

I. Post Information

Post Title: Monitoring and Evaluation (M&E) Specialist Position Level: Senior Officer Project Focus: Implementation Project Area: Procurement / Project Management Duty Station: Accra, Ghana Organizational Unit: GHMCO, AFR Supervisor/ Grade: Head of Programme Source of Funding (project/non-project): Non-Project	Current Grade: Proposed Grade: P2 Grade: Post Classified by: Classification Approved by:
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II. Background Information - UNOPS

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

III. Background Information - Ghana Multi Country Office (GHMCO)

UNOPS Ghana Multi Country Office (GHMCO), located in Accra, spans across West Africa, covering Ghana, Gambia, Liberia, Nigeria and Sierra Leone. GHMCO is responsible for managing strategic and operational risks associated with a subset of the regional portfolio of engagements, developing and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results. GHMCO has a diverse portfolio covering infrastructure, renewable energy, urban plan development, project management, procurement and futuristic studies. Opened in 2015, GHMCO is one of the newest Multi-Country offices in UNOPS with a vision and drive to deliver top quality results to its partners with a sharp focus on operational excellence.

The M&E Specialist will provide technical leadership in the design, implementation and operation of M&E systems from project initiation to closeout. The M&E specialist will oversee the development of the projects' M&E plans and indicators to capture project performance results aligned to SDGs and provide effective, accurate and timely monitoring, evaluation and reporting of all project activities. The M&E Specialist will work closely with the PMO team to design, implement and supervise the M&E activities, ensuring that lessons learned are integrated into program implementation to continuously improve quality of interventions and outcomes. The M&E Specialist is responsible for systematic monitoring of projects to improve the qualitative and quantitative evidence gathering by the projects as well as documenting and disseminating program successes and challenges to UNOPS, clients and donors.

Under the supervision of the Head of Programme, the M & E Specialist will ensure all monitoring and evaluation activities are delivered as per UNOPS agreed policies, processes and standards.

IV. Functions / Key Results Expected

The M & E Specialist will work within an integrated, coordinated, and systems strengthening approach. The primary roles of the M & E Specialist are:

- Projects monitoring and evaluation
- Reporting
- Capacity development
- Evidence and knowledge development and dissemination
- Quality assurance on monitoring and evaluation

Under the overall guidance and supervision of the Head of Programme, and in close collaboration with the PMO and project teams, the M & E Specialist will perform the following functions:

V. Functional Responsibilities

Projects M&E Responsibilities:

- Provides M&E strategic direction, leadership and relevant technical assistance on all GHMCO projects M&E needs;
- In coordination with the Project Managers and PMO team, draft/prepare M&E plans and associated M&E templates
- Develop accurate, realistic and measurable baselines, indicators and targets that are align to the SDGs in all GHMCO projects
- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement
- Lead the monitoring, spotcheck, and data quality assessment (DQA) missions including the finalization of guidelines, and reporting frameworks
- Develop strong data management systems and make data available to the project teams;
- In coordination with the Project Manager, strengthen and implement the results assessment framework to measure project outcomes and impact
- Ensure that M&E systems, protocols, guidelines, and tools follow international best practice;
- Assists in problem solving and the development of remedial actions ensuring that any disparity between planned and actual outputs are addressed

Reporting

- Responsible for supporting the preparation and review of annual works plans and project reports in collaboration with project teams.
- Monitor the agreed reporting cycles and requirements of each project.
- Ensure timely and quality submission of reports as identified in the project agreement through coordinating inputs and drafting reports related to project activities as necessary.
- Develop and manage the standard monitoring, evaluation and reporting formats based on the logical framework and reporting requirements.
- Develop baseline data for each project component and for all project indicators.
- Collect data on a regular basis to measure achievement against the performance indicators.

- Maintain and administer the M&E database; analyze and aggregate findings.
- Support the preparation and timely submission of quarterly and annual progress reports to the donors and other stakeholders
- Support the Head of Programme in completing necessary internal reporting requirements.

Evidence and knowledge development, management and dissemination:

- Guide the documentation processes for the best practices and lessons learnt based on programme approaches pertinent to implementation of projects and key interventions.
- Provide ongoing support on the monitoring and evaluation methodologies, providing training to PMO and project teams, and facilitating learning sessions for other stakeholders
- Actively interact with other project teams and groups to share case studies, lessons learned and best practice on the Knowledge System
- Create, implement and provide training on necessary monitoring and evaluation templates and databases
- Provide coaching and mentoring as needed to colleagues (e.g. on baseline/indicator/target/results concepts)
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
- Coordinate data collection, analysis and documentation of project outcomes and impact including most significant change stories, best practices and other impact stories.
- Effectively communicates program results to project management and stakeholders as required.

Quality assurance on project monitoring and evaluation:

- Participate in the project QA processes
- Ensure the required monitoring tools are employed properly and utilized regularly
- Ensure that the project teams have completed the lessons learned as per reporting format and incorporated lessons learned from others as per planning format
- Develop and distribute performance reports related to M&E. Regularly reviews project status, evaluating performance criteria (scope, cost, schedule and quality).
- Based on the monitoring and evaluation data, support the projects in developing performance improvement plans and corrective action plans.
- Evaluates performance and initiates change requests as required.

VI. Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles



Demonstrates understanding of the impact of one's own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts its own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VII. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Master's Degree in International Relations, Statistics, Research Methods, Program Assessment, Public Policy, Economics, Development Studies or other social science fields is required . • A Bachelor's degree in the same fields with additional two years relevant experience in leading M&E programs can be accepted in lieu of a Master's Degree.
Work Experience:	<ul style="list-style-type: none"> • Minimum two years of demonstrated experience in monitoring and evaluation, statistical analysis, and/or data collection and analysis, in infrastructure, procurement, humanitarian, development or relevant programs including at least two years in managing an M&E team.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in spoken and written English is required.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i> :		
Name:		
Title:	Signature:	Date:
Supervisor:		
Name:		
Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date: