TERMS OF REFERENCE
(FOR Temporary Appointments)

UNICEF

UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Planning and Monitoring Officer NO-A

Section: Planning, Monitoring and Reporting (PMR) Unit

Duration: 364 days

Duty Station: Dhaka, Bangladesh

Reports to: Monitoring Officer, PMR

1. Purpose of Assignment:

The Planning and Monitoring Officer will provide technical support throughout planning and monitoring function of UNICEF Bangladesh. This will include support to programme performance monitoring, preparation, and monitoring of Dhaka and other field offices including Cox's Bazar, as well as support in information/data collection, statistics and data analysis, preparation of reports to enhance the use of data, and in implementing training programmes at national and sub-national data collection, monitoring, planning and capacity building with special attention to the interest, concern, and participation of primary stakeholders. The Planning and Monitoring Officer will also support both planning and monitoring functions of UNICEF Bangladesh. S/he will support in work planning process, information management, Humanitarian Performance Monitoring (HPM), Implementation monitoring and partners' reporting functions of the Planning, Monitoring and Reporting (PMR) Team of UNICEF Bangladesh.

The purpose of this job is: –

- To assist in strengthening a planning and monitoring system aligned to UNICEF Programme Implementation Handbook, UNICEF Procedure on Monitoring and BCO Monitoring Strategy, which enhances partnership between the UNCT, government and other key players to collectively track progress on SDGs, other international commitments for children both at humanitarian and development context.
- To support the programme performance monitoring, monitoring Humanitarian Action for Children (HAC) and Joint Response Plan (JRP) of the Cox's Bazar field office, as well as in information/data collection, statistics and data analysis, preparation of reports to enhance the use of data,
- To support in ensuring useful, valid, and reliable information on the performance of UNICEF supported programmes, including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination, and coherence.
- To support in ensuring utilization of valid and reliable information on the attainment of the result of UNICEF, SDGs, UNSDCF, and other goals to inform decision-making.
- To assist in developing sub-national capacities for planning and humanitarian & development programme performance monitoring, field monitoring with special attention to the interest, concern and participation of government, community, and civil society stakeholders.

2. Major duties and responsibilities:

2.1	**PLANNING AND COLLABORATION:**
	Support to ensure that country office, field offices and sub-national partners collaborated well to prepare a realistic plan aligned to UNICEF's strategic priorities and use a well-prioritized & realistic plan planning & monitoring activities that will provide the most relevant and strategic information to manage the programmes across the country, including tracking and assessing UNICEF's distinct contribution.

	Duties & Tasks
	• Make professional contributions to and provide technical assistance for the planning and establishing the planning and monitoring objectives, priorities, and activities in field office contribution plan, in consultation with programme section leads and implementing partners.
	• Support programme sections and field offices to prepare multi-year work plans, contribution plan (FOIP) and assist in preparing the plan using RAM 3.0. and support SP2 result group mangers to prepare Joint workplan (JWP) using UNINFO.
	• Support programme sections and field offices to prepare monitoring plans based on the contribution plan.
	• Support programme sections in setting the targets for RAM and CSI indicators as appropriate.
	• Support in the identification of monitoring objectives, priorities, and activities required for Dhaka and other Field Offices.
	• Provide technical support in organizing and managing annual/mid-year/end-term country programme reviews ensuring consistency and with the objectives and goals set out in CPD.
	• Collaborate in preparing a monitoring plan, which will cover monitoring tools to track the progress, gather data, and plan to cover key data gaps as required both for development and emergency response.
	• Provide technical support to identify and adjust programme performance indicators and appropriate target in the context of the UNSDCF and Humanitarian Action Plan (HAC) and Joint Response Plan (JRP)
2	**PROGRAMME IMPLEMENTATION MONITORING AND DATA/INFORMATION MANAGEMENT:**
	Support to ensure that country office monitoring plan is designed and implemented to established UN quality standards, and the results are capture, data/information are managed and disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning at development and humanitarian contexts.
	Duties & Tasks
	• Provide technical support to ensure regular tracking and responding to progress towards key interventions and contribution plan outputs, implementation of work plan activities, programmatic risks, and bottlenecks, the end-use of supplies, advocacy objectives, feedback from affected populations and the evolving context (including unintended effects of programmes). Also, ensure the minimum coverage of field monitoring that includes programmatic assurance is determined by programmatic risk.
	• Provide technical support to ensure that monitoring plan and systems are in place and that key programme indicators (i.e. Humanitarian Performance Monitoring) are tracked and analysed, with results provided regularly on a monthly basis to the Programme Management Team/Senior Management Team to guide programme and management decisions.
	• Support the process of implementation and follow up of Field Monitoring Module (FMM) across all programmes at Dhaka and other field offices.
	• Support the process of reviewing and updating programme implementation monitoring tools, methods aligned to BCO guidance and procedure.
	• Provide technical support to ensure that findings and analysis from programme monitoring and field monitoring are regularly presented and used in programme section meetings, and programme management team meetings.
	• Provide technical support to ensure that office use digital systems for programme implementation monitoring, field monitoring, and partner reporting to capture, manage, analyse, and support use of monitoring data by programme sections, and implementing partners.
	• Support to ensure periodical review of programme implementation monitoring and field monitoring plans and adjust the plans based on the findings and learning from implementation process.
	• Support to ensure that UNSDCF monitoring data of SP2 are maintained and reported in UNINFO following the plan agreed with UNM&E group.
	• Develop and/or update a regular package of data visualization products (including maps, dashboards, infographics and financial/resource analysis) that presents information in a way that is easily understood by various decision-makers, individuals and groups.
	• Develop and/or update data visualization platforms on a regular basis.

	• Support the utilization of effective methods and platforms to standardize and share information (e.g. website, mailing lists, SharePoint sites, Dropbox, hard copies, etc.). • Support the country office annual reporting processes and preparation of other management reports as required.
3	**PLANNING AND MONITORING CAPACITY BUILDING:**
	Support to ensure that planning and monitoring capacities of Dhaka and other field office staff and sub-national partners – government and civil society – are strengthened, enabling them to increasingly engage in and lead planning and monitoring processes at development and humanitarian contexts. **Duties & Tasks** • Support to enhance the awareness and understanding of the shared responsibility of planning and monitoring function among all staff members at Dhaka and other field office through communication, training, learning and development activities. • Support to organize sessions on e-Wok Plan preparation, CSI monitoring, RAM indicator monitoring, data management, reporting for programme sections and field offices. • Support the planning and conduct of Right and Results-Based Management (RRBM) training for Dhaka and other Field Office staff as well as implementing partners to fill identified gaps and enhance adherence to sound RRBM principles in planning, monitoring and reporting activities. • Provide technical support and capacity building of Field Office staff, Third-Party Monitors (TPM) and implementing partners on data collection, data management and data analysis, including through data quality assessments, for enhanced planning, monitoring, and reporting.
4	**COORDINATION AND NETWORKING:**
	Support to ensure that field office is effectively linked to wider UNICEF monitoring developments in a way that both contributes to and benefits from organizational learning on effective programme performance, implementation monitoring management at development and humanitarian contexts. **Duties & Tasks** • Collaborate with monitoring group members for overall coordination of monitoring activities including UNM&E group members. • Support monitoring group members to ensure that current and accurate monitoring data and results are included in field office and country office reports, and knowledge sharing networks. • Support to undertake lessons-learned reviews on successful and unsuccessful planning, monitoring practices and experiences at the sub-national level, and ensure they are shared as appropriate. Similarly, pay attention to planning & monitoring knowledge networks to identify innovations and lessons learned that may be relevant for the field office and partners to improve the planning & monitoring function.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL:
First university degree (Bachelor's degree or equivalent) in social sciences, social work, statistics, development studies.

WORK EXPERIENCE:
- Minimum 1 year of relevant professional work experience in programme implementation monitoring, reporting both in development and humanitarian context in UN is preferred.
- Demonstrated analytical writing and presentation skills are desired.
- Exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.
- An advanced level of skill and expertise in MS Excel is required.
- Working knowledge of Power BI is required,
- Professional technical knowledge/experience in quantitative, qualitative, mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical tools/ methods.

- Experience in the use of PowerBi and other examples of data analytics and HPM would be an added advantage.

LANGUAGE PROFICIENCY:
Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies	
Values ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability ▪ Sustainability	**Core competencies** ▪ Demonstrates Self Awareness and Ethical Awareness ▪ Works Collaboratively with others ▪ Builds and Maintains Partnerships ▪ Innovates and Embraces Change ▪ Thinks and Acts Strategically ▪ Drive to achieve impactful results ▪ Manages ambiguity and complexity

Child Safeguarding Certification
(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1.Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	☐ Yes	☒ No
2a. Is this a Direct* contact role?	☐ Yes	☒ No
2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.	☐ Yes	☐ No
3a. Is this a Child data role? *:	☐ Yes	☒ No
3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) * "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".	☐ Yes	☐ No

4. Is this a Safeguarding response role* *Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations*	☐ Yes	☒ No
5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children[1]; or Measures to manage other safeguarding risks are considered unlikely to be effective[2].*	☐ Yes	☒ No

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[1] Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

[2] i.e. the role-risk will be compounded by other residual risks.