



UNICEF
United Nations Children's Fund

Specific Job Profile (SJP)

I. Post Information

Job Title:

Planning and Monitoring Manager

Supervisor Title/ Level:

58568 Chief Planning & Monitoring / P5

Organizational Unit:

Programme

Post Location:

Country Office

Category:

IP (International Professionals)

Job Level: Level 4

Job Profile No.:

CCOG Code: 1M06

Functional Code: PMR

Job Classification Level: Level 4

II. Organizational Context and Purpose for the job

UNICEF is a leading humanitarian and development agency working globally for children's rights. Child rights begin with safe shelter, nutrition, and protection from disaster and conflict and traverse the life cycle. UNICEF strive to ensure that all children are born alive, stay safe and keep learning.

For 70 years, UNICEF has endeavored to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence aiming to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers and policymakers to help all children realise their rights—especially the most disadvantaged.

Job organizational context:

Guided by UNICEF's Rights and Results-based Management standards, the Planning and Monitoring Manager supports the planning process throughout the country programme cycle, monitoring systems, surveys and analysis of key trends (e.g., MICS and MICS+), and reporting.

In close collaboration with the Evaluation Manager on evaluation and research initiatives, he/she strengthens a regular dialogue with key national and international partners involved in surveys and data collection. The Manager facilitates and coordinates the joint programme and project monitoring and evaluation of international assistance on the ground.

The incumbent ensures that the UNICEF Country Office has useful, valid, and reliable information on the situation of children's and women's rights; the performance of UNICEF-supported programmes, including their relevance, efficiency, effectiveness, and sustainability; and in emergency contexts, their coverage, coordination and coherence.

He/she works within the UN country team to support UNCT goals for delivering valid and reliable information on the attainment of the Sustainable Development Goals (SDGs), UNICEF West and Central Africa Key Results for Children (KRCs) and Nigeria and other goals, and on the performance of UN-supported programmes.

The incumbent assists in establishing monitoring and reporting tools that enhance partnerships between the UNCT, government and other key players to track progress on SDGs and other international commitments for children.

He/she assists in developing national capacities for monitoring, reporting and research, with special attention to the interest, concern and participation of government, community, and civil society stakeholders.

The purpose for the job: The Planning and Monitoring Manager ensures that UNICEF Nigeria has strategic and results-based programme planning strategies and documents; useful, valid and reliable information on the situation

of children's and women's rights; relevant, effective and timely use of programme monitoring information and insights for strategic and programmatic decision making, including insights for coverage, coordination, and coherence in emergency contexts.

III. Key functions, accountabilities and related duties or tasks

Summary of the key functions, accountabilities and related duties or tasks include:

Within the delegated authority and under the given organisational 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 results.

1. Programme Planning and the Integrated Monitoring, Evaluation & Research Plan (IMEP)

Support the Country Office and national partners to develop a well-prioritised and realistic programme plan, and monitoring and evaluation activities, developed collaboratively to deliver results for children.

- Lead development of the Country Programme Document (CPD), Country Programme Management Plan (CPMP), Results Framework, Programme Strategy Notes (PSNs), and Country Office and Field Office Programme Workplans.
- In coordination with the Integrated Monitoring, Evaluation & Research Plan (IMEP) Committee, make professional contributions to and provide technical assistance for the planning and establishing the major research, monitoring and evaluation objectives, priorities, and activities in UNICEF's multi-year and annual IMEPs, in consultation with child-rights and implementing partners.
- Support developing and coordinating the United Nations Sustainable Development Framework (UNSDF) M&E plan and reporting requirement from a sound rights and results-based programming process.

2. Situation Monitoring and Assessment

Ensure that the Country Office and national partners have a 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.

- In coordination with other stakeholders, support the collection of Sustainable Development Goals (SDG) and other key social development indicators (through MICS, MICS+ or other surveys) to improve national planning.
- Support partners in establishing and managing national statistical databases, ensuring key indicators are readily accessible to key stakeholders. Potential uses include Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, and Mid-Term Reviews.
- Develop a 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 allows, when opportunities emerge, to influence developmental and social policies.
- Provide technical support and coordinate global reporting obligations, including national reports on progress toward the SDGs and Key Results for Children (KRC) fulfilment.

3. Programme Performance Monitoring and Reporting

Ensure the Country Office has quality information to assess progress towards expected results established in annual work plans, including emergency plans.

- Coordinate analysis of quality information collected and disseminated with the participation of all concerned partners to assess progress towards expected annual and multi-year results and oversee the gathering and analysis of relevant and strategic information needed to manage the Country Programme.
- Strengthen and harmonize the Country Programme Monitoring systems, the Monitoring Information Systems (MIS) maintenance, biannual programme reviews, and corporate programme reporting (RAM, KRC, CRAVE, CSIs, UNINFO)

- 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 IMEPs, 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 programme performance monitoring, with special attention to humanitarian response.
- Drawing on monitoring and analysing key programme performance and management indicators, provide professional input to management reports, including relevant sections of the annual reports.

4. 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 increase and lead monitoring and evaluation processes.

- Enhance the monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – to meet the expectations and requirements of their positions and responsibilities.
- Develop and maintain guidance, tools, templates, and materials for planning, monitoring and reporting in the UNICEF SharePoint site, the hub for all planning, monitoring and reporting activities.
- 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 with involvement in evaluation processes and possibly through specific capacity-building initiatives.
- Collaborate on implementing capacity-building strategies as a joint commitment with other developmental partners. Utilise a range of appropriate skills-building strategies, including self-learning, seminars and workshops and practical experience to build the knowledge and skills of UNICEF and UN staff in understanding and to apply new M&E policies, tools, and methods to fulfil their responsibilities. Similarly, design and implement strategies suited to the skills needs of national partners.
- Actively seek partnerships with knowledge institutions to identify capacity gaps and develop strategies to address them.

5. Coordination and Networking

Ensure that the UNICEF office is effectively linked to wider UNICEF M&E developments and the UNSDCF M&E system that contributes to and benefits from organizational learning on effective M&E management.

The UNICEF office is linked to wider UNICEF and UN M&E developments in a way that both contribute to and benefit from organizational learning on effective planning, M&E, and results management.

- 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 experiences 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.
- Support coordination of UNICEF inputs to UN-wide planning, monitoring, and reporting requirements.

IV. Impact of Results

The efficiency and efficacy of direction provided by the Manager to the Country Management Team and the wide range of stakeholders contribute to the successful results-based planning and monitoring of programmes that in turn result in improved country office and national stakeholders' development planning, performance and achievement of concrete and sustainable results for children in Nigeria.

Effective planning, monitoring and reporting enhances UNICEF's capacity and credibility in delivering highly effective programmes 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 (3)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (3)
- Builds and Maintains Partnerships (3)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (3)
- Manages ambiguity and complexity (2)

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

VI. Qualifications

Education:	An advanced university degree in social sciences, statistics, planning development, planning or related social science field is required or an additional five years of relevant experience in lieu of an advanced degree.
Experience:	Eight years of progressively responsible professional work experience at the national and international levels in programme planning, and monitoring. Practical experience in emergency programming, including preparedness planning and active involvement in a humanitarian crisis response programme, is an asset.
Technical Competencies:	<p>a) Specific Technical Knowledge & Competencies Required</p> <ul style="list-style-type: none">• Knowledge of Rights and Results-based Management, Monitoring and Evaluation.• Professional technical knowledge/expertise in facilitating participatory planning and monitoring processes, programme reviews and documenting lessons learned.• Emerging international good practice in monitoring and evaluation partnerships. <p>b) Common Technical Knowledge Required</p>

	<ul style="list-style-type: none"> • Professional technical knowledge/expertise in demography, statistics, and data management. • Professional technical knowledge/expertise in the methodology of M&E, including 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 <p>c) Technical Knowledge to be Acquired/Enhanced</p> <ul style="list-style-type: none"> • Professional/technical knowledge/expertise in Team Management, Coaching & Training. • Mastery of UNICEF’s M&E policies and procedures. • Latest programme monitoring and evaluation theory, methodology, technology and tools. • Understanding of UN Mission and system, current key UN topics; and the International Code of Conduct • Understanding of UNICEF Mission Statement and UNICEF Guiding Principles. • UNICEF policies, and strategies promoting and supporting gender equality and diversity • UNICEF strategic framework for partnerships and collaborative relationships
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.