



Monitoring and Evaluation (M&E) Analyst

Job title:	Monitoring and Evaluation Analyst
Level:	NOB
Position Number:	-
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term Appointment
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Monitoring and Evaluation (M&E) Analyst will oversee the monitoring and evaluation of the Country Programme and work closely with the programme team and inter-agency working groups to coordinate the monitoring, evaluation, and reporting of the United Nations Sustainable Development Cooperation Framework (UNSDCF) and UNFPA Country Programme in Mongolia.

The M&E Analyst will report directly to the Head of Office.

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:

UNFPA Mongolia's 7th Country Programme (2023 – 2027) has five outputs (i) Strengthened national and subnational policies and programmes to enable access of the furthest left-behind groups to high-quality, rights-based, gender-responsive, comprehensive sexual and reproductive health and reproductive rights information and services, across the humanitarian-development continuum; (ii) strengthened capacities of national and local governments and civil society actors to address discriminatory social norms through evidence-informed and gender-transformative policies and programmes towards the advancement of gender equality and empowerment of women and girls;

(iii) strengthened capacities of national and subnational institutions and mechanisms to provide high-quality, evidence-informed multi-sectoral gender-based violence prevention and response programme, with special focus on reaching those furthest left behind, across the humanitarian-development continuum; (iv) strengthened national capacities to increase access of young people, especially marginalized groups (including young people with disabilities, ethnic minorities, adolescents, girls and rural young people) to comprehensive sexuality education, skills development and opportunities that enable their leadership and participation, and (v) Increased use of high-quality disaggregated data and demographic analyses by national and local governments to develop inclusive and equitable development policies and plans that are responsive to population dynamics and megatrends.

The proposed programme will accelerate achievement of the three transformative results through: (a) disaggregated data, strategic partnerships and coordination to sharpen the focus on vulnerable populations; (b) scaling up successful practices and programme models to increase coverage and quality of sexual and reproductive health services in support of universal access; (c) systematically addressing inequalities and discriminatory gender and social norms; and (d) scaling up engagement of youth in decision-making, participation and leadership to effect change and contribute to human development capacity in Mongolia.

The M&E Analyst is responsible for leading the monitoring, evaluation, and reporting of the Country Programme and participating and supporting UNSDCF related Strategic Information Activities and provides programmatic support as required.

Under the overall guidance and with direct supervision of the Head of Office, in close collaboration with the Assistant Representative and the programme teams and with guidance from the Asia-Pacific Regional Office, you will lead, manage and provide guidance and oversight for overall monitoring and evaluation, strategic information and reporting at country and regional levels. You will manage and coordinate all M&E and Strategic Information activities, including timely and quality reporting, knowledge generation and management and contribute to the evaluation of the programme and projects, including emergency preparedness and response projects.

You would be responsible for:

A. Provide technical support to monitoring and evaluation

- Provide technical support to the design and conduct of high-quality evaluations in line with the methodology for conducting Country Programme or project evaluations, including COVID-19 preparedness and response projects.
- Ensure that data is provided and collected against the agreed upon indicators in the Country Programme using the defined reporting tools and ensures that the programme results are accurately captured, measured and reported.
- Provide technical support for UNFPA's engagement in the UNDAF/UNSDCF formulation and implementation to ensure that the necessary M&E systems are established to capture and report on progress, and that reports are submitted timely and to monitor data quality.
- Manage the collation of baseline data in relation to the M&E Framework and ensure that agency and country reports are submitted timely by the participating UN agencies.
- Provide technical support on Results Based Management 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;
- Work with the Regional Programme & M&E Advisor and the Interagency Working Group to design programme evaluations.

B. Provide coordination support to monitoring and evaluation

- Coordinate M&E efforts of the Country Office (CO) activities to track the results of the implementation of the Country Programme and also support inter-agency M&E work on the UNDAF /UNSDCF and the UN Framework for the immediate socio-economic response to COVID-19.
- Coordinate the development of programmatic reports for UNFPA Asia and Pacific Regional Office (APRO).
- Coordinate the Independent Third Party Monitoring of Individual Projects as appropriate and fit within the project scope and resources.
- Coordinate the development of Result Framework of Country Programme (CP) and the Annual Strategic Information System (SIS) plans, ensuring ensure quality and its alignment with the CP and UNFPA Strategic Plan
- Coordinate and provide technical support to the development of CP Operationalization Plan and ensure the coherence with the Strategic Plan, three transformative results, and UNSDCF.

C. Development of work plans and reporting

- Coordinate and share the UNFPA relevant documents for Common Country Analysis (CCA) and support the ONE UN M&E Technical Working Group (TWG) in developing the UNSDCF result framework.
- Provide technical support to Programme Units in developing result-based outcomes and outputs for Country Programme, developing results-based AWP, performing field monitoring visits and monitoring the quality of the plans as well as the project donor reports; Provide technical inputs to Programme proposals
- Provide critical results achieved by all programmes and work with the communication unit to develop the Annual CO Report.
- Provide technical support to CO Focal Points to ONE UN Thematic Groups to contribute to ONE JAWP by ensuring linkage with the CP and providing meaningful results and valid & reliable performance information
- Act as risk management, donor reporting (DARTS) focal point.
- Provide technical support on: 1) mid-term reviews and evaluations related to UNSDCF, Country Programme projects and 2) mandatory donor reports preparation and compilation as per corporate and donor requirements.

D. Provide monitoring support

- Analyze data, its implications for programme implementation and initiate operational research activities that will inform and strengthen programme implementation.
- Provide technical support and inputs to the management response of the UNFPA Country Programme Evaluation and donor funded project evaluation, and monitoring the implementation of the Management Response.
- Participate in the UNSDCF M&E Working Group in monitoring the CF Indicators.

E. Capacity Development and Knowledge Management

- Coach and mentor of programme personnel and other stakeholders on Result-Based Management concepts and practices in planning, monitoring, evaluation, and reporting phases of programs and projects with the aim of institutionalization of RBM culture in the Country Office.
- Map Country Office contribution to three transformative results and SDGs and sharing with the CO and regional office.

- Collect of published national data related to UNFPA mandated areas and sharing with the CO and regional office.
- Partner with the CO and regional office in developing and publishing scientific articles on UNFPA-mandated areas.

Qualifications and Experience:

Education:

Advanced university degree in social science, statistics, economics, public health, public administration or related field

Knowledge and Experience:

- At least 2 years of increasingly responsible professional experience in the field of results based management, monitoring and evaluation, statistics, and/or research methodologies
- Data analysis skills and familiarity with statistical software (i.e. SPSS, Stata);
- Knowledge of monitoring and evaluation approaches results based management and results frameworks
- 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 Mongolian is required.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrates commitment to human development principles and values, • Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Generating, managing and promoting the use of knowledge and information • Human Rights based approach, • Excellent communication skills, • Innovation and marketing of new approaches • Planning, organizing and multi-tasking
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact 	

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus cost-of-living adjustment, rental subsidy, education grant, home leave, 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.