



TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICERS – (JPOs)

A. General Information

POST TITLE:	Programme Analyst, Evaluation
LEVEL:	P-2
SECTOR:	Evaluation and Evaluation Capacity Development
OFFICE:	Evaluation Office
DUTY STATION:	Headquarters, New York, USA (first year) Arab States Regional Office, Cairo (second year)
CONTRACT TYPE:	Fixed-term appointment (JPO)
DURATION:	Up to two years with the possibility to extend for a third year. Probation period: 1 year. Extension for a third year will depend on availability of financial resources and the candidate's performance.

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge of evaluation practice in international development.

B. Supervision

Supervisor: Director, Evaluation Office

Content and Methodology of Supervision:

As part of the UNFPA JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Results and Competency Assessment (RCA)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

C. Duties and Responsibilities

The purpose of the UNFPA Junior Professional Officer (JPO) Evaluation post will be to gain on-the-job training in order to obtain practical experience in development assistance and to acquire professional knowledge of evaluation practice in international development. The JPO Evaluation will be located in the UNFPA Evaluation Office in New York, USA.

The JPO Evaluation will be engaged in assisting the Evaluation Office to strengthen the evaluation function across UNFPA, including participating in capacity development and RBM activities to UNFPA regional and country offices, outreach and systems management and to some extent, corporate and programme evaluations. Opportunities will be provided to engage in the activities of the United Nations Evaluation Group (UNEG), where UNFPA plays an active role. This position will provide the incumbent an opportunity to acquire professional knowledge and experience at Headquarters, regional and country levels, with opportunities for travel and hands on engagement in middle and low income countries.

Duties include:

1. Implementation of UNFPA's Evaluation strategy, focusing on the decentralized evaluation function and Evaluation Capacity Development

- Research, analytical and administrative support to the implementation of the evaluation strategy. Work will include but not be limited to the following:
- Contribute to the capacity development activities for UNFPA evaluation staff and focal points.
- Contribute to the development of evaluation guidance, tools and training materials.
- Contribute to the analysis and knowledge of new approaches to evaluation best practice
- Support engagement with UNEG on professionalisation of evaluation and national evaluation capacity development
- Support engagement with EvalPartners and other key partners
- Assist in communication/dialogue/sharing of information with other HQ departments and units, regional and country offices as well as with external organisations and experts, including organizing and participating in meetings and taking minutes
- Assist in keeping, updating and maintaining document repositories related to the implementation of the ECD strategy.
- Preparations of PowerPoint presentations, graphs, tables and diagrams as required.

2. Implementation of UNFPA's Evaluation strategy, focusing on the centralized evaluation function and corporate evaluations and quality assurance and assessment

- Support the work on piloting innovative approaches and methodologies when conducting corporate evaluations
- Support work towards increasing the amount of joint evaluations; joint systemic reviews/meta-evaluations; and meta-analysis.
- Contribute to effectively disseminate and communicate evaluation results and lessons learnt findings
- Contribute to the further enhancement of the Evaluation Quality Assurance and Assessment (EQAA) system

D. Qualifications and Experience:

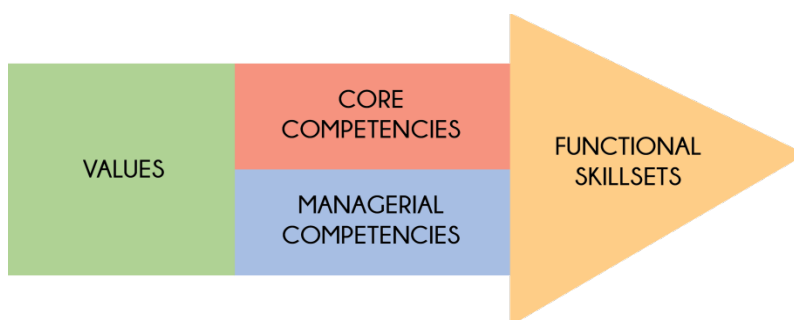
- Postgraduate degree in social sciences or related fields
- At least 2 years, preferably 3 years, of experience in Result Based Management, monitoring, evaluation, research or capacity development work required
- Experience of quantitative and qualitative analysis of data and ability to use/work with survey tools required
- Experience of working with evaluation capacity development is an asset.
- Prior experience from work in developing countries is an asset.
- Sound mastery of information technology and data presentation techniques
- Strong interpersonal skills and ability to promote and cultivate good communication and a learning culture
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds
- Ability to write clearly and concisely.
- Fluency in English required. French and/or Spanish would be an asset.

E. Learning Elements (should be defined in form of measurable results)

Upon completion of the assignment, the JPO will be able to:

- Develop evaluation guidance and capacity development materials, and support evaluation learning and development activities.
- Perform evaluation capacity development research and analysis to support the development of evaluation capacity development practice.
- Understand UNEG work on professionalisation of evaluation.
- Utilise a range of methods to facilitate knowledge sharing on evaluations capabilities and lesson learned.
- Understand and apply a range of evaluation methodologies.

F. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change

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

G. Background information

The UNFPA mandate is stipulated in the UNFPA Strategic Plan 2014-2017¹. The goals are the achievement of universal access to sexual and reproductive health (SRH), the realization of reproductive rights and the reduction in maternal mortality, to improve the lives of women and adolescents and youth. Enabling factors to attain the goals are evidence based analyses on population dynamics, human rights and gender equality. The four strategic outcomes are:

1. Increased availability and use of integrated sexual and reproductive health services that are gender responsive and meet human rights standards for quality of care and equity in access.
2. Increased priority of adolescents, especially on very young adolescent girls, in national development policies and programmes, particularly increased availability of comprehensive sexuality education and sexual and reproductive health services.
3. Advanced gender equality, women's and girls' empowerment, and reproductive rights, including for the most vulnerable and marginalized women, adolescents and youth.
4. Strengthened national policies and international development agendas through integration of evidence based analysis on population dynamics and their links to sustainable development, sexual and reproductive health and reproductive rights, HIV and gender equality.

The overall purpose of evaluation at UNFPA is to further increase performance and thereby contribute to the achievements of the outcomes above and ultimately to the achievements of the SDG's.

The Evaluation Policy² states three main purposes that support the organization's drive to achieve results. First, evaluation is a means to demonstrate accountability to stakeholders on invested resources and its contributions to achieving development results. Second, evaluation supports evidence based decision making, where utilization-focused evaluations can provide credible information to support such decision-making. Third, evaluation contributes important lessons learned on how UNFPA can best support programmes, striving to contribute to the Sustainable Development Goals (SDG's). To do this, the UNFPA evaluation function, and evaluations conducted for UNFPA needs to adhere to the following principles:

- Independence and impartiality
- Intentionality and quality (including the principle that all evaluations should meet the minimum quality standards and criteria defined by the Evaluation Office).
- Transparency
- Ethics

To translate the evaluation policy into practice, the independent Evaluation Office at UNFPA has a quadrennial budgeted evaluation plan for 2016-2019³. The plan presents a strategic approach to planning and coverage of evaluations, aligned with the strategic plan and recognising the importance of high quality timely evaluations to inform decision-making and lessons learnt.

The Evaluation Office has an important corporate function related to the strengthening of evaluation capacity, knowledge and skills across UNFPA. Many evaluations are commissioned and managed by monitoring and evaluation staff located in regional and/or in country offices. Challenges in terms of capacity and skills to effectively manage an evaluation, and to make sure that the evaluation is used once it is finalised, are evident. In addition, if internal evaluation capacity is low, there are evident challenges in terms of effectively supporting National evaluation capacity development, one goal recently endorsed in an UN resolution "Building capacity for the evaluation of development activities at the country level"⁴

¹ UNFPA Strategic Plan 2014-2017, see <http://www.unfpa.org/strategic-direction>

² UNFPA Evaluation Policy, 2013, see <http://www.unfpa.org/admin-resource/executive-board-united-nations-development-programme-united-nations-population-fund-1>

³ UNFPA Quadrennial budgeted evaluation plan, 2016-2019, see <http://www.unfpa.org/admin-resource/quadrennial-budgeted-evaluation-plan-2016-2019>

⁴ UNGA Resolution A/RES/69/237

Thus, UNFPA recognizes the importance of ECD to strengthen its results based programming efforts and to ensure relevant identification of needs for evaluations, the sound management of high quality evaluation processes and the practical use and learning from such exercises and products back into programming. Work to elaborate a comprehensive Evaluation Capacity Development (ECD) strategy, to address issues of capacity development in a systematic and strategic manner is currently under way. The strategy will aim to strengthen the relevance, quality and use of evaluations to contribute to results- and evidence-based programmes and policies to contribute to the achievement of the SDG's.

The JPO will be working in team of 9 staff and will be under the direct supervision of the Evaluation Capacity Development Adviser.

H. Information about living conditions at the duty station

The duty station will be New York, USA with the possibility of short missions to UNFPA regional and country offices.

Organizational Chart Evaluation Office (May 2018)

