

UNITED NATIONS CHILDREN'S FUND

JOB TITLE: Planning and Monitoring Specialist JOB LEVEL: NOC REPORTS TO: Chief Field Office LOCATION: UNICEF Field office	JOB PROFILE NO: CCOG CODE: FUNCTIONAL CODE: JOB CLASSIFICATION: Level 3
<p>PURPOSE OF THE JOB</p> <p>Under the guidance of the Chief Field Office (direct supervisor), and in close collaboration with PME section in Khartoum (dotted line to PME Chief in Khartoum), the Planning and Monitoring Specialist provides professional technical, operational and administrative assistance throughout the planning and monitoring process, at the field office level, preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to planning, implementation, oversight and reporting to ensure that programmes are carried out and monitored according to national and field office plan, including according to agreed quality criteria and schedule.</p>	
<p>1- KEY END-RESULTS EXPECTED</p> <ol style="list-style-type: none"> 1. Setting standards for, and lead, programme planning and monitoring at the field office level. 2. Situation Monitoring and Assessment 3. Programme Performance Monitoring 4. Planning and Monitoring Capacity Building 5. Networking and partnership building 6. Innovation, knowledge management and capacity building 	
<p>KEY ACCOUNTABILITIES and DUTIES & TASKS</p> <p>1. Setting standards for, and lead, programme planning and monitoring at the field office level:</p> <p>Lead and provide technical support to the process of developing and monitoring Field office Work Plans, including reporting on progress of the equity and gender marker as outlined in the Programme Policy and Procedures Guidance.</p> <p>Provide technical support in organising and managing annual/mid-year/mid-term/end term field office and country programme reviews ensuring consistency with objectives and goals set out in the field office workplans, national workplans and contribute to the Annual Management Plan.</p> <p>Monitor follow-up actions based on management decisions resulting from Field Office and country Office performance monitoring.</p> <p>Provide technical support to develop and finalize partnership programme documents PDs at the field office, quality assurance of the PD results frameworks and workplans in line with the CPD and the field office workplans.</p> <p>Provide technical support to the development of the donor proposals at the field office level and quality assurance of the proposals results frameworks to ensure alignment with the CPD and field office workplans priorities.</p> <p>2. Situation Monitoring and Assessment</p> <p>Ensure that the field office have timely and accurate measurement of change in conditions in the field office, including monitoring of socio-economic trends and the state's policy, economic or institutional</p>	

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context, to facilitate planning and to draw conclusions about the impact of programmes.

Support national partners in the establishment and management of sub-national statistical databases, (e.g socio-economic profiles) ensuring that key indicators are readily accessible by key stakeholders. Potential uses include the Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, and Mid-Term Reviews.

- Support a collectively Situation Monitoring and Assessment system owned by all key partners at the field office level which supports the preparation of field level statistical and analytic reports on the status of children's and women's rights issues.
- In humanitarian response situations, provide professional support for one or more rapid assessments (inter-agency or independently if necessary) to be carried out within the first 48-72 hours.

3. Programme Performance Monitoring

In close collaboration with the PME section in Khartoum, ensure that the field Office has quality information to assess progress towards expected results established in annual work plans.

Support the programme components at the field office level to effectively monitor and report on the intersectoral programme results, cross sectoral programme component results and field office results to facilitate programme coherence and convergence where appropriate.

Contribute to development of programme monitoring framework for the field office, in line with the national level programme monitoring framework, including technical backstopping to the field team for convergent programming.

Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary at the field office level, with inputs of all concerned partners in the context of the multi-year and annual Integrated Monitoring and Evaluation plans, and the field office Work Plans.

Coordinate with partners to ensure that monitoring systems at the field office level are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring, with special attention to humanitarian response.

Drawing on monitoring and analysis of key program performance and management indicators, provide professional input to field office management reports, including relevant sections of the annual reports.

Act as the field office focal point for any Khartoum-based planning, monitoring and evaluation initiatives and facilitate data collection and field visits by external evaluations if required.

Support UNICEF-supported evaluations at the field office level as necessary. Monitor and ensure the quality of the field work and data management during the implementation phase, and the quality of the analysis and ease of understanding during the report writing phase

4. Planning and Monitoring Capacity Building

In close collaboration with the PME section in Khartoum, ensure that the Planning and monitoring capacities of Field Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.

5. Networking and partnership building:

Build and sustain effective close working partnerships with government counterparts and national stakeholders at the field office level, through active sharing of information and knowledge and build their capacity for planning and implementation.

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Participate in appropriate inter-agency meetings/events with inter-agency partners/colleagues at the field office level as necessary.

6. Innovation, knowledge management and capacity building:

Identify, capture, synthesize and share lessons learned from the field office monitoring efforts, for integration into the broader office knowledge development planning and management efforts. Ensure innovations are sought and implemented for planning and monitoring, especially with use of digital technology for data collection and analysis.

Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders

POSITION GRADE FACTORS

NOC Level (Level 3)

Country Program Size: Small to medium field office (based on UNICEF's Country Office Category).

Risk of Emergencies: Humanitarian crises, if they occur, are expected to arrive in sudden-onset natural disasters or in longer-term recurrent problems like drought.

Technical Breadth: Must be capable of independent leadership in Planning and Monitoring at the field office level. Should have significant professional strength and office leadership responsibilities in at least 3 of the remaining 5 functional areas (Social Data, Programme Planning, Evaluations, Capacity Building, Coordination and Partnership)

Sectoral Breadth: Should possess academic or professional work exposure to the Strategic Plan themes prioritized in the Country Programme.

Innovation and Conceptualization. Considered fully competent to apply standardized approaches and models; expected to seek support from national/Khartoum level when innovating approaches, techniques and policies.

Technical and Managerial Engagement: Primary roles are in technical support and quality assurance. Normal counterparts are ministerial and academic/private specialists. Is occasionally a Coordinator/Team Leader with broader managerial roles.

Capacity Strengthening: Fully competent to organize and help deliver specialized training, including the design of materials and methods. Not expected to develop capacity strengthening strategies without external support.

Networking: Ability to effectively liaise with knowledge institutions to seek partnerships in formulating capacity strengthening strategy.

Supervisory Role: expected to supervise national and international UN volunteers.

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

1. Education:

Advanced university degree in social sciences, statistics, planning development, planning.

2. Work Experience:

- Professional work experience in programme development and implementation including monitoring and evaluation activities as follows:

At least five years of relevant professional work experience. Developing field work experience (for NO)

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- 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 Arabic and English is required.

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)

*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 & Competencies Required (for the job)

- Professional technical knowledge/expertise in Results Based Management.
- Professional technical knowledge in data and information management systems.
- 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 Planning and Monitoring, 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, data analysis, and reporting.
- Gender equality and diversity awareness

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

- 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 International Code of Conduct.
- Understanding of UNICEF Mission Statement and UNICEF Guiding Principles.
- UNICEF strategic framework for partnerships and collaborative relationships.