UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Planning Officer** Supervisor Title/ Level: **Chief PMR (P4)** Organizational Unit: **Programme** Post Location: **Dhaka, Bangladesh**	Job Level: **Level 2** Job Profile No.: CCOG Code: 1L08 Functional Code: RPM Job Classification Level: NOB Classification case number: BAN18025 Classified Date: 8/20/2018

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 programs, 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: UNICEF Bangladesh Country Office (BCO) has signed a five-year Country Programme Document (BCO CPD 2022-2026) that aims to provide all children and adolescents with opportunities to fulfil their rights. The CPD is aligned with the government's 8th Five Year Plan, focusing on COVID-19 recovery, inclusive growth, sustainable development, disaster resilience, urbanization, and achieving the Sustainable Development Goals. The CPD priorities are also aligned with the UNICEF Strategic Plan, 2022–2025, the 2030 Agenda for the Sustainable Development Goals, and the proposed outcomes of the United Nations Sustainable Development Cooperation Framework (UNSDCF) and the Government of Bangladesh's national priorities.

This CPD 2022 will be reviewed at mid-year and mid-term to inform the programme implementation and the development of a new Country Programme starting in 2027. This post of planning officer will contribute to these processes under the supervision of the Chief, Planning, Monitoring and Reporting (PMR) and play a key role in leading to the successful implementation, monitoring, and development of the following country programme.

Purpose for the job: The Planning Officer reports to the Chief of Planning, Monitoring and Reporting for supervision. The Officer provides professional technical, operational and administrative assistance throughout the planning, monitoring, process preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to evaluation planning, implementation, oversight and reporting to ensure that evaluations are carried out according to schedule and that results, and recommendations are implemented and followed up. The Planning Officer is accountable for the accomplishment of the stated key end-results but providing professional expertise and assistance in data management, bottom-up-planning, preparation of reports, communication and partnership and in implementing programmes to develop capacity of national and sub national level on planning and monitoring. 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.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Situation Monitoring and data management:**
2. **Planning and coordination**
3. **Programme performance monitoring:**
4. **P&M Capacity Building**

1. Situation Monitoring and data management:

Provide technical support to ensure that the Field Office and sub-national partners have timely and accurate measurement of change in conditions in the division, 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.

In coordination with other stakeholders, support the collection of Sustainable Development Goal (SDG) indicators (through MICS or other surveys) to improve integrated divisional planning.

Support management of available baseline information on divisional statistics and key indicators through established databases for easy access and use. Prepare divisional level statistical reports on the status of children's and women's human rights issues, and provide a technical support to global reporting obligations including national reports on progress toward the SDGs, toward CRC fulfilment, and toward CEDAW fulfilment.

Keep monitoring the situation of children's and women's rights with sub-national partners and keep updated with the information of the quality research that address issues and challenges affecting children and their families.

Coordinate with the Field Office and partners and provide assistance in their using up-to-date information in, inter alia, Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports.

2. Planning and coordination:

Support sectoral officers when developing bottom-up district and divisional plans ensuring quality control, standardization and convergence. Ensure that field level plans influence national level sectoral plans. Trigger complementarity, synergy and convergence entry points when developing implementation plans and establish a systematic monitoring framework.

Cross sectoral programmes: Support CFO for coordinating and monitoring emergent cross-sectoral issues: Child Marriage, climate change, DRR, Urban etc.

Support CFOs in conducting quality control of field missions. Support CFO on compilation and quality control of other planning and management requests. Coordination annual report and annual review meetings in support of CFO.

3. Programme performance monitoring:

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

Provide technical support as necessary to identifying and adjusting a set of programme performance indicators, in the context of the Rolling Field Management Plan and Rolling Divisional Work Plans, as outlined in the CPD.

Provide technical support to ensure that monitoring system are in place and that key annual programme indicators are tracked and analysed, including those related to partnerships initiative, and provided regularly to the Field Management Team to guide programme and management decisions.

Carry out data collection and analysis from field visits, standardising them across programmes, to feed into to programme performance monitoring.

Keep tracking of follow-up action based on management decisions resulting from Field 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.

4. P&M Capacity Building

Provide technical support to ensure that the Planning and monitoring capacities of Field Office staff and Sub-national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead bottom-up-planning and monitoring.

Overall implementation of data management, planning and monitoring capacity building strategy for sub-national partners and institutions and corresponding activities for implementation in the context of the CPD. Provide technical support for implementation of capacity building strategies as a joint commitment with other developmental partners.
This post will liaise with all sections and staff at both country office and field office levels, and Government/CSO partners due to the nature of work. The efficiency and efficacy with which this post is carried out will impact on the smoothness of the planning process at all levels within and outside UNICEF. The increased planning capacity of staff/partners will contribute to achieving the set CPD goals, and to the realization of rights of children.

IV. Impact of Results

The efficiency and efficacy of support provided by the Officer to the CMT 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.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- 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)

VI. Recruitment Qualifications

Education:	A University Degree in economics, psychology, sociology, education or other social science field is required.
Experience:	A minimum of 2 years of professional experience in social development analysis and programming at the international and/or in a developing country is required. Relevant experience in program/project monitoring and evaluation in a UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

Child Safeguarding Certification
(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1.Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.	☐ Yes ☑ No
2a. Is this a Direct* contact role?	☐ Yes ☑ No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.*	☐ Yes ☑ No
3a. Is this a Child data role? *:	☐ Yes ☑ No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) * *"Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".*	☐ Yes ☑ No
4. Is this a Safeguarding response role* *Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations*	☐ Yes ☑ No
5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children[1]; or Measures to manage other safeguarding risks are considered unlikely to be effective[2].*	☐ Yes ☑ No

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[1] Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

[2] i.e. the role-risk will be compounded by other residual risks.