

UNITED NATIONS CHILDREN'S FUND

SPECIFIC JOB PROFILE

JOB TITLE: Planning, Monitoring and Evaluation
Specialist (Research)
JOB LEVEL: P3
REPORTS TO: Deputy Representative, P4
LOCATION: Maseru, Lesotho

JOB PROFILE NO.: 60000101
CCOG CODE: _____ 1M06 _____
FUNCTIONAL CODE: ___RPM___
JOB CLASSIFICATION: _____

II. Organizational 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 programs, 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 favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — will not only 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 nations.

Job organizational context

As a key member of the Programme Effectiveness Team, under the supervision of the Deputy Representative and supervising two staff, the post will contribute to the achievements of the results defined in the Country Programme through effective planning, monitoring, evaluation and research.

PURPOSE OF THE JOB

The post supports quality planning, monitoring, data, evaluation and research functions of the Lesotho Country Office to ensure the Country Programme is implemented effectively, in full alignment with the Country Programme's planned results and strategies, while promoting learning and knowledge leadership.

KEY END-RESULTS

1. The Country Office has accurate, coherent, reliable and disaggregated data on the situation of children and women that contribute to the monitoring of Lesotho's attainment of child-related SDGs and other national goals targets.
2. The Country Office has effective, quality and results-oriented processes and products for strategic and routine planning, aligned with the Country Programme results, targets and strategies, and coordinated with the joint planning processes under the UNSDCF.
3. The Country Office has an effective and quality system and practice of programme monitoring, including situation monitoring, programme performance monitoring and field monitoring, as well as implementing partnership management, to assess progress towards expected results established in the Country Programme and annual work plans, and make programmatic adjustments where needed.
4. The Country Office produces quality evaluations, studies, research and other knowledge products that meet established UNICEF policy guidelines and quality standards, and are disseminated and used to improve

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KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

Situation Monitoring

- In close collaboration with stakeholders, support collection of timely, accurate and disaggregated data to measure the change in the condition of children and women, through population-based surveys such as MICS and other household surveys
- Support the strengthening of routine administrative data systems, including the quality of indicators, data collection systems, analysis and use.
- Support the strengthening of national early warning systems to guide the adjustment of programmes and operational approaches as needed.
- Support the establishment and update of Situation Analysis and Common Country Assessment.

Country Programme/Annual Planning, Review and Reporting

- Promote and technically support the application of Rights and Results Based Management principles and methods in the Country Office, as well as among partners, throughout the Country Programme planning, monitoring, evaluation and implementation.
- Lead the process of quality development of Annual Work Plans (eWorkplan), in close coordination with all sections, ensuring alignment with the Country Programme results, targets and strategies and prevailing guideline.
- Provide technical support in organizing and managing annual/mid-year/midterm/end-term country programme reviews, ensuring consistency with the results and targets set out in the Country Programme and the government sectoral plans.
- Lead the coordination of preparing quality Country Office annual reporting, ensuring timely and accurate accounting of results achieved against the Country Programme annual targets.
- Engage in the external networking, including and in particular in the UN inter-agency partnership to ensure UNICEF's full participation in the UNSDCF planning, monitoring and implementation.

Programme Performance Monitoring

- Support the Country Office to establish a framework of programme performance monitoring and Country Programme monitoring plan, which encompasses all levels of indicators, means of verification, and accountability and frequency of data collection.
- Oversee the standardized and coordinated planning and review of data collection and analysis from field across programmes to feed into to programme performance monitoring.
- Ensure that data management functions within all sections are technically sound, and give support to the sections in establishing a data management strategy to provide strategic information to monitor their programme
- Support the Country Office management team's review of monitoring data with appropriate data analytics and visualization, to help evidence-based decision making and course correction in programming.
- Support effective implementation and monitoring of the HACT and the management of Implementing Partnership

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Evaluation

- Support the quality formulation of evaluation Terms of Reference and design, where necessary in partnership with knowledge institutions, in compliance with the organization's evaluation policy and guidelines.
- 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.
- Disseminate evaluation findings and recommendations to the intended audiences in user-friendly methods. In particular, to ensure that effective participatory feedback is provided to community and civil society stakeholders.
- Monitor and 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

- Support the Country Office capacity building on programme monitoring, including by socializing among all sections the prevailing global monitoring procedure, guideline, tools and templates, and providing quality assurance of monitoring process and products.
- Promote knowledge of and build capacity in evaluation practices. Oversee to ensure that Country Office staff and national partners are aware of and have access to UNICEF evaluation learning resources.
- Support the capacity building around the HACT assurance activities among Country Office staff and partners

Research, Knowledge Management and Innovation

- Identify the knowledge gaps in the Country Programme from all sections and support the establishment of a IMERP and knowledge management strategy
- Facilitate the partnership with research centers, universities and other partners, in support to all sections and in collaboration KM & Research focal points within the Country Office
- Promote the culture of learning and innovation in the Country Office by supporting the institutionalization of knowledge and lessons learned in the course of Country Programme implementation.

IV. Impact of Results

The scope of the Planning, Monitoring, Evaluation and Research (PMER) specialist impact extends combines the critical evaluation and Research domains with a significant effect on the Country strategy and policies. The PMER specialist policy and strategy recommendations and technical decisions impact on programme priorities and strategies and UNICEF's cooperation with other partners and agencies. The nature of the work is primarily an advisory role, providing the deputy representative and other managers with advice and cutting-edge technical expertise in planning, monitoring, research, and evaluation.

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Competencies and level of proficiency required.

Core Values

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

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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

5. Technical Knowledge Specific Technical Knowledge Required for the job

a) Specific Technical Knowledge Required (for the job)

- Comprehensive understanding of various approaches and methods of Programme and Project Monitoring & Evaluation and Research
- Professional technical knowledge/expertise in methodological guides for all types of Monitoring & Evaluation.
- Knowledge of Human Rights, Gender and Equity issues and their implications of projects/programmes.
- Knowledge of Institutional Evaluation, Environment Assessment, Result Based Management and Strategic Evaluation.
- Professional technical knowledge/expertise in Planning for Influential Evaluation, Project Evaluation.
- Emerging international good practice in monitoring , evaluation and research partnerships.

b) Common Technical Knowledge Required (for the job group)

Professional technical knowledge/expertise in methodology of Monitoring & Evaluation and Research 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.

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- Professional/technical knowledge of best practices, lessons learned, follow-up on recommendations, communication and dissemination
- Understanding of UNICEF's policies and procedures for programming, monitoring and evaluation guidelines.
- UNICEF strategic framework for partnerships and collaborative relationships.
- 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.

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VI. Recruitment Qualifications

Education:

- Advanced university degree in social sciences or other relevant disciplines.
- Practical training in programme management and evaluation, survey and research analysis, or applied statistical data analysis in social sciences an asset.

Experience

- Five years of relevant professional work experience, including both International and national work experiences
- Professional work experience in programme development and implementation including research, monitoring and evaluation activities.
- Proven and prior experience in gender programming, monitoring water and sanitation systems is an added advantage.

Language requirements:

Fluency in English is required. Knowledge of another official UN language or local language is an asset.