic or professional work exposure to the MTSP themes prioritized in the Country Programme.

Innovation and Conceptualization: Considered fully competent to apply standardized approaches and models; also considered competent to autonomously innovate approaches, techniques and policies while seeking support when necessary.

Technical and Managerial Engagement: Primary role is overall management of the PME function, as opposed to technical support and quality assurance in implementing PME activities. Counterparts extend beyond technical specialists to PME and program policy-makers. Is frequently a Coordinator/Team Leader with broader managerial roles.

Capacity Strengthening: Fully capable of organizing and delivering specialized training, including the design of materials and methods. Also fully capable of designing complex capacity strengthening strategies.

Networking: Ability to effectively liaise with and draw on knowledge institutions inputs to identify innovations and lessons learned.

Supervisory Role: Supervision of one or more professional PME staff of Levels 3 or lower is an important responsibility; may supervise multiple consultants up to Level 5 work.

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

QUALIFICATION AND COMPETENCIES

1. Education:

Advanced university degree in social sciences, statistics, planning development, planning.

2. Work Experience:

- Professional work experience in programme development and implementation including monitoring and evaluation activities as follows:
- Eight years of relevant professional work experience. Developing country work experience (for IP) or field work experience (for NO)
- At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.

3. Language Proficiency

Fluency in French and 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 with Supervisory Responsibilities) *

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

or

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)

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

5. Technical Knowledge

a) Specific Technical Knowledge & Competencies Required (for the job)

(Technical knowledge requirements specific to the job can be added here as required.)

- Deep demonstrated expertise in programme monitoring
- Knowledge of Project Evaluation.
- Professional technical expertise in follow-up on Recommendations and Dissemination of M&E results.

b) Common Technical Knowledge Required (for the job group)

- 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

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- 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 International Code of Conduct.
- Understanding of UNICEF Mission Statement and UNICEF Guiding Principles.
- UNICEF policies, strategies promoting and supporting gender equality and diversity
- UNICEF strategic framework for partnerships and collaborative relationships.

VII. Signatures- Job Description Certification

Name : Mathieu Joyeux

Signature



Date 05/07/2024

Title: OIC- Deputy representative Prog

Name : Christine Jaulmes

Signature

Date

Title: Representative



08/07/2024



**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE**