



## Monitoring and Evaluation Officer

<b>Job title:</b>	<b>Monitoring and Evaluation Officer</b>
<b>Level:</b>	<b>NO-B</b>
<b>Position Number:</b>	<b>00132796</b>
<b>Location:</b>	<b>Kathmandu, Nepal</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Temporary Appointment</b>
<b>Rotational/Non Rotational:</b>	<b>NA</b>
<b>Duration:</b>	<b>364 days</b>

### **The Position:**

UNFPA Nepal is supporting the implementation of the 8<sup>th</sup> Country Programme (CP) for Nepal (2018-2022) which is linked to the UN Development Assistance Framework (UNDAF) and aligned with national priorities and UNFPA's strategic plan. It is focused on four main outcome areas: Sexual and Reproductive Health and Rights (SRHR), Adolescents and Youth (A&Y), Gender Equality (GE), and Population Dynamics (PD). UNFPA supports the Government of Nepal through policy and advocacy, capacity building, knowledge management and service delivery interventions at national and sub national levels. UNFPA requires a competent and committed professional to support the monitoring and evaluation of the CP.

The Monitoring and Evaluation (M&E) Officer is located in Kathmandu Country Office and works under the direct supervision of the Deputy Representative and in close collaboration with Representation and other staff.

### **How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new Strategic Plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### **Job Purpose:**

M&E Officer will substantially contribute to the results-based monitoring framework and strategies and operationalizing the monitoring and evaluation plan and related systems. S/he will have a key technical role in improving the quality of results tracking and reporting and in strengthening institutional monitoring and evaluation capacities including of national partners. S/he is expected to work in collaboration with thematic programme teams and the 3 Regional Support Offices of UNFPA;



and support UNFPA and national counterparts to ensure M&E aspects are well internalized and applied. S/he will participate actively in M&E mechanisms established as part of the UNDAF, GoN and joint programming processes.

**You would be responsible for:**

**1. Capacity Building and Systems Strengthening for M&E:**

- Support the establishment of a robust M&E framework under the CP engaging all relevant staff to strengthen planning, implementation, oversight and monitoring of workplan activities;
- Provide technical support on RBM and M&E and institutionalize use of M&E tools and plans to enable UNFPA staff and Implementing Partners to effectively guide programme delivery and ensure efficient utilization of funds;
- Quality assure the results frameworks in relation to the CP as well as the donor funded programmes, including the selection of indicators, baseline and targets, means of verification, and evaluability of the programmes;
- Promote evidence based programming through identifying data and knowledge gaps and the most efficient and effective ways of bridging the knowledge gaps;
- Establish an integrated database and ensure availability of data to feed into corporate dashboards and monitoring systems, such as GPS and SIS as well as the external reporting requirements;
- Organize quarterly M&E review meetings with concerned staff in UNFPA in KTM and RCOs to review progress, identify bottlenecks and gaps, and bring to the attention of senior management team any adjustments required.

**2. Develop and implement an evaluation:**

- Develop an evaluation plan in accordance with UNFPA evaluation policy and CP commitments to guide programme operations;
- Assist with supporting the design and implementation of formative and summative evaluations as well as tracking the implementation and follow up of evaluation recommendations;
- Assist in knowledge sharing of results, lessons and experiences across programme areas.

**3. Reporting:**

- Ensure all reporting requirements are met in a timely manner, both internal and external, by the concerned programme/technical staff through tracking completion of quarterly, mid-year and annual reports, as required;
- Provide technical support to ensure that the reports are high quality and evidence-based.

**4. Support the UN Country Team in results reporting:**

- Support the UNDAF M&E working group and UNFPA's role as co-chair to ensure that it fulfils its commitments as per agreed terms of reference and workplan;
- Liaise with relevant national partners including the National Planning Commission on M&E tasks.



**5. Others:**

- Support the UNFPA Deputy Representative and UNFPA Representative in planning, management and oversight functions of the CP and the country and provincial offices;
- Carry out any other additional tasks assigned by the UNFPA Deputy Representative and the UNFPA Representative.

**Qualifications and Experience**

**Education:**

- Master’s degree in social science, economics, public health, public administration or related field;

**Knowledge and Experience:**

- Up to 5 years' experience in the area of results based management, monitoring and evaluation, statistics and/or research methodologies;
- Relevant computer skills, specifically Microsoft Office;
- Data analysis skills and familiarity with statistical software (i.e. SPSS, Stata);
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences.

**Languages:**

Fluency in English and Nepali

**Required Competencies**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>• Delivering results-based programmes</li> <li>• Internal and external communication and advocacy for results mobilization</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	

**Compensation and Benefits**

This position offers an attractive remuneration package including other benefits as applicable.



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