**UNFPAlogo**

**Monitoring and Evaluation (M&E) Analyst (TA)**

**Fast Track Procedure**

**Job title: Monitoring and Evaluation Analyst**

**Level: NOB**

**Position Number:**

**Location: Ulaanbaatar, Mongolia  
Full/Part time: Full-Time**

**Fixed term/Temporary: Temporary Appointment**

**Rotational/Non Rotational: Non-Rotational**

**Duration: 273 days**

**The Position:**

The 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 Development Assistance Framework (UNDAF)/ United Nations Sustainable Development Cooperation Framework (UNSDCF) and UNFPA Country Programme in Mongolia.

You will report directly to the Assistant Representative.

**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 (2018-2021), 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 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 6th Country Programme (2017 – 2021) has two outcomes (i) adolescents and youth; and (ii) gender equality and women’s empowerment. Being categorized as the Middle Income Country, the 6th UNFPA Country Programme made a transition towards upstream policy, advocacy and technical assistance support to enhance the country capacity while the Programme takes a downstream approach where pilot innovation initiatives are undertaken with financial support from other resources.

Given the unprecedented global health challenges, this would therefore have more dedicated resources and capacities to provide timely strategic guidance and analysis in its respective outcome areas.

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

Under the overall guidance of the Head of Office, and with direct supervision of Assistant Representative, in close collaboration with the M&E focal points of the programme team and with guidance from the Asia-Pacific Regional Office, you will 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 COVID-19 preparedness and response projects.

**You would be responsible for:**

**A. Coordination and technical support of monitoring and evaluation**

* Contribute 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.
* Coordinate M&E efforts of the 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.
* 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 ensures that agency and country reports are submitted timely by the participating UN agencies.
* Provide technical support on RBM 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.
* Coordinate and develop programmatic reports for UNFPA APRO.

**B. Strategic Information**

* Coordinate the efforts of UNFPA to strengthen the management of corporate and country-based information systems integrating, monitoring and reporting on key programme indicators so that they are able to monitor the delivery of programme results and CO activities.
* Document lessons learnt, share knowledge and disseminate good practices, on the monitoring and evaluation of the country programme and COVID-19 preparedness and response projects;
* Support the UNDAF/UNSDCF monitoring and reporting and represent UNFPA in inter-agency working groups as necessary.
* Facilitate, act as resource person, and join if required for any external supervision and evaluation missions.
* Act as risk management, donor reporting (DARTS) and Strategic Information System focal point and ensure that all reporting and corporate deadlines are timely met.

**C. Development of work plans and reporting**

* Review and provide input in the preparation of Country Office work plans from an M&E perspective and ensure that the monitoring and evaluation indicators are aligned to the Country Programme, UNDAF/UNSDCF M&E Frameworks and UN Framework for the immediate socio-economic response to COVID-19. Coordinate the development of a semi-annual, annual and other project reports as may be required that shows progress in relation to the work plan and the results framework at country and regional level, with a focus on impact.
* Provide an analysis of the data, its implications for programme implementation and initiate operational research activities that will inform and strengthen programme implementation.
* Oversee the design of the annual reviews, mid-term and end-of-programme evaluations as required in collaboration with the regional office and its implications for programme management.
* In coordination with relevant the relevant team members, provide support the Senior Management Team of the Country Office in the preparation of the management response of the UNFPA Country Programme Evaluation and donor funded project evaluation, and monitoring the implementation of the Management Response.

**D. Resource Mobilization and Partnership Building:**

* Support the development of resource mobilization concept notes and proposals ensuring a sound logical framework, and M&E plan.
* Quality assure the results frameworks in relation to the Country Programme as well as the donor funded programmes/projects, including the selection of indicators, baseline and targets, means of verification, and evaluability of the programme.
* Support all mandatory donor reports preparation and compilation as per corporate and donor requirements.

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

**Qualifications and Experience:**

**Education:**

* Master’s degree in social science, statistics, economics, public health, public administration or related field

**Knowledge and Experience:**

* Minimum 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);
* 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 written and spoken Mongolian and English.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrates commitment to human development principles and values, * Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability, * Embracing change | **Functional Competencies:**   * 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 |
| **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, * 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.