TERMS OF REFERENCE
(FOR Temporary Appointments)

unicef

UNICEF Cox's Bazar   TERMS OF REFERENCE (TOR)
Job Title and Level: Monitoring & Evaluation Officer, NOB
Section: Cox's Bazar - Planning, Monitoring & Reporting
Duration: 364 days
Duty Station: Cox's Bazar
Reports to: Planning Specialist, P3, Cox's Bazar

1. Purpose of Assignment:

Under guidance of the PMR Specialist, Cox's Bazar, the incumbent Monitoring & Evaluation (M&E) Officer will provide technical support throughout the Field Office monitoring and evaluation processes. This will include support to programme performance monitoring, preparation and monitoring of the Integrated Monitoring & Evaluation Plan (IMEP), 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, evaluation and research capacity building with special attention to the interest, concern and participation of primary stakeholders. The M&E Officer will also lead the information management, Humanitarian Performance Monitoring (HPM) and partners' reporting functions of the Planning, Monitoring and Reporting (PMR) Team of UNICEF Cox's Bazar Field Office (FO).

2. Major duties and responsibilities:

Integrated Monitoring & Evaluation Planning (IMEP)

Provide technical support to ensure that the Cox's Bazar Office and implementing partners use a well-prioritized and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the programme, including tracking and assessing UNICEF's distinct contribution.

Duties & Tasks

- Make professional contributions to and provide technical assistance for establishing the major research, monitoring and evaluation activities (studies, research, evaluation) in multi-year and annual work plans. In close coordination with programme sections and partners, ensure that the IMEP includes data collection activities that provide accurate and relevant data on key activities and results, including results for children.

- Provide technical support to programme sections to carry out the major research, monitoring and evaluation activities included in the IMEP, including support to review TORs, interim and final products, etc. to ensure quality deliverables. Ensure all monitoring and evaluation activities are timely implemented with quality final products.

- Contribute to the incorporation of M&E tasks in the IMEPs which were identified within the Office 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.

Situation Monitoring and Assessment

Provide technical support to ensure that the Cox's Bazar Office and partners have timely and accurate measurement of change in conditions in the Rohingya refugee camps and host communities, to facilitate planning and to draw conclusions about the impact of programmes or policies.

Duties & Tasks
- Ensure monitoring of the situation of children's and women's rights with partners and maintain updated information from quality research and studies that address issues and challenges affecting children and their families.

- In coordination with other stakeholders, especially the sectors and Inter-sector Coordination Group (ISCG), support the collection of data for Joint Response Plan (JRP) and Humanitarian Action for Children (HAC) indicators to improve integrated planning.

- Coordinate with the ISCG, partners and provide assistance to ensure use of up-to-date information in Situation Analysis, Common Multi-sectoral Assessment, Early Warning Monitoring Systems, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports.

- Maintain database of relevant and up-to-date information e.g., population movements and trends, needs assessments, etc. from internal or external sources such as ISCG, UNHCR registration, IOM Needs and Population Monitoring (NPM) and other agencies useful to inform UNICEF programme.

- Prepare Cox's Bazar and Rohingya refugee camp level statistical reports on the status of children's and women's human rights issues, and provide technical support to global reporting obligations including national reports on progress toward the HAC, JRP etc.

- 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).

Humanitarian Performance Monitoring (HPM) and Programme performance monitoring

Provide technical support to ensure that the Cox's Bazar Office has quality information to assess progress towards expected results established in annual HAC and JRP work plans.

Duties & Tasks
- Provide technical support as necessary to identify and adjust a set of programme performance indicators, in the context of the HAC, JRP, Field Office Implementation Plan, the Annual Management Plan, etc.

- Support programme sections and partners in the collection of data and information needed in UNICEF's real-time monitoring and reporting using an online platform (ONA), ensuring compliance and full engagement of all UNICEF partners in the platform. Provide technical assistance to partners as needed.

- Carry out data collection and analysis from field visits and lead output monitoring efforts, standardising them across programmes, to feed into programme performance monitoring. Develop, manage and maintain real-time data collection tools such as ONA, ODK, Kobo, etc.

- Provide technical support to ensure that monitoring systems are in place (through ONA) and that key programme indicators (i.e. Humanitarian Performance Monitoring, or HPM) are tracked and analysed, with results provided regularly on a monthly basis to the Programme Management Team/Senior Management Team to guide programme and management decisions.

- Compile monitoring and evaluation information/data and make them available to programme sections and Management to inform decision-making. Contribute to the preparation of various reports, drawing on monitoring and analysis of key performance indicators. Assist in the preparation of reports related to programme implementation and/or evaluation, including programme performance, relevance, efficiency, effectiveness, and sustainability; as well as good practices in partnerships and collaborative relationships.

Information management, GIS and innovation

Provide technical support to ensure accurate and meaningful data collection, compilation and analysis, disseminated in a way that is easily understood by management, programme staff and implementing partners to influence decision making. Visualize and disseminate the UNICEF response results in a real-time manner using innovative visualization tools.

Duties & Tasks

- Support the development and maintenance of UNICEF programme's internal Information Management tools related to the Rohingya refugee response, including a strong link to internal and external knowledge management requirements.

- Work closely with programme sections and sector Information Management Officers (WASH, Health, Nutrition, Child Protection, Education and SBC) on data from the field, such as 4W information, sector data collection, and any other data source, as relevant, to ensuring quality and consistency in data collection.

- Support gap analyses at field level for the programme and sectors based upon agreed data sources, including through verification and support for information disaggregated by age and sex, disability, and vulnerable groups.

- Provide a regular package of humanitarian response data visualization products (including maps, dashboards, infographics and financial/resource analyses) that presents information in a way that is easily understood by various decision makers, individuals and groups. Products will be based on routine data that is available Cox's Bazar level.

- 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.

Evaluation

Provide technical support to ensure that a well-prioritised and strategic selection of evaluations at programme or Cox's Bazar 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.

Duties & Tasks
- Provide support to ensure that relevant programme sections formulate Evaluation Terms of Reference and design of high quality.

- In collaboration with BCO Social Policy, Evaluation, Analytics & Research (SPEAR) section, 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.

- Review and provide technical comments on draft evaluation reports. 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 the Annual Work Plans. Support effective participatory feedback, including to community and civil society stakeholders.

- 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.

M&E Capacity Building

Provide technical support to ensure that the monitoring and evaluation capacities of Cox's Bazar Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.

Duties & Tasks
- Contribute to the development of an M&E capacity building strategy for staff and implementing partners (national and international NGOs, CSOs, Government), ensuring that Field Office staff and partners have the basic knowledge and skills to fulfil their monitoring and evaluation responsibilities.

- Support the planning and conduct of Results-Based Management (RBM) trainings for both Field Office staff as well as implementing partners to fill identified gaps and enhance adherence to sound RBM principles in planning, monitoring and evaluation activities.

- Provide technical support and capacity building of Field Office staff, third-party monitors and implementing partners on data collection, data management and data analysis, including through data quality assessments, for enhanced monitoring and evaluation.

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

EDUCATION & OTHER SKILL:
- University degree in social sciences, geo-information science, information management, development planning, planning, evaluation, survey implementation, data science, advanced statistical research.
- Strong knowledge and experience in using ONA, ODK, KOBO and other mobile data collection
- Strong knowledge and experience in database management using MS Office package, GIS, Mapping, and infographics skills (e.g., ArcGIS, Adobe)
- Strong knowledge and experience in data visualization tools such as Power BI, Tableau, etc.

WORK EXPERIENCE:
- Professional work experience in programme development and implementation including information management, monitoring and evaluation activities as follows:
- Two years of relevant professional work experience.
- At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.

LANGUAGE PROFICIENCY: Fluency in English (verbal and written) is required. Good written and spoken skills in the language of the humanitarian operation and knowledge of another UN language is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Core Values	Core competencies	Functional Competencies
▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability	▪ Demonstrates Self Awareness and Ethical Awareness ▪ Works Collaboratively with others ▪ Builds and Maintains Partnerships ▪ Innovates and Embraces Change ▪ Thinks and Acts Strategically ▪ Drives to achieve impactful results ▪ Manages ambiguity and complexity	▪ Analyzing ▪ Applying Technical Expertise ▪ Planning and Organizing

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.

1.Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.	☒ Yes	☐ No
2a. Is this a Direct* contact role?	☒ Yes	☐ No
2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *"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.	☒ Yes	☐ No
3a. Is this a Child data role? *:	☒ Yes	☐ No

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) * *"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".*	☒ Yes ☐ No
4. Is this a Safeguarding response role? * **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*	☐ Yes ☒ No
5. Is this an Assessed risk role? * **The incumbent will engage with particularly vulnerable children[1]; or Measures to manage other safeguarding risks are considered unlikely to be effective[2].*	☒ Yes ☐ No

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[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.