

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Planning and Monitoring Officer NO-B

Section: Planning, Monitoring and Reporting (PMR) Unit

Duration: 364 days

Duty Station: Cox's Bazar Field Office, Bangladesh

Reports to: Chief PMR

1. Purpose of Assignment:

The Planning and Monitoring Officer will provide technical support throughout Cox's Bazar Field Office planning and monitoring function. This will include support to programme performance monitoring, preparation, and monitoring HAC and JRP of the Cox's Bazar field office, as well as in information/data collection, statistics and data analysis, preparation of reports to enhance the use of data, and in implementing training programmes for camp-level and sub-national data collection, monitoring, planning and capacity building with special attention to the interest, concern and participation of primary stakeholders. The Planning and Monitoring Officer will also lead the information management, Humanitarian Performance Monitoring (HPM), Implementation monitoring and partners' reporting functions of the Planning, Monitoring and Reporting (PMR) Team of UNICEF Cox's Bazar Field Office (FO).

The purpose of this job is: –

- To ensure that the Cox's Bazar field office has useful, valid, and reliable information on the performance of UNICEF supported programmes, including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination, and coherence.
- To ensure that Cox's Bazar field office is utilizing valid and reliable information on the attainment of the result of UNICEF, SDGs and other goals to inform decision-making.
- To assist in establishing a planning and monitoring system aligned to UNICEF Procedure on Monitoring and BCO Monitoring Strategy, which enhances partnership between the UNCT, government and other key players to collectively track progress on SDGs, other international commitments for children both at humanitarian and development context.
- To assist in developing sub-national capacities for planning and humanitarian & development programme performance monitoring, field monitoring with special attention to the interest, concern and participation of government, community, and civil society stakeholders.

2. Major duties and responsibilities:

1 PLANNING AND COLLABORATION:

Ensure that the Cox's Bazar field office and sub-national partners collaborated well to prepare a realistic plan aligned to joint response plan, UNICEF's strategic priorities, and use a well-prioritised & realistic plan of monitoring activities that will provide the most relevant and strategic information to manage the programmes at Cox's Bazar, including tracking and assessing UNICEF's distinct contribution.

Duties & Tasks

	<ul style="list-style-type: none"> • Make professional contributions to and provide technical assistance for the planning and establishing the planning and monitoring objectives, priorities, and activities in field office contribution plan, in consultation with programme section leads and implementing partners. • Collaborate with programme sections to prepare monitoring plans based on the contribution plan. • Collaborate with programme sections in setting the targets for RAM and CSI indicators as appropriate for Cox’s Bazar field office. • Make professional contributions to prepare the plan for strengthening equity and risk informed programming and evidence-based performance monitoring. • Support in the identification of monitoring objectives, priorities, and activities required for Cox’s Bazar Field Office and partner for joint response plan. • Collaborate in preparing a humanitarian performance monitoring plan, which will cover monitoring tools to track the progress, gather data, and plan to cover key data gaps as required for the emergency response. • 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 to children (CCCs).
2	HUMANITARIAN PROGRAMME PERFORMANCE AND RESULTS MONITORING:
	<p><i>Ensure that Cox’s Bazar field office has quality monitoring data to assess performance towards expected results established in joint response plan, and contribution plan.</i></p> <p>Duties & Tasks</p> <ul style="list-style-type: none"> • Provide technical support to ensure that a set of humanitarian programme performance indicators are identified and adjusted as necessary, with inputs of all concerned programme sections, partners in the context of joint response plan, HAC, and field office contribution plan. • Provide technical support to ensure that selection of programme indicators and other markers of progress is sufficient to provide data on the coverage, quality and equity of UNICEF supported programmes under field office contribution plans. • Provide technical support to ensure that findings and analysis from programme performance and results monitoring are periodically presented and used in meetings of programme management teams, PMT and in cluster meetings. • Provide technical support to ensure that programme staff at Cox’s Bazar field office monitor Core Standard Indicators (CSIs) relevant for Cox’s Bazar programmes. • Provide technical support to ensure that Cox’s Bazar field office maintains a record of evidence for programme indicator values reported in RAM and UNINFO. • Coordinate with partners to ensure that monitoring systems are properly designed using a mix of qualitative and quantitative methods, 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. • Provide technical support to ensure that Cox’s Bazar field office systematically use monitoring data during mid-year and end year programme reviews to improve programme and advocacy effectiveness by informing planning adjustments to the theory of change, results, and resources plan and/or contribution plan. • Drawing on monitoring and analysis of key programme performance and management indicators, provide professional input to management reports, including relevant sections of the annual reports to programme sections and Management to inform decision-making. • Assisting in data/information and knowledge management including quality assurance of sectoral situation, response and funding figures, compiling monitoring information/data, assisting in preparing dashboards and make them available to programme/planning sections.
3	PROGRAMME IMPLEMENTATION MONITORING AND DATA/INFORMATION MANAGEMENT:

Ensure that Cox's Bazar's monitoring plan is designed and implemented to established UN quality standards, and the results are capture, data/information are managed and disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning at development and humanitarian contexts.

Duties & Tasks

- Provide technical support to ensure regular tracking and responding to progress towards key interventions and contribution plan outputs, implementation of work plan activities, programmatic risks, and bottlenecks, the end-use of supplies, advocacy objectives, feedback from affected populations and the evolving context (including unintended effects of programmes). Also, ensure the minimum coverage of field monitoring that includes programmatic assurance is determined by programmatic risk.
- Lead the process of implementation and follow up of Field Monitoring Module (FMM) across all programmes at Cox's Bazar field office.
- Lead the process of reviewing and updating programme implementation monitoring tools, methods aligned to BCO guidance and procedure.
- Provide technical support to ensure that findings and analysis from programme monitoring and field monitoring are regularly presented and used in programme section meetings, and programme management team meetings. Also, support to ensure that Cox's Bazar field office use localized monitoring data to adapt programme implementation.
- Provide technical support to ensure that office use digital systems for programme implementation monitoring, field monitoring, and partner reporting to capture, manage, analyse, and support use of monitoring data by programme sections, and implementing partners.
- Ensure periodical review of programme implementation monitoring and field monitoring plans and adjust the plans based on the findings and learning from implementation process.
- 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.
- Assist in the preparation of reports on systemic issues, good practices or any other analysis of qualitative and quantitative data related to programme implementation, monitoring, including programme's performance, relevance, efficiency, effectiveness, and sustainability; as well as developing dashboard on Cox's Bazar field office performance and generate KPIs for field office PMT on a regular basis.
- Consider the use of innovative tools for data visualization including through use of GIS, Power BI, Tableau, etc. and other real-time visualization tools as relevant/applicable.

4 PLANNING AND MONITORING CAPACITY BUILDING:

Ensure that planning and monitoring capacities of Cox's Bazar field office staff and sub-national partners – government and civil society – are strengthened, enabling them to increasingly engage in and lead planning and monitoring processes at development and humanitarian contexts.

Duties & Tasks

- Promote the awareness and understanding of the shared responsibility of planning and monitoring function among all staff members at Cox's Bazar field office through communication, training, learning and development activities.
- In close collaboration with partners, ensure that a planning and monitoring capacity building plan for UNICEF staff at Cox's Bazar, sub-national partners exist in the context of the joint response plan (JRP) and Cox's Bazar contribution plan.
- Organize sessions on Humanitarian Performance Monitoring (HPM), CSI monitoring, RAM indicator monitoring, data management, reporting for programme sections at Cox's Bazar field office.
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- Support the planning and conduct of Right and Results-Based Management (RRBM) training for Cox's Bazar Field Office staff as well as implementing partners to fill identified gaps and enhance adherence to sound RRBM principles in planning, monitoring and evaluation activities.

	<ul style="list-style-type: none"> Provide technical support and capacity building of Cox's Bazar Field Office staff, third-party monitors and implementing partners on data collection, data management and data analysis, including through data quality assessments, for enhanced planning, monitoring and evaluation.
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5	<u>COORDINATION AND NETWORKING:</u>
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Ensure that Cox's Bazar field office is effectively linked to wider UNICEF monitoring developments in a way that both contributes to and benefits from organizational learning on effective programme performance, implementation monitoring management at development and humanitarian contexts.

Duties & Tasks

- Collaborate with BCO Planning and Monitoring team for overall coordination of monitoring activities.
- Partner with the BCO Planning and Monitoring team to ensure that current and accurate monitoring data and results are included in field office and country office reports, and knowledge sharing networks.
- Undertake lessons-learned reviews on successful and unsuccessful planning, monitoring practices and experiences at the sub-national level, and ensure they are shared as appropriate. Similarly, pay attention to planning & monitoring knowledge networks to identify innovations and lessons learned that may be relevant for the field office and partners to improve the planning & monitoring function.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)	
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EDUCATION & OTHER SKILL:

First university degree (Bachelor's degree or equivalent) in social sciences, social work, statistics, development studies.

WORK EXPERIENCE:

- 2 years of relevant professional work experience in programme implementation monitoring, reporting both in development and humanitarian context in UN is preferred.
- Demonstrated analytical writing and presentation skills are desired.
- Exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.
- An advanced level of skill and expertise in MS Excel is required.
- Working knowledge of Power BI is required,
- Professional technical knowledge/experience in quantitative, qualitative, mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical tools/ methods.

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

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies	
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<p>Values</p> <ul style="list-style-type: none"> Care Respect Integrity Trust Accountability Sustainability 	<p>Core competencies</p> <ul style="list-style-type: none"> Demonstrates Self Awareness and Ethical Awareness Works Collaboratively with others Builds and Maintains Partnerships Innovates and Embraces Change Thinks and Acts Strategically Drive to achieve impactful results Manages ambiguity and complexity
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Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*</p> <p>If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>**"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.