UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Monitoring and Evaluation Officer, SUD24031**	Job Level: **NOB**
Supervisor Title/ Level: **Planning and Monitoring Specialist, Level 3**	Job Profile No.: 60000102
	CCOG Code: **1M06**
Organizational Unit: **PRIME**	Functional Code: **RPM**
Post Location: **Port Sudan, Damazine**	Job Classification Level: **Level 2**

II. Organizational Context and Purpose for the job

Monitoring and Evaluation Officer is accountable for the accomplishment of the stated key end-results 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.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **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. **Data and Information Management at the field office level**
6. **Networking and partnership building**
7. **Innovation, knowledge management and capacity building**

Setting standards for, and lead, programme planning and monitoring at the field office level:
1. In close collaboration with Planning, Monitoring and Evaluation Specialist 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.
2. 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.

3. Monitor follow-up actions based on management decisions resulting from Field Office and country Office performance monitoring.
4. 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.
5. 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.

Situation Monitoring and Assessment
1. 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 context, to facilitate planning and to draw conclusions about the impact of programmes.
2. 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.
3. 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.
4. 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.

Programme Performance Monitoring
1. In close collaboration with the PRIME section in Port Sudan, ensure that the Field Office has quality information to assess progress towards expected results established in annual work plans.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Act as the field office focal point for any national-based planning, monitoring and evaluation initiatives and facilitate data collection and field visits by external evaluations if required.
8. 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.

Planning and Monitoring Capacity Building
1. In close collaboration with the PRIME Section in Port Sudan, 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.

Data and Information Management at the field office level
1. Lead IM function at the Field Office Level in close coordination with PRIME Section.
2. Responsible for leading and managing the collection, analysis and sharing of information essential for field and section staff to make informed, evidence-based, strategic decisions.
3. 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.

Networking and partnership building:
1. 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.
2. Participate in appropriate inter-agency meetings/events with inter-agency partners/colleagues at the field office level as necessary.

Innovation, knowledge management and capacity building:
1. 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.
2. Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders

IV. JOB GRADE FACTORS

Level 2
- Acts in a support role for substantive part of the functional areas of in the small or medium country office. May be responsible for implementing small-scale monitoring and/or evaluation activities at project and activity level.
- The nature of work is primarily conceptualization, analysis, interpretation, and problem identification, leading to drawing methodical conclusion and making analytical/operational recommendations.
- The work requires assuming active team member or substantive contributor role.
- The work requires efforts to build partnership for engagement with counterpart and immediate customers, as well as ability to liaise with knowledge institutions.
- The results of work have is more of individual contribution and a team member, and take the form of professional work and standard services timely and consistently delivered.
- Performance is measured by the scope of functional/technical areas, professional foundation, the degree and quality of engagement, supportive efforts, exposure to risk, responsiveness, working relations with colleagues and collaborators in the same field of work or clients in the direct contact.
- The impact of work affects delivery of products/services, as well as performance of systems, processes and team(s).

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

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)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

*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.

VI. Technical Competencies

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.
- Professional technical knowledge/expertise in information management systems.
- 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.

VII. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: social sciences, statistics, planning development, planning.
Experience:	• Professional work experience in programme development and implementation including monitoring and evaluation activities as follows: • At least two years of relevant professional work experience. • Developing field work experience. • At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.
Language Requirements:	Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) or a local language is an asset.