

Terms of Reference for Temporary Appointment¹

TA – Planning, Monitoring and Evaluation Officer (SUN II), NOB, 2 years, Lusaka, Zambia

Purpose:

Under the supervision of the Nutrition Section Chief, the Planning, Monitoring and Evaluation Officer - SUN II (TA) will provide oversight for the planning, monitoring, and evaluation of the SUN II program. Due to the scale of the SUN II programme, the multiple partners and the complexity of the programme, the officer will oversee the coordination of the planning process with all stakeholders to ensure that the program has evidence based Multi-sectoral plans for Nutrition. The Planning, Monitoring and Evaluation Officer will also work with the government line ministries, UN agencies and other Nutrition partners to monitor programme implementation and ensure the programme has data for decision making.

Responsibilities and Tasks:

The Planning, Monitoring and Evaluation Officer (TA) will be required to complete the following tasks:

1. Multi-Sectoral Planning

- In close collaboration with the National Food and Nutrition Planning unit, Government line ministries, the UN agencies, NGOs and the Provincial and District Nutrition Coordination Committee, support the harmonization of a multi-sectoral planning process with the government MTEF planning
- Support the National, provincial, district and ward level planning process through the provision of robust mapping of priority interventions to be supported under SUN II in a multi-sectoral manner necessary to achieve programmatic goals
- Act as a focal point to consolidate the Multi-sectoral Nutrition plans and ensure the activities are aligned with NGO program documents for funding
- Support with partnership management by managing partner reports in the UNICEF Partner Reporting Portal
- Contribute to the planning and implementation of the SUN II joint annual programme reviews

2. SUN II Programme Monitoring and Evaluation

- Support the finalization of the Multi-sectoral operational guides for district M&E roll out
- Responsible for continuously updating the establishment of the Multi-sectoral Nutrition Management Information System for monitoring of SUN II indicators as per the M&E Framework
- Responsible for data analysis of data entered in the database and sharing of results with the programme team

¹ AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

- Identify capacity needs of District Nutrition Coordinators, NGO M&E officers and line ministry M&E focal points in data collection, analysis and reporting and use of evidence for programming
- Support NFNC to strengthen monitoring systems with attention to the quality of data collected
- Support follow up of implementation of any SUN II Evaluation recommendations related to planning and M&E

3. Reporting:

- Provide inputs to monthly, quarterly, and annual programme updates, donor reports as well as SUN II newsletters based on inputs from UN agencies and UNICEF programme sections contributing to SUN II programme
- Prepare indicator performance status table of each output indicators in the M&E framework to be included in the quarterly, semi-annual, and annual reports for submission and presentation at cooperating partners' meetings and other relevant meetings
- Support day-to-day tracking and documentation of progress updates collected from internal UNICEF sections, UN agency, government communication on the programme, with support from the SUN II team, NFNC and other UN sister agencies
- Participate in progress meetings and follow up actions and continually strengthen project and monitor interventions implemented by the partners
- Proactively identify problems in achievement of programme goals through routine monitoring and communicate to Chief of Nutrition in a timely manner

Minimum Qualifications and Competencies

- Bachelor's degree in one of the following areas: Social Sciences, Economics, Demography, Development Studies, and other relevant fields
- At least two years of professional work experience in international organizations on complex programs with focus on programme planning, monitoring and evaluation, and donor reporting required.
- Proven Knowledge in
 - Logical framework approach and other strategic planning and monitoring approaches
 - M&E methods and approaches (including quantitative, qualitative, and participatory)
 - Information analysis and report writing
- Excellent skills in Excel, including data analysis and development of charts and graphs, required.
- Demonstrated experience in working in international development with government partners, international organizations, and donors.
- Experience in planning and M&E for Multiple section including WASH, Agriculture, Livestock and Fisheries, Social Protection, Health and Nutrition programs
- Demonstrated experience and knowledge in multiple sector management information systems including HMIS and DHIS2
- Experience in working in any of the 17 SUN II districts and government counterparts
- Experience in conducting program reviews and field support/supervision

Budget Reference:

[Please reflect the project code, WBS 4980/A0/05/400/003/001 and Grant SC200636

Competency Profile:


Core Values (Required)

- Care
- Respect
- Integrity
- Trust and
- Accountability

Core Competencies (Required)

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others
- Nurtures, leads and manages people *(for supervisors only)*

Requested and Prepared by:
Josephine Ippe, Section Chief, Nutrition Section

 13/07/2022

Signature and date

Reviewed by
Either Kheiri, HR Specialist

Signature and date

Approved by
Malti Gandhi, OIC Representative

Malti Gandhi 13 July 2022
Signature and date