



Title:	Programme Specialist, Planning, Monitoring, Evaluation and Learning
Level:	NOC
Position Number:	218041
Location:	Accra, Ghana
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Programme Specialist, Planning, Monitoring, Evaluation and Learning (PMEL) plays a leadership role in providing guidance, coordinating and managing comprehensive programmes on: (a) developing, implementing and managing Results Based Management (RBM) and Monitoring and Evaluation (M&E) frameworks and plans for the Country Office, while ensuring compliance to RBM principles and standards and culture; (b) supporting the development of short and long term plans, and the theories of change for the Country Office programmes, work plans and proposals; (c) monitoring of the country context and tracking the performance and results of the country programme against set targets; (d) developing costed plans and supporting the evaluation and reviews of the country programmes, and specific projects and thematic studies while ensuring the quality of all evaluation and review processes and products are in conformity with the UNFPA evaluation Policy and UNFPA evaluation quality standards.; and (e) lead in documenting, dissemination, promotion and adoption of practice examples for continuing improvements so as to substantively drive effective achievements of UNFPA programmes that advance sexual and reproductive health and rights in peace, development and humanitarian contexts.

Under the overall and direct supervision and reporting to the Representative, the Programme Specialist PMEL will work closely with the Deputy Representative for coordinating work planning and monitoring, and evaluation on year by year basis. You will lead the PMEL team and collaborate with the Country Office's operations and administrative support staff.

The Programme Specialist, PMEL will also functionally report on evaluation matters to the RM Regional Monitoring and Evaluation Advisor.

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:

Working within a complex country context, the Programme Specialist, PMEL will (a) develop or adapt and work with frameworks, databases and systems for planning, monitoring and evaluation of the CO across governance, programmes and operations; (b) ensure the effective leadership and management of UNFPA results-based programmes covering: planning, monitoring, evaluation and reviews, documentation and proactive dissemination and adoption of practice examples that relate to advancing sexual and reproductive health and rights and the ICPD agenda more generally, while aligned to UNFPA Ghana Country Programme Documents; UN Sustainable Development Cooperation Frameworks and national and sectoral development priorities and plans as they are developed; (c) oversee and supervise the work of the PMEL Unit, and (d) provide policy and technical support to the UN system, government and development partners on matters related to PMEL.

The Programme Specialist works in an integrated, coordinated, and collaborative manner which is fundamental to UNFPA's overall strategy; with the aim to enhance the capacity of the Country Program to support the delivery of results in peace, development and humanitarian contexts.

You would be responsible for:

A. Results planning

Provide guidance to the country office programme in defining results

- Lead the development of theories of change of the programmes and projects counting the past, present and future contexts
- Lead developing quality M&E frameworks of the country programme and projects, including data development of bases and costed monitoring and evaluation plan of the country programme
- Provide relevant inputs to the formulation of United Nations Sustainable Development Cooperation Framework, more specifically Common Country Analysis, strategic prioritization, theory of change, results framework and joint work plans
- Lead developing annual and multiyear results plans and review such work plans to operationalise the results
- Facilitate and substantively contribute to the development of field monitoring plans and quality assurance processes, and their implementation and reporting
- Facilitate generation of evidence and lessons to support evidence-based planning and programming
- Lead UNFPA's participation and results planning in results groups of the United Nations Sustainable Development Cooperation Framework
- Provide support to translate UNFPA's mandate and strategic priorities into implementation at national and lower levels, e.g. results and site configuration.

B. Monitoring

Provide technical guidance to the Country Office in and oversee monitoring and tracking of results against country programme level targets and UNFPA Strategic Plan



- Lead monitoring of the Annual Results Plans in collaboration with programme staff
- Lead and facilitate annual and mid-term reviews of the plans, projects and programmes
- Coordinate with programme team and support field monitoring visits and promote use of monitoring visits recommendations for programme improvements
- Lead the establishment and sustain a functional data base while collecting and analysing data and evidence including higher-level indicators and regularly oversee data quality checks
- Actively participate in and/or lead joint United Nations joint results groups and other joint monitoring mechanisms
- Provide inputs for implementing adaptive and innovative monitoring practices such as remote monitoring, real time monitoring, etc.
- Contribute to the implementation of the assurance plans including the spot checks

C. Results reporting and results communication

Oversee reporting of results to internal (Senior Management) and external (Executive Board, Donors) audiences

- Establish a functional database, and collect quality quantitative & qualitative data for the database
- Compile and analyze data for projects and present analytical reports to inform reporting and decision making across governance, programmes and operations at the Country Office level
- Develop quality corporate and donor results reports, including work plan progress/donor progress reports and UNFPA's reports for the United Nations Sustainable Development Cooperation Framework
- Lead communicating results for both internal and external audiences in close collaboration with communication staff
- Provide required results and data for producing external report such as United Nations Sustainable Development Cooperation Framework, and other UN wide reporting as required
- Support the production and dissemination of results reports on implementation of UNFPA strategic plan and regional programmes
- Provide technical support to the government and partners on indicators, data and other resources to support national, regional and global level reporting on ICPD/SRHR related indicators

D. Reviews and Evaluation

Provide technical support to programmes in the implementation of the UNFPA Evaluation Policy

- Lead and provide technical support to the development and implementation of costed evaluation plan in the country office/programme; including an annual update and regular monitoring of implementation of planned evaluations
- Manage and ensure the quality of all review and evaluation processes and products in conformity with UNFPA Evaluation Policy and UNFPA evaluation quality standards (EQA)
- Manage decentralized evaluations and reviews at the country level
- Develop review and/or evaluation TOR, and provide quality assurance of the evaluation inception and final reports
- Provide guidance on the appropriateness and design of reviews and evaluations (methods, scope of work, technical proposal and consultant qualification), including on the conduct, the management, strategic communication and the use of evaluations
- Provide leadership in interagency and coordination work on M&E at country level, including technical advice to UNSDCF evaluations
- Work closely with the senior management to ensure complete implementation of recommendations from reviews and/or evaluations



- Ensure dissemination of evaluation results and ensure results are incorporated in formulation and implementation of programmes

E. Knowledge management and culture of results

Contribute to knowledge management and maintaining a culture of results

- Ensure implementation of results-based management (RBM) principles and standards
- Provide technical support to staff and implementing partners on strengthening capacity development on results-based management
- Promote interventions for utilizing results and demonstrate the adaptive management
- Identify, disseminate and use good practices, lessons and knowledge
- Support results communication in collaboration with relevant staff
- Coordinate development of management responses to all evaluations within six weeks of completion, including quarterly updates on implementation of actions plans of management responses to evaluations
- Engage in policy dialogue with key government ministries, departments and agencies, UN system and other development partners' fora to integrate ICPD/SRH related indicators in policies, strategies and plans; in UN system wide initiatives and frameworks and development priorities of partners, and support reporting on them.
- Actively participate in relevant sectoral coordination and development partners working groups and consultative processes on monitoring, reporting and evaluations, while promoting results based culture/practices.

F. Supervision and performance management

- Leading the PMEL Unit in ensuring a high standard of staff management within the team using a participatory style.
- Supervising, mentoring and coaching team members in order to strengthen or further develop their capacity. This includes the implementation of the UNFPA performance management system for his/her direct reports
- Managing programme and support staff, supervising consultants and facilitating working groups and task teams, as needed. Ensuring that regular team meetings take place, with their outcomes and resolutions properly recorded.
- Exchanging relevant information and maintaining an open line of communication with colleagues and his/her supervisor to ensure that synergies across sections and units, and programming activities are obtained.
- Actively participating in CO and programme unit team meetings.

Any other duties as assigned by the supervisor from time to time in consultation with the management.

Qualifications and Experience

Education:

Masters degree (or equivalent) in statistics, economics, health, population/demography and/or any other related social science discipline.

Knowledge and Experience:

- Seven years of relevant national/international working in the area of monitoring, reporting, and evaluation including proven track-record in the design and implementation of comprehensive monitoring systems.



- Experience with using data collection and analysis software.
- Experience in providing critical analysis of programme result frameworks, particularly with regards to internal logic and coherence between different level results (project; programme; country etc.).
- Experience in the United Nations, UNFPA and/or other multilateral organizations, field work experience, are highly desirable.
- Experience in one of UNFPA transformative areas is an asset.
- Strong knowledge of programme formulation and implementation and Results Based Management.
- Strong knowledge of monitoring and evaluation, evaluation design, data collection and analysis, and reporting.
- Ability to interact with donors, and to provide policy advice and support to implementing partners.
- Ability to synthesize program performance data and produce analytical reports.
- Strong analytical and report writing skills.
- Strong planning, goal setting, prioritization and organizational skills.
- Ability to pay close attention to detail.
- Good people management and conflict resolution and negotiation skills.
- Ability to work across geographical locations.
- Experience using Microsoft Office software packages, Cloud applications, like Google Suite, and web-based ERP management systems, such as, the Oracle, Quantum, QuantumPlus, Quantum PowerBI, etc.

Languages:

Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.

Required Competencies

Values: • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change	Functional Competencies: • Advocacy/ Advancing a policy-oriented agenda • Leveraging the resources of national governments & partners/building strategic alliances and partnerships • Delivering results-based programme • Internal and external communication and advocacy for results mobilisation
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 (if applicable to post):**

- Providing strategic focus
- Engaging staff and partners
- Leading, developing and empowering people/creating a culture of performance
- Making decisions and exercising judgment.

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 and does not concern itself with information on applicants' bank accounts.

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.