



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York.
- ✓ Guidance and advice in relation to training opportunities within the field of expertise.
- ✓ Use of yearly JPO training funds for internal/external training opportunities.
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Data Collection Webinar Series from the UNICEF Data Collection Unit / Data and Analytics Section, New York
- ✓ Multiple Indicator Cluster Surveys programme (MICS) orientation sessions
- ✓ Online courses on 'Evaluation' offered by UNICEF Evaluation Office, New York
- ✓ Coaching and mentoring on Monitoring and Evaluation (M&E) from supervisor

Career prospects:

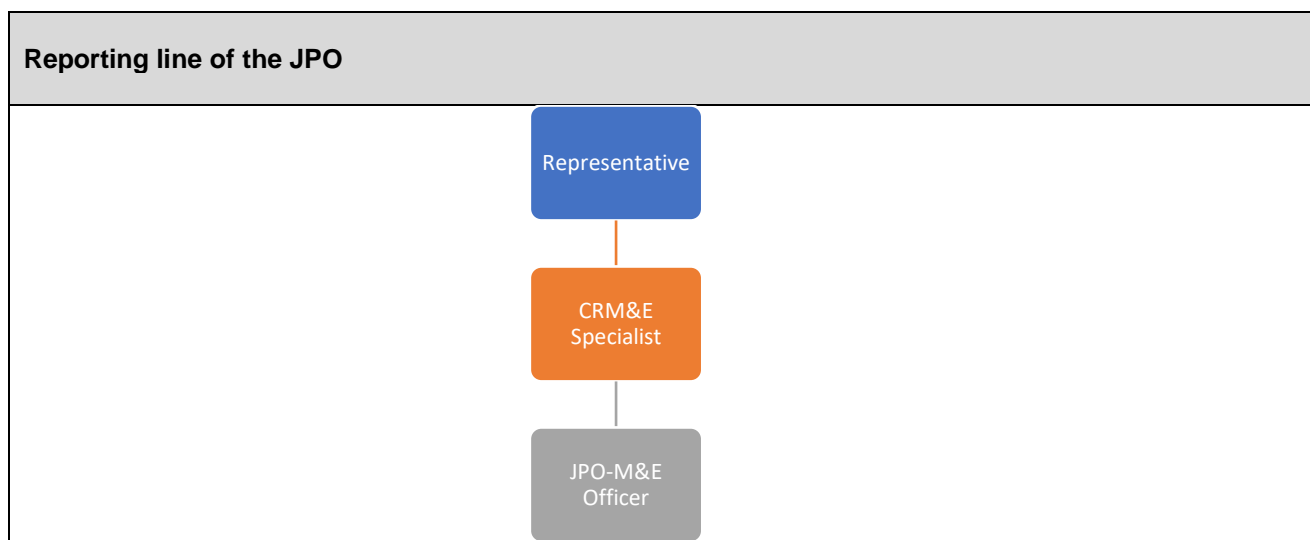
M&E is a critical and growing field, reflected in an increased demand for professionals working in various domains, such as: education, health, justice, and governance - with public, non-profit and private sectors. M&E plays a crucial role in providing evidence-based feedback to improve programme, policy, and projects. M&E component directly contributed to improved decision making and accountability.

At UNICEF, the M&E professionals have become integral part of the teams, and the organization undergoes regular assessments of how to improve the function. The JPO will benefit from the M&E supervisor vast knowledge of the field and the experience in coaching of consultants that have joined the UNICEF Albania Office for the past 8 years. The ongoing engagement of the JPOs will be considered during the planning of the new country programme document of UNICEF in Albania.

Information and living condition of Duty station: [For Filed Office locations only]

General Information	Albania is a small country located in the southeastern part of Europe, part of the Balkan peninsula. The country has gone through a lot of positive economic growth during the last years, and it is fast developing towards being a member of the European Union. The United Nations presence in Albania is strong with 17 representatives' agencies, 7 out of them being resident in the country. UNICEF contribution in advancing child rights in the country remains dominant and
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	paramount and is highly valued by the Government of Albania and other national and international stakeholders.
Security	Albania is categorized as a low-risk country especially for the human driven conflict. In terms of natural disasters, there is a risk of earthquakes. Devastating Earthquakes are less frequent but do happen with the last one being in November 2019. Flooding and heavy snowfall might happen during winter months particularly in north of the country.
Housing	There are many opportunities for housing in Albania. One can either rent a flat or a house in the center of the city or go to the suburban areas where there are opportunities to rent villas and apartments in the middle of the greenery. One can use AirBnb that provides a lot of housing opportunities at reasonable costs or use the rental agencies that operate in the country to find a proper place to live. For UN staff, a security check is being done by UNDSS before arrival to ensure that security precautions and necessary measures are in place for a safe accommodation.
Schools & Childcare	Tirana has a number of international schools which provide various quality programs such as IB, A-levels, etc. Preschools and day care options are also available in English language.
Work for spouses & Partners	Work opportunities for spouses/partners are limited. However, if hired by any organization, the person should apply for a work permit through the National Employment Service with the support of the same hiring organization.



You may use the GJP or use the Specific JD for the below sections



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: M&E officer
Supervisor Title/ Level: [Monitoring & Evaluation Specialist \(CRM\)](#)
Organizational Unit: UNICEF Albania Country Office

Job Level: Level 2
Job Profile No.: [60000102](#)
Job Classification Level: Level 2

II. Strategic Office Context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does - in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life - in its social, political, economic, civic and cultural dimensions - her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens - addressing inequity - not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries.

Strategic office context:

UNICEF Albania, more specifically, the Child Rights Monitoring and Evaluation (CRM&E) component, is seeking donor support for the funding of a M&E JPO position that will provide critical support for activities that fall under the CRM&E programme component and assist UNICEF team in achieving its goals. UNICEF in Albania is operating in line with the Country Programme Document 2022-2026¹, and in the overarching scheme of 'Government of Albania United Nations Sustainable Development Cooperation Framework 2022-2026'².

The M&E JPO position will contribute in enhancing the capacities of national stakeholders in generating data and evidence in order to track progress in fulfilling the Convention for the Rights of the Child, the Sustainable Development Goals, European Union and national commitments. The M&E JPO will have the unique opportunity to engage in the management of the Multiple Cluster Indicators Survey³, the most prominent and up-to-date tool for collecting population data on a wide range of areas. The M&E JPO will have the remarkable chance to support the cross-sectorial planning and monitoring of national and local action plans, like National Agenda for Child Rights, and Action Plans for a Child/Adolescent Friendlier Municipality, mainstreaming child and adolescents participation.

¹ Accessible at: <https://www.unicef.org/albania/reports/country-programme-document>

² Accessible at: <https://albania.un.org/en/153115-government-albania-united-nations-sustainable-development-cooperation-framework-2022-2026>

³ <https://mics.unicef.org/>

Purpose for the job:

Under the direct supervision of the [Monitoring & Evaluation Specialist \(CRM\)](#), the JPO will be responsible for the following key functions/accountabilities:

1. Situation Monitoring and Assessment

Provide technical support to ensure that the Country Office and national partners have timely and accurate statistics and measurement of change in conditions in the country.

2. Programme Performance Monitoring

Ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans

3. M&E Capacity Building

Ensure that the monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead planning and monitoring of cross sectorial strategies/plans and evaluation processes.

4. Knowledge Management

Ensure that UNICEF contributes to national, regional and international learning on child rights by systematic documenting and sharing knowledge, good practices and lessons and by supporting national partners and civil society to share the same with other countries.

III. Key functions, accountabilities, and related duties/tasks:

1. Situation Monitoring and Assessment
2. Programme Performance Monitoring
3. M&E Capacity Building
4. Knowledge Management

1. Situation Monitoring and Assessment

- Support generation of country level statistical reports on the status of children's and women's human rights issues and provide a technical support to global reporting obligations including national reports on progress toward the SDGs, toward CRC fulfilment, and toward CEDAW fulfilment.
- Keep monitoring the situation of children's and women's rights with national partners and keep updated with the information of the quality research that address issues and challenges affecting children and their families.
- Coordinate with the Country Office and partners and provide assistance in their using up-to-date information in, inter alia, Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, or other progress reports.
- Support relevant institutions in implementing the roadmap for the CRC reporting.
- Provide technical support to the Multiple Indicator Cluster Surveys (MICS)
- Contribute, in collaboration with national partners and UNICEF Country Office, to the Survey Plan and Budget, including timetable and share with UNICEF Regional Office.
- Support the coordination work of steering and technical Committees and other resource persons assigned by the UNICEF Country Office and/or Regional Office to support different survey stages.
- Collaborate with national MICS consultant to support day-to-day activities related to MICS implementation.
- In humanitarian response situations, provide support for a rapid assessment (inter-agency or independently if necessary) to be carried out within the first 48-72 hours.

2. Programme Performance Monitoring

<ul style="list-style-type: none"> • Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary, with inputs of all concerned programme specialists in the context of the Annual Management Plan and Annual Work Plans. • Draw on monitoring and analysis of key program performance and management indicators, provide professional input to management reports, and support team in the and End-Year Reporting tools.
<p>3. M&E Capacity Building</p> <ul style="list-style-type: none"> • In close collaboration with partners, ensure that an M&E capacity building strategy for UNICEF staff, national partners and institutions exists in the context of the Evidence Information Systems Integration (EISI), and United Nations Sustainable Development Cooperation Framework (UNSDCF). • Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops and practical experience in order that UNICEF staff have the basic knowledge and skills in understanding and applying new M&E policies, tools, methods to fulfil their responsibilities. • Actively seek partnerships with institutions for the identification of capacity gaps in monitoring and evaluation and develop strategies to address them. • Support the process of planning and monitoring of National Agenda for Children, and other cross-sectorial strategies, in the perspective of child rights. • Support the expansion of the Child Friendly Municipality Initiative.
<p>4. Knowledge Management</p> <ul style="list-style-type: none"> • Coordinates the Country Office efforts to support the government and civil society in the identification of good practices in and support their dissemination within the country, regionally and internationally (as relevant) by partners themselves. • Undertake lessons-learned reviews on M&E practices and experience at the national level, and ensure they are shared as appropriate. Similarly, pay attention to M&E knowledge networks to identify innovations and lessons learned that may be relevant for the Country Office and partners to improve their M&E function.
<p>IV. Impact of Results</p>
<p>The efficiency and efficacy of support provided by the incumbent:</p> <ul style="list-style-type: none"> • Equips UNICEF Albania Office and partners with quality information to assess progress towards realization of child rights, and the expected programmatic annual and multi-year results. • Supports the Country Office and partners for the preparation and implementation of MICS 2025. • Enhances the monitoring and evaluation capacities of UNICEF Albania staff and national partners. • Support the Country Office and partners in consolidating the 'Child/Adolescent-friendlier municipality initiative'.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies

- Analyzing (1)
- Applying Technical Expertise (1)
- Planning and Organizing [1]

VI. Recruitment Qualifications

Education:

- University degree in social sciences, statistics, project management.

Experience:

- A minimum of two years of professional experience in monitoring and evaluation of project.
- Knowledge in demography, statistics, and data management.
- Previous exposure to social research.
- Experience working in a developing country is considered an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.

Language Requirements:

- Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.