**Terms of Reference**

**Monitoring and Data Specialist (Humanitarian Performance Monitoring)**

**JOB TITLE**: Monitoring and Data Specialist (Humanitarian Performance Monitoring )

**JOB LEVEL**: P4

**REPORTS TO**: Chief PME

**DUTY STATION:** Port Sudan

**DURATION:** 182 days

**Purpose of the Position**

Under the guidance and supervision of the Chief Planning, Monitoring, Evaluation, the role of the Monitoring and Data Specialist is to assist Programme Sections, Operations and Field Offices and in close collaboration and coordination with UNICEF-lead Clusters, in adapting and strengthening human rights and results-based management, with a focus on the humanitarian performance monitoring (HPM) systems and management of monitoring and information management function in Sudan Country Office overall.

The Monitoring and Data Specialist will be responsible for coordination and functioning of the office wide Information Management Hub, facilitate strengthening quality and reach of UNICEF Sudan HPM system, lead cross-sectoral data collection and analysis across the office by working closely with monitoring and IM specialists in the PME section, sections' monitoring/data focal points and Cluster Information Management officers and ensure technical coordination of field monitoring, including the management of third-party monitoring institutions. S/He will ensure strong linkage and coherence with Clusters/Sectors and interagency monitoring frameworks, promoting harmonization of systems and solutions and support efficiency.

**Key Responsibilities and Tasks**

The position is based in Port Sudan with a national focus covering:

* Lead and coordinate the Sudan CO Information Management Hub covering programme sections, operations and UNICEF-lead Cluster IM functions.
* Develop and roll out of UNICEF Sudan Data for Children Strategy
* Ensure the alignment and consistency of key performance indicators across all planning and programme documents, including Interagency plans and donor proposals.
* Strengthen, adapt, and maintain monitoring systems for high-frequency partner reporting against a prioritized set of key performance indicators, in accordance with the Humanitarian Action for Children (HAC) appeal and the Interagency Humanitarian Response Plan (HRP). The system should meet the needs of both the Country Office and Field Offices.
* Lead harmonization of HFPP system for UNICEF and UNICEF-lead Clusters in close coordination with Cluster Leads and Cluster IMs, ensuring coherence and coordination and duplication of efforts.
* Establish and maintain a systematic approach to field monitoring across UNICEF-supported programming to ensure adequate data on the quality of programmes (use of supplies, implementation bottlenecks, equity of access, do no harm, engagement with local capacities).
* Review and maintain the program monitoring strategy and plan to ensure consistent relevance to the evolving context, in close cooperation with Monitoring and Evaluation Specialist.
* Support the Programmes to ensure the prompt use of digital monitoring systems, including eTools Field Monitoring Module (FMM), and other mobile data collection tools such as Inform/Kobo, etc.
* Conduct monitoring training and relevant capacity-building activities for UNICEF staff and implementing partners.
* Support the development of periodic reports and information products, including situation reports (SitRep), and CO annual reports.
* Support and participate in need assessments and other data collection initiatives as required.
* Ensure collaboration with other agencies, organizations, and clusters to advocate for relevant disaggregated data collection and analysis plans at the interagency level.

**Candidate Profile and Qualifications**

**Education:**

* An advanced university degree in international development, information technology, geographic information system or another relevant technical field. *(A first level university degree in combination with two years of additional qualifying experience may be accepted in lieu of the advanced university degree.)*

**Language Requirement:**

* Fluency in English is required. Good working knowledge of Arabic is a strong asset.

**Experience:**

* A minimum of eight years of experience in data, research, field monitoring and evaluation, statistics or related fields is required.
* Excellent writing and analytical skills.
* Knowledge of digital data management tools (Kobo, ONA or ODK), and statistical and analytical.
* Knowledge data visualization technics with PowerBI is highly desirable.
* Experience working in the context of armed conflict or complex emergency is highly desirable.
* Demonstrable understanding of international humanitarian response architecture and coordination mechanisms.
* Experience in leadership and coordination of diverse teams.
* Solid communications skills.

**COMPETENCY PROFILE (For details on competencies please refer to UNICEF Professional Competency Profiles.)**

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| **UNICEF values and competency Required**  **i) Core Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **ii) Core Competencies**   * 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) |  |  |

**CRITICAL COMPETENCIES:**

* Knowledge of the principle of gender parity and equality.
* Communicates effectively to varied audiences.
* Able to work effectively in a multi-cultural environment.
* Sets high standards for quality of work and consistently achieves project goals.
* Analyzes and integrates potentially conflicting numerical, verbal and other data from a number of sources.
* Adjusts team or department’s approach to embrace changing circumstances.