Job Description

**The Position:**

The Monitoring, Evaluation and Data Specialist (M&E and Data Specialist) is expected to take the lead role in ensuring the monitoring, evaluation and data management of all aspects of the CO SRH programme. Under the guidance and supervision of the SRH Programme Analyst the incumbent works in close collaboration with other UNFPA staff members, Health Cluster and IPs. The incumbent will have the overall responsibility to set up and lead the SRH monitoring and information management system both at national and sub-national levels. Under this activity, the incumbent will establish an information management system to collect, analyse and visualize data related to the programme.

**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 (2022-2025), 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 in Ukraine works for (1) creating conditions in which every young person can fulfill the potential, lead a healthy lifestyle, know their reproductive rights and take an active social life; (2) conducting sexual and reproductive health campaigns to improve access to health and care services and improve its quality, especially for young people; (3) combating gender stereotypes in society (through the media, compulsory education for civil servants on gender mainstreaming, the improvement of national gender policy and anti-discrimination expertise of school textbooks); (4) providing information and services to gender-based violence survivors through the creation of crisis centers, supporting the work of mobile teams of psycho-social and support, providing expert support and raising general awareness in society.

 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 and Data Specialist will play a vital role in ensuring the smooth provision of critical services relating to programme/project monitoring, evaluation and data management to the SRH Programme. Position will build close relationships with CO programme and operations teams, Regional and HQs programme teams, national counterparts, Health Cluster, IPs as well as the donor community for efficient and effective delivery of the country programme.

You will provide quality support to programme/project monitoring, evaluation and information mangement activities, ensure M&E requirements are fulfilled and reported in a timely manner with required quality checks, in line with UNFPA guidelines and procedures, information management system is established and operating.

**You would be responsible for:**

**A. Implementation of Programme Monitoring and Evaluation Activities**

* Development, update, and effective and efficient implementation of the programme and projects annual work plans with focus on results monitoring, objective hierarchy, indicators and monitoring mechanisms, tools, data management and procedures.
* Support the preparation of programme/projects M&E Plan capturing qualitative and quantitative aspects according to the annual work plans.
* Design and set out the framework and procedures for the monitoring and evaluation of project activities, with Implementing Partners, Programme team.
* Ensure that activities/events needed for monitoring are scheduled and responsibilities assigned;
* Collect monitoring evidence that the outputs are being produced as intended and are efficient;
* Guide field staff and Implementing Partners in preparing their data collection and reports.
* Utilize the M&E information system, updating the projects, activities, and indicators on a routine basis.

**B. Analysing and Reporting on Monitoring and Evaluation activities**

* Collect data from the relevant stakeholders and conduct data analysis to measure the performance(s) against the indicators and targets;
* Support the development and testing of M&E methods, revises and assists in the implementation of recommendations to improve the efficiency of current monitoring systems.
* Review monitoring reports; analyze them for impact evaluation and identify the causes of potential bottlenecks in project implementation.
* Draft regular M&E programme/projects’ reports and assist the programme/projects’ reviews and evaluations

**C. Capacity Building in the area of Monitoring and Evaluation**

* Support the regular sharing of the M&E findings with project staff, Implementing Partners and primary stakeholders.
* Organize refresher training in M&E skills to Implementing Partners staff, local organizations and primary stakeholders.
* Contribute to knowledge networks and communities of practice.

**D. Data management**

* Develop and implement information management systems and processes that align with UNFPA standards and best practices.
* Manage the collection, analysis, and dissemination of data and information related to UNFPA operations, programs, and initiatives, including population data analysis and demographic surveys.
* Provide technical guidance and support to UNFPA staff on data management, data analysis, and reporting, including support on database management, visualization tools, and statistical analysis software.
* Ensure the security and confidentiality of sensitive information and data, in compliance with UNFPA policies and procedures.
* Collaborate with UN agencies and partners to improve data sharing and coordination and participate in relevant interagency meetings and working groups.
* Creation of interactive maps and dashboards for visualization of SRH activities at national level.

**Qualifications and Experience:**

**Education:**

Master`s Degree in economics, statistics, social sciences or related fields.

**Knowledge and Experience:**

* 3 years of relevant working experience in M&E, reporting, information management or related area;
* Experience in UN system, international organizations or non-profit organizations is an asset;
* Ability to manipulate large data sets, and excellent attention to details and accuracy.
* Prior experience knowledge on data analysis and report writing an advantage
* Experience of working on similar positions with international organisations/projects will be considered as an advantage;
* Experience in working with different ERP systems (ATLAS, QUANTUM, etc.) and/or UN procedures and working methods, particularly UNFPA policies and procedures will be an advantage;
* Proficiency in MS Office package, Google applications and teleconferencing tools;
* Knowledge of SQL, R, ArcGis is an asset;
* Strong interpersonal and organizational skills, ability to multitask and be detail-oriented;
* Good written and verbal communication skills.

**Languages:**

Fluency in English, Ukrainian

**Required Competencies:**

**Values:**

* Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change

**Core Competencies:**

* Achieving results,
* Being accountable,
* Developing and applying professional expertise/business acumen,
* Thinking analytically and strategically,
* Working in teams/managing ourselves and our relationships,

**Functional Competencies:**

* Advocacy/Advancing a policy-oriented agenda
* Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
* Delivering results-based programmes
* Internal and external communication and advocacy for results mobilisation

**UNFPA Work Environment:**  
  
UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click here to learn more.  
  
Disclaimer:  
  
Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.   
  
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>  
  
Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.  
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