



Temporary Assignment – Request Form

I. Post Information

Job Title: Planning & Monitoring Officer
Supervisor Title/ Level: Chief of Sana'a Field Office-P4
Organizational Unit: Programme Section
Type: Temporary Appointment
Post Location: Sana'a Field Office
FUNDING: Grant:SC190701\WBS: 4920/A0/06/070/002/001
Duration: 364 days

Job Level: Level 2 Job
Profile No.:
CCOG Code : 1L05
Functional Code : CFD
Job Classification Level: Level 2

II. PURPOSE OF THE JOB (Principal Accountability)

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 planning, monitoring, information and implementing partnership management.

Requirements for the position/programmatic needs for Yemen CO:

The PMR Officer level 2 will work in a Sana'a Field Office where Planning and monitoring of programme activities is a substantial component of the Country Programme (or CCPD) to support program officers to monitor RWP performance indicators with applying HACT assurance activities and building partners capacity for better results. The PMR Officer reports to the Chief of Field Office (Level 4).

Key End-Results Expected:

1. **Planning:** Field office is provided timely, systematic, and effective guidance during internal programme planning and review processes.
2. **Monitoring:** Field office is provided with technical guidance on programme monitoring and data for key indicators of the Rolling Workplan, donor proposals, activity implementation plans, and any other key programme documents. Data of key indicators are collected, analyzed and made available to programme officers, results managers and management at field level and the Country Management Team and guide programme and management decisions
3. **Implementing Partnership Management:** Field office is provided with technical support in the formalization of implementing partnership with government, civil society organization and other implementing partners in line with relevant policies, procedures, and guidelines, including the CSO Procedure and guidance on work plans, and HACT plus.

4. **Capacity Development:** The planning and monitoring capacities of field office staff and national and sub-national partners are strengthened, enabling them to increasingly engage in and lead monitoring processes.
5. **Communication & Partnerships:** All above tasks are carried out and accomplished through effective communication and partnerships.

III. Key function, accountabilities and related duties/tasks

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Programme Planning

Provide technical support to ensure that field office has proper planning processes in place:

Duties & Tasks

- Provide technical support as necessary to the process of developing annual work plans.
- Provide technical support as necessary in organizing and managing annual/midyear/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.

2. Programme Performance Monitoring & Information Management

Provide technical support to ensure that field office has quality information to assess progress towards expected results established in annual work plans:

Duties & Tasks

- 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.
- Provide technical support to ensure that monitoring systems are in place and that key annual programme indicators are tracked and analyzed, including those related to partnerships initiative, and provided regularly to the senior management to guide programme and management decisions.
- Carry out data collection and analysis from field visits, standardizing them across programmes, to feed into programme performance monitoring.
- Compile monitoring information/data and make them available to programme 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, including programme's performance, relevance, efficiency, effectiveness, and sustainability, as well as good practices in partnerships and collaborative relationships.
- Conduct monthly planning and monitoring of implementation of Programmatic Visits.

- Conduct Implementing Partners 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.
- 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.

3. Implementation Partnership Management

Provide administrative and technical support 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:

Duties & Tasks

- Support the implementation of HACT financial assurance activities including downloading from zHACT liquidation FACE forms for field office to support 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 partnerships review committee 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 frameworks for partnerships review committee submissions for Field offices.
- Ensure signed partnerships submissions for Field offices are uploaded and stored on ECM shared drive. On monthly basis, share the tracker/link for each Field office with partnership review committee main/central secretariat for further analysis.

4. Capacity Building

Provide technical support to ensure that the planning and monitoring 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:

Duties & Tasks

- Contribute to the collaboration of a planning, monitoring, and implementing partnership capacity building strategy for national/local partners and institutions.
- 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 planning and monitoring 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 subnational 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.

5. Communication and Partnerships

Provide technical support to ensure that all the above tasks are carried out and accomplished through effective communication and partnerships, as elaborated below:

Duties & Tasks

- Facilitate or contribute to joint planning and monitoring activities with national/local partners, the UN agencies, and the wider international community, wherever possible in the context of the above processes.
- Provide technical support to field office staff and national/local partners on data collection, data management and data analysis for basic planning and monitoring.
- Facilitate learning from the results of monitoring within the field office, as well as among national/local partners and other key stakeholders.
- Seek advanced or in-depth technical support on planning and monitoring from the Planning, Monitoring & Research Section as necessary.
- Collaborate with the Monitoring Specialists at the Country Office level to ensure the availability of current and accurate monitoring and data and results.
- Collaborate with Monitoring Specialists at central level for overall coordination of priority planning, monitoring and research activities.

JOB GRADE FACTORS1

Level 2

- Acts in a support role for substantive part of the functional areas of in the small or medium country office. May be responsible for implementing small-scale monitoring 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 result of work have 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).

III: QUALIFICATION AND COMPETENCIES:

1. Education:

University degree in social sciences, development planning, planning, information management, statistics

2. Work Experience:

Professional work experience in programme development and implementation including planning and monitoring activities as follows:

- Two 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 English and another UN language. Additional language(s) an asset.

4. Competency Profile (For details on competencies please refer to *UNICEF Professional Competency Profiles*.) **i) Core Values (Required)**

- Commitment • Diversity and Inclusion • Integrity

ii) Core Competencies (Required)

- Communication [I] • Working with People [II] • Drive for Result [I]

iii) Functional Competencies (Required) :

- Formulating Strategies and Concepts [I] • Analyzing [II] • Applying Technical Expertise [II]
- Planning and Organizing [II]

iiii) Technical Knowledge

a) Specific Technical Knowledge Required (for the job)

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

- Knowledge of Project and Activity Evaluation.
- Professional technical knowledge/expertise in Data Collection
- Professional technical knowledge/expertise in Process Management, Follow-up on Recommendations and Dissemination of monitoring results.

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

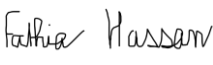

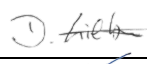
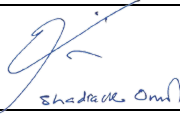
- Professional technical knowledge/expertise in demography, statistics, and data management.
- Methodology of monitoring, theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods.
- Professional technical knowledge/expertise in activity monitoring, 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, planning, and monitoring guidelines.
- Latest programme planning and monitoring 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

VII. Signatures- Job Description Certification

Name:	Fathia Omar Hassan	Signature		Date	05.09.2022
Title :	Supervisor-Chief of Sana'a Field Office				
Name:	Adeniyi Olaleye	Signature		Date	05.09.22
Title:	Chief of PMR section (Budget Owner)				
Name:	David Lieber	Signature		Date	05.09.2022
Title:	HR REVIEWED				
Name:	Shadrack Omol	Signature		Date	6Sept2022
Title:	Dep. Rep. Programmes				
Name	Philippe Duamelle	Signature		Date	
Title:	Representative				

