



I. Post Information

Job Title: **Chief Planning, Monitoring and Evaluation**

Organizational Unit: **MEX Office**

Supervisor: **Country Office Representative**

Post Location: **Mexico City, Mexico**

Job Level: **P-4**

Job Profile No.:

CCOG Code:

Functional Code:

Job Classification Level: **Level 4**

II. Job 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 — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Therefore, the focus on equity is 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.

As we enter the 4th year of the current CPD 2020-2025, UNICEF Mexico is faced with significant changes in the country, especially regarding children and adolescents, impacted by the COVID-19 pandemic in 2020-2022 and the growing demands related to the migratory situation, especially in the northern border, among other issues. In response to these challenges, the office has grown exponentially in staff number and allocated budget. We have also established field offices and we are operating under a complex programmatic context to respond to humanitarian needs while maintaining a high level of advocacy and system strengthening at the federal and state levels. Given this context, we are reinforcing our capacity of planning, monitoring and evaluation for the central office in connection with the field offices, ensuring coherent, strategic and efficient planning, as well as strengthening our data and evidence-driven approach to programming.

i. Job organizational context and purpose for the job:

The incumbent of this position reports to the Deputy Representative Programme (P5), and is responsible for providing professional technical, expertise on planning, monitoring, evaluation, reporting, and knowledge management to the teams in the Mexico Country Office.

The Chief Planning, Monitoring and Evaluation (PME) is responsible for preparing, executing, managing, and implementing a variety of technical tasks to contribute to planning, monitoring, evaluation, and reporting to ensure effectiveness and contribute to results. The incumbent is also responsible for supporting Knowledge Management within the Country Office.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

- 1. Programme planning and performance monitoring**
- 2. Situation monitoring and assessment**
- 3. Evaluation**
- 4. Knowledge Management**
- 5. Budget and contribution management**
- 6. Results-Based Management capacity development and quality assurance**
- 7. Partnership management, resources mobilization and reporting**

Programme planning and performance monitoring

- Provide substantive technical leadership and support to the Deputy Representative Programme for the Country Programme process, including in the preparation of Strategy Notes, the Country Programme Document (CPD), the Country Programme Management Plan (CPMP) and coordination of UNICEF inputs to the UN Country Assessment, the UNSDCF and Joint Programmes, ensuring coherence with the UNICEF CPD and the emerging needs of children.
- Identify problems or alternative courses of action to accelerate/ improve programme delivery.
- Make professional contributions to and provide technical assistance to the planning and establishing of the major monitoring and evaluation objectives, priorities, and activities in UNICEF's multi-year and annual Integrated, Monitoring and Evaluation plans (IMEPs), in consultation with implementing partners and other Monitoring and Evaluation colleagues.
- Support the implementation of Field Offices plans including supporting them in planning, monitoring and reporting.
- Undertake visits to counterparts and field offices to identify and manage risks in programme planning and implementation.
- Ensure timely implementation and effective programme monitoring of UNICEF inputs (cash, supply, contracts, training, and travel) and provide technical leadership to quarterly and annual reviews and planning exercises. Undertake frequent monitoring visits to assess the effectiveness and cost-efficiency of UNICEF assistance for planning monitoring and adjustment of strategies and approaches.
- Provide guidance and procedures to programme teams on all aspects of programme planning monitoring and evaluation according to UNICEF's, policies, guidelines and operational procedures, especially those specifically developed for the Country Programme.
- Ensure establishment of an effective monitoring system for regular assessment of UNICEF and partner programme performance aligned with specific targets and outcomes related to the Country Programme goals and ensure linkages between sub-national government and national monitoring systems.

- Organize capacity building for an effective programme monitoring system which reflects UNICEF's contribution and enhances and facilitates Country Programme implementation.
- Prepare programme status reports required for management and donors, budget reviews, programme analysis, annual reports, etc.

Situation Monitoring and Assessment:

- In coordination with other stakeholders, coordinate the collection of Sustainable Development Goals (SDGs) and other key social development indicators (through national household surveys and other official data source) to inform national planning.
- Ensure the Country Office and national partners use data and monitoring plans that provide relevant and strategic information to manage national programmes and the UNICEF Country Programme, including supporting the establishment and management of national statistical databases and 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.
- In humanitarian response, provide professional support for rapid assessments (inter-agency or independently if necessary) to be carried out within the first 48-72 hours, working in close collaboration with the humanitarian partners.

Evaluation

- Carry out basic research and formulate proposals for evaluation strategies, policies, objectives, and methodologies.
- Guide, supervise, and participate in joint evaluations with developmental partners, including joint evaluation of UNICEF or of multi-partner programs.
- Formulate Evaluation Terms of Reference and design of high quality in compliance with the organization's programme evaluation policies, guidelines and methodology while satisfying stakeholders' requirements.
- Provide technical advice and guidance to regional and country offices, management teams, programme managers and staff to ensure that Evaluation design and management meet quality standards as outlined in UNICEF Programme Policies and Procedures and related stand-alone Evaluation Technical Notes, ensuring that UNICEF's most recent policies, including especially those on gender inequality, highlighted.
- Coordinate and ensure effective dissemination of findings, including especially those on interventions that reduce gender inequalities, conclusions, recommendations, and lessons learned from evaluation to the intended audience as described in the Terms of Reference with a view to improving programme design, policy, strategy, and performance and contributing to wider learning. Specifically, ensure that evaluation results are fed into key UNICEF programme planning gender mainstreaming processes including the Annual Reviews and the Mid-Term Review/Programme Effectiveness, and formulation of the Country Programme Document, the Country Programme Action Plan and the Annual Work Plans. Coordinate and ensure that participatory feedback, including to community and civil society stakeholders, is provided.
- Coordinate and advise offices to ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and monitored for

follow-up implementation. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team and follow-up actions are recorded in CMT minutes.

- Coordinate and ensure that electronic copies of all evaluations are submitted to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.

Knowledge Management

- Coordinate the knowledge management in the country office through the development and implementation of a Country Office Knowledge Management Strategy
- In coordination with academia and other research institutions, enhance a platform for coordination and dissemination on knowledge products on children in Mexico.

Budget and Contribution Management:

- Ensure that the Country Office budget is managed in line with results-based budgeting principles and standards and that grants are reported on and used in line with donor commitments.
- Actively follow up with Programme sections to ensure effective and timely budget planning and expenditure, including ensuring compliance with IPSAS.
- Establish systems to monitor the optimum and appropriate use of program resources (financial, human, administrative and other assets) and verify compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity in collaboration with operations team.
- Oversee, provide guidance and supervise staff responsible for fund management with an increasing focus on results-based budgeting and spending as well as monitoring of spending against results. This includes regular interaction with Section Chiefs and Chiefs of Field Offices on various aspects of fund management, determining the resource envelope for the various programmes and overseeing that the Office achieves all the global indicators related to fund management. It also includes linking expenditures to programmes by the systematic use of coding expenditures in line with results-based budgeting principles.
- Ensure that UNICEF's dashboard system of performance management and reporting is well understood, updated and applied across the office.
- Manage and supervise the implementation of the Harmonized Cash Transfer (HACT) assurance activities in line with UNICEF procedures and policies.
- Ensure proper use of eTools in the office and provide overall quality assurance and documentation of HACT.
- Provide quality assurance on grants management, including ensuring that donor funding is spent in line with commitments; full utilization including facilitation of no-cost extension for grants and fund reversals.

Results-Based Management (RBM) Capacity Development and Quality Assurance

- Ensure that the planning, monitoring and evaluation capacities of Country Office staff and national partners – government and civil society organizations – are strengthened, enabling them to increasingly engage in and lead planning, monitoring and evaluation processes.

- Promote awareness and understanding of the shared responsibility of RBM among all staff members through communication, training, learning and development activities Office-wide.
- Oversee the quality review of draft PCAs/PDs, from a RBM perspective.
- In close collaboration with partners, ensure that a RBM capacity development approach for UNICEF/UN staff, national partners and institutions is developed, implemented and updated.
- Actively seek partnerships with knowledge institutions, including other UN agencies, for the identification of capacity gaps and development of strategies to address these.

Partnership management, resource mobilization and reporting

- Support Office-level resource mobilization via monitoring of donor contributions and quality assurance of proposals for funding and donor reports.
- Monitor overall fundraising levels for different outputs of the UNICEF Country Programme for informed decision making against Country Office resource mobilization initiatives.
- Review and negotiate donor partnership agreements in the country, ensuring alignment with globally negotiated frameworks. Act as CO focal point for grants related program verification in coordination with related program sections and operations teams.
- Quality-assurance of donor proposals to ensure competitive submissions and review of donor reports to highlight results and ensure adherence to negotiated requirements.
- Maintain a central repository for the Office on donor agreements, proposals, reports and donor communication for decision making and lessons learned.

IV. Impact of Results

The incumbent provides efficient and effective support to the Mexico Country Office teams, and other stakeholders and enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results for children, their families, and communities.

V. UNICEF values and competency required

i. Core Values

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

ii. Core Competencies

- Nurtures, Leads and Manages People (2)
- 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)

iii. Functional Competencies:

- Analyzing (3)
- Deciding and initiating action (3)
- Persuading and influencing (2)

VI. Skills

- Strong planning/organizing skills.
- Strong communication skills, including presentation.
- Able to work effectively in a multi-cultural environment.

VII. Recruitment Qualifications

i. Education:

- Advanced university degree (Master's Degree), preferably in the fields of social sciences, statistics, economics, development, planning or similar. *Alternatively, a bachelor's degree in any relevant area may be accepted in lieu of the master's degree if the candidate has two additional years of relevant experience.*

ii. Experience:

- A minimum of 8 years of experience in programme/project planning, monitoring, evaluation, and results reporting.
- A Results-Based Management (RBM) background will be considered an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.
- Experience strategically managing complex budgets is relevant.
- Experience with knowledge management is also an asset.

iii. Language:

- Fluency in English and Spanish is required.