

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post: JPO - Evaluation Officer  
Unit: Evaluation Office  
Location: UNEP, Nairobi, Kenya  
Duration: Two years

### **Background information on UNEP and the requesting Unit**

The overarching objectives of UNEP's Evaluation Office are defined by the evaluation policy; namely to (i) enhance accountability and (ii) promote learning and operational improvement across the organisation.

The Evaluation Office is charged with the responsibility for conducting, coordinating and overseeing evaluations within UNEP. The formal mandate covers all programmes and projects of the environment fund, related trust funds, earmarked contributions and projects implemented by UNEP under the Global Environmental Facility and Green Climate Fund.

To meet the requirements of UN General Assembly and United Nations Environment Assembly, the Evaluation Office regularly conducts higher level evaluations of UNEP's Programme of Work, Medium Term Strategy and thematic sub-programmes. In addition, many evaluations of UNEP projects within the Programme of Work are also undertaken. The Evaluation Office regularly tracks the implementation status of recommendations arising from evaluations and provides compliance reports to senior management. The Evaluation Office is an active member of the UN Evaluation Group and UNEP's evaluation policy, methods and processes are all driven by international good practice as set out in UN Evaluation Group Norms and Standards for evaluation.

Evaluations carried out by the Office provide feedback to project and programme management and design by identifying problem areas, providing suggestions for improved operational effectiveness and presenting evaluative judgments on performance against common results-oriented criteria; relevance, effectiveness, efficiency and whether and how programme/project activities should be expanded or replicated.

Further information on the Evaluation Office can be obtained from the website:

<https://www.unenvironment.org/about-un-environment/evaluation>

### **Why is the Junior Professional Officer requested/needed?**

Strengthened oversight arrangements are a current priority both for Member States and UNEP management. Objective and independent feedback from a credible and independent evaluation function is a key component in any organizational Results-Based Management system. Project and programme evaluations must be completed in a timely,

independent and professional manner to be of optimal utility in fostering accountability, a results focus and a learning culture.

The number of higher-level evaluations conducted in recent years is increasing. In addition, because UNEP adopted a project modality for the delivery of its Programme of Work, the number of project level performance assessments that must be undertaken has been growing steadily. A new Evaluation Policy approved in 2022 and the introduction of new ways of working (e.g. management-led project Terminal Reviews) have expanded the scope of work of the Evaluation Office to include independent validation of Terminal Reviews and capacity development of project managers to manage Terminal Reviews. External demand for evaluation among donor countries is increasingly focused on accountability issues manifested in calls for ‘value for money’ and the need for UNEP to demonstrate the ‘impact’ of its work. These issues now feature prominently in all UNEP evaluation approaches and methods.

Available staff resources remain the limiting factor for the volume of work that can be undertaken by the Evaluation Office. The portfolio of work undertaken by the Evaluation Office has yet to reach a level where the utility of the evaluation function is being maximized.

This position will provide the Junior Professional Officer with an opportunity to work as a peer among a team of dedicated and collegial professionals. The incumbent will develop expertise in evaluation and learn a wide variety of skills including design and management of evaluation processes, management of external consultants, drafting and review of evaluation reports, critical thinking and analytical skills. The Junior Professional Officer will interact with project staff across UNEP, other UN agencies, partners and Non-Governmental Organisation representatives at all levels within a relatively short period of time. The Junior Professional Officer will present evaluation findings to managers and gain an in-depth appreciation of the role of an evaluation function within a broader organizational context and will be exposed to methods used in ‘impact’ and ‘influence’ evaluations.

## **Supervision**

Direct Supervisor: Janet Wildish  
Title: Senior Evaluation Officer, Evaluation Office  
Address: UNEP, Nairobi, Kenya  
Ph: 254-20-7625580  
Email: [Janet.Wildish@un.org](mailto:Janet.Wildish@un.org)

## **Content and methodology of the supervision**

The Director of the Evaluation Office and the Senior Evaluation Officer will discuss general objectives, results and any anticipated problems with the Junior Professional Officer. The Senior Evaluation Officer will manage a formal induction process and regular feedback on the progress of activities will be obtained by the supervisor through reviews of set goals in terms of work in progress. The Junior Professional Officer is

expected to consult with the supervisor on issues of policy or other sensitive matters in addition to daily more informal team interactions involving all professional staff including the Director. Results of activities are reviewed to ensure objectives have been met and work quality is satisfactory.

The unit operates in a very participatory and collegial manner and previous Junior Professional Officers have been always been intimately involved in all operational and administrative aspects of the Office. Supervisory feedback will be given informally on a daily basis as a normal part of the Evaluation Office working culture. Collective progress in implementing assigned work is routinely monitored through group review of the office workplan every 8 weeks. Performance is assessed on a six-month cycle using the UN Performance Appraisal System (PAS) in Inspira.

First reporting officer: Dr. Janet Wildish, Senior Evaluation Officer, Evaluation Office, Nairobi

Second reporting officer: Dr. Michael Spilsbury, Director, Evaluation Office, Nairobi

### **Duties, responsibilities and output expectations**

Under the guidance and supervision of the Senior Evaluation Officer, the Junior Professional Officer will work in the areas of programme/project evaluation. He/She will function as part of the core team of the Evaluation Office.

#### *Terms of reference:*

1. Develop terms of reference for project evaluations in consultation with substantive offices. Contribute to the development of the Terms of Reference for higher level evaluations.
2. Carry out preliminary assessment of consultants' CVs as part of the recruitment process for consultants and take necessary steps to ensure that the contracts are processed and missions are fielded on time.
3. Oversee and manage in-depth mid-term and terminal evaluations of selected projects.
4. Review and provide substantive comments and conduct formal quality assurance on draft and final evaluation reports submitted by independent consultants.
5. Coordinate comments on draft evaluation reports from relevant stakeholders and offices and submit them to the consultant for revisions of their evaluation reports.
6. Communicate evaluation recommendations to the relevant project / programme managers for implementation, with suggestions for preparing an implementation plan and follow-up action for future programming. Review the implementation status of evaluation recommendations at six-monthly intervals according to Office procedures.
7. Participate in evaluations and other management studies under the guidance of Director of the Evaluation Office and Senior Evaluation Officer and draft sections of evaluation reports as necessary.

8. Participate in the independent validation of management-led Terminal Review reports.
9. Participate in and contribute to other thematic and management studies undertaken by the Evaluation Office.
10. Participated in Office meetings and other meetings as specified by the Director.
11. Make regular contributions to the Evaluation Office web page.

### **Output expectations**

During the Junior Professional Officer's assignment, eight to ten project level evaluations will be managed by the incumbent from inception to completion. The resulting evaluation reports will meet or exceed the minimum standards for report quality as assessed by the Supervisor using the standard rubric applied within the Evaluation Office that conforms to international good practice. The evaluation reports will be publicly disclosed and subject to external scrutiny.

### **Travel**

The Junior Professional Officer will travel to participate in the UN Evaluation Group Annual meetings and will also join a project level evaluation mission with a senior evaluation consultant.

### **Training and learning elements**

#### *Training:*

The Junior Professional Officer will be provided with on-the-job training. She/he will learn to prepare project/portfolio evaluations and thematic studies as opportunities arise. (S)he will learn the in-depth quality assurance and stakeholder engagement processes in evaluation and will develop the capacity to conduct analytical research. The Junior Professional Officer will attend training events, including UN Environment's Results-Based Management training and develop advanced skills in evaluation. The Junior Professional Officer will register for online specialist evaluation training through Evalpartners (<http://www.evalpartners.org/>).

#### *Expected learning elements after one year:*

As one of the annual missions, the Junior Professional Officer will be encouraged to attend the UN Evaluation Group Annual General Meeting and the 'Evaluation Practice Exchange Seminar' to gain exposure to the work of evaluation functions across the entire United Nations system.

After one year the Junior Professional Officer will have gained knowledge of environmental project and programme evaluations. In addition, she/he will be able to draft correspondence in standard UN formats, prepare papers, and write evaluation reports. She/he will have gained valuable experience in using 'Theory of Change' /

‘likelihood of impact’ to analyse project and programme interventions and will be familiar with standard internationally accepted evaluation criteria. She/he will have learned to effectively participate in meetings, workshops and conferences, and will, with supervisory support, be able to make substantive written and analytical contributions to evaluation reports.

*Expected learning element after two years:*

After two years the Junior Professional Officer will be able to prepare evaluation reports with minimum guidance and supervision. She/he will have good knowledge of the UN system and of the evaluation needs of UNEP and other similar international organizations. The Junior Professional Officer will be well-versed in the ‘Theory of Change’ / and ‘likelihood of impact’ concepts, will have a solid understanding of international good practice in evaluation and will fully understand the optimal role of an evaluation function in the context of a large organization. She/he will be able to prepare substantive written and analytical contributions to higher level evaluation reports largely independently.

## **Qualifications and experience**

*Qualifications:*

- An advanced university degree (Masters or equivalent) in a field related to evaluation, environmental management, management science or environmental planning, social sciences and public administration. A first university degree is considered, with an additional 2 years of relevant work experiences.

*Skills:*

- Theoretical knowledge of project planning, development and evaluation at international level.
- Strong analytical skills and ability to think logically and creatively.
- Excellent writing and communication skills in English.
- Ability to establish and maintain effective working relations within multicultural working environment
- Proficient in data management and computer skills.
- Fluency in English required.
- Working knowledge of another UN language desirable.

*Working experience:*

- At least 4 years of work experience at the national level, or 2 years at the international level in project implementation, design or management of environment-related development projects / programmes or in project monitoring

and evaluation. Familiarity with the principles of results-based management. Prior experience at the international level in developing country settings is advantageous.

### **Competencies**

- **Communication:** Ability to research, write, speak clearly, intelligibly and effectively in the English language. Ability to communicate intelligently with both technical and lay persons, good interpersonal and oral communication skills, including the ability to present sensitive issues/positions and prepare reports on short notice.
- **Teamwork:** Ability to maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity. Proven ability to work collaboratively to achieve organizational and/or collective goals.
- **Client Orientation:** Ability to identify clients' needs and accommodate them; must have the capacity to maintain productive partnerships with clients.

### **Living conditions at duty station**

Normal living conditions in a developing country in Africa.