

UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

JOB TITLE: <u>Regional Evaluation Adviser</u> JOB LEVEL: <u>P-5</u> REPORTS TO: <u>Regional Director, LAC Regional Office</u> LOCATION: <u>LACRO, Panama</u>	JOB PROFILE NO.: CCOG CODE: FUNCTIONAL CODE:
PURPOSE OF THE JOB (Principal Accountability) <p>Under the general guidance of the Regional Director, the Regional Evaluation Adviser a) develops, implements, manages and monitors a strategy for strengthening the evaluation function in Latin America and the Caribbean Region; b) as part of the Evaluation Regional Strategy develops and oversees the implementation of a quality assurance system aimed at improving the quality of evaluations; c) provides technical support to country offices in the area of evaluation including capacity-development at various levels; d) manages multi-country and regional evaluations in the LAC Region, as well as country programme evaluations and L2 evaluations; e) provides and coordinates regional recommendations regarding global policy development, regional support and contributions to global corporate evaluation activities; and f) ensures coherence with the evaluation function at the global level and with other UN agencies.</p> <p>The responsibilities also include providing policy support, guidance, and advocacy on evaluation in humanitarian preparedness and response, in collaboration with other agencies. This responsibility should be in line with the office's accountabilities framework for the enhancement of the survival, protection, development and participation of children and women in national development efforts. Ensures that the equity and the gender equality perspective is mainstreamed throughout the evaluation function. The Regional Evaluation Adviser will partner with other UN Agencies in the management of evaluations related to inter-agency interventions.</p>	
KEY END-RESULTS <ol style="list-style-type: none"> 1. Develops and leads in the implementation of a regional strategy and annual work plans for thematic and multi-country evaluations in the region; 2. Provides technical support and quality assurance to the country offices for the planning, management and conduct of evaluations towards the improved timeliness and credibility of evaluation products; 3. Prepares and disseminates reports on the management of the evaluation function to the Regional Evaluation Committee, the Regional Management Team and the Evaluation Office; 4. Contributes to efforts by the Evaluation Office to strengthen technical oversight for evaluation management processes across the organization towards greater responsiveness, improved timeliness and quality and the better utilization of evaluation products in the region; 5. Contributes to reinforcing the strategic involvement of UNICEF in national evaluation capacity development and UNDAF evaluation as well as joint evaluations with Governments and other development actors; 6. Provides UNICEF inputs into and coordinates effectively with regional inter-agency evaluation mechanisms, intergovernmental forums and other regional partnerships and organizations relevant to the evaluation function; 7. Contributes to efforts by the Evaluation Office to develop and facilitate the utilization of innovative products and processes in the area of evaluation methodology, evaluation management and the use of evaluations (reports to the Director of Evaluation); 8. Contributes to efforts by the Evaluation Office to implement initiatives towards the professionalization of the evaluation function (reports to the Director of Evaluation); 	

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9. Manages country programme evaluations and multi-country thematic evaluations;
10. Keeps abreast of developments in the field of evaluation and knowledge management and provides/coordinates regional contributions and recommendations in connection with the development and implementation of the evaluation policy, global evaluation plan and related strategies and guidance (reports to both the regional director and the Director of Evaluation).

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be responsible for all or most of the following areas of major duties and key end results.

1. Planning of evaluations through Costed Evaluation Plan and Evidence Information System Integration (EISI)

Ensure that the Country Office and Regional Office and partners use a well-prioritised and realistic plan of evaluation activities that will provide the most relevant gender-specific and strategic information to manage the Regional Office Management Plan and Country Programme, including tracking and assessing UNICEF's distinct contribution.

Duties & Tasks

- Identify relevant strategic objectives, priorities and problems for policy and strategy development in the area of evaluation.
- Provide technical guidance and collaboration in the planning and establishing evaluation activities in the Costed Evaluation Plan and the Evidence Information System Integration (EISI)
- In close consultation with management and liaison with partners, make a professional contribution to formulation of the Costed Evaluation Plan and the EISI activities from a sound gender-sensitive, results-based programming process and collaborative working relations with partners.
- Contribute to the incorporation of evaluation tasks in EISI which were identified within the CO Emergency Preparedness and Response Plan and RO L2 Evaluations, in order to anticipate and prepare for the information needs and operational modalities of an emergency.

2. Management of Country Programme Evaluations, Multi-Country Evaluations, and L2 Emergency Evaluations

Ensure that the Regional Office respond to the accountabilities of Regional Evaluation Advisers to the conceptualization, planning and implementation of Regionally managed evaluations according to the Evaluation Policy.

Duties & Tasks

- Manage Multi-Country Evaluations, L2 Evaluations, as well as Country Programme Evaluations, as per Evaluation Policy from conceptualization, including dissemination plans of the evaluation report to reach necessary audiences, establishment of the Evaluation Reference Group, EISI update, quality evaluation delivery and providing inputs for effective formulation of the management response.
- In coordination with the Regional Chief of Programme and Planning, conceptualize, plan, and implement multi-country evaluations related to regional priorities to ensure appropriate and timely evidence generation on sub-regional or common child-specific issues amongst Country Offices.
- In coordination with the Regional Chief of Programme and Planning and Country Office Representatives establish timely planning and implementation for Country Programme Evaluations to feed with evidence the formulation and implementation of country programmes in the region.
- In coordination with the regional emergency adviser in humanitarian response situations, ensure that L2 evaluations are timely implemented within the first 12 months of declaration of the emergency.
- Coordinate and ensure effective dissemination of findings, including especially those on interventions that reduce gender inequalities, conclusions, recommendations and lessons learned from evaluation to the intended

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audience as described in the Terms of Reference with a view to improving programme design, policy, strategy and performance and contributing to wider learning. Specifically, ensure that evaluation results are fed into key UNICEF programme planning gender mainstreaming processes including the Annual Reviews and the Mid-Term Reviews, and formulation of the Country Programme Documents, Regional Office Management Plan and the Annual Work Plans. Coordinate and ensure that participatory feedback, including to community and civil society stakeholders, is provided.

- Ensure that regional office plans integrate management response actions to the findings and recommendations of the evaluation is completed. Ensure that management response is recorded and is monitored for follow-up implementation.

3. Quality of Evaluations managed by Country offices in the Region

Ensure that a well-prioritised and strategic selection of evaluations at the Country Office 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

- Carry out basic research and formulate proposals for evaluation strategies, policies, objectives and methodologies.
- Guide, supervise and participate in the joint evaluations with developmental partners, including joint evaluation of UNICEF or of multi-partner programs.
- Provide technical assistance and quality assurance to the formulation of Evaluation Terms of Reference and Inception Reports and design of high quality in compliance with the organization's programme evaluation policies, guidelines and methodology while satisfying stakeholders' requirements.
- Provide technical advice and guidance to regional and country offices, management teams, programme managers and staff 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, ensuring that UNICEF's most recent policies, including especially those on gender inequality, highlighted.
- Coordinate and ensure effective dissemination of findings, including especially those on interventions that reduce gender inequalities, conclusions, recommendations, and lessons learned from evaluation to the intended audience as described in the Terms of Reference with a view to improving programme design, policy, strategy and performance and contributing to wider learning. Specifically, ensure that evaluation results are fed into key UNICEF programme planning gender mainstreaming 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. Coordinate and ensure that participatory feedback, including to community and civil society stakeholders, is provided.
- Coordinate and advice to offices to ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and are monitored for follow-up implementation. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team and follow-up actions recorded in CMT minutes.
- Coordinate and ensure that electronic copies of all evaluations are submitted to NYHQ via EISI, with full accompanying documentation.

4. Evaluation 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, including those that address gender inequality.

Duties & Tasks

- In close collaboration with partners, ensure that an Evaluation capacity building strategy for national partners and institutions exists and corresponding activities are identified and implemented in the context of EISI or

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UNSDCF Evaluation plan. Collaborate to implement capacity building strategies as a joint commitment with other developmental partners, highlighting gender as a central component.

- In coordination with senior managers, develop staff capacity development strategy and plans, and exercise effective leadership in implementing them, ensuring that Country Office staffs have the basic knowledge and skills to fulfil their monitoring and evaluation responsibilities, and training is planned and carried out to fill identified gaps. Organize, design, and conduct country and regional workshops and seminars, facilitate an agreement on the evaluation recommendations. Ensure that promising women candidates are identified for training and encourage further development of those that are successful. Lead and build a multidisciplinary, gender-balanced team of experts for the conduct of project, thematic and country programme evaluations.
- Promote knowledge of and build capacity in evaluation practices. Oversee to ensure that Country Office staff and national partners are aware of and have access to UNICEF evaluation learning resources.
- Ensure to facilitate that Evaluation capacity of national partner organisations, which may include local institutions such as national professional evaluation associations, is strengthened through their involvement in evaluation processes and possibly through specific capacity building initiatives.
- Support the assessment of the technical competencies of evaluation staff and consultants, actively seek out and recommend for hiring, especially promising women candidates as in accordance with UNICEF's Action Plan for Gender Parity and Equality and other standards set to meet the HR strategy, needs and competency requirements.
- Lead and guide the development of training materials, as well as delivery of training in gender-sensitive, results-oriented Evaluation. Promote Evaluation Capacity Development initiatives based on demonstrated demand at country level.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and develop strategies to address them.

5. Communication and Partnerships

Ensure that all of the above tasks are carried out and accomplished through effective communication and partnerships within and outside the organization:

Duties & Tasks

- Develop and manage key partnerships for the Evaluation Office with internal units and external institutions, including donors, evaluation societies, bilateral evaluation units and the United Nations Evaluation Group (UNEG).
- Facilitate macro level integrated planning of 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 UNSDCF and sector wide approaches, incorporating transparency on gender inequalities and using, where applicable, strategies for gender mainstreaming across sectors.
- Build partnerships within and outside the organization. Work collaboratively with clients and partners. Facilitate joint evaluation activities with national partners, the UN Country Team and the wider international community, wherever possible in the context of the above processes.
- Provide synthesis of Evaluation results to the country office senior management, the Country Management Team and key programme and operations staff.
- 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, ensuring that gender equality is a standard feature.
- Receive broad strategic and advanced technical support on evaluation from the Regional Evaluation Advisers and headquarters advisors on evaluation.
- Partner with the Regional Evaluation Adviser to ensure the availability of current and accurate monitoring and evaluation data and results. Participate with Regional Evaluation Advisers and NYHQ in developing indicators and evaluation methodologies essential to tracking gender inequalities and to evaluating the effect of interventions on improving gender equality.

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- Collaborate with Regional Evaluation Advisers and HQ Officers for overall coordination of priority research, monitoring and evaluation activities.
- Promote the awareness and understanding of the shared responsibility of the evaluation function among the all-staff members through communication, training, learning and development activities organization wide.
- Ensure that the accountability of the senior program staff and/or the Regional Director is met to provide a sustained commitment to enable all staff meet their responsibilities for the full implementation of the evaluation function, including enabling senior management to use indicators and approaches essential for mainstreaming gender across the country programme.

JOB GRADE FACTORS¹

P-5 Level

- Accountable for overall management of Evaluation Function in the Region.
- The work requires professional expertise/technical competencies in evaluation process management, planning for influential evaluations, team management, coaching & training, and resources management.
- The scope and nature of job are broad and deep, involving all functional areas of Evaluation at the regional, area or country level. The impact of work affects the overall execution of Evaluation area, as well as the reputation and success of teams.
- The critical focus of work is on development of new approaches, methods & techniques, or policies & guidelines. Also, the majority of work entails planning, integrating and coordinating professional functional groups.
- Perform as an active participant within the Regional Management Team and other managerial for a, with a specific need to advocate for and demonstrate the utility of effective Evaluation work.
- Play leadership role in large or multiple teams and/or perform as a facilitator. Or play an advisory role or an expert who provides intellectual/technical leadership and expertise, including authoritative advice based on broad work experience in Evaluation. Play active role in liaising and networking with knowledge institutions partners.
- Managerial focus is on facilitation, integration, coordination, as well as sharing of responsibilities of quality control.
- Represent the Evaluation function as an expert in organizational meetings, engage in networking and build partnership.
- Focus on cross-functional interface, integrity, and organizational competence in Evaluation.

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

1. Education

Advanced university degree (master's degree or higher) in social sciences 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.

2. Work Experience

- Professional work experience in programme development and implementation including monitoring and evaluation activities.

¹ The differences in the grades of jobs and positions reflect 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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Level 5 - Ten years of relevant professional work experience, including both International and national work experiences.

- 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 and Spanish is required.
- Knowledge of other UN languages (Arabic, Chinese, French, Russian) and/or Portuguese is an asset.

4. Competency Profile (For details on competencies please refer to *UNICEF Professional Competency Profiles*.)

i) Core Values (Required)

- Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS).

ii) Core Competencies (Required)

- Nurtures, Leads and Manages People (2), Demonstrates Self Awareness (2) 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), and Manages ambiguity and complexity (2).

ii) Functional Competencies (Required)

- Leading and Supervising [III] • Formulating Strategies and Concepts [III]
- Analysing [III] • Relating and Networking [III] • Applying Technical Expertise [III]

iii) Technical Knowledge

a) Specific Technical Knowledge Required (for the job)

(Technical knowledge requirements specific to the job can be added here as required.)

- Comprehensive understanding of various approaches and methods of Programme and Project Monitoring & Evaluation.
- Professional technical knowledge/expertise in methodological guides for all types of Monitoring & Evaluation.
- Knowledge of Human Rights, Gender and Equity issues and their implications of projects/programmes.
- Knowledge of Institutional Evaluation, Environment Assessment, Result Based Management and Strategic Evaluation.
- Professional technical knowledge/expertise in Planning for Influential Evaluation, Project Evaluation.
- Emerging international good practice in monitoring and evaluation partnerships.

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

- Professional technical knowledge/expertise in demography, statistics, and data management.
- Professional technical knowledge/expertise in methodology of Monitoring & Evaluation, 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.

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c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- Professional/technical knowledge of best practices, lessons learned, follow-up on recommendations, communication, and dissemination
- Understanding of UNICEF's policies and procedures for programming, monitoring and evaluation guidelines.
- UNICEF strategic framework for partnerships and collaborative relationships.
- Latest programme monitoring and evaluation theory, methodology, technology, and tools.
- Understanding of UN Mission and system, current key UN topics; and International Code of Conduct.
- Understanding of UNICEF Mission Statement and UNICEF Guiding Principles.