



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **Monitoring & Evaluation Officer**
Supervisor Title/ Level: **Chief of Monitoring & Evaluation**
Organizational Unit: **Programme**
Post Location: **Lusaka, Zambia**

Job Level: **Level 2**
Job Profile No.:
CCOG Code: 1M06
Functional Code: RPM
Job Classification Level: **(For non GJP)**

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. 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.

Purpose for the job:

The Monitoring & Evaluation Officer reports to the Chief of Planning, Monitoring & Evaluation for supervision. The Officer provides professional, technical, operational and administrative assistance throughout the planning, monitoring, reporting and evaluation process. This includes preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to evaluation management, to ensure that evaluations are carried out according to schedule and that results and recommendations are implemented and followed up.

III. Key function, accountabilities and related duties/tasks

1. Management of country led evaluations.

- Draft and/or develop terms of reference for external consultants and initiate the recruitment process to ensure the timely selection and recruitment of evaluators.

- Manage the various processes of assessing and/or selecting consultants and evaluation teams to facilitate the recruitment/selection process.
- Organize materials, briefings and all required administrative arrangements to ensure external consultants are provided appropriate and comprehensive information to start and continue effectively and efficiently the conduct of evaluations.
- Keep abreast of evaluation progress to proactively meet the evaluators' need for information or other related issues to ensure delivery of results as scheduled and allocated.
- Support the evaluation budget preparation. Monitor and verify the use of resources for compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity.
- Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Collect and maintain roster of qualified evaluators and firms, ensure continued update, verification and quality assessment of their suitability for evaluation projects. Develop and maintain an effective system for dissemination of the roster for easy access.
- Prepare timely analytical documents highlighting critical areas for management progress monitoring, oversight and action.

2. Dissemination and follow up of evaluations

- Consult stakeholders to seek clarification and/or validate findings from draft and final evaluation reports and reports on feedback to facilitate timely action.
- Upload/disseminate completed evaluation reports into Global Evaluation Data base (EISI) to allow global sharing and final quality review.
- Upload on EISI, each approved management response in the tracking systems and monitor quarterly update and produce analytical reports for management action and decision on implementation of evaluation agreed actions/recommendations.
- Actively follow up with stakeholders on the implementation of evaluation results. Provide appropriate technical support to facilitate implementation and/or reporting to relevant stakeholders to ensure time action to ensure the implementation of evaluation results.

3. Lead the preparation of the integrated monitoring and evaluation plan (IMEP)

- Technical support to the research and evaluation function, including the development and completion/update of IMEP, review of TORs and draft reports, supporting the functioning of the Research and Evaluation Committee.
- Provide technical and operational support throughout the evaluation process by executing/administering a variety of technical, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support evaluation results-based planning (RBM) and monitoring and assessing results.
- Prepare required documentations/materials/data to facilitate evaluation planning, implementation and reporting.
- As secretariat to the Research and Evaluation Committee (REC), organize REC meetings, set agenda, take minutes and follow up on action points.

4. Setting Standards for Programme performance planning and monitoring

- Provide technical support as necessary to the process of developing and monitoring Rolling Work Plans, including inclusion of and reporting on development and humanitarian indicators, reporting on progress of the equity and gender marker as outlined in the Programme Policy and Procedures Guidance
- Provide technical support as necessary in organising and managing annual/mid-year/mid-term/end term country programme reviews ensuring consistency with objectives and goals set out in the CPD and contribute to the development of the Annual Management Plan.
- Monitor follow-up actions based on management decisions resulting from Country Office performance monitoring and evaluation.

- Support the programme components to effectively monitor and report on the intersectoral programme results, to facilitate programme coherence and convergence where appropriate.
- Contribute to development and use of programme monitoring frameworks, including technical support to programme teams.
- Provide technical support to programme sections to effectively monitor and report on the intersectoral programme results.
- Support programme teams on developing programme theories of change and results frameworks
- Support programme teams on emergency preparedness (planning) and response efforts, including setting up of information management (IM) systems, and humanitarian reporting (Sitrep reporting).

5. Networking and partnership building

- Provide technical and operational support to a wide range of stakeholders and evaluators on UNICEF and UNEG policies, practices, standards and norms.
- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate evaluation and build their capacity for evaluation planning and implementation.
- Participate in appropriate inter-agency meetings/events on monitoring and evaluations to collaborate with inter-agency partners/colleagues on UNSDCF operational planning and preparation and to integrate and harmonize UNICEF position and strategies with the UNSDCF development, monitoring and planning process.

6. Innovation, knowledge management and capacity building

- Identify, capture, synthesize and share lessons learned from 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.
- Establish and build the capacity of key partnerships in M&E.

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 without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

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 essential. Knowledge and experience in qualitative and quantitative methods, and design and implementation of SMART indicators (specific, measurable, achievable, relevant, and time bound).
Language Requirements:	Fluency in English is required. Knowledge of local language is an asset.