

## **TOR**

### **Key End Results:**

1. **Project Planning:** Project Plan is prepared in a timely manner as per the guidelines.
2. **Performance and Situation Monitoring:** The project is well monitored, with systems in place for ongoing monitoring of key deliverables including field monitoring to assess the progress of implementation and achieving of the targets set by the project
3. **Monitoring, Evaluation and Research Planning:** The project have a well prioritized and realistic plan of research, monitoring and evaluation activities in consultation with WFP
4. **Evaluation:** UNICEF-WFP supported evaluation attain established UN quality standards and the results are disseminated in a timely fashion to stakeholders for improving programme
5. **PME Capacity Building:** the planning, monitoring and evaluation capacities of state governments / project partners are strengthened
6. **Coordination and Networking:** Ensure and support overall day to day JP MERL coordination with WFP, government and other partners in a way that contribute to and benefits from organization learning on effective PME management

### **Key functions, accountabilities and related duties/tasks:**

1. **Project Planning:**
  - Provide technical support for project led planning processes and the preparation of work planning documentation. Ensure that the project and partners prepare well-prioritized and realistic plans to support implementation, oversight and management of the project
  - Provide support to ensure that relevant programme partners (WFP, Govt, and other stakeholders) participate and contribute to project priorities at the state and locality levels taking into account the concerns of women and children, and reduce disparities among most vulnerable groups
  - Review and provide technical comments on draft strategies and share knowledge, findings, recommendations and lessons learnt from situational analysis, research, and evaluation to contribute to formulating overall strategies, and setting of locality priorities and targets
  - Support decentralized planning and monitoring processes to ensure that overall project priorities respond to local needs and plans are evidence based
  - Participate in the monitoring and review of work processes to improve accountability and organizational effectiveness
  - Contribute to office planning processes including as needed in the work plans and annual reviews
2. **Performance and Situation Monitoring:**
  - Ensure that office has quality information to assess the progress towards expected results established in the annual work plans
  - Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary, with inputs of WFP and all other concerned partners in the context of annual plans, IMEPs as outlined in the Programme Policy and Procedures manual
  - Coordinate with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardized across programme to feed into project performance monitoring, with special attention to peace building, resilience and humanitarian response as applicable
  - Drawing on monitoring and analysis of key programme performance and management indicators, provide professional input to management reports, including relevant sections for the 6 monthly, annual and donor reports
  - Keep Chief PME and CFO informed of the progress and ensure that any issues related to project implementation are flagged timely.
  - A collective Situation Monitoring and Assessment system owned by all the key partners is in place through which the project Manager and other partners (including WFP) have timely and accurate measurements of change in the conditions of children, women and their families in the project area to facilitate planning and measure change

3. **Monitoring, Evaluation and Research Planning**
  - Ensure that the project office and 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 project, including tracking and assessing of UNICEF's distinct contribution
  - Make professional contributions to and provide technical assistance for the planning and establishing the major research, monitoring and evaluation objectives, priorities, and activities in UNICEF's multi-year and annual IMEPS. In consultation with implementing partners
  - Identify the M&E objectives, priorities and activities required for effective project response
4. **Evaluation:**
  - Provide technical inputs to the development of Terms of Reference
  - Work closely with WFP and coordinate and support field work during implementation phase
  - Disseminate evaluation findings and recommendations to the intended audiences in a user friendly method,
  - Monitor and ensure that management response to the findings and recommendations of the evaluation is completed, recorded and followed up for implementation.
5. **PME Capacity Building**
  - In close collaboration with WFP and with support from PME Chief, ensure that capacity of partners is strengthened and that the partners and UNICEF team working in the project are able to undertake monitoring visits, and conduct studies listed in the IMEP with desired quality and standards
  - Collaborate to implement capacity building strategies as a joint commitment with WFP. Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops in order that UNICEF and project staff have the basic knowledge and skills in understanding and applying M&E policies, tools methods to fulfill their responsibilities
6. **Coordination and Networking**
  - Collaborate with CFO, Chief PME in Khartoum, multi-country evaluation advisor, WFP and other relevant for coordination of planning, and conducting priority, research, monitoring and evaluation activities, especially those requiring the coordinated effort of multiple stakeholders.
  - Work very closely with WFP for planning , monitoring and evaluation of project. Ensure that there is no duplication, instead a good level of coordination to meet the objectives of the project
  - Undertake lessons learnt reviews on successful and unsuccessful M&E practices and experience, and ensure that they are shared as appropriate. Similarly pay attention to M&E knowledge networks to identify innovations and lessons learnt that may be relevant for the CO and partners to improve their M&E functions