

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	United Nations Population Fund – Philippines Country Office
Purpose of consultancy:	Monitoring and Evaluation Analyst  The position provides technical and analytical support in both internal Country Office results-based planning, monitoring and evaluation of the 8 <sup>th</sup> Country Programme and in building the capacity of external stakeholders and partners to monitor and evaluate the results of UNFPA-supported national policies and programmes.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<ol style="list-style-type: none"> <li>1. <u>Internal Country Office Planning, Monitoring and Evaluation Requirements</u> <ul style="list-style-type: none"> <li>• Assist the Country Office Evaluation Manager in tracking the implementation of the CO's Management Response to the recommendations of the 7<sup>th</sup> Country Programme Evaluation (CPE);</li> <li>• Provide technical backstopping in the formulation of the detailed 8<sup>th</sup> Country Programme Action Plan (CPAP) and its companion documents such as the CPAP indicator metadata and 5-year M&amp;E plan;</li> <li>• Guide the Programme and Operations Teams in formulating the Annual Results Plan (e.g. identifying the appropriate output indicators, annual targets and quarterly milestones), and ensure accurate inputs to the quarterly and year-end reporting on Country Office results, particularly in UNFPA's Strategic Information System (SIS);</li> <li>• Guide the Programme Team and implementing partners (as needed) in preparing Multi-Year Work Plans in the right format with narratives and SMART indicators, targets and baselines, and reviewing quarterly monitoring reports submitted by implementing partners to ensure that they are results-focused and aligned with the CPAP and SIS;</li> <li>• Review and provide inputs to the M&amp;E framework of key (e.g. "big-ticket") UNFPA projects to ensure compliance to RBM standards;</li> <li>• Compile and analyze data on programme and project indicators and present analytical reports to management and all CO staff on a regular basis;</li> <li>• Contribute to the knowledge management on M&amp;E, by ensuring that outcomes of M&amp;E activities are properly documented, distributed and discussed;</li> <li>• Contribute UNFPA inputs to regular monitoring and results reporting for the Partnership Framework for Sustainable Development (PFSD) 2019-2023; and</li> <li>• Assist in the annual review of the UNFPA Country Programme with the Government.</li> </ul> </li> <li>2. <u>Capacity Building of External Stakeholders and Partners on Results-Based Planning, Monitoring and Evaluation of UNFPA-supported National Priorities</u> <ul style="list-style-type: none"> <li>• Provide technical backstopping to various units of the Programme Team in building the capacity of national counterparts (i.e. government, civil society, private sector) to efficiently and effectively monitor and evaluate the results of the Costed Implementation Plans (CIPs) on Family Planning, MIS, CSE, and other key result areas of the Responsible Parenthood and Reproductive Health (RPRH) Law;</li> </ul> </li> <li>3. <u>Other corporate tasks</u> <ul style="list-style-type: none"> <li>• Any other relevant activities/responsibilities as assigned by the Country Representative and/or the M&amp;E Officer.</li> </ul> </li> </ol>
Duration, working schedule, fee basis:	1 December 2018 – 30 June 2019; full-time position
Place where services are to be delivered:	UNFPA Country Office (Manila based)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Monthly accomplishment report to be submitted on the 25th of each month detailing: a) Target Deliverables; b) Deliverables Achieved; and c) other Comments/Remarks.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monthly accomplishment report described above will be prepared by the Monitoring and Evaluation Analyst and approved by the Country Representative based on the recommendation of the Monitoring and Evaluation Officer.
Supervisory arrangements:	The Monitoring and Evaluation Analyst will be under the overall supervision of the UNFPA Country Representative and will receive day-to-day technical guidance from the Monitoring and Evaluation Officer.
Expected travel:	Occasional travel to programme sites (depending on need)

Required expertise, qualifications and competencies, including language requirements:

**Job requirements:**

- Advanced degree\* in Social Sciences, preferably in Public Health, Population, Management, Demography, Development, Economics, Public Administration and/or other related social science field;
- Prior experience in development programme/project planning, monitoring, evaluation, and data management would be desirable;
- Familiarity with UNFPA RBM policies and corporate planning and monitoring systems (such as the Strategic Information System and Global Programming System) will be an advantage;
- Proficiency in current office software applications; and
- Fluency in English is required.

\* Per UNFPA's policy on contracting ICs (as of August 2017), the lack of an advanced degree may be off-set by a Bachelor's degree plus two years of relevant experience.

**Core Competencies:**

- **Values/Guiding Principles** – Integrity, Commitment to the organization and its mandate, Cultural sensitivity/ valuing diversity;
- **Developing people** – Coaching and mentoring, Performance management, Fostering innovation and empowerment;
- **Building and managing relationships** – Working in teams, Communicating information and ideas, Self-management/ emotional intelligence, conflict management/ negotiating and resolving disagreements; and
- **Personal leadership and effectiveness** – Analytical and strategic thinking, Results orientation/ commitment to excellence, Appropriate and transparent decision-making, Knowledge sharing/ continuous learning

**Functional Competencies:**

- *Results-based programme development and management* – Contributes to achievement of results through primary research and analysis and effective monitoring of programme/ project implementation. Uses analytical skills to identify opportunities for project development and participates in formulation of proposals ensuring substantive rigor in the design and application of proven successful approaches.
- *Innovation and marketing of new approaches* – Enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.
- *Leveraging the resources of partners/ building strategic alliances and partnerships* – Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and share information. Analyzes selected materials for strengthening strategic alliances with partners and stakeholders.
- *Advocacy/ advancing a policy oriented agenda* – Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts, and takes opportunities to advocate UNFPA's mandate.

Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:

Office space  
Laptop  
Vehicle/driver in relation to participation in meetings and field visits  
Daily subsistence allowance for authorized travel outside of duty station

Other relevant information or special conditions, if any:

Name and Signature of Requesting Officer in Hiring Office:

*Jose Roi Avena*  
Jose Roi Avena  
Monitoring and Evaluation Officer 5 Nov. 2018

Approved by:

*Lori Kato* 9 Nov 2018  
Lori Kato  
Country Representative

Allotment Account Number:

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