**Monitoring and Evaluation Analyst**

**Job title: Monitoring and Evaluation Analyst**

**Level: NOB**

**Position Number: 00193977**

**Location: Beirut, Lebanon  
Full/Part time: Full Time**

**Fixed term/Temporary: Fixed Term Appointment**

**Rotational/Non Rotational: Non Rotational**

**Duration: 1 Year**

**The Position:**

The Monitoring and Evaluation Analyst is located in Country Office (CO) and reports to the UNFPA Head of Office. The Analyst will work in close cooperation and coordination with the UNFPA team in the country office. The M&E Analyst will have a key role in improving the quality and results orientation of UNFPA-supported policy and programme interventions and in contributing to developing institutional and national capacity in monitoring and evaluation

**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 womens 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:**

The Monitoring and Evaluation (M&E) Analyst will be responsible for the coordination and operationalization of results-oriented monitoring and evaluation. The M&E Analyst will have a key role in improving the quality and results orientation of UNFPA-supported policy and programme interventions and in contributing to developing institutional and national capacity in monitoring and evaluation. He/she will work closely with the GBV/humanitarian coordinator, programme specialists and the entire country office team and national counterparts to ensure M&E aspects are well internalized and applied. The M&E Analyst will participate actively in M&E mechanisms established as part of the United Nations Sustainable Development Cooperation Framework (UNSDCF) and joint programming processes.

**You would be responsible for:**

1. Coordinates efforts to establish a results-oriented monitoring and evaluation culture within the country office (CO), and to build the capacity of staff and national counterparts in reporting, monitoring and evaluation Accountability and Learning along with Reporting.
2. In the context of UNFPA Business plan, UNSDCF 2023-2025 and the Country Programme (CP), coordinates annual work plans monitoring, reviews and reporting.
3. Takes responsibility for the design and/or development of a fully-fledged results-oriented monitoring and evaluation system within the CO including: taking the lead in designing and establishing a results-based information management system associated to the output and outcome indicators contained in the Results Framework and the Monitoring and Evaluation Framework (M&EF); directly supervising the CP Monitoring and Evaluation Plan; Frameworks and the different reporting platforms related to various response plans (i.e. Lebanon Crisis Response Plan, Emergency Response Plan and others) and leading the process of drafting the CO’s Evaluation Plan.
4. Plays a central role in leading the process of updating and adjusting (whenever relevant) the Results Framework and the Monitoring and Evaluation Framework (M&EF) with inputs from the CO’s personnel and by means of consultations with relevant partners. She/he will also make sure that the CP’s M&E Plan is reviewed and adjusted on a regular basis.
5. Plays a leading role and coordinates the design and conduct of high quality evaluations in line with the methodology for conducting CP evaluations developed by the Evaluation Branch.
6. Undertakes the quality assessment of the evaluation report to ensure its compliance with international professional standards in line with the Evaluation Quality Assessment methodology and template for CP Evaluation developed by the Evaluation Branch.
7. Coordinates the undertaking of external/independent evaluations proposed in the CP evaluation plan for the upcoming CPD 2023-2025.
8. Ensures that evaluation findings and recommendations are used to improve programming and decision making, in coordination with CO staff.
9. Coordinates the contribution of the CO to the design and implementation of UNFPA’s current and next Strategic Plan including high quality and timely regional midyear and annual reporting.
10. Provides overall guidance and quality assurance for CO compliance with the corporate Strategic Information System (SIS) process including yearly planning, quarterly reporting and annual reporting.
11. Identifies and participates in knowledge building networks and shares M&E approaches and tools with CO staff, national partners and consultants.
12. Collaborates closely with UN counterparts in the context of UNSDCF to ensure the alignment, simplification and harmonization of planning, reporting, monitoring and evaluation processes. Represents the country office in M&E working groups and data and statistics working groups in the context of the UNSDF and other national processes.
13. Identifies and uses experiential knowledge, research and evaluation findings to build a solid analytical evidence base for UNFPA engagement in national policy dialogue and advocacy.
14. In collaboration with governmental, non-governmental, humanitarian and development partners, identifies strengths and weaknesses in strategic planning, monitoring and evaluation systems and supports efforts to fill these capacity gaps.
15. Coordinates monitoring and evaluation activities with UNFPA regional office and headquarters as needed.
16. Represents CO in RBM/MEAL related fora, at national, regional and global levels.
17. Ensures that all documents related to M&E are properly archived and are accessible both electronic and in print.
18. Establishes and maintains an M&E area on the UNFPA CO website.
19. Undertakes any additional related task as required by Head of Office

**Qualifications and Experience**

**Education:**

Master’s Degree in Social Sciences, preferably in Public Health, Population, Management, Demography, Development, Economics or Public Administration, with research experience

**Knowledge and Experience:**

* At least 2 years of increasingly responsible professional experience in development and monitoring and evaluation
* Proficiency in current office software applications
* Familiarity with UN policies and principles will be an advantage
* Experience working with government implementing partners is a plus

**Languages:**

Fluency in English and Arabic is required.

**Required Competencies**

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| **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 and partners/ building strategic alliances and partnerships; * Delivering results-based programmes; * Internal and external communication and advocacy for results mobilization. |
| **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.