



**Job title:** Monitoring and Evaluation Associate  
**Level:** GS-6  
**Position Number:** 00132586  
**Location:** Kyiv, Ukraine  
**Full/Part time:** Full-Time  
**Contract type:** FTA, G6  
**Duration:** One year (renewable)

**The Position:**

The Monitoring and Evaluation Associate is expected to provide technical assistance and support to the UNFPA Ukraine Country Office Program Analysts, and Project Coordinators in ensuring the monitoring and evaluation aspects of the program are performed to the highest standards. Under the overall direction set by the Representative, s/he will report directly to the Assistant Representative and will work in close collaboration and coordination with program officers and project coordinators and project M&E associates and assistants.

**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 strategic plan (2022-2025) reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths, end unmet need for family planning, and end gender-based violence and harmful practices. These results capture our strategic commitments to accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030.

In accordance with the organizational mandate and national development priorities of Ukraine, UNFPA implements a country program of technical assistance to Ukraine for 2018-2022 (extended till the end of 2023).

The war in Ukraine, which began on 24 February, has caused death and suffering on a dramatic scale and left at least 15.7 million people in urgent need of humanitarian assistance and protection. There are now more than 6 million refugees and over 7 million internally displaced people (IDPs). Due to the fluid and rapidly changing security situation in Ukraine, which directly impacts IDP movements and spontaneous returns, the need for SRH emergency services has continued to increase exponentially.

UNFPA developed a Humanitarian response plan aimed at provision of integrated Life Saving GBV and SRH Services to the Affected Women and Girls.

Part of the Humanitarian response plan is a robust M&E framework and tools designed to assess the performance of UNFPA interventions and programs, including those implemented by the Implementing partners and/or supported government institutions.

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

### **Job Purpose:**

### **Summary of Key Functions**

1. Assist in supporting the development of monitoring and evaluation plans and monitors compliance with such plans, in the framework of established policies and procedures for all program and donor-funded projects as per the Country Office (CO) results' framework and individual project log-frames.
2. Ensure that proper monitoring and evaluation processes occur at the project level.
3. Ensure that UNFPA sectors and cross-cutting themes are monitored effectively.
4. Support the compilation of information and reports and proposal development processes in a timely manner.
5. Ensure the capacity of staff and partners in relation to project monitoring and evaluation is improved, and knowledge building and knowledge sharing in the CO is facilitated.

### **Description of Key Functions:**

#### **Expected Result 1: The program and its projects are effectively monitored and evaluated as per the individual project log-frames and CO results framework.**

- Ensure that every project proposal includes a log-frame matrix and results framework in line with CO's broader results framework.
- Collect and analyze data and information on a regular basis as per the CO results framework to ensure that the project is progressing as planned.
- Assist in analyzing and consolidating district-level data and information by project and by sector.
- Initiate and closely work with relevant personnel to ensure a detailed database system is established and maintained to facilitate information collection and recording.
- Guide and monitor sub-contracted organizations that are conducting baseline surveys, assessments, or third-party monitoring.

- Accompany regular visits to the field by the program/project personnel to support the implementation of monitoring and evaluation.
- Assemble briefing materials and support the preparation of presentations for M&E area.
- Perform other tasks and responsibilities as requested by the Assistant Representative/Deputy Representative.

**Expected Result 2: Programme and project progress is reported in a timely manner according to the log-frame and results framework monitored at the district level, both qualitatively and quantitatively.**

- Support the preparation of project work plans and district work plans.
- Report against the Annual Work Plan (AWP) and log-frame matrix on agreed formats, and constantly follows up with field personnel to ensure monthly, bi-annual, and annual reports are prepared.
- Support quality assurance of results and evidence-based planning, monitoring and reporting process.
- Draft TORs, prepare budgets, and make necessary arrangements to gather socio-economic data (e.g., baseline surveys, assessments, etc.)
- Perform other tasks and responsibilities as requested by the Assistant Representative/Deputy Representative.

**Expected Result 3: CO's programmatic pillars (reproductive health, GBV, youth, gender and data) and cross-cutting issues are innovatively monitored in line with the results framework.**

- Ensure that proper context, gender, conflict and risk analyses are conducted, where appropriate.
- Ensure the inclusion of qualitative data measuring social transformation, such as those measuring gender empowerment and levels of social cohesion within and among communities.
- Perform other tasks and responsibilities as requested by the Assistant Representative/Deputy Representative.

**Expected Result 4: The preparation of project proposals and reports is supported by monitoring and evaluation processes.**

- Assist in the drafting of project proposals for submission to donors, including preparing the log frame.
- Support project reporting processes by compiling and maintaining information in relation to project progress.

- Support the submission of regular updates to the Deputy Representative/Representative and POS on overall progress vis-à-vis planned activities and expected outputs in respect of designated projects.
- Working in close collaboration with the Communications Officer, ensure systems are in place for capturing human interest and other quantitative/qualitative project stories to support visibility and communication activities.
- Perform other tasks and responsibilities as requested by the Assistant Representative/Deputy Representative.

**Expected Result 5: The capacity of staff and partners in relation to project monitoring is improved, and knowledge building and knowledge sharing in CO is facilitated.**

- Work closely with implementing partners and assist them to analyze and review strengths and weaknesses of their projects' monitoring and evaluation plans, develop together means for improvement.
- Stay up-to-date with current monitoring and evaluation techniques and social transformation and subsequently help impart this knowledge to staff.
- Assist and consult staff and partners on day-to-day project monitoring skills and techniques.
- Synthesize and disseminate lessons learned and best practices in program for publication as necessary.
- Make sound contributions to knowledge networks and communities of practice.
- Perform other tasks and responsibilities as requested by the Assistant Representative/Deputy Representative.

**Qualifications and Experience:**

At least 3 years of relevant practical experience working in design, planning, monitoring, and delivery of technical assistance programs/projects;

Experience in working with health authorities is an asset;

Good background knowledge on development issues and /or areas related to the UNFPA mandate, particularly sexual and reproductive health, organizing trainings for health professionals and health response to GRoBV is an asset;

Excellent writing, editing, desk research and verbal communication skills;

Good knowledge of visual design and layout development for information materials is desirable;

Proficiency in MS Office package, Google applications, and teleconferencing tools;

Experience of working at or with a UN agency or other international organization is an asset.

**Education:**

University Degree in Social Sciences, Development Studies, Business Administration, Economics or related field with a minimum of 3 years of progressively responsible experience is required;  
Or high school with a minimum of 6 years of progressively responsible experience is required;

**Languages:**

Fluency in English and Ukrainian.

**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 a competitive net salary plus the cost of health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.