Job Description

**The Position:**

The Senior Monitoring and Evaluation (M&E) Associate is responsible for providing a variety of crosscutting monitoring and evaluation services within the Country Programme framework, ensuring high quality and accuracy of work. They collect, clean, analyze and manage data, facilitating evidence-based results reporting, information sharing and knowledge building on M&E activities.

The M&E Associate reports directly to the Information Management Specialist under close consultation with Programme Analysts.

**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 on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:**

The Senior Monitoring and Evaluation (M&E) Associate works in a client-, quality-, and results-oriented manner in close collaboration with UNFPA Programme Team members, all units of the UNFPA Country Office (CO), UNFPA implementing partners (IPs), as well as personnel of other UN agencies to manage data, exchange information and ensure the smooth operation of the Programme. The Senior M&E Associate plays a vital role in analyzing and sharing information about the performance of Programme-supported services and initiatives to help the Programme Analysts and CO senior management make evidence-based strategic decisions. They maintain and improve tools and mechanisms to collect, verify, and analyze data on Programme interventions, providing the data and information required to make programmatic decisions. Additionally, they provide quality support to programme/project monitoring and evaluation activities, ensuring M&E requirements are fulfilled and reported in a timely manner with the necessary quality checks, in line with UNFPA guidelines and procedures.

**You would be responsible for:**

**A. Implementation of Programme Monitoring and Evaluation Activities**  
•    Assist in the development, update, and effective and efficient implementation of the CO M&E framework, supporting programme and projects annual work plans, focusing on results monitoring, objective hierarchy, indicators and monitoring mechanisms, tools, and procedures.  
•    Support the preparation of programme/projects M&E Plans capturing qualitative and quantitative aspects according to the annual work plans and in alignment with the CO M&E framework  
•    Design and set out the methodologies and tools for the monitoring and evaluation of project activities, with Implementing Partners, Programme team and Information Management Specialist.  
•    Ensure that activities/events needed for monitoring are scheduled, responsibilities are assigned and procedures are documented  
•    Collect monitoring evidence substantiating that intended outputs are being achieved and are efficient.  
•    Guide field staff and Implementing Partners in preparing their data collection and reports.  
•    Utilize the M&E framework, updating projects, activities, and indicator data on a routine basis.

**B. Analysis and Reporting of Monitoring and Evaluation activities.**  
•    Support the Information Management Specialist with data management and identifies programme/project challenges to propose corrective actions, enhancing the achievement of results.  
•    Collect data from relevant stakeholders, including subsequent cleaning and aggregating for conducting analysis to measure the performance(s) against the indicators and targets;  
•    Support the development and testing of M&E methodologies and tools, revise and assist in the implementation of recommendations to improve the efficiency of current monitoring systems.  
•    Review monitoring reports to analyze them for impact evaluation and identify the causes of potential bottlenecks based on data and evidence in project implementation.  
•    Prepare summary tables and visualization products, such as dashboards, reports, infographics and maps, to effectively communicate data insights, trends, outliers, and patterns.

**C. Capacity Building in Monitoring and Evaluation**

•    Support the regular sharing of the M&E findings with project staff, Implementing Partners, and  colleagues through summary tables and reports  
•    Conduct training on the use of new monitoring methodologies and tools.  
•    Organize refresher training in M&E skills to Implementing Partners, local organizations, and primary stakeholders.  
•    Maintain a repository of M&E visualization products.  
•    Contribute to knowledge networks and communities of practice.

•    Carry out any other duties as may be required by UNFPA leadership. 

**Qualifications and Experience:**

●    Minimum 5 years of relevant professional experience in M&E, reporting and research or related area.  
●    Outstanding ability to work with large-volume data from different sources, including the collection, cleaning, aggregation, and data integration.  
●    Experience in conducting data analysis to produce insights and identify trends and patterns is essential.  
●    Strong ability to visualize results of the analysis, e.g. in dashboards, reports, and maps.  
●    Experience in handling web-based data management systems is essential.  
●    Proficiency in MS Office package, Google applications, advanced Excel and Google Sheets proficiency (e.g. pivot tables, functions, queries, etc.) is essential.  
●    Experience in creating interactive dashboards (e.g. MS Power Bi, Tableau, Looker) is an assent.  
●    Experience in GIS analysis and visualization (e.g. ArcGIS, QGIS) is an asset.  
●    Demonstrable commitment to gender-sensitive practices of information and data management.  
●    Experience in the UN system, international organizations or non-profit organizations is an asset.  
●    Experience in working with different ERP systems (ATLAS, QUANTUM, UNinfo etc.) and/or UN procedures and working methods, particularly UNFPA policies and procedures will be an advantage;  
●    Knowledge of humanitarian-development nexus and/or areas related to the UNFPA mandate (gender-based violence, sexual and reproductive health, population and development, gender equality) will be a strong asset.

**Education:**

Bachelor’s Degree in Information Technology, Data Management, Data Analytics, Engineering or in the area of social studies, gender studies, geographic sciences, humanitarian affairs, political science.

**Languages:**

Fluency in English and 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 mobilization

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**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.