



## TERMS OF REFERENCE

**Post Title:** Monitoring and Evaluation Officer  
**Duty Station:** Manila, Philippines  
**Level:** NO-B  
**Duration:** 364 days  
**Funding:** SC100087; WBS 3420/AO/06/880/003/004 (20%) and WBS 3420/AO/06/880/003/001 (80%)  
**Supervision:** Chief of Planning, Monitoring, and Evaluation

### PURPOSE OF TEMPORARY ASSIGNMENT:

The Monitoring and Evaluation Officer is accountable for the accomplishment of the stated key end-results below by providing professional expertise and assistance in information/data collection, statistics and data analysis, monitoring & evaluation (M&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.

### Key end-results:

1. Integrated Monitoring, Evaluation, and Research Planning (IMEP) is prepared and in place to provide strategic priority and realistic plan of activities for M&E.
2. Timely monitoring and measurement of changes in conditions due to programme or policies in country are conducted with participation of relevant partners and 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.
3. Country Office performance are systematically monitored and data for key indicators of the Annual Management Plan and management reports are collected, analysed and made available to management and Country Management Team.
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. Major partners are kept abreast and/or contribute to these exercises as required.
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 process.
6. Effective communication and partnerships are achieved in carrying out integrated planning research, monitoring, and evaluation activities within the Country Office and with the Regional Office 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.

### MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct Supervision of the Chief of Planning Monitoring & Evaluation, the post shall undertake the following:

## 1) Integrated Monitoring, Evaluation & Research Planning (IMEP)

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.

- Make professional contributions to and provide technical assistance for the planning and establishing the major research, monitoring and evaluation activities in multi-year and annual IMEPs, which is to be reflected in UN Partnership for Sustainable Development Framework 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 IMEP from a sound results- based programming process and collaborative working relations with partners.
- In close coordination with partners, ensure that the IMEP 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 IMEP 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, 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 (SDGs) indicators (through MICS or other surveys) to improve integrated national planning.
- Support management of available baseline information on national statistics and key indicators through established databases 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 SDGs, 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.

- In humanitarian response situations, provide technical support for a rapid assessment (inter-agency or independently if necessary) to be carried out within the first 48-72 hours. Provide rapid and accurate information on emergency programme's coverage, coordination and coherence in close collaboration with partners and in line with the core commitment on children (CCCs).
- 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.

- Provide technical support 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 UNICEF Programme Policy and Procedures Manual
- 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 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.

- Provide support to ensure that the relevant programme sections and 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 seek expertise of knowledge institutions. Facilitate and take part in producing Evaluation Office's responses on specific and substantive issues. Support establishment of Evaluation Reference Group to ensure the quality of all evaluation products.

- Review and provide technical comments on draft evaluation reports, and consolidate and review comments from Evaluation Reference Group. 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
- 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 from planning to evaluation management responses through the Evidence Information System Integration (EISI)

## **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.

- 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. 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 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.
- Contribute 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:

- 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 UNPSDF 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 support 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 as necessary.
- Collaborate with Regional M&E Advisors and HQ Officers for overall coordination of priority research, monitoring and evaluation activities as necessary.

#### **QUALIFICATIONS AND COMPETENCIES:**

##### **1. Education:**

- A university degree is required in development planning, evaluation, survey implementation, social sciences, advanced statistical research, or other relevant technical field. An advance University degree will be considered an asset.

##### **2. Work Experience:**

- A minimum of two years of professional work experience is required in programme development and implementation including monitoring and evaluation activities.
- Professional technical knowledge/expertise in data collection, demography, statistics, and data management.
- At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.

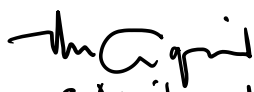
##### **3. Languages:**

- Fluency in English (verbal and written) and Filipino. Good written and spoken skills in the language of the humanitarian operation and knowledge of another UN language an asset.

##### **4. Competency Profile**

- Core Values (Required):** Care • Respect • Integrity • Teamwork • Accountability
- Core Competencies (Required):** • Builds and Maintains Partnerships • Demonstrates self-awareness and ethical awareness • Drive to achieve Results for impact • Innovates and embraces change • Manages ambiguity and complexity • Thinks and acts strategically • works collaboratively with others

Prepared by:

  
 9 April 2021  
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Approved by:

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