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| **I. POST INFORMATION** | |
| * Job Title: Chief, Planning Monitoring & Evaluation * Level: P4 * Supervisor Title/ Level: Deputy Representative Organizational Unit: Programme Section * Post Location: Conakry, Guinea | * Job Level: * Job Profile No.: * CCOG Code: * Functional Code: * Job Classification Level: |

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| 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:**  The Chief of Planning, Monitoring and Evaluation will provide overall guidance to the Planning and Monitoring functions and overall implementing partnerships management in the Guinea Country Office. The post will supervise 1 M&E Specialist (NOC), 1 HACT Officer (NOB), 1 Budget Officer (NOA), 1 Programme Associate (GS6), 1 Information Management Officer (P2/TA) and 1 Planning Officer (IUNV).  **Purpose of the Job:**  Under the overall guidance of the Deputy Representative and working in close collaboration with programme sections, the Chief PME is accountable for the establishment of viable systems that strengthen the programme focus and results for children in Guinea. As such, the incumbent facilitates planning, innovative programme monitoring and evaluation approaches, and provides guidance, coordination and leadership in policy and strategy development. She/he works in collaboration with the UN country team in support of the achievement of UNSCDF outcomes, as well as in monitoring the implementation of the SDGs:   * To lead the Country Programme planning, monitoring, reporting and coordination of the Annual or Rolling eWork Plan development. * To ensure that the UNICEF Country Office has useful, valid, and reliable information on the situation of children and women’s rights. * To provide analysis of current trends and provide advice on how to integrate these trends in delivery of UNICEF supported programmes, including their relevance, efficiency, effectiveness, and sustainability and in case of emergencies, their coverage, coordination, and coherence. * To work within the UN country team to support UNCT goals for delivering valid and reliable information on reaching the SDGs and on the performance of joint UN programmes (when relevant). * To assist in the establishment of monitoring tools which enhance partnerships between the UNCT, government and other key players to collectively track progress on SDGs and other international commitments for children. * To assist in the development of national capacities for planning, monitoring and evidence generation, with special attention to the interest, concern and participation of government, community, and civil society stakeholders. * Support relevant officers in building national evaluation capacity development (NECD) and conducting strategic evaluations of UNICEF-supported programme in Guinea. |

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| III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)* |
| **Summary:**   * Provide technical support to ensure that evaluation design and management meet quality standards as outlined in UNICEF Programme Policies and Procedures and related stand-alone Evaluation Technical Notes, when necessary seek expertise of knowledge institutions. Facilitate and take part in producing Evaluation Office’s responses on specific and substantive issues. * Review and provide technical comments on draft evaluation reports. Contribute to the effective dissemination and sharing of knowledge, findings, conclusions, recommendations and lessons from evaluation to the intended audience as described in the Terms of Reference with a view to improving programme performance and contributing to wider learning. * Provide assistance in tracking to 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 CMT and follow-up actions recorded in CMT minutes.  1. **Country office programme planning and development**   To ensure that the UNICEF Country Office has useful, valid and reliable information on the situation of children, youth and women and the realization of their rights; and on Key Results for Children (KRC), the performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination and coherence.   * In support to the Deputy Representative, provide technical guidance for planning and updating of the situation analysis by the programme sectors to establish comprehensive data and information for programme development planning, management, monitoring and evaluation. * Provide technical and operational support to various components of programme throughout the process of programme formulation, planning and preparation of the Country Programme ensuring harmonization of approaches and alignment with UNICEF’s Strategic Plan, corporate guidelines, policies/procedures and regional and national priorities. * Provide quality assurance to the Country Programme recommendation to ensure alignment with the UNICEF’s Strategic plan, compliance with policies and procedures and that documentation materials are completed accurately and comprehensively to facilitate Executive Board review and approval.   **2. Integrated Monitoring, Evaluation & Research (IMERP)**  *Ensure that the Country Office and national partners use a well-prioritised and realistic plan of monitoring, evaluation and research activities that will provide the most relevant gender-specific and strategic information to manage the Country Programme, including tracking and assessing UNICEF’s distinct contribution.*  **Duties & Tasks**   * Provide technical guidance and collaboration in the planning and establishing the major research and monitoring and evaluation activities in multi-year and annual IMERP, that is to be reflected in UNDAF M&E Plan. * In close consultation with management and liaison with partners, make a professional contribution to formulation of the IMERP from a sound gender-sensitive, results-based programming process and collaborative working relations with partners. * In a close coordination with partners, ensure that the IMERP include data collection activities that provide accurate and relevant and gender-specific data on key activities and results, including results for children. * Contribute to the incorporation of M&E tasks in the IMERP which were identified within the CO Emergency Preparedness and Response Plan (EPRP), in order to anticipate and prepare for the information needs and operational modalities of an emergency. * In humanitarian response situations, within the first month, draft and recommend a simple one-month data-collection plan to cover key data gaps as required for the initial emergency response. * After the initial humanitarian response, support management of the medium-term response with a revised IMERP.   **3. Situation Monitoring and Assessment**  *Ensure that the Country Office and national partners have timely and accurate and gender-specific 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 Goals (SDG) indicators (through MICS or other household surveys) to improve integrated national planning. * Support partners in the establishment and management of national statistical databases and national information systems for easy access and use ensuring that indicators are gender-specific and equity focussed, ensuring that key indicators are readily accessible by key stakeholders. Potential uses include the Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, and Programme Reviews. * Develop a collectively Situation Monitoring and Assessment system owned by all key partners which supports the preparation of country level statistical and analytic reports on the status of children’s and women’s rights issues; and which allow, when opportunities emerge, to influence developmental and social policies. To include technical support to global reporting obligations including national reports on progress toward the SGDs, and toward CRC and CEDAW fulfilment. * In humanitarian response situations, provide professional support for one or more 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 clusters partners.   **4. 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, with inputs of all concerned partners to assess progress towards expected annual and multi-year results in the context of the multi-year and annual IMERP, the Annual Management Plan and Annual Work Plans, as outlined in the Programme Policy and Procedures Manual). * 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. * Provide technical advice in order that management reports including relevant sections of the annual reports are prepared drawing on monitoring and analysis of key management indicators.   **5. Evaluation**  *Ensure that a well-prioritised and strategic selection of evaluations at programme or Country Office strategy level is managed in order that each evaluation is designed and carried out with quality process and products and that evaluation results are useful to the intended audience.*  **Duties & Tasks**  .   * Technically support programme partners to formulate 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. * Monitor and ensure 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. * 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.   **6. 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 M&E function among all staff members through communication, training, learning and development activities organization-wide. * In close collaboration with partners, ensure that an M&E capacity building strategy for UNICEF/UN staff national partners and institutions exists in the context of the IMEP, or UNDAF M&E plan. Pay particular attention so the capacity needs of national partners such as professional evaluation associations will be strengthened by involvement in evaluation processes and possibly through specific capacity building initiatives. * 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. * Actively seek partnerships with knowledge institutions for the identification of capacity gaps and development of strategies to address them.   **7. Innovation, knowledge management and capacity building**  **Duties & Tasks**   * Identify, capture, synthesize and share lessons learned from studies and evaluations for integration into broader knowledge development planning and management efforts. * Research and report on best and cutting edge practices for development planning of knowledge products and systems for evaluations. * Develop and share innovative data collection tools and methods for increased evidence generation capacity.   **8. 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 M&E management.*  **Duties & Tasks**   * Collaborate with Regional M&E Advisers and HQ Evaluation Office for overall coordination of priority research, monitoring and evaluation activities, especially those of regional scope requiring the coordinated effort of multiple countries. * 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.   **9. Managerial leadership**   * Establish the section’s annual work plan with the social policy team. Set priorities and targets and monitor work progress to ensure results are achieved according to schedule and performance standards. * Establish clear individual performance objectives, goals and timelines; and provide timely guidance to enable the team to perform their duties responsibly and efficiently. Plan and ensure timely performance management and assessment of the team. |

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| IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF’s capacity in achieving its goals)* |
| 1. Strategic Planning and Partnerships: The Country Office has strategic and annual/rolling plans that align with government priorities and address gaps in the realization of child rights.  2. Partnerships with external stakeholders (government, civil society, academia, etc.) are fostered and allow UNICEF to extend its impact on children.  3. Monitoring, Evaluation & Research Planning: The Country Office and national partners have a well- prioritized and realistic plan of research, monitoring and evaluation activities, developed collaboratively that provides all the relevant and strategic information needed to manage the Country Programme.  4. Situation Monitoring and Assessment: A collective Situation Monitoring and Assessment 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.  5. Programme Performance Monitoring: 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.  6. Evaluation: UNICEF-supported evaluations 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.  7. PME Capacity Building: The monitoring and evaluation capacities of Country Office staff and partners enhanced with the contribution of UNICEF knowledge partners meet the expectations and requirements of their positions and responsibilities.  8. Coordination and Networking: The UNICEF office is linked to wider UNICEF PME developments in a way that both contributes to and benefits from organizational learning on effective M&E management. |

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| V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles) | |
| **Core Values**: Care, Respect, Integrity, Trust, Accountability and Sustainability  **Core competencies:**   * Nurtures, Leads and Manages People (2) * Demonstrates self-awareness and ethical awareness (2) * Works collaboratively with others (2) * Builds and maintains partnership (2) * Innovates and embraces change (2) * Thinks and acts strategically (2) * Drive to achieve results for impact (2) * Manages ambiguity and complexity (2) | **Functional Competencies**     * Leading and supervising (2) * Formulating strategies and concepts (2) * Analyzing (3) * Relating and networking (2) * Persuading & Influencing (2) * Planning & Organizing (3) |

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| **VI. Recruitment Qualifications** | |
| **Education** | **Education**  Advanced university degree in social sciences, economics or other relevant disciplines. Practical training in programme management and evaluation, survey and research analysis, or applied statistical data analysis in social sciences an asset. |
| **Experience** | **Work Experience**   * Professional work experience in programme development and implementation including monitoring and evaluation activities. * Minimum of eight years of relevant professional work experience is required. * Developing country work experience and/or familiarity with emergency is considered a strong asset. * At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred. |
| **Language Requirements:** | Fluency in French and English is required. Knowledge of another official UN language or a local language is an asset |