

Monitoring & Evaluation Specialist

Post Title : Monitoring & Evaluation Specialist

Grade of Post : NO-D

Contract Type : National, Fixed-term

Location : Ha Noi

Submission Closing Date : 02 February 2015 at 18:00 hours

I. Summary of the Post:

- To ensure that the UNICEF Country Office has useful, valid and reliable information on

- the situation of children's and women's rights;
- the performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination and coherence.

- To work within the UN country team to support UNCT goals for delivering valid and reliable information on the attainment of the MDGs and other goals, and on the performance of UN-supported programmes.

- To assist in the establishment of a monitoring and evaluation tools which enhance partnership between the UNCT, government and other key players to collectively track progress on MDGs/SDGs and other international commitment for children.

- To assist in the development of national capacities for monitoring, evaluation and research, with special attention to the interest, concern and participation of government, community, and civil society stakeholders.

II. Key Duties and Responsibilities:

1. Integrated Monitoring, Evaluation & Research Plan (IMEP) (10%)

Ensure that the Country Office and national partners use a well-prioritised and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the Country Programme, including tracking and assessing UNICEF's distinct contribution.

Duties & Tasks

- 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 child-rights and implementing partners.

- Likewise, support the development of UNDAF M&E Plans from a sound results-based programming process.
- Identify the M&E objectives, priorities, and activities required for effective CO and partner Emergency Preparedness and Response Plans,
- In humanitarian response situations, within the first month, draft and recommend a simple one-month data-collection plan to cover key data gaps as required for the initial emergency response.
- After the initial humanitarian response, support management of the medium-term response with a revised IMEP

2. Situation Monitoring and Assessment (20%)

Ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.

Duties & Tasks

- In coordination with other stakeholders, support the collection of Millennium Development Goal (MDG) and other key social development indicators (through MICS or other surveys) to improve national planning.
- Support partners in the establishment and management of national statistical databases (e.g., DevInfo), 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.
- Develop a collectively Situation Monitoring and Assessment system owned by all key partners which supports the preparation of country level statistical and analytic reports on the status of children's and women's rights issues; and which allow, when opportunities emerge, to influence developmental and social policies. To include technical support to global reporting obligations including national reports on progress toward the MDGs, and toward CRC and CEDAW fulfilment.

- In humanitarian response situations, provide professional support for one or more 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 clusters partners.

3. Programme Performance Monitoring (20%)

Ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans.

Duties & Tasks

- Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary, with inputs of all concerned partners to assess progress towards expected annual and multi-year results in the context of the multi-year and annual IMEPs, the Annual Management Plan and Annual Work Plans, 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 standardised across programmes to feed into to programme performance monitoring, with special attention to humanitarian response.
- Drawing on monitoring and analysis of key program performance and management indicators, provide professional input to management reports, including relevant sections of the annual reports.

4. Evaluation (20%)

Ensure that UNICEF-supported evaluations are designed and implemented to established UN quality standards, and the results are disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning.

Duties & Tasks

- Technically support programme partners to formulate Terms of Reference and evaluation designs of high quality, when relevant drawing on the know-how of knowledge institutions, in compliance with the organizations programme evaluation policies 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. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team and follow-up actions recorded in CMT minutes. Submit electronic copies of all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.

5. M&E Capacity Building (20%)

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

Duties & Tasks

- Promote the awareness and understanding of the shared responsibility of M& E function among all staff members through communication, training, learning and development activities organization-wide.
- In close collaboration with partners, ensure that an M&E capacity building strategy for UNICEF/UN staff national partners and institutions exists in the context of the IMEP, or UNDAF M&E plan. Pay particular attention so the capacity needs of national partners such as professional evaluation associations will be strengthened by involvement in evaluation processes and possibly through specific capacity building initiatives.
- Collaborate to implement capacity building strategies as a joint commitment with other developmental partners. Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops and practical experience in order that UNICEF and UN staff have the basic knowledge and skills in understanding and applying new M&E policies, tools, methods to fulfil their responsibilities. Similarly, design and implement strategies suited to the skills needs of national partners.

- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and development of strategies to address them.

6. Coordination and Networking (10%)

Ensure that the UNICEF office is effectively linked to wider UNICEF M&E developments in a way that both contributes to and benefits from organizational learning on effective M&E management in coordination with the UN country team on M&E areas.

Duties & Tasks

- Collaborate with Regional M&E Advisers and HQ Evaluation Office for overall coordination of priority research, monitoring and evaluation activities, especially those of regional scope requiring the coordinated effort of multiple countries. Also collaborate with other UN agencies on country specific issues as a One UN country and Delivering as One (DaO).
- Partner with the Regional Monitoring and Evaluation Adviser to ensure that current and accurate M&E data and results are included in regional reports, multi-country studies, and knowledge sharing networks.
- Undertake lessons-learned reviews on successful and unsuccessful M&E practices and experience at the national level, and ensure they are shared as appropriate. Similarly, pay attention to M&E knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve their M&E function.

III. Qualifications:

1. Education

- Advanced university degree in social sciences, statistics, planning development, planning and related fields.

2. Work Experience

- Professional work experience in programme development and implementation including monitoring and evaluation activities as follows:
- Minimum eight years of relevant professional work experience. Developing country work experience (for IP) or field work experience (for NO)

- At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.

3. Language Proficiency

- Fluency in English and another UN language. Fluency in the national language of the duty station an asset.

4. Competency Profiles (For details on competencies please refer to the UNICEF Professional Competency Profiles.)

- Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

- Core Competencies (Required)

- Communication [III]
- Drive for Result [III]
- Working With People [II]

- Functional Competencies (Required)

- Leading and Supervising [III]
- Formulating Strategies and Concepts [III]
- Analyzing [III]
- Applying Technical Expertise [III]
- Planning and Organizing [III]

- Technical Knowledge

- Specific Technical Knowledge & Competencies Required (for the job)
(Technical knowledge requirements specific to the job can be added here as required)
 - Knowledge of Project Evaluation.

- Professional technical knowledge/expertise in Evaluation Process Management, Follow-up on Recommendations and Dissemination of M&E results.
- Emerging international good practice in monitoring and evaluation partnerships.
- Common Technical Knowledge Required (for the job group)
 - Professional technical knowledge/expertise in demography, statistics, and data management.
 - Professional technical knowledge/expertise in methodology of M&E, 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.
 - Gender equality and diversity awareness
- Technical Knowledge to be Acquired/Enhanced (for the Job)
 - Professional/technical knowledge/expertise in Team Management, Coaching & Training.
 - Mastery of UNICEF's M&E policies and procedures.
 - 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.
 - UNICEF policies, strategies promoting and supporting gender equality and diversity
 - UNICEF strategic framework for partnerships and collaborative relationships.

If you have got experience of working in a similar capacity and want to make an active and lasting contribution to build a better world for children, please send detailed P11 form (UN Personal History Form)/resume, letter of interest (in English) and a copy of relevant degrees marked "Confidential" to:

Human Resources Specialist

UNICEF Viet Nam

81A Tran Quoc Toan Street, Ha Noi

Via email: vietnamhr@unicef.org

The deadline to receive applications is **02 February 2015 at 18:00 hours**.

Only short-listed candidates will be called for test/interview. Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant. UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF is a smoke-free environment.