



**UNITED NATIONS CHILDREN'S FUND**  
**JPO Request For a Monitoring, Planning and Evaluation Officer (P2) to support UNICEF**  
**Bulgaria Country Office**



**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 2<sup>nd</sup> year.

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

- ✓ On-the job training and first - hand experience in working in the field;

- ✓ Learning and experience in working in a diverse and multi-cultural environment;
- ✓ Learning and experience in working with a diverse set of stakeholders;
- ✓ Gaining practical work experience abroad and opportunities for personal and professional growth related to promotion, protection and fulfilment of children's rights. The incumbent will be supported to attend various training events organized by the country office and specific learning courses relevant to the programme and his/her job including monitoring and planning of UNICEF programming, supporting the programme sections with planning and reporting results at output and outcome levels and learn the aspects of UNICEF evaluation function.

The opportunity provides young professionals interested in pursuing a career in international development, national or international career in information/data collection, statistics and data analysis, monitoring & evaluation (M&E), programme planning, preparation of reports, partnership, and research capacity building. The JPO will be part of a committed and passionate team working with a range of partners to achieve systemic change for children in Bulgaria.

#### **Career prospects and potential for retention:**

UNICEF works in partnership with key Government Ministries, Agencies, local authorities, international and national organizations, academia and the media to strengthen the national and local efforts to promote, protect and fulfil children's rights in Bulgaria. The first hand-experience with international organization which strives to achieve direct results for children and families on the ground but also strengthen the systems for wider and sustainable impact will be beneficial for the personal and professional development of the job holder. He/she would be able and supported to develop a wide network of partners and contacts, develop new skills and explore opportunities for further career development.

UNICEF Bulgaria is committed to the promotion and protection of children's rights agenda and depending on available resources and programme funding secured, the possibility for retention of the job holder will be explored.

#### **Supervisor's experience:**

The supervisor of this position will be Deputy Representative, P4, who oversees the entire programme portfolio of the UNICEF Bulgaria country office; this includes education, early childhood development, child care reform and alternative care and social policy sectors, as well as violence against girls, boys and women; justice for children and protection work for refugee and migrant children. He holds a master's degree in public policy and has over 22 years of experience in international development and humanitarian programming in Eastern Europe, Central Asia, Caucasus, South Asia, and the Middle East. He held various senior management positions with UNICEF and other organizations and joined UNICEF in 2013. Previously, he directly supervised several Korean Multilateral Cooperation Officers (KMCO, an equivalent of JPO) and has solid experience to support career advancement of young professionals.

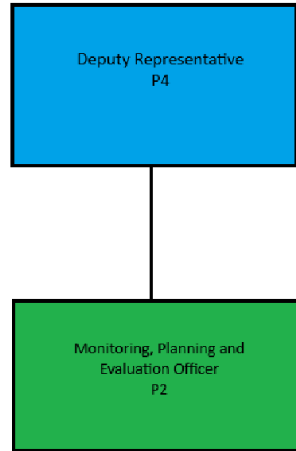
**Information and living condition of Duty station: [For Field Office locations only]**

General Information	<p>Bulgaria (officially the Republic of Bulgaria) is a country in Southeastern Europe. It is bordered by Romania to the north, Serbia and Macedonia to the west, Greece and Türkiye to the south, and the Black Sea to the east. The capital and largest city is Sofia; other major cities are Plovdiv, Varna and Burgas. With a territory of 110,994 square kilometers (42,855 sq mi), Bulgaria is Europe's 16th-largest country. Sofia hosts some 1.23 million residents within a territory of 492 km<sup>2</sup>, a concentration of 17.5% of the country population.</p> <p>Sofia is a vibrant European capital, which has over 7,000 years of history. It is a unique city, combining ancient history, Ottoman temples, communist monuments, European architecture, and modern street art.</p> <p>More information about Bulgaria and Sofia can be found at following sites:  <a href="https://en.wikipedia.org/wiki/Bulgaria">https://en.wikipedia.org/wiki/Bulgaria</a>  <a href="https://www.lonelyplanet.com/bulgaria/sofia">https://www.lonelyplanet.com/bulgaria/sofia</a>  <a href="https://freesofiatour.com/blog/">https://freesofiatour.com/blog/</a></p> <p>Since 1 January 2007, the Republic of Bulgaria has been a member of the EU and so enforces the General Visa Policy of the European Union, in keeping with the conditions of the Accession Treaty. Bulgaria joined the Schengen Area on March 31, 2024 and issues Schengen visas, with the right to enter the Schengen area. Visas are issued by the diplomatic and consular representatives of the Republic of Bulgaria, or by representatives of another member state of the European Union with which Bulgaria has an agreement for the presentation and acceptance of applications for visas and the issuance of visas.</p> <p>For residents of the EU and the USA, no visa is required for up to a 90-day stay in Bulgaria. Visas are required for non-EU country nationals. The list of countries whose citizens do not need a visa can be found on the home page of the Ministry of Foreign Affairs at: <a href="https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria">https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria</a>  Holders of UNLP do not require a visa for a stay of less than 90 days.</p>
Security	<p>Please provide information on the level of security at the duty station.</p> <p>The general security situation in the country is stable and the security risk is relatively low. The principal threat to safety and security of UN staff arises from burglary/property crime.</p>
Housing	<p>Please provide information on housing at the duty station.</p> <p>Different types of long-term accommodation are available in: standalone houses, houses in residential compounds, apartments. These could be furnished and/or fully serviced, or unfurnished.</p> <p>The real estate company, dealing with properties in two directions - luxury and executive. The company offers an exclusive selection of apartments and houses for sale and rent.</p> <p>Suggestions for companies:</p> <p><b>UES</b> - Located on 17 Patriarh Evtimiy Blvd. or visit: <a href="http://www.ues.bg">www.ues.bg</a>. Mobile: +359 882 600 600; Phone +359 2 819 20 20; E-mail: <a href="mailto:office@ues.bg">office@ues.bg</a>.</p> <p><b>Unlimited Real Estate Solutions</b> - Specialized services for diplomats and expats. Located on 102, Bulgaria Boulevard, Tel: 0898 212 121 or email: <a href="mailto:office@unlimited.bg">office@unlimited.bg</a>; <a href="http://www.unlimited.bg/">http://www.unlimited.bg/</a>.</p>

	<p><b>Yavlena</b> - <a href="http://www.yavlena.com">http://www.yavlena.com</a></p>
Schools & Childcare	<p>English Speaking School and Kindergartens:</p> <p><b>The American College of Sofia</b> - Sanders Hall, Floyd Black Lane, Mladost 2, Sofia 1799 Tel: ACS Reception Office (359-2) 434 1008, 434 1010, 434 1011, Sofia 1000, Bulgaria. Accredited in Bulgaria by the Ministry of Education. Grade 8 through 12. Teaches an American curriculum to Bulgarian and International Students, <a href="http://www.acs.bg">www.acs.bg</a>.</p> <p><b>The Anglo-American School of Sofia</b> - situated in the area of Detski Grad at the foot of Vitosha mountain near Pancharevo village. Address: Siyanie Street 1, Pancharevo Sofia 1137. Reception Desk: +359 2 923 8810/11, Admissions: +359 2 923 8822. The AAS is fully accredited by: The Council of International Schools (CIS) and The New England Association of Schools and Colleges (NEASC). Pre- K to Grade 12 programs. <a href="http://www.aas-sofia.org">www.aas-sofia.org</a></p>
Work for spouses & partners	<p>Please share information about available opportunities for Work for spouses and partners.</p> <p>EU citizens who are employed, self-employed, or on a business trip are permitted to work in Bulgaria without restrictions and without the need of a work permit. Where work permits are required by expatriates, they should be requested by the local employer. They will then be issued by the Bulgarian Employment Agency.</p> <p>Opportunities for jobs could be reviewed and searched through the portal: <a href="https://www.jobs.bg/en/">https://www.jobs.bg/en/</a></p>

**Reporting line of the JPO**

The JPO will be supervised by the Deputy Representative (P4) who reports to the Representative (P5).



**UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE**

**I. Post Information**

Job Title: Monitoring, Planning and Evaluation Officer  
 Supervisor Title/ Level: Deputy Representative, P4  
 Organizational Unit: Programme Effectiveness  
 Post Location: Sofia

Job Level: P2  
 Job Profile No.:  
 Job Classification Level:

**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. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

**Strategic office context and contribution to the organisation:**

The Government of the Republic of Bulgaria and UNICEF, as the specialized UN agency responsible for children's rights, started the implementation of a new Country Programme for the period 2023-2027. The overall goal of the Country Programme is to ensure that girls and boys, young children, and adolescents, especially the most vulnerable, have a better start in life, are safer and receive better support to develop their full potential. The key programme priority areas include:

- ECD and Child Protection
- Quality & Inclusive Education and Adolescent' Empowerment
- Social Inclusion & Child Rights Monitoring.

On 12 May 2023, the Council of Ministers (CoM) of the Republic of Bulgaria approved the Country Programme Action Plan (CPAP) 2023-2027 and the Two-year Rolling Work Plan 2023-2024 between the Government and UNICEF (Decision of the CoM No368). The key interventions in the areas of migration, violence against girls, boys and women and access to justice, include:

- Enhancing the care and protection for refugee and migrant children, including unaccompanied and separated children (UASC), and caregivers from both Ukraine and other countries such as Syria, Afghanistan, etc.
- Provision of support for the provision and scale-up of specialized and integrated services to prevent and respond to violence against girls, boys and women (the model of Child Advocacy Centres "ZonaZaKrila");
- Strengthening on-line safety and protection for children through support for the provision of hotlines and helplines services and other on-line instruments and support for the implementation of the "WeProtect" national model & guidance for multi-disciplinary and co-ordinated actions to prevent and response to child sexual exploitation and abuse (CSEA));
- Strengthening national and local capacities for effective prevention, protection and cross-sectoral support to children and caregivers through support for development of training curriculum and modules related to child rights and protection; capacity building and provision of expert support related to child rights and child protection.

**Purpose for the job:**

Monitoring, Planning and Evaluation Officer is accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in information/data collection, statistics and data analysis, monitoring, planning, preparation of reports, communication and partnership, and in implementing training programmes for national and sub-national data collection, monitoring, evaluation and research capacity building with special attention to the interest, concern and participation of primary stakeholders.

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

#### Summary of key functions/accountabilities:

1. Integrated Monitoring, Evaluation & Research Planning (IMEP) is supported and in place to provide strategic priority and realistic plan of activities for M&E.
2. Timely monitoring and measurement of changes in conditions due to programme or policies in country or region are conducted with the participation of relevant partners and provided to the Country Office and national partners to facilitate national planning, and assess the impact of the programmes and policies, and report on the progress being made.
3. Country Office Performance are systematically monitored and data for key indicators of the Annual Management Plan and management reports are collected, analyzed and made available to management and the Country Management Team.
4. The monitoring and evaluation capacities of Country Office staff and national partners are strengthened, enabling them to increasingly engage in and lead monitoring and evaluation processes.
5. Effective communication and partnerships are achieved in carrying out integrated planning of research, and monitoring activities within the Country Office and with the Regional office and with all other stakeholders, including national partners, the international community; and the results are shared with all partners to stimulate joint engagement.

#### KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the supervision of the Deputy Representative, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

##### 1. Integrated Monitoring, Evaluation & Research Planning (IMEP)

- Provide technical support to ensure that the Country Office and national partners use a well-prioritized and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the Country Programme, including tracking and assessing UNICEF's distinct contribution.
- Make professional contributions to and provide technical assistance for the planning and establishing the major research, monitoring and evaluation activities in multi-year and annual IMEPs, which is to be reflected in UNDAF M&E Plans.
- In close consultation with management and liaison with partners, make a professional contribution to formulation of the IMEPs from a sound results-based programming process and collaborative working relations with partners
- In a close coordination with partners, ensure that the IMEPs include data collection activities that provide accurate and relevant data on key activities and results, including results for children.
- Contribute to the incorporation of M&E tasks in the IMEPs which were identified within the CO Emergency Preparedness and Response Plan, in order to anticipate and prepare for the information needs and operational modalities of an emergency, in consultation with humanitarian partners.
- In humanitarian response situations, within the first month, draft and recommend a simple one-month data-collection plan to cover key data gaps as required for the initial emergency response, working in close collaboration with the humanitarian cluster partners. After the initial humanitarian response, support management of the medium-term response with a revised IMEP.

## **2. Situation Monitoring and Assessment**

Provide technical support to ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.

- In coordination with other stakeholders, support the collection of Millennium Development Goal (MDG) indicators (through MICS or other surveys) to improve integrated national planning.
- Support management of available baseline information on national statistics and key indicators through established databases (e.g., DevInfo) for easy access and use. Prepare 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 MDGs, 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, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports.
- In humanitarian response situations, provide technical support for a rapid assessment (inter-agency or independently if necessary) to be carried out within the first 48-72 hours. Provide rapid and accurate information on emergency programme's coverage, coordination and coherence in close collaboration with partners and in line with the core commitment on children (CCCs).
- Provide technical support to ensure that the CO has information necessary for UNICEF to effectively report on and advocate for children's rights through the appropriate channels and to enhance partnerships with key players in monitoring collectively progress on child focused international commitments, including MDGs.
- Support the CO in collecting and interpreting existing early warning data effectively to guide the adjustment of programmes and operational approaches when and as country contexts deteriorate.

## **3. Programme Performance Monitoring**

Provide technical support to ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans.

- Provide technical support as necessary to identifying and adjusting a set of programme performance indicators, in the context of the multi-year and annual IMEPs, the Annual Management Plan and Annual Work Plans, as outlined in the Programme Policy and Procedures Manual (especially, Chapter 6, section 6: IMEP).
- Provide technical support to ensure that monitoring system are in place and that key annual programme indicators are tracked and analysed, including those related to partnerships initiative, and provided regularly to the Country Management Team/ Senior Management Team to guide programme and management decisions.
- Carry out data collection and analysis from field visits, standardising them across programmes, to feed into to programme performance monitoring.
- Keep tracking of follow-up action based on management decisions resulting from Country Office performance monitoring and evaluation.



- Compile monitoring and evaluation information/data, and make them available to programme/planning sections. Contribute to the preparation of management reports (e.g., relevant sections of the annual reports), drawing on monitoring and analysis of key management indicators. Assist in the preparation of reports on systemic issues, good practices or any other analysis or data related to programme implementation and/or evaluation, including programme's performance, relevance, efficiency, effectiveness, and sustainability; as well as good practices in partnerships and collaborative relationships.

## **5. M&E Capacity Building**

Provide technical support to 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 monitoring and evaluation processes.

- Provide technical support for implementation of capacity building strategies as a joint commitment with other developmental partners with special attention to the interest, concern and participation of primary stakeholders.
- In close consultation with senior managers, contribute to formulation of staff capacity development strategy and plans, and exercise effective leadership in implementing them, ensuring that Country Office staffs have the basic knowledge and skills to fulfil their monitoring and evaluation responsibilities, and training is planned and carried out to fill identified gaps.
- Promote and provide support to ensure that Country Office staff and national partners are aware of and have access to UNICEF monitoring and evaluation learning resources.
- Contribute to liaise with knowledge institutions to seek partnerships for the identification of capacity gaps and the development of strategies to address them.

## **6. Communication and Partnerships**

Provide technical support to ensure that all of the above tasks are carried out and accomplished through effective communication and partnerships, as elaborated below:

- Facilitate or contribute to integrated planning of research, monitoring and evaluation activities within the Country Office, with national partners, the UN Country Team and the wider international community, in the context of internal office management plans, the country programme process, the UNDAF and sector wide approaches respectively, in consultation with child-right partners.
- Facilitate or contribute to joint monitoring and evaluation activities with national partners, the UN Country Team and the wider international community, wherever possible in the context of the above processes.
- Provide technical support to Country Office staff and national partners on data collection, data management and data analysis for basic monitoring and evaluation.
- Provide synthesis of M&E results to the country office senior management, the Country Management Team and key programme and operations staff.
- Ensure that evaluation recommendations are communicated to the relevant partners for implementation, with advice on the Implementation Plan and follow-up action for future programming.
- Facilitate learning from the results of monitoring and evaluation within the Country Office and more widely within UNICEF in the region and globally, as well as among national partners and other key stakeholders, engaging more expertise from knowledge institutions.

#### **Innovation, knowledge management and capacity building**

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research and report on best and cutting edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

#### **IV. Scope of Role**

Acts in a support role for substantive part of the functional areas of in the small or medium country office. May be responsible for implementing small-scale monitoring and/or evaluation activities at project and activity level.

- The nature of work is primarily conceptualization, analysis, interpretation, and problem identification, leading to drawing methodical conclusion and making analytical/operational recommendations. The work requires assuming active team member or substantive contributor role.
- The work requires efforts to build partnership for engagement with counterpart and immediate customers, as well as ability to liaise with knowledge institutions.
- The results of work have is more of individual contribution and a team member, and take the form of professional work and standard services timely and consistently delivered.
- Performance is measured by the scope of functional/technical areas, professional foundation, the degree and quality of engagement, supportive efforts, exposure to risk, responsiveness, working relations with colleagues and collaborators in the same field of work or clients in the direct contact.
- The impact of work affects delivery of products/services, as well as performance of systems, processes and team(s).

#### **V. Competencies and level of proficiency required**

(Please base on UNICEF Competency Framework)

<b><u>Core Values attributes</u></b> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul>	<b><u>Core competencies skills</u> (please make sure to adjust competency levels depending on supervisory responsibilities)</b> <ul style="list-style-type: none"> <li>▪ Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>▪ Works Collaboratively with others (1)</li> <li>▪ Builds and Maintains Partnerships (1)</li> <li>▪ Innovates and Embraces Change (1)</li> <li>▪ Thinks and Acts Strategically (1)</li> <li>▪ Drive to achieve impactful results (1)</li> <li>▪ Manages ambiguity and complexity (1)</li> </ul>
--	---

<b>VI. Recruitment Qualifications</b>	
Education:	A university degree in social sciences, development planning, planning, evaluation, survey implementation, advanced statistical research.
Experience:	<ul style="list-style-type: none"> <li>• A minimum of two years of professional experience in programme development and implementation including monitoring and evaluation activities is required. Developing country work experience is considered an asset.</li> <li>• At least one instance of exposure to emergency programming, including preparedness planning, as well as active involvement in a humanitarian crisis response programme is preferred.</li> <li>• Experience working in an EU member state or the European Economic Area is considered as an asset.</li> </ul> <p><b>Technical knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Project and Activity Evaluation</li> <li>• Professional technical knowledge/expertise in Data Collection</li> <li>• Professional technical knowledge/expertise in Evaluation Process Management, Follow-up on Recommendations and Dissemination of M&amp;E results.</li> </ul>
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.