

11. A. General Information

JPO functional title: Analyst, Monitoring & Evaluation and Knowledge Management

Main sector of assignment: Monitoring & Evaluation (M&E) and Knowledge Management (KM)

Duty Station: Panama City, Panama,
Latin American and Caribbean Regional Office (LACRO)

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 in population projects in a developing country.

B. Supervision

Title/Level of Supervisor: Regional M&E Advisor, P-5

C. Information for Donor Consideration

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?
M&E and KM are two of the areas in which all UN agencies have increased their capacities and knowledge in the last years. These are cross-cutting issues critical for the achievement of results and improvement of the performance of the UN System, so the JPO could advance in his/her professional career working in these areas. In particular, the JPO will gain experience in results-based management (RBM) and M&E, innovation, knowledge management, and problem-solving, which are all highly valued skills within the UN. The JPO will be working within the Regional Office providing support and oversight to Country Offices in the implementation and evaluation of their country programmes. It could open future opportunities for the JPO, making it a good candidate for various roles across the region.

UNFPA has already approved its KM Strategy for 2024-2030, with the aim of unleashing the power of knowledge in driving acceleration of transformative change. The JPO will support LACRO in developing the action plan for implementing the KM strategy at regional, and national levels. Finally, UNFPA has updated its Evaluation Policy which established the need to enhance the evaluation function at all levels and, consequently, the positioning of M&E staff with strong capacities and knowledge to design and conduct high quality and useful evaluations. UNFPA supports the professionalization of Youth and Emerging Evaluators (YEE) so the JPO could guide his/her career development in this area.

2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
The supervisor designated for the JPO has experience coaching young professionals, UNVs and interns, in UNFPA and other UN agencies, including supporting young evaluators and fostering their professional networks, for almost 10 years. The M&E team will ensure a growth-oriented and learning environment for the JPO, who will benefit from the establishment of a work plan, clear guidance and regular feedback for improving JPO's performance and skills. The coaching will be geared towards fostering professional growth and preparing them for career opportunities within the UN system.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
The work unit is not expected to undergo a realignment in the near future. This will allow JPO to focus on their work, fostering continuity and strengthening working relationships, promoting collaboration, open communication, and mutual trust among team members. This stable environment empowers JPOs to learn, grow, and positively impact the unit's performance, contributing with his/her fresh perspectives and new ideas for the implementation of work plans and achieving of results.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of

assignment?

The possibility of co-funding the JPO post in the final year of assignment will depend on the approval of the senior management, based on the strategic priorities of the organization at that time and the availability of funds. In any case, UN agencies should always invest in talent development so other opportunities could arise during the process that could benefit the JPO as well as the organization.

5. How many P-2, P-3, and P-4 posts does the work unit currently have?

The M&E team is composed of a P-5 as supervisor and a M&E Associate, with responsibilities in the KM and innovation portfolio. The Regional M&E Advisor belongs to the Core Programme Team and works directly with the Programme Coordinator a.i. (P-4) in the area of strategic planning and programming, oversight and technical assistance to COs. In this sense, the JPO will work in a team with experienced professionals, that offers diverse perspectives, complementary skill sets, and an expanded network of all COs in the region.

D. Duties and Responsibilities

The UNFPA Junior Professional Officer (JPO) Monitoring & Evaluation and KM will be located in the Latin America and Caribbean Regional Office (LACRO) in Panama City, Panama. The JPO will be engaged in the M&E and KM functions at the regional level as well as in countries that will require overall support and oversight to their Country Programmes implementation and evaluation. This gives the incumbent an opportunity to acquire professional knowledge on results based management (RBM), M&E and KM in the United Nations sexual and reproductive health agency in the LAC region.

The JPO will work under the supervision of the LACRO Monitoring and Evaluation (M&E) Advisor.

Duties include:

1. Strategic Results Support

- Contribute to developing methodologies, systems and tools for improving M&E and KM, in concert with the corporate M&E and KM policies, standards, and guidance;
- Contribute to providing technical support to the RO, SROs and COs, to oversee the performance and results of UNFPA's work in the region (i.e. regional dashboard of financial and programmatic indicators; Regional Platform of Support COs; monitoring of Results and Resources Plans in Quantum+, etc.)
- Contribute to compilation of a comprehensive list of country and regional programme indicators in thematic areas relevant to the region;
- Contribute to the implementation of results-based monitoring and evidence based programming plans in the COs, SRO and RO;
- Contribute to maintaining an updated regional KM platform to increase the generation and dissemination of knowledge and evidence in the region.

2. Capacity Development

- Contribute to the development and adaptation of tools and guidance as well as training materials and manuals in M&E and KM;
- Contribute to building the capacity of the RO/SRO/COs staff in the adoption and use of RBM and M&E guidance and tools;

3. Evidence and Knowledge Development

- Contribute to the analysis, synthesis and dissemination of state-of-the-art knowledge and new approaches to monitoring and evaluation practice, in particular best practices;
- Contribute to the monitor and analyze evaluation reports, synthesize evaluation findings and identify and disseminate lessons learned to improve programming, decision-making, learning and accountability.

- Contribute to development of ToR and concept notes for thematic evaluations at regional level and support the management of the evaluations commissioned by LACRO.

4. Quality Assurance on Evaluation

- Contribute to ensuring that evaluations meet high professional standards in line with UNFPA Evaluation Policy and UNEG Evaluation Norms & Standards;
 - Contribute to monitoring and evaluation processes and quality assessments in all areas of work under the Division's responsibility;
5. Carries out any other duties as may be required by the Regional Director, Deputy Regional Director and/or M&E Advisor.

E. Qualifications and Experience

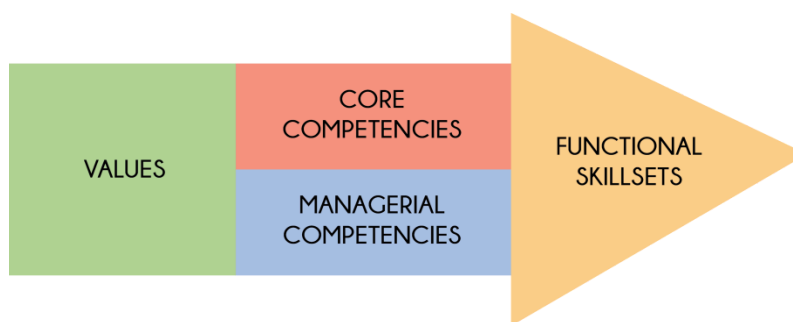
- Postgraduate degree in social sciences or related fields with specialized knowledge in the field of evaluation.
- At least 2 years of experience in monitoring and evaluation and/or knowledge management. Prior experience in developing countries is an asset.
- Fluency in Spanish and English. Knowledge of Portuguese and French is an asset
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

F. Learning Elements

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

- Appraise and contribute to the design, conduct and use the results of the Regional and Country Programme Evaluations, supporting the definition of the TOR, the elaboration of the Inception and Final Reports, and the preparation and follow up of the Management Responses.
- Write analytical reports assessing the quality and usefulness of Regional, Country Programme and Thematic Evaluations.
- Develop tools for oversight and monitor the progress of LACRO Regional Programme and SRO/COs programmes in addressing the three transformative results in the LAC region.
- Improve understanding of UNFPA RBM principles and standards and provide training in this regard.

G. 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.

H. Information on the receiving office

The duty station will be Panama. It's a family duty station, meaning you are allowed to bring family members.