



## Monitoring & Evaluation Assistant

<b>Job title:</b>	<b>Monitoring &amp; Evaluation Assistant</b>
<b>Level:</b>	<b>SB3</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non Rotational</b>

### The Position:

The post of Monitoring & Evaluation Assistant is located in Suva, Fiji as part of the UNFPA Pacific Sub-Regional Office and reports directly to the Monitoring & Evaluation Specialist. S/he will focus on assisting the M&E Specialist in the planning, monitoring, reporting and evaluation of the above programme's results. In addition, the support will also cover evaluation capacity development for young people in the Pacific, RBM/ME networking and partnerships and the planning and development of the new multi-country programme document for the Pacific for the period 2023-2027 and tracking the Pacific's progress towards the ICPD and the Nairobi Summit commitments.

### 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 new 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:

The PSRO requires the support of an M&E Assistant to provide assistance to the PME Unit in the development and implementation of its Multi Country Programme M&E Plan 2023-2027, further support the evaluation capacity development (ECD) initiative for the Pacific under the Eval4Action Campaign led by UNFPA Independent Evaluation Office, HQ.

### You would be responsible for:

The M&E Assistant will produce his/her deliverables digitally and submit to the M&E Specialist based on the timelines set out below:

#### A. Planning

- Review and quality assure the interventions and activities in the country and regional AWP to ensure that they are strongly linked to the PSRO standard output indicator list finalized and defined in the PSRO metadata.
- Provide preparatory support on the SIS MyResults planning for the next cycle



- Provide M&E support for resource mobilization and project proposals
- Provide input and support to the planning of results and indicators in the new Pacific multicountry programme document 2023-2027
- Support the team in the M&E planning matrix of the programme indicators

## **B. Implementation**

- Support and contribute to the implementation of the current cycle M&E Plan for PSRO as outlined in the Pacific MCPAP and for other sub programme indicators
- Assist in the implementation of RBM Training, M&E capacity building and support for countries and also internally for UNFPA PSRO

## **C. Monitoring and Reporting**

- Assist Programme Team on the quality assurance of Annual Quarterly Work Plan Progress Reports in GPS, indicator milestones quarterly monitoring in SIS MyResults and the SIS MyResults annual reporting module
- Provide quality assurance of WPRs
- Coordinate and follow up the SIS actions and deadlines with all staff in line with SIS global deadlines
- Assist in ensuring baseline and targets data for the indicators are collected consistently as per the M&E Plan schedule of M&E activities i.e. surveys, polls, document reviews and data mining.
- Provide assistance to the development of PSRO annual reports to UNFPA HQ, APRO, UNCT and UNPS outcome groups and subgroups including reports to donors as outlined in DARTS where required.
- Engage and provide M&E support with health facility spot check in country in liaison with RHCS team
- Provide M&E support to HMIS strengthening

## **D. Evaluation**

- Assist the M&E Specialist in the implementation, tracking, follow up and update of the Management response to the recommendations of evaluations and in particular from the SRP6 evaluation and the TA. This also includes the maintenance of a database and ensuring that this is disseminated to all staff of UNFPA PSRO.
- Input and contribution to evaluation capacity building under the UNFPA HQ led Eval4Action Campaign in the Pacific.
- Assist the M&E Specialist in facilitating the formalization of the Fiji Evaluation Society
- Lead and coordinate the implementation of the EvalYouth Pacific Strategic plan 2021-2025

## **E. Other**

- Carry out any other additional tasks assigned by the Programme Team and Senior Management team

## **Qualifications and Experience**



**Education:**

Completed Secondary Level Education is required

Bachelor’s degree or higher in social science, economics, public health, public administration demography or population studies, social sciences, statistics, development studies or a related field is desirable.

**Knowledge and Experience:**

- Minimum 5 years’ experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, monitoring and evaluation, indicators, statistics and or research methodologies.
- UN experience is an advantage
- Relevant computer skills especially MS Office excel
- Strong data analysis and analytical writing skills.
- Knowledge of database management applications and/or including statistical software
- Good interpersonal, networking and communication skills

**Languages:**

Fluency in English and knowledge of the local language is required.

**Required Competencies**

<p><b>Values:</b></p> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change.</li></ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"><li>• Result Oriented</li><li>• Managing data</li><li>• Managing documents, correspondence and reports</li><li>• Managing information and workflow</li><li>• Planning, organizing and multi-tasking</li><li>• Managing financial processes</li><li>• Job knowledge / technical expertise</li></ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact.</li></ul>	

**Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave 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.