

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

**Monitoring and Evaluation (M&E) Officer**

Hiring Office:	<b>United Nations Population Fund (UNFPA) Philippines Country Office</b> Office of the Country Representative
Purpose of consultancy:	<p>In January 2019, UNFPA Philippines will commence its new 8<sup>th</sup> Country Programme (CP) of Support to the Government and people of the Philippines, after closing the 7<sup>th</sup> CP in December 2018. In this context, the Monitoring and Evaluation (M&amp;E) Officer will be responsible for designing and operationalizing a results-oriented monitoring and evaluation framework and system in the office for the new CP, and coordinating to kick start the M&amp;E implementation, while finalizing the results reporting on the 7<sup>th</sup> CP that ended in 2018. More specifically, the M&amp;E Officer will have a key role in improving the quality and results orientation of UNFPA-supported policy and programme interventions and in developing institutional and national capacity in monitoring and evaluation. He/she will work closely with the component leads and the entire country office team and national counterparts to ensure M&amp;E aspects are well internalized and applied. In addition, the M&amp;E Officer will take the lead in coordinating UNFPA’s contribution to the UN Country Team in establishing M&amp;E mechanisms for the new UN–Government Partnership Framework for Sustainable Development (PFSD) 2019-2023 and UN joint programming processes. In addition, the M&amp;E Officer will play a pivotal role in developing results frameworks for new programmes and projects to be initiated under the new Country Programme, including support to the Bangsamoro Transition Authority to be established in Mindanao in March/April 2019.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><u>Phase 1 (January – March 2019):</u></p> <ul style="list-style-type: none"> <li>• In the context of initiating UNFPA’s 8<sup>th</sup> CP as well as UN’s PFSD 2019-2023, guide the UNFPA Country Office in reviewing and streamlining the process flows and templates for preparing, reviewing and approving annual work plans and quarterly monitoring tools to improve process efficiency and strengthen alignment with the 8<sup>th</sup> CP’s envisioned results;</li> <li>• Support the validation with government counterparts, finalization, and signing of the 8<sup>th</sup> CP Action Plan (CPAP) 2019-2023 between UNFPA and the Government;</li> <li>• Lead the Country Office in preparing the 2018 Annual Report, 2019 Annual Results Plan, and the 1<sup>st</sup> Q 2019 Milestones Monitoring Report under the Strategic Information System (SIS) and the annual reports under the UNDAF 2012-2018 and the National Economic and Development Authority’s (NEDA’s) Overseas Development Assistance (ODA) Portfolio Review mechanism;</li> </ul> <p><u>Phase 2 (May – June 2019):</u></p> <ul style="list-style-type: none"> <li>• In the context of the transition from the Autonomous Region in Muslim Mindanao (ARMM) to a new Bangsamoro Autonomous Region (BAR) expected to start in the 1<sup>st</sup> quarter of 2019, support the CO’s formulation of a detailed results framework and action plan to operationalize UNFPA’s Mindanao Strategy from 2019-2023;</li> <li>• Support the Programme Team in providing technical assistance to government counterparts in formulating robust M&amp;E frameworks for the following priority interventions: Costed Implementation Plans for Family Planning (FP) and Comprehensive Sexuality Education (CSE), Youth Leadership and Governance Program (YLGP), National Action Plan to Harness the Demographic Dividend;</li> <li>• Support in a technical advisory capacity the implementation of the Longitudinal Cohort Study on the Filipino Child, with focus on the public dissemination and utilization of Waves 1 and 2 research data;</li> </ul>

	<p><u>Other tasks:</u></p> <ul style="list-style-type: none"> <li>• Identify and participate in knowledge building networks and shares M&amp;E approaches and tools with CO staff, national partners and consultants.</li> <li>• Collaborate closely with UN counterparts in the context of the new PFSD to ensure the alignment, simplification and harmonization of planning, reporting, monitoring and evaluation. Represents the country office in monitoring and evaluation working groups in the context of the PFSD and other national processes.</li> <li>• Identify and use experiential knowledge, research and evaluation findings to build a solid evidence base for UNFPA engagement in national policy dialogue and advocacy.</li> <li>• In collaboration with governmental, non-governmental and development partners identify strengths and weaknesses in strategic planning, monitoring and evaluation systems and supports efforts to fill these capacity gaps.</li> <li>• Undertake the quality assurance of donor reports to ensure their compliance with international professional standards.</li> <li>• Coordinate monitoring and evaluation activities with UNFPA regional office and headquarters as needed.</li> <li>• Represent country office in RBM/M&amp;E related fora, at national, regional and global levels.</li> <li>• Ensure that all documents related to M&amp;E are properly archived and are accessible both electronic and in print.</li> <li>• Establish and maintain an M&amp;E area on the UNFPA Country Office website.</li> </ul>
Duration and working schedule:	Phase 1: 07 January 2019 – 31 March 2019 Phase 2: 01 May 2019 – 30 June 2019
Place where services are to be delivered:	UNFPA Country Office; field work when applicable
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Monthly accomplishment report to be submitted at the 25th of each month detailing: a) Terms of Reference; 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 Monitoring and Evaluation Officer, reviewed and approved by the Country Representative.
Supervisory arrangements:	The M&E Officer will be under the direct supervision of the UNFPA Representative. The M&E Officer will work in close coordination with the CO Programme Team, the CO Humanitarian Team, and the Operations Team.
Expected travel:	Field visits when applicable
Required expertise, qualifications and competencies, including language requirements:	<p><u>Job requirements:</u></p> <ul style="list-style-type: none"> <li>• Master's Degree* in Social Sciences, Public Health, Development, Population, Management, Demography, Statistics, Economics, Public Administration, Business Administration, Sociology, Gender Studies, Law, International Affairs with research experience or five years of work experience in the area of Monitoring and Evaluation.</li> <li>• At least 3 years of increasingly responsible professional experience in development</li> <li>• Experience in monitoring and evaluation at UN/UNFPA</li> <li>• Familiarity with UN/UNFPA policies and procedures</li> <li>• Experience working with national and local government partners and NGOs</li> <li>• Strong analytical and strategic thinking and a commitment to results</li> <li>• Proficiency in Microsoft Office software or similar applications</li> <li>• Ability to organize work effectively and to meet planned deadlines</li> <li>• Demonstrated ability to work harmoniously with persons of different backgrounds in multicultural environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven negotiations, written and verbal communications, and advocacy skills</li> </ul> <p><i>* As per UNFPA's policy on contracting ICs (as of August 2017), the lack of an advanced degree may be offset by a Bachelor's degree plus four years of relevant experience.</i></p> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Integrity, commitment, cultural sensitivity and valuing diversity;</li> <li>• Developing people/Coaching and Mentoring;</li> <li>• Building and managing relationships; and</li> <li>• Personal leadership and effectiveness.</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Business acumen;</li> <li>• Implementing management systems;</li> <li>• Innovation and marketing of new approaches;</li> <li>• Client orientation;</li> <li>• Organizational awareness;</li> <li>• Strategic alignment of human resource practices;</li> <li>• Promoting organizational change and development;</li> <li>• Impact and influence; and</li> <li>• Job knowledge/technical expertise.</li> <li>•</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> <li>• Laptop</li> <li>• Vehicle/driver in relation to participation in meetings and field visits</li> <li>• Daily subsistence allowance for authorized travel outside of duty station</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	
<p>Approved by:</p> <p><b>Iori Kato</b> <i>Iori Kato</i> 28 December 2018 Country Representative, UNFPA Philippines</p> <p>Allotment Account Number:</p>	