

## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

<b>JOB TITLE:</b> <u>Monitoring &amp; Evaluation Officer</u> <b>JOB LEVEL:</b> <u>Level 1</u> <b>REPORTS TO:</b> _____ <b>LOCATION:</b> <u>Field (Regional, Area, Country) Office</u>	JOB PROFILE NO.: 60000103 CCOG CODE: _____ 1M06 _____ FUNCTIONAL CODE: <u>_RPM_____</u>
<b>PURPOSE OF THE JOB (Principal Accountability)</b> <p>Monitoring and Evaluation Officer is accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in information/data collection, statistics and data analysis, monitoring &amp; evaluation (M&amp;E), preparation of reports, communication and partnership, and in implementing training programmes for national and sub-national data collection, monitoring, evaluation and research capacity building with special attention to the interest, concern and participation of primary stakeholders.</p>	
<b>Key End-Results Expected</b> <ol style="list-style-type: none"> <li>1. Integrated Monitoring, Evaluation &amp; Research Planning (IMEP) is prepared and in place to provide strategic priority and realistic plan of activities for M&amp;E.</li> <li>2. Timely monitoring and measurement of changes in conditions due to programme or policies in country or region <b>are conducted with the participation of relevant partners and</b> are provided to the Country Office and national partners to facilitate national planning, and assess the impact of the programmes and policies, and report on the progress being made.</li> <li>3. Country Office Performance are systematically monitored and data for key indicators of the Annual Management Plan and management reports are collected, analyzed and made available to management and the Country Management Team.</li> <li>4. Evaluation is designed and carried out with quality process and products in line with priority and strategy. Evaluation findings, recommendations and reports are used to improve programme performance and are effectively disseminated to the intended audience. <b>Major partners are kept abreast and/or contribute to these exercises as required.</b></li> <li>5. The monitoring and evaluation capacities of Country Office staff and national partners are strengthened, enabling them to increasingly engage in and lead monitoring and evaluation processes.</li> <li>6. Effective communication and partnerships are achieved in carrying out integrated planning of research, monitoring and evaluation activities within the Country Office and with the Regional office, <b>and with all other stakeholders, including national partners, the UN Country Team and the international community; and the results are shared with all partners to stimulate joint engagement.</b></li> </ol>	
<b>KEY ACCOUNTABILITIES and DUTIES &amp; TASKS</b> <p><i>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.</i></p> <ol style="list-style-type: none"> <li>1. <b>Integrated Monitoring, Evaluation &amp; Research Planning (IMEP)</b>   <b><i>Provide technical support to ensure that the Country Office and national partners use a well-prioritised and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the Country Programme, including tracking and assessing UNICEF's distinct contribution.</i></b> </li> </ol> <p><b>Duties &amp; Tasks</b></p> <ul style="list-style-type: none"> <li>• Contributes to provision of technical assistance for the planning and establishing the major research, monitoring</li> </ul>	

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and evaluation activities in multi-year and annual IMEPs, which is to be reflected in UNDAF M&E Plans.

- Participate in management studies and support/participate in thematic/strategic evaluations to improve development & organizational effectiveness.
- Support and contribute to effectively joint evaluations with developmental partners, including joint evaluation of UNICEF or of multi-partner programs.
- In close consultation with management and liaison with partners, make a professional contribution to formulation of the IMEPs from a sound results-based programming process and collaborative working relations with partners
- In a close coordination with partners, ensure that the IMEPs include data collection activities that provide accurate and relevant data on key activities and results, including results for children.
- Contribute to the incorporation of M&E tasks in the IMEPs which were identified within the CO Emergency Preparedness and Response Plan, in order to anticipate and prepare for the information needs and operational modalities of an emergency, *in consultation with humanitarian partners.*
- 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, *working in close collaboration with the humanitarian clusters partners.* After the initial humanitarian response, support management of the medium-term response with a revised IMEP.

### 2. Situation Monitoring and Assessment

***Provide technical support to ensure that the Country Office and national partners have timely and accurate 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

- Support management of available baseline information on national statistics and key indicators through established databases (e.g., DevInfo) for easy access and use. Prepare country 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 MDGs, toward CRC fulfilment, and toward CEDAW fulfilment.
- Keep monitoring the situation of children's and women's rights with 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 Country 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.
- Provide technical support to ensure that the CO has information necessary for UNICEF to effectively report on and advocate for children's rights through the appropriate channels *and to enhance partnerships with key players in monitoring collectively progress on child focused international commitments, including MDGs.*
- Support the CO in collecting and interpreting existing early warning data effectively to guide the adjustment of programmes and operational approaches when and as country contexts deteriorate.

### 3. Programme Performance Monitoring

***Provide technical support to ensure that the Country 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 (especially, Chapter 6, section 6: IMEP).
- 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 Country

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Management Team/ Senior 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 Country 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. Evaluation

***Provide technical support to 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

- Provide support to ensure that the relevant programme partners participate and formulate Evaluation Terms of Reference and design of high quality.
- 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 provide assistance to 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. Specifically, assist in feeding evaluation results into key UNICEF programme planning processes including the Annual Reviews and the Mid-Term Reviews, and formulation of the Country Programme Document, the Country Programme Action Plan and the Annual Work Plans. Support effective participatory feedback, including to community and civil society stakeholders.
- 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 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.

#### 5. M&E Capacity Building

***Provide technical support to 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

- Contribute to the collaboration of an M&E capacity building strategy for national partners and institutions and corresponding activities for implementation in the context of the IMEP or UNDAF M&E plan. 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 Country Office staffs have the basic

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knowledge and skills to fulfil their monitoring and evaluation responsibilities, and training is planned and carried out to fill identified gaps.

- Promote and provide support to ensure that Country Office staff and national partners are aware of and have access to UNICEF monitoring and evaluation learning resources.
- Contribute to facilitate that Evaluation capacity of national partner organisations is strengthened through their involvement in evaluation processes and possibly through specific capacity building initiatives.
- Provide assistance to liaise with knowledge institutions to seek partnerships for the identification of capacity gaps and the development of strategies to address them.

### 6. Communication and Partnerships

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

#### Duties & Tasks

- Facilitate or contribute to integrated planning of research, monitoring and evaluation activities within the Country Office, with national partners, the UN Country Team and the wider international community, in the context of internal office management plans, the country programme process, the UNDAF and sector wide approaches respectively, in consultation with child-right partners.
- Facilitate or contribute to joint monitoring and evaluation activities with national partners, the UN Country Team and the wider international community, wherever possible in the context of the above processes.
- Provide technical advice to Country Office staff and national partners on data collection, data management and data analysis for basic monitoring and evaluation.
- Provide synthesis of M&E results to the country office senior management, the Country Management Team and key programme and operations staff.
- Ensure that evaluation recommendations are communicated to the relevant partners for implementation, with advice on the Implementation Plan and follow-up action for future programming.
- Facilitate learning from the results of monitoring and evaluation within the Country Office and more widely within UNICEF in the region and globally, as well as among national partners and other key stakeholders, engaging more expertise from knowledge institutions.
- Seek advanced or in-depth technical support on monitoring and evaluation from the Regional M&E Advisors and headquarters advisors on monitoring and evaluation as necessary.
- Collaborate with the Regional M & E Adviser to ensure the availability of current and accurate monitoring and evaluation data and results.
- Collaborate with Regional M&E Advisers and HQ Officers for overall coordination of priority research, monitoring and evaluation activities.

### JOB GRADE FACTORS<sup>1</sup>

#### Level 1

- Acts in a support role for two or three of the functional areas of M&E in the small or medium country office. May be responsible for implementing small-scale monitoring and/or evaluation activities at project and activity level.
- The nature of work is primarily basic conceptualization, analysis, interpretation, and problem identification, leading to drawing accurate conclusion and making analytical/operational recommendations.
- The work requires efforts to build partnership for information acquisition and responses to clients' needs, as well as ability to support networking with knowledge institutions.

<sup>1</sup> The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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- The results of work have is more of individual contribution, rather than of organizational unit, and take the form of basic, substantive and deliverable products.
- Performance is measured by the scope of functional/technical areas, 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, and it reflects individual competence of the incumbent.

### QUALIFICATION AND COMPETENCIES ( [ ] indicates the level of proficiency required for the job.)

#### 1. Education:

University degree in social sciences, development planning, planning, evaluation, survey implementation, advanced statistical research.

#### 2. Work Experience:

- Professional work experience in programme development and implementation including monitoring and evaluation activities as follows:
- One year 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 is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

#### 4. 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)

or

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### **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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

### **5. 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 Evaluation Process Management, Follow-up on Recommendations and Dissemination of M&E results.

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

- Professional technical knowledge/expertise in demography, statistics, and data management.
- Methodology of M&E, 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 & Evaluation, Evaluation Design, 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, monitoring and evaluation guidelines.
- Latest programme monitoring and evaluation 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.