

VACANCY NOTICE

VTN/2015/009

7 August 2015

Post Title	:	Planning, Monitoring & Evaluation Specialist
Grade of Post	:	NO-C
Contract Type	:	National, Fixed-Term Appointment
Location	:	Ha Noi
Submission Closing Date	:	20 August 2015 at 18:00 hours

I. Summary of the Post:

Under the supervision of the Monitoring & Evaluation Specialist (NO-D), the incumbent of this post will be responsible:

- To support the generation of 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 support the adherence of the office-wide programming, planning and reporting process to organisation-wide quality and results-based management standards.
- To work within the UN country team, particularly the UN Results Based Management Working Group, to support UNCT goals for delivering valid and reliable information on the attainment of the MDGs/SDGs and other goals, and on the performance of UN-supported programmes.
- To assist in the development of 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. Monitoring, Evaluation & Research Planning

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 management of major research, monitoring and evaluation activities in UNICEF's multi-year and annual IMEPs.
- 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 (as required under specific context),

2. Situation Monitoring and Assessment

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)/Sustainable Development Goals (SDGs) and other key social development indicators (through MICS or other surveys) to improve national planning.
- Support UNICEF Country Office and 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.
- Support the preparation of country level statistical and analytic reports on the status of children's and women's rights issues 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/SDGs, 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.

3. Programme Planning and Reporting

Ensure that the office-wide planning and reporting process adheres to organisation-wide quality and results-based management standards

- Support and strategically guide sections in formulating programme goals, objectives and strategies for implementation with a special focus on cross-sector planning, particularly the technical support and quality assurance for the planning and reporting of Results Assessment Module (RAM) in VISION Performance Management
- Support the preparation of Country Programme planning, programming, and reporting documents
- Support the preparation and provide quality assurance to donor reports and donor proposals

4. Programme Performance Monitoring

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, 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 programmes and sections of UNICEF Viet Nam and partners to ensure that monitoring systems, particularly the Monitoring Results for Equity System (MoRES), 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.
- Provide technical support to and participate in programme review meetings

5. Evaluation

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 in compliance with the organization's 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.

6. M&E Capacity Building

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.

7. Coordination and Networking

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.

Duties & Tasks

- Collaborate with Regional Office (Programme and Planning; Evaluation), Advisers and HQ (Evaluation Office, Division of Data, Research and Policy) for overall coordination of priority research, monitoring and evaluation activities, especially those of regional scope requiring the coordinated effort of multiple countries.
- Partner with the Regional Office 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, development, planning.

2. Work Experience

- Five years of relevant professional and field work experience in programme development and implementation including monitoring and evaluation activities.
- 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 local working language of the duty station.

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

i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

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

iii) Functional Competencies (Required)

- Leading and Supervising [II]
- Formulating Strategies and Concepts [II]
- Analysing [II]
- Applying Technical Expertise [II]

- Planning and Organizing [III]

iv) Technical Knowledge (Reference to UNICEF and/or UN in terms of technical knowledge requirements are applicable only to those who are or have been the staff members of UNICEF or the UN common system)

a) Specific Technical Knowledge Required

- Professional technical knowledge/expertise in Evaluation Process Management, Follow-up on Recommendations and Dissemination of M&E results.
- Knowledge of research design, sampling, and qualitative and quantitative methodologies.
- Knowledge of results-based management approaches.
- Expertise to leverage UNICEF's competitive advantage.

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

- Understanding of UNICEF programmatic goals, visions, positions, policies and strategies, MDGs, UNDAF, HIV/AIDS, WFFC, MTSP, etc.)
- Understanding of Rights-based and Results-based approach and programming.
- Understanding of UN mission and system; and International Code of Conduct.
- Gender equality and diversity awareness.

c) Technical Knowledge to be Acquired/Enhanced

- Knowledge of UNICEF's financial regulations and rules, fundraising manual and fundraising strategy.
- Understanding of government policies, guidelines, legislation, and strategies related to fundraising.
- Understanding of UNICEF programme policies, goals, strategies, guidelines and approaches related to programme funding activities.
- UNICEF policies, strategies promoting and supporting gender equality and diversity
- Programming and coordination mechanisms and strategies within the One UN context in Viet Nam.

How to Apply:

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 via email (applications in hard copy will not be accepted) detailed P11 Form ([UN Personal History Form](#)), letter of interest (in English) and scanned copies of relevant degrees to:

E-mail: vietnamhr@unicef.org

Please clearly mention the post title *Planning, Monitoring and Evaluation Specialist* in your email subject.

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.

**Jesper Moller
Deputy Representative
UNICEF Viet Nam**