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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND****SPECIFIC JOB PROFILE** |

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| **I. Post Information** |
| Job Title: **Monitoring, Reporting & Information Management Specialist**Supervisor Title/ Level: **Education Specialist (REAL Project Coordination), P-4**Organizational Unit: **Programme** Post Location: **Sana’a, Yemen**  | Job Level: **Level 3**Job Profile No.: CCOG Code: **1F**Functional Code: **EDU**Job Classification Level: **Level 3** |

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| II. Organizational Context and Purpose for the job |
| Nearly five years after the start of the conflict, Yemen remains the largest emergency globally, with 24 million people out of the population of 30.5 million in need of humanitarian assistance. The conflict has left 3.6 million people, including 2 million children, internally displaced, and at least 500,000 public sector workers have been without salaries for three years, including estimated two third of teachers. Humanitarian access to vulnerable populations remains severely constrained. The damage and closure of schools are threatening children's access to education, rendering them vulnerable to serious protection concerns. At least 2 million children in Yemen are estimated to be out of school. While an estimated 46 per cent of girls and 54 per cent of boys are enrolled in school, secondary-level girls are more likely to drop out due to security issues, lack of female teachers and the lack of appropriate WASH facilities. The emerging crisis has an impact on the overall Education system and limits current and future opportunities for children in Yemen to access learning. UNICEF is working with multiple partners to improve access to quality education for every child in Yemen. Whilst focusing on ensuring immediate humanitarian support to the education sector, UNICEF is also working with partners to improve the quality of education. UNICEF, in partnership with the World Bank, WFP, and Save the Children, is developing Yemen’s largest ever project for the Education sector.  This new project, entitled Restoring Education and Learning (REAL), represents a much-needed investment of 153 million USD into the education sector. The project financing will be provided jointly by the World Bank/International Development Association (100 million) and Global Partnership for Education (53 million), and the project overall will be managed by the World Bank. This four-year project will focus on ensuring continued school functioning through a package of support for schools that will benefit from the project, alongside upstream capacity development and support for alternative learning across Yemen. UNICEF, WFP, and Save the Children will work jointly to implement the project, with each agency taking responsibility for different components of the project – UNICEF will provide teacher incentives and allowances, educational supplies, school rehabilitation services, and capacity development; WFP will implement a school feeding program, and Save the Children will focus on teacher training, the production, printing and distribution of learning materials, and capacity development for school principals and administrative staff.     **Job Organizational Context** The Monitoring, Reporting & Information Management Specialist is to be based in the Yemen Country Office (CO) where the Representative is at the D-2 level and the Education Programme is a component of the Country Programme. The Monitoring, Reporting & Information Management Specialist reports to the Project Coordinator who is at P-4 level.**Purpose for the Job** The post holder will be responsible for providing support and contributing in the development and execution of annual REAL project plans; development and/or adaption of REAL project tools; including for monitoring and evaluation training of staff, communities and partners in key REAL project concepts and skills; documentation and dissemination of key learnings from REAL project and research results in support of the project objectives and outcomes; and ensuring that REAL project activities are accountable to beneficiaries and other stakeholders in line with UNICEF and donor policies and practices. S/he will work closely with the Education staff in WB and Yemen field offices. |

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| III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)* |
| **Set Up a REAL project workplan and systems:*** Support the Project Coordinator to develop the annual workplan for the project.
* Contribute and maintain a quality Monitoring and evaluation (M&E), accountability and learning systems (MEAL).
* Provide ongoing technical assistance to project activities to ensure that these systems are optimally utilized.
* Contribute to the set-up of information management and reporting system including relevant Information Management (IM) products.

**Ongoing Project Monitoring** * Coordinate/collaborate with Programme Management Unit (PMU) on the development and operationalization of UNICEF’s Grievance Redress Mechanism (GRM) system of the project.
* Support the project coordinator to lead the implementation of REAL project plans including working with project teams and partners to support tools and data to the plans.
* Work with project staff and partners to ensure timely collection of data and preparation of accurate and clear reports.
* Support the Project Coordinator to lead internal and external project evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations in close coordination with projects staff and project coordinator.
* Prepares for and participates in field/remote monitoring visits to monitor the implementation of project interventions and collect relevant data and documents, as necessary.
* Monitor verify and report on the optimum/appropriate use of project resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity and ensuring timely reporting and liquidation of resources.
* Ensure that the REAL project has quality information to assess progress towards expected results established in annual work plans.
* Leading the REAL project development process and following up the on-going partnerships/ Programme Cooperation Agreements (PCAs) under execution.
* Participate in monitoring and evaluation, project reviews with government and other counterparts to assess progress and determine required action/interventions to achieve results.
* Ensures timely preparation of the relevant reports, in line with the reporting guidelines of UNICEF and the donor.
* Undertakes proper collection, monitoring and use of baselines, targets and indicators needed to measure and analyze project implementation and assists in monitoring activities.
* Ensure that the education sector and national 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 REAL project, including taking and assessing UNICEF’s direct contribution.

**Project Evaluation** * Identify red-flags in projects’ implementation, delays in progress and/or low-quality results, and report it back to the relevant staff and ensuring the documentation of issues and actions; facilitate data collection for larger assessment activities and projects, and support in data cleaning of the projects’ baseline, mid-line and end-line assessments carried out in the various projects locations.
* Prepare lessons learned and recommendations reports and presentations, to facilitate the learning process across stakeholders, and make sure that a consistent project level report is prepared every year, by coordinating this with the M&E staff.
* In close collaboration with UNICEF Evaluation Specialist(s) at the country and RO levels, ensure that UNICEF-supported evaluations are designed and implemented to established UN quality standards, and the results are disseminated in a timely fashion to stakeholders in order to improve project performance and contribute to wider learning.

**M&E Capacity Building*** Contribute to the collaboration of an M&E capacity building strategy for national partners and institutions and corresponding activities for implementation.
* Contribute to the establishment and activation of complaints mechanism and manage the feedback and response process.
* Support the implementation of the CO Evidence and Learning Agenda.

**Information management, research and studies:*** Develop and maintain a data collection and monitoring framework and tools.
* Create a toolkit of data collection methodologies including data from lessons learned from ongoing project activities.
* Support the process of collection of quantitative and qualitative data on a regular basis through (i.e. interviews, Focus Groups Discussions (FGDs), participatory action research methods, etc.).
* Conduct comparative analyses to determine commonalities as well as differential development outcomes with an emphasis on human rights concerns. Special barriers that women and children face in accessing social services and realizing their rights will be identified.
* Conduct regular field visits and develop further research in line with the project’s needs.
* With the support of the Project Coordinator; lead the Term of References (ToRs) development and follow up with the external consultants on the studies and assessments.
* With the support of the Project Coordinator; lead and conduct internal researches and studies when needed.
* Lead the development of relevant information management products for the REAL project including dashboards 4Ws, and project databases
* Coordinate and update existing UNICEF and cluster databases with inputs from the REAL project.
* Draw lessons learnt from the studies and assessment to inform the design of the new proposals and projects.

**Analysis and Reporting:*** Lead the drafting of REAL project plans.
* In close coordination with the Project Coordinator, and staff in field offices; support the reporting of the Key Performance Indicators (KPIs).
* Support the Project Coordinator in all project specific and UNICEF’s reporting requirements.
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| IV. Impact of Results  |
| Effective monitoring, reporting, and information management for the REAL Project is essential to the achievement of goals and objectives to improve learning outcomes and universal access to quality, equitable and inclusive education in Yemen. Achievements in education programmes and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country. |

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| V. Competencies and level of proficiency required |
| **Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

**Core Competencies*** 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)
* Drives to achieve impactful results (2)
* Manages ambiguity and complexity (2)
 | **Functional Competencies:*** Analyzing (3)
* Deciding and Initiating action (2)
* Applying technical expertise (3)
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| **VI. Recruitment Qualifications** |
| Education: | * Advanced university degree in Education, Statistics, Social Sciences, Planning Development, Research, Information Management or related technical field
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| Experience: | * At least five years of relevant professional work experience.
* Humanitarian and developing country work experience is required.
* Experience working with UNICEF or another UN agency is an asset.
* Familiarity with emergency response is an asset
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| Knowledge and skills  | * Professional technical knowledge/expertise in monitoring and information management.
* Professional technical knowledge/expertise in demography, statistics, and data management
* Professional technical knowledge/expertise in methodology of M&E, 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 & Evaluation, Evaluation design, Data analysis, and reporting.
* Gender equality and diversity awareness
* 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
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| Language Requirements: | * Fluency in English as a working language. Knowledge of Arabic is an asset.
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| **VII. Signatures- Job Description Certification** |
| Name: Andrea Berther Signature Date |
| Title: Chief EducationName Philippe Duamelle Signature Date |
| Title: Representative |