



Programme Specialist

Job title:	Programme Specialist – Planning, Monitoring & Evaluation/Knowledge Management
Level:	NO-C
Position Number:	34494
Location:	New Delhi, India
Full/Part time:	Full-time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-rotational
Duration:	One year (renewable)

The Position:

The PM&E and Knowledge Management Specialist is responsible for the planning, monitoring and evaluation, and knowledge management of UNFPA's Country Programme in India. You lead the process of results-based management and will ensure that the Country Programme is designed, monitored and evaluated with high-quality outcomes in accordance with UNFPA's policies and international standards.

Under the overall guidance of the Deputy Representative, you will report directly to the Programme and Technical Support Coordinator.

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, 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 uphold the values enshrined in the United Nations Charter, 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 has been a partner of the Government of India and People since 1974 and is now on its 9th five-year Country Programme. You will play a vital role in the UNFPA Country Office by providing quality technical and programming support, guidance and advice to the programme team, by ensuring knowledge building, sharing and management and learning, and developing M&E capacities of the Country Office, as well as those of national counterparts.



Working within a large and complex Country Office (CO), you will build close relationships with the programme team as well as consultants, advisers, and experts and establish and maintain collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging programme monitoring and evaluation issues. You will effectively influence counterparts from diverse backgrounds to contribute to achieving UNFPA's mandate. You will have strategic oversight of monitoring and evaluation activities in the India CO, with responsibility for leading the PM & E, Reporting and Knowledge Management functions in the CO and collaborating with all units in the organization.

You will be responsible for:

A. Planning, monitoring and quality assurance

- Support the development, implementation and review of UNFPA Country Office's overall M&E plan and annualised targets.
- Support process for annual and quarterly work plan development of UNFPA's supported interventions for both direct and national executions, while maintaining programming quality and compliance with UNFPA's policies and procedures
- lead programme monitoring and related quality assurance activities with a view to maintain quality, effectiveness, efficiency and accountability of Country Programme results and resources.
- Manage day to day monitoring and evaluation activities of the Country Programme. Design and implement the annual target setting, and ensure accurate inputs to the end-year reporting on results in particular focusing on SIS planning, monitoring and reporting.
- Develop and maintain materials/tools and procedures to facilitate data collection for results monitoring and analysis as well as results reporting
- Contribute to coordination of the end of Country Programme evaluation, the joint Country UN sustainable development framework programme (UNSDFP) evaluation and office management audit.
- Support design of new UNFPA Country Programme and UNSDFP.

B. Results Based Management and Capacity Development

- Participate in programme meetings to provide programme monitoring advice. Lead specific and hands-on training for UNFPA staff and implementing partners on RBM, for the maximum and optimal use of available RBM tools.
- Guide the Country Office annual planning and reporting process, ensuring that baselines, targets and milestones capture programme progress.
- Guide the Programme Units in preparing Work Plans in the right format with narratives and SMART indicators, targets and baselines. Review all draft UNFPA Work Plans and suggest revisions, for quality assurance, before senior management approval.
- Provide technical and policy guidance to the UNFPA-supported projects to ensure they are managed in accordance with the corporate Policies and Procedures Manual (PPM) related to RBM.



- Ensure full understanding and implementation of UNFPA PM&E Guidelines by the CO staff and implementing partners.
- Build capacity of UNFPA Staff/consultants and implementing partners in data collection, as well as monitor the process of data collection. Lead training to UNFPA staff/consultants and Implementing Partners on results-based project management and results reporting.
- Contribute to monitoring and evaluation activities with UNFPA's regional office and headquarters and perform other emerging M&E functions, if needed.

C. Programme Management and Coordination

- Advise the management on (i) strategic issues related to implementation of Monitoring and Evaluation activities and (ii) on further strengthening the programme/project management capacities.
- Liaise with programme officers, consultants and implementing partners to collect and analyze data on population, reproductive health, young people and gender variables and determine progress achieved by individual projects
- Compile and analyze data on project indicators and inform the management, as well as present to the staff on a regular basis.
- Support the organization of the annual review of the UNFPA Country Programme with the Government.
- Participation in UN M&E coordination structures including UNSDCF working groups and provide leadership in integrating population, gender, youth, humanitarian, and reproductive health related issues in the work of such working groups
- Coordinate UNFPA inputs for the preparation of the UN Country Analysis and UN Sustainable Development Cooperation Framework (UNSDCF), as well as annual reporting and evaluation.

D. Research and Knowledge Management

- Analysis of data needs and initiation/coordination of implementation research activities funded by UNFPA for purposes of improving programme delivery, keeping track and monitoring the implementation of all studies and surveys supported by UNFPA
- Manage baseline survey, reviews, evaluations, and other assessment activities conducted by UNFPA Country Office.
- Support interventions for generation of evidence derived from research and drawing of lessons learned in programme management and delivery
- Lead the identification, documentation and dissemination of best practices in programme management and delivery and in each of the thematic areas of UNFPA's interventions.
- Regular documentation of lessons learnt on various monitoring and evaluation systems and interventions by the Country Office and government sectors.
- Lead the knowledge management by ensuring that outcomes of UNFPA activities are properly documented, discussed and disseminated in-country, and through UNFPA regional and global networks.



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

Qualifications and Experience

Education:

Advanced university degree in health statistics, demography, Development Management or related social sciences with a strong emphasis on research methods and /or programme design, monitoring and evaluation.

Knowledge and Experience:

- A minimum of five years of relevant and increasingly responsible professional experience in evaluation of development, health and/or social programmes
- Recognized expertise in monitoring and evaluation, including sound knowledge of results-based management techniques
- Knowledge of statistical software (SPSS, STATA, CPro and DevInfo) an advantage
- Track record in managing evaluations, with strong qualitative and quantitative research skills, and proven ability to produce demonstrable results;
- Experience in project design, management, and monitoring;
- Familiarity with multilaterals development programmes and working procedures, especially UNFPA policies and programming procedures, an asset;
- Field experience is a strong asset;
- Strong presentation, communication, and writing skills;
- Emotional intelligence; ability to work independently and in culturally diverse teams.

Languages:

Fluency in English is mandatory. Working knowledge of one of the Indian official languages is desirable; Knowledge of other UN languages is an asset.

Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Advocacy/ Advancing a policy-oriented agenda• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships• Delivering results-based programme• Internal and external communication and advocacy for results mobilisation
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**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

Managerial Competencies:

- Providing strategic focus,
- Engaging in internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus, health insurance, pension 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.