UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Statistics and Monitoring (Data Analytics) Specialist **Supervisor Title/ Level:** Chief of Evidence, Policy and Social Protection **Organizational Unit:** EPSP **Post Location:** Freetown/Sierra Leone	**Job Level**: NOC **Case No** Job Profile No.: CCOG Code: Functional Code: Job Classification Level:

II. Strategic office context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of a nation.

Strategic Office Context :
Evidence based on robust data is at the heart of UNICEF's work in Sierra Leone and critical to achieving UNICEF's equity strategy. Over the past few years, UNICEF's evidence function has grown substantially in response to increased expectations from Government and other partners, who look to UNICEF as the knowledge leader on issues related to children. The post is placed within the Evidence, Policy and Social Protection Section which supports the Government of Sierra Leone in producing and analyzing evidence on child poverty, social inclusion and fulfillment of children's rights; analyzing levels and trends in investment in children and budget allocation for social sectors; strengthening national capacity for undertaking high quality evaluations; providing technical assistance for strengthening child- and gender-sensitive social protection; and supporting the capacity strengthening of local government for child-sensitive planning, budgeting and coordination.

Purpose of the Job:
The Statistics and Monitoring Specialist will provide technical support and advisory guidance to programme sections, field offices and partners to strengthen data systems (survey as well as administrative data), guidance to innovative methods for equity-focused real time situation analysis, to guide and sharpen programme strategy of UNICEF's Country Programme; and support improving data policies including generating and advocating critical data gaps to support UNICEF's evidence strategy. The incumbent will assist in the development of national capacities for producing evidence and analytics with special attention to the participation of government, community, and civil society stakeholders – and groups most at risk of being left behind. The incumbent will support the availability of quality and up-to-date, evidence, data and analysis on child deprivations and well-being, including relevant SDG indicators. S/he will support government agencies to be better equipped to generate and use new evidence for more inclusive and equitable decision-making and public debate.

This incumbent will also be a focal point for coordinating UNICEF Sierra Leone's reporting to external data systems like CRAVE (UNICEF global database for statistics), in-country coordination as well as with the UNICEF HQ relating to SDG monitoring and reporting and other multi-country databases like maternal and child mortality, SDG index etc. plus technical oversight of large studies such as MICS. The person will also support the identification, documentation, validation and sharing of lessons learned and good practices within the Country Office and beyond.

III. Key Functions, Accountabilities and Related Duties/Tasks:

Situation Monitoring and Assessment:

- In coordination with other stakeholders, support the collection of Sustainable Development Goal (SDG) and other key social development indicators (through MICS and other surveys) to improve national planning.
- In coordination with other stakeholders, develop a collectively agreed situation Assessment owned by all key partners and which supports the preparation of equity focussed statistical and analytic reports on the status of children's and women's rights issues; and which allow, to influence developmental programme of the Government and UNICEF programmes, its efficient implementation and policy fine tuning.
- Support partners in the establishment including integration and management of national statistical databases of the national programmes, ensuring that key indicators are readily accessible to UNICEF and stakeholders and to potential users include the Situation Analysis, Common Country Assessment, and RAM reporting and Annual review etc.
- Support the collection, analysis and user-friendly presentation of data on multidimensional and monetary child poverty, including strengthening national capacity to collect routinely, report and use data for policy decision-making.
- Provide timely, regular data-driven analysis for effective prioritization, planning, and development; facilitate results-based management for planning, adjusting, and scaling-up specific policy initiatives to reduce child poverty.

- In humanitarian response situations, provide professional support for quick and possible near real-time data collection, and data analysis in conjunction with inter-agency and/or independently if necessary, working in close collaboration with the humanitarian clusters partners.

Planning and Strategy:

- Undertake national and sub-national data gaps / data needs assessment at national and district level, along with sector specialists and partners to devise plans for bridging data gaps, including gaps in SDG monitoring (with focus on child centric goals and targets), prioritizing UNICEF's data and evidence requirement, at short and long term;
- Develop a comprehensive data and evidence plan based on identified data needs and gaps in line with Responsible Data for Children principles.
- Develop and implement a proper advocacy strategy along with sector M&E focal points to incorporate the data demand in the various data producers' agenda and incorporated plan in the annual RWP at country and field offices with proper milestone and targets, so as to accomplish the requirement in timely and robust manner.

Improving Data Systems for Effective Monitoring of National State Programmes:

- Strengthen data-ecosystem by providing technical support to the national and subnational level programme related MISs, its validation and triangulation through concurrent monitoring; ensure that MISs are updated and fine-tuned in a manner that it caters to the data requirement at all levels.
- Adequate technical (including methodological) support isextended to national and state stakeholders in strengthening monitoring of SDGs, by setting SDG framework, identifying disaggregation framework, support in dissemination of SDG reports; capacity building of national and state level stakeholders, identify data sources; pilot innovative statistical methods and advocate for producing indicator values at district level and at lower geographies like small area estimation.
- Coordinate with Government and other partners to ensure that MIS /monitoring systems are properly designed to provide equity-focused disaggregated data for the most vulnerable population, and that data collection is done from the lowest level of service delivery, as per the globally accepted standard metadata.
- Support and advocate development of national data quality assurance policies and protocols for data collection.

- Support the work led by UNICEF programme managers in their efforts to strengthen sector-specific administrative data and statistical systems and capacities.

M&E Capacity Building:

- In close collaboration with partners, promote the awareness and understanding of statistical tools and methods, survey methodology, sampling method, research methods and data analysis based on both secondary and primary data, among all staff members including partners through communication, training, learning and development activities, organization wide, in a planned manner.

- Collaborate with WCARO and UNICEF HQ and other UN agencies to plan and implement capacity building strategies so that the staff have the basic and advanced knowledge of statistical methods, monitoring methodologies, tools and motivation to use the knowledge and skills to improve data-ecosystem of the country.
- Actively seek partnerships with reputed national and international institutions for the identification of capacity gaps, development of strategies to address them and impart training in a wholistic manner.

Innovation, Knowledge Management (KM) and Capacity Building:
- Support implementation of the internal components of the UNICEF SLCO Knowledge Management Strategy and workplan.
Support building of relevant resources/platforms that are user friendly and ensure effective and efficient exchange of knowledge between sectors, teams, and field offices.
- Support implementation of the external components of the UNICEF SLCO Knowledge Management Strategy and workplan.
Support positioning of UNICEF as the knowledge hub/leader on children's rights and evidence on children in Sierra Leone, and ensure effective management, timely dissemination and use of knowledge and evidence.
- Promote a better understanding and active engagement for knowledge management, build the knowledge management capacity to distribute knowledge in various formats and to various audiences. Contribute to a culture of learning and towards improving development effectiveness.
- Identify, capture, synthesize and share lessons learned from programme implementation for integration into broader knowledge development planning and management efforts.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
- Support to ensure that current and accurate data and results are included in country reports, studies, and knowledge sharing networks.
- Undertake lessons-learned reviews on successful and unsuccessful data monitoring practices and experience at the country level, and ensure they are shared as appropriate.
- Develop and sustain learning through external data and evidence knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their monitoring and reporting functions.
- Support initiatives to use mobile technology to generate and analyse real time information on child rights to influence child rights programming and policy making.

External Databases and its Coordination :

- In collaboration with sectors and other partners, support updating of international databases in a timely manner; develop an effective mechanism with sectors and Government partners for information and updates.

- A strong coordination mechanism to be developed between country office and th external stakeholder, like other UN Agencies, WCARO, UNICEF HQ, World Bank, concerned Ministries and departments for bridging the data gaps, with

standards, metadata, ethics, and quality as per the evidence plan of the Sierra Leone Country office.

Networking with other UNICEF and UN Agencies:

- Collaborate with WCARO, Regional Advisors, HQ Data Division, Office of Research, SLCO Planning and Monitoring Section and other M&E officers in the different UN Agencies for overall coordination on innovative research, monitoring, data strengthening.
- Support the establishment and strengthening of Data 4 Children and KM collaborations with external government, other UN agencies, and non-government partners to build a nexus between data, research, evidence and advocacy and policy support.
- Provide technical and operational support to a wide range of stakeholders on UNICEF policies, practices, standards and norms.
- Represent UNICEF in external networking meetings and events on data and evidence for children.

- Ensure that the office is effectively linked to wider UNICEF KM, Research, M & E developments in a way that both contributes to and benefits from organizational learning on effective KM management.

IV. Impact of Results

Situation Monitoring and Assessment. A dynamic multi-sectoral situation monitoring and assessment owned by all key partners is in place, through which the Country Office and national partners have timely and accurate measurements of change in conditions of children, women, and their families in the country in a manner that this information is available to facilitate planning and measure programme impact.

Planning and Strategy: Sierra Leone Country Office including the field offices collaboratively with sections have a well-prioritised and realistic plan of generation and advocacy with data producers for bridging critical data, aligned to UNICEF's evidence strategy on research and programme monitoring, and develop strategic information required to manage the Country Programme and its reporting on RAM etc.

Improving data systems for effective monitoring of national state programmes: Key data initiatives (including household surveys) on children and women, including SDG monitoring and reporting by the Government and by other data producing entities at national level are effectively coordinated and technical assistance provided in a timely manner.

M&E Capacity Building: The national programme monitoring and data collection including equity-focused data analysis capacities of the technical UNICEF staff at national, field offices and that of partners including government and civil society – enhanced to meet the expectations and requirements of their positions and responsibilities and aligned to improving evidence based programming.

Innovation, Knowledge Management (KM) and Capacity Building: Effective support is provided to implementation of UNICEF SLCO Knowledge Management Strategy and workplan with a view to positioning UNICEF as the knowledge hub/leader on children's rights and evidence on children in Sierra Leone. Lessons learned are effectively

documented and shared, with effective management, timely dissemination and use of knowledge and evidence.

External Databases and its Coordination: Multi-country data bases like CRAVE, international (including non-UNICEF data bases on child mortality, nutrition, HDR etc.) databases needing interaction, entailing effective coordination with national stakeholders are coordinated and information sought for are supplied / updated in a timely manner. A well-coordinated mechanism system established through interactions with UNICEF HQ and other UN Agencies in the country for bridging the data gaps, with standards, metadata, ethics, and quality as per the evidence strategy of the Sierra Leone country office.

Networking with other UNICEF and UN Agencies: The UNICEF Country office is linked to wider UNICEF and UN M&E network contributing to enhanced knowledge on research, data and monitoring and benefits from organizational learning. The enhanced knowledge facilitates UNSDF monitoring.

V. Competencies and level of proficiency required

Core Values	**Functional Competencies**:
Care	Formulating Strategies and Concepts [II]
Respect	Analyzing [III]
Integrity	Planning and Organizing [II]
Trust	
Accountability	
Sustainability	
Core competencies	
Builds and maintains partnerships [II]	
Demonstrates self-awareness and ethical awareness [II]	
Drive to achieve results for impact [II]	
Innovates and embraces change [II]	
Manages ambiguity and complexity [II]	
Thinks and acts strategically [I]	
Works collaboratively with others [II]	

VI. Recruitment Qualifications

Education:	• Advanced university degree in social sciences, statistics, development studies, population studies, demography, planning or relevant field.
Experience:	• Five years or more of relevant professional work experience in programme development and managing monitoring, research and evidence generation activities. Hands on Experience in field work including planning and conducting large scale surveys required. • Knowledge of the national and global data systems including official statistical system is essential and the various programme related data bases, its challenges

	• At least one instance of exposure to emergency programming, including preparedness planning will be an asset. Active involvement in a humanitarian crisis response programme will be an asset.
Language Requirements:	• Fluency in English is required. Knowledge of local language is strongly preferred.
Technical Knowledge:	**Specific Technical Knowledge Required** • Knowledge of Monitoring and Research methodologies; • Professional technical knowledge/expertise in Management of monitoring data collection process; • Extensive, research design and management, follow-up on Recommendations and Dissemination of M&E results. • Emerging international good practice in monitoring and survey methods, handing big data, data integration and use of IT for development of big MISs. **Common Technical Knowledge Required** • Professional technical knowledge/expertise in demography, statistics, and data management. • Professional technical knowledge/expertise in Monitoring & Evaluation, evaluation Design, data analysis, and reporting. • Professional technical knowledge/expertise in a range of different methodologies and approaches for research, monitoring and evaluation, including theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods. • Gender equality, equity and diversity