



UNITED NATIONS DEVELOPMENT FUND FOR WOMEN JOB DESCRIPTION- Monitoring And Evaluation Officer

I. Position Information

Job code title: **Programme Officer – Monitoring & Evaluation**
Supervisor: UNIFEM Country Director

II. Organizational Context

The United Nations Development Fund for Women (UNIFEM) is a women's Fund at the United Nations that provides financial and technical assistance to innovative programmes and strategies that promote women's human rights, political participation and economic security.

UNIFEM Project Office Zimbabwe promotes gender equality and women's empowerment, as a crucial contribution to sustainable development in Zimbabwe, through advocacy campaigns, technical and financial assistance to programmes and projects, dissemination of catalytic information to the sector and coordination of the sector's activities. The Gender Support Programme (GSP) funded by EC, DFID and the Royal Danish Embassy together with gender and women's empowerment actors seek to ensure that the gender and women's empowerment sector in Zimbabwe works around clear strategic plans in priority areas as a way of maintaining momentum for greater coordination and cooperation within the sector generated by the Gender Scoping Study.

UNIFEM Project Office Zimbabwe will engage the services of a Monitoring and Evaluation Officer.

Under the guidance and supervision of the Country Director, the Evaluation Officer contributes to the effective implementation of the evaluation policy, ensures that all monitoring and evaluation requirements for the Gender Support Programme and projects are met, and participates in the conduct of thematic and crosscutting evaluations.

The Programme Officer works in close collaboration with the Management, Programme and Operations Teams in the CO, UNIFEM Evaluation Office staff and GSP Steering Committee to ensure that thematic, programme and project evaluations are carried out according to schedules and that findings and recommendations are implemented and followed up.

III. Functions / Key Results Expected

General Scope of the Position

The Monitoring and Evaluation (M & E) Officer, in collaboration with the GSP Steering Committee, is responsible for guiding the overall programme M&E strategy, and implementation of related activities within the programme and via partners. The M and E Officer will oversee the establishment and effective application of systems and gender indicators that enhance timely provision of relevant and accurate information to stakeholders. This entails close communication with all involved in programme M&E design and coordination: core programme and partner M&E staff; representatives from the project steering and appraisal committees and gender sector groups.

Critical tasks of the M&E Officer are setting up the Programme's M&E system and ensuring that it is implemented effectively by partner NGOs, CBOs and other gender sector formations. This is

undertaken through the joint development of a shared M&E system that is based on existing formal and informal mechanisms and systems among the gender sector partners. This needs to be supported by facilitating partners to value, have appropriate capacities for and undertake their own M&E activities and to link these into an overall assessment of programme performance, impact and needed actions.

Organizational Relationships

The M&E Officer will work closely with the GSP Programme Officer. She/he will collaborate with the UNIFEM staff, managers and M&E personnel of partner organizations that require consensus on methodology and analysis of programming implications arising from the M&E data.

Summary of key functions:

- ❑ Development and Implementation of programme strategies
- ❑ Implementation of monitoring and evaluation policies and strategies
- ❑ Creation of strategic partnerships
- ❑ Provision of top quality advisory services to the GSP team and facilitation of knowledge building and management
- ❑ Provision of Human resource service
- ❑ Other responsibilities

1. Ensures **Development and implementation of programme strategies** focusing on achievement of the following results:

- ❑ S/he should put monitoring tools in place to ensure compliance by project partners.
- ❑ Guide the development and maintenance of an updated programme management information system with data collected on key thematic indicators and ensure accessibility by partners and other stakeholders.
- ❑ Assist in reviewing and updating the programme logframe with a particular focus on the hierarchy of objectives, outcomes, outputs and indicators for the key thematic areas.
- ❑ Specifically guide the process for identifying, reviewing and designing the key indicators for each thematic area, to record and report progress against the work plans and targets.
- ❑ Analysis and synthesis of proposals on the areas for support and interventions within the practice area specialization assigned.

2. Ensures the **implementation of evaluation policies and strategies**, focusing on achievement of the following results:

- ❑ Analysis of requirements and synthesis of proposals for the planning, preparation and management of specific thematic, country programme/project evaluations and other types of evaluations.
- ❑ Inputs to the evaluation workplan, analysis and proposals on topics, and projects/programme to be evaluated.
- ❑ Promotion of evaluation standards, quality assurance/control and capacity development in the Country Office.

3. Participates in effective **management of the evaluation process** within the practice area specialization assigned focusing on monitoring and evaluation from formulation to implementation of the GSP achieving the following results:

- ❑ Design and formulation of some parts of GSP programme within the area of responsibility, translating UNIFEM's priorities into local interventions.
- ❑ The M & E Officer performs functions of Manager Level 1 in Atlas for POs and vouchers approval (if authorized).
- ❑ Application of conceptual models in support of programme design
- ❑ Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of GSP projects.

❑ Preparation of inputs for reporting, including donor reporting. ❑ Drafting/revision of Terms of Reference (TOR) for specific project/thematic/sectoral evaluation missions and/or desk evaluations/reviews, participation in consultant and evaluation team selection, technical feedback on evaluations and budget oversight. ❑ Provision of guidance at the design stage of programmes/projects. ❑ Analysis and synthesis of proposals on areas evaluated, effectiveness and impact of UNIFEM programmes. ❑ Follow up on implementation of evaluation recommendations.
4. Supports creation of strategic partnerships and implementation of the monitoring and evaluation strategy focusing on achievement of the following results: Work with partners ❑ With the implementing partners, review their existing approaches and management information systems and agree on any required changes, support and resources. ❑ Help partners in the development of work plans and budgets. The M & E Officer will consolidate the partner workplans, analyze and track progress on the same. ❑ Guide the preparation of partner progress reports. Build the capacity of partners to compile good and informative progress reports. Assist in the preparation of consolidated progress reports for project management to submit to the steering committee, in accordance with agreed reporting formats and timing. ❑ Guide the regular sharing and use of the outputs of M & E findings with project staff, partners and stakeholders. ❑ Support timely submission and evaluation of narrative and financial reports pertaining to projects funded through the Gender Support Programme. Work with Project Appraisal / Steering committee ❑ Identify/review the core information needs of the steering committee, GSP Secretariat, donors and other stakeholders and ensure that the monitoring system is responsive to these. ❑ In collaboration with the Project Steering Committee set out the framework and procedures for programme evaluations, reviews, baseline and needs assessments. ❑ Analysis and research of information on donors, preparation of substantive briefs on possible areas of improvement , identification of opportunities for initiation of new projects, active contribution to the overall office effort in monitoring and evaluation.
4. Provides top quality advisory services to the GSP team and ensures facilitation of knowledge building and management focusing on achievement of the following results: ❑ Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learned directly linked to programme country policy goals. ❑ Sound contributions to knowledge networks and communities of practice. ❑ Organization of training for the operations/ projects staff on programme issues. ❑ Professional growth through active learning. ❑ Identification and formulation of lessons learned from evaluations and studies to be integrated into broader knowledge management efforts. ❑ Contribution to the implementation of Evaluation Knowledge Management and Learning Strategy. ❑ Participation in results-oriented monitoring and evaluation training efforts in the Country Office.
5. Provides human resources recruitment and development back up focusing on achievement of the following results: ❑ Identify other M&E staff that the programme needs to contract and guide their recruitment and supervision ❑ Identify training needs and organize/facilitate results based M&E training of partner

organizations. ❑ Recruit, guide and supervise agencies/ individuals contracted to implement special surveys and studies required for evaluating programme effects and impacts.	
6. Other responsibilities ❑ The M&E Officer is required to undertake work that includes research and documentation. Careful analysis of data is critical for the Officer to make recommendations for programme improvement. ❑ Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed. ❑ Participate in external missions and facilitate mission team members' access to M&E data and stakeholders.	
IV. Impact of Results The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.	
V. Competencies and Critical Success Factors Corporate Competencies: - Demonstrates integrity by modeling the UN's values and ethical standards - Promotes the vision, mission, and strategic goals of UNIFEM - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability - Treats all people fairly without favoritism Functional Competencies: <u>Knowledge Management and Learning</u> - Promotes a knowledge sharing and learning culture in the office - Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills <u>Development and Operational Effectiveness</u> - Ability apply conceptual models in support of formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources - Good knowledge of the Results Management Guide and Toolkit - Strong IT skills - Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change <u>Communication</u> - Ability to document and communicate on the results and impact of GSP - Strong communication skills - Ability to relay information to various audiences and use different forms of media <u>Management and Leadership</u> - Focuses on impact and result for the client and responds positively to feedback - Consistently approaches work with energy and a positive, constructive attitude - Demonstrates strong oral and written communication skills - Remains calm, in control and good humored even under pressure - Demonstrates openness to change and ability to manage complexities	
VI. Recruitment Qualifications	
Education:	A postgraduate qualification in the development field or a Master's Degree or equivalent in monitoring and evaluation, developmental or social sciences or related field.
	The M& E Officer is required to have a good understanding of the vision, goals

Experience:	and objectives of gender sector in Zimbabwe and milestones achieved. This understanding will facilitate the focusing of the data gathered. At least 5 years of relevant experience at the national or international level in monitoring and evaluation, community development work, capacity building and gender analysis. Technical and professional skills in providing management advisory services and hands-on experience in design, monitoring and evaluation of development projects, developing and tracking gender indicators, data collection and analysis. Experience in the use of computers (SPPS, MS Excel, Word, Databases) and office software packages and handling of web based management systems, Use of Geographic Information Systems and other mapping software. Excellent oral and written communication skills
Remuneration	Remuneration will be based on the UN rates and scales on a Service Contract
Language Requirements:	Fluency in English and Shona or Ndebele

Interested candidates are required to submit an application letter and curriculum vitae **no later than 12pm on 2 July 2010 to:** The Officer In Charge, UNIFEM, Arundel Office Park, Norfolk Road, Mt Pleasant, Harare or e-mail unifem.zw.admin@undp.org Please clearly label your envelope: **"GSP Monitoring and Evaluation Officer "**

UNIFEM will only respond to shortlisted candidates.

Female candidates are encouraged to apply.