



## UNITED NATIONS CHILDREN'S FUND JPO Request Form



[Photo of UNICEF Bangladesh 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.
- ✓ 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:

- ✓ Experience working in one of the largest UNICEF country offices globally, where multiple pilots are ongoing in the areas of monitoring, data analysis, equity analysis, etc., providing ample opportunity to learn and build a progressing career in programme effectiveness and aid effectiveness.
- ✓ Experience working within a country office engaged in both supporting development and humanitarian programming for children and women.
- ✓ Be exposed to various technical aspects of UNICEF programming in multiple sectors and operations, building your confidence with improved professional competencies of communicating with stakeholders, coordination, and creative thinking in increasing your effectiveness and productivity.
- ✓ Be exposed to UN Country Programme Management architect and support in M&E and reporting at the country level

**On completion of the assignment, the JPO will be a well-rounded Programme Management professional with:**

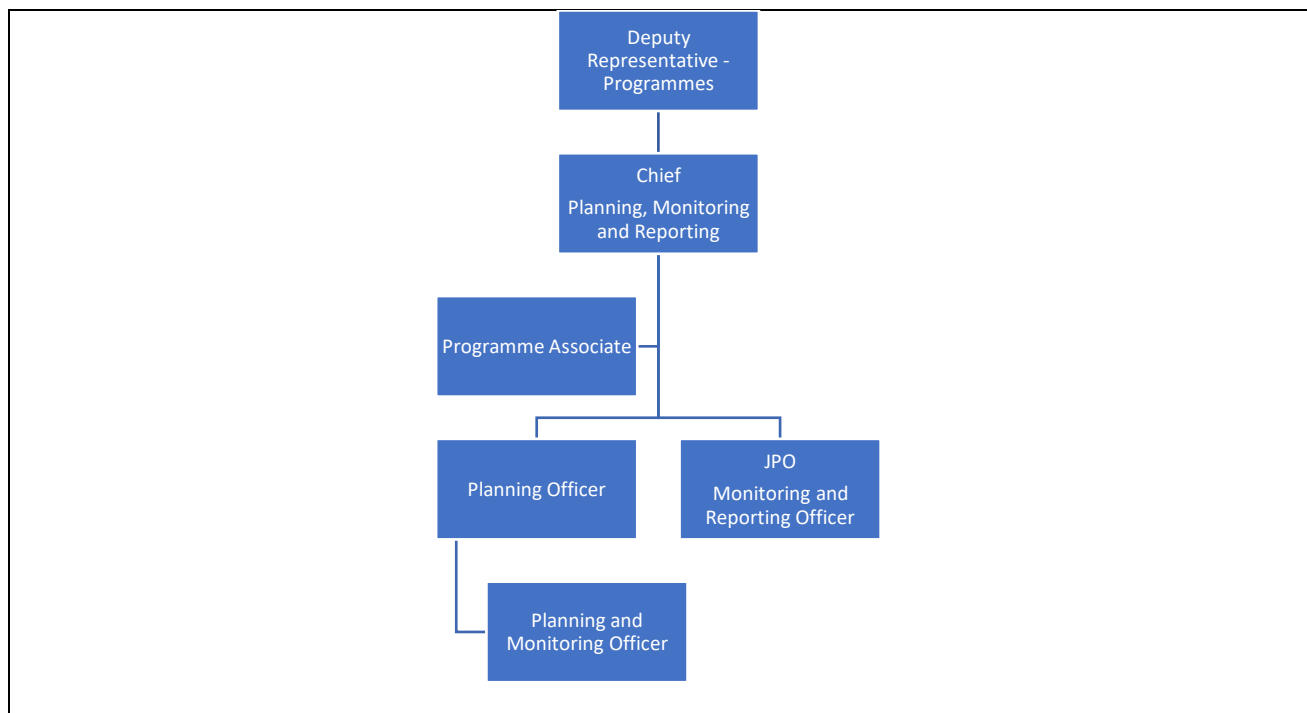
- ✓ Enhanced skills in programme planning and management, implementation modalities, monitoring and review methodologies – in both development and humanitarian programming
- ✓ Be familiar with UNSDCF/UNINFO and other UNICEF corporate programming platforms and programming principles
- ✓ Be able to synthesise information and produce reliable data and analytical reporting material for UN reports and presentations
- ✓ Be exposed to collaborative working relationships in a large and multi-cultural environment.
- ✓ Learned about the core values of the UN regarding respect for diversity and had the opportunity to work with colleagues of diverse backgrounds and points of view.

**Potential for retention:** The PMR team is fully committed to maximise opportunities to retain talents. The portfolio of the section is growing because of a rapidly changing operational environment, which translates into increased professional opportunities and, in turn, enables the availability of funds to retain the JPO during the co-funded year of the programme, as well as beyond. However, the Chief of PMR and the JPO unit will closely work with the JPO to map out potential professional opportunities that align with their career goals. As part of the coaching and supervisory role, the Chief PMR will support the JPO in the preparation of tests and interviews, to ensure that the JPO will maximise their possibilities to be retained by the organisation beyond the end of the programme.

#### **Information and living condition of Duty station:**

General Information	Dhaka is one of the world's largest and most densely populated cities, with a population of over 18 million. The city has developed infrastructure, accommodation and required services and facilities. The country also has a significant international presence of UN, NGOs, and Diplomatic Missions.
Security	The Security Level in Bangladesh is classified as Phase 1 (Precautionary) of the UN Security Plan. This means that international staff must always be conscious of the fact that security threats that may affect individuals and their dependents living in the duty station exist all the time, and precautions should be exercised. UNDSS rules are applied at the workplace, residence and during travel in the field.
Housing	Residential flats are available in the diplomatic zone in Dhaka city and will take approximately one-hour drive to the office. There are local means of transportation including bus, auto-tempo, rickshaw etc. The currency in Bangladesh is the Taka (Tk), which is currently equal to 108.50 Taka to the US dollar. ATM booths are available for cash withdrawal in different locations in the city. Medical facilities are adequate near to office locations and residential locations. Most international and diplomatic missions are in recommended areas (Gulshan 1, 2 and Baridhara).
Schools & Childcare	Different options of internationally accredited schools exist in English or French. International schools often include kindergarten and pre-school classes (sometimes even a nursery) for younger children.
Work for spouses & partners	Limited work opportunities for spouses/partners exist. However, if hired by any organisation, a work permit must be applied for through the hiring organisation.

#### **Reporting line of the JPO**



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Monitoring and Reporting Officer (JPO)  
Supervisor Title/ Level: Chief of Planning, Monitoring and Reporting (P4)

Job Level: 2  
Job Profile No.: xxxxx  
Job Classification Level: xxxxx

Organisational Unit: Planning, Monitoring and Reporting (PMR) Post Location: Dhaka, Bangladesh	
<p><b>II. Strategic Office Context and purpose for the job</b></p> <p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organisation does — in programmes, advocacy, and operations. The equity strategy, emphasising 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 favouritism. 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 — will not only give all children the opportunity to fulfil their potential but also lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realising 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 supporting nations' equitable development.</p> <p><b><u>Strategic office context:</u></b></p> <p>Bangladesh is one of the largest country offices globally, which is implementing a country programme document (CPD) for the period of 2022-2026. The Government of Bangladesh-UNICEF country programme of cooperation builds on the impressive socioeconomic development achieved by Bangladesh over the past few decades. It contributes to the country's Eighth Five-Year Plan (8FYP) for 2020 to 2025, with its focus on securing rapid inclusive growth that lowers poverty and supports economic and social equity, as well as the Sustainable Development Goals. It has six sectoral components: health, nutrition, education, child protection, water, sanitation, and hygiene (WASH), and social protection. In addition to the development programme interventions, UNICEF Bangladesh has been responding to the Rohingya refugee response programme at Cox's Bazar since 2017. The programme also contributes towards the United Nations Sustainable Development Cooperation Framework (UNSDCF) goals.</p> <p>The Planning, Monitoring and Reporting (PMR) section at UNICEF Bangladesh is seeking donor support for the funding of a JPO (Monitoring and Reporting Officer) position for 2024-2025 that will provide critical support for the accelerated implementation of the monitoring strategy of UNICEF Bangladesh, which has been developed based on the guidance of global monitoring procedure. The JPO position will support the PMR section's ability to ensure technical excellence and quality assurance in the monitoring and reporting of thematic, cross-sectoral programmes. Overall, the funding of this position will provide much needed support for UNICEF Bangladesh's strengthened commitment to the promotion of programme effectiveness.</p> <p><b><u>Purpose for the job:</u></b></p> <p>The JPO Monitoring and Reporting Officer will be working with a dynamic team in one of the largest UNICEF Country Offices in the world. The position will report to the Chief of Planning, Monitoring &amp; Reporting of the PMR section at UNICEF Bangladesh for supervision. S/he will be part of the Planning, Monitoring and Reporting (PMR) section of UNICEF Bangladesh, which provides technical and advisory support to programme sections, and field offices in the areas of planning, monitoring, reporting, budget management, partnership development, quality assurance, etc. The JPO Monitoring and Reporting Officer will provide technical support in strengthening the programme monitoring, reporting and use of monitoring data and analysis in programme implementation and development in collaboration with programme sections and field offices. UNICEF in Bangladesh has both Development and Humanitarian interventions providing unique exposure, thus an opportunity to build capacity for young professionals.</p>	

UNICEF Bangladesh has developed a Monitoring Strategy aligned to the Global Monitoring procedure, and the office is operationalising the Monitoring Strategy. The JPO Monitoring and Reporting Officer will provide technical support in rolling out the monitoring strategy.

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

#### **Summary of key functions accountabilities:**

1. Setting Standards for Programme performance monitoring and reporting
2. Support to implementation of monitoring and reporting initiatives
3. Dissemination and follow-up of monitoring and reporting of the findings/ results
4. Innovation, knowledge management and capacity building
5. Support the implementation of the initiatives on UNSDCF, UNINFO, UNPMT and UNM&E group

#### **1. Setting Standards for Programme Performance Monitoring and Reporting:**

- Provide technical support to ensure that monitoring and reporting systems are in place and that the country office has quality information to assess progress towards expected results established in rolling work plans (RWPs) through the development and operationalisation of internal systems for the routine monitoring and reporting of the programme results across the office.
- Provide technical support to ensure that monitoring and reporting systems are in place, and that key annual programme indicators are tracked, analysed, and reported, including those related to partnerships initiatives, and provided regularly to the Country Management Team/ Senior Management Team to guide programme and management decisions.
- Carry out data collection, analysis, and reporting from field visits, standardising them across programmes, to feed into to programme performance monitoring and informed decision making.
- Keep track of follow-up action based on management decisions resulting from Country Office performance monitoring and reporting.
- Compile monitoring 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 the programme's performance, relevance, efficiency, effectiveness, and sustainability, as well as good practices in partnerships and collaborative relationships.

#### **2. Support to implementation of monitoring and reporting initiatives:**

- Support in preparing/ updating and implementing field monitoring plans in coordination with programme sections and field offices.
- Support to monitor and verify the use of resources for compliance with approved allocation/goals, organisational rules, regulations/procedures, donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare timely analytical reports highlighting critical areas for management progress monitoring, oversight, and action.

#### **3. Dissemination and follow-up of monitoring and reporting of the findings/ results:**

- Consult stakeholders to seek clarification and/or validate findings from draft and final monitoring reports and provide feedback to facilitate timely action.
- Support in collating, documenting, and disseminating findings from monitoring processes with colleagues

across the office.

- Support in tracking and monitoring quarterly updates and produce analytical reports for management action and decision on implementation of agreed actions/recommendations.
- Provide appropriate technical support to facilitate implementation and/or report to relevant stakeholders to ensure time action to ensure the implementation of monitoring results.
- Drawing on monitoring and analysis of key programme performance and management indicators e.g., annual priority programme and management indicators, Results Assessment Module (RAM), etc., provide professional input to management reports, including relevant sections of the annual reports.

#### **4. Innovation, knowledge management and capacity building:**

- Identify, capture, synthesise and share lessons learned from monitoring into broader knowledge development planning and management efforts.
- Research and report on best and cutting-edge practices for the development of knowledge products and systems for monitoring.
- Participate as a resource person in capacity-building initiatives to enhance the competencies of stakeholders on monitoring.

#### **5. Support the implementation of the initiatives on UNSDCF, UNINFO, UNPMT and UNM&E group**

- Contribute to the periodic updates of the Common Country Analysis to inform the UN development support to the country.
- Contribute to the preparation of UNINFO information related to the UN Joint Work Plans and progress in its implementation as per the plan.
- Participate and contribute to the UN M&E group meetings and provide M&E support to the UN Strategic Priority Groups
- Contribute to joint/interagency monitoring exercises as needed to establish and/or verify results as needed or appropriate.
- Support in organising UN Programme Management Team meetings
- Coordinate with Strategic Priority Group 2 and its sub-group members to track the progress against the indicators

## **IV. Impact of Results**

The efficiency and efficacy of support provided by the JPO Monitoring and Reporting Officer to the PMR team and a wide range of stakeholders, including UN agencies, government, CSOs, and think tanks, contribute to the successful planning and execution of monitoring and reporting efforts that, in turn, result in improved country office and national stakeholders' development planning, performance, and achievement of concrete and sustainable results.

Effective implementation of monitoring results enhances UNICEF's capacity and credibility in delivering highly effective programmes and sustainable results that directly improve services to mothers and children in the country.

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

<p><b><u>Core Values attributes:</u></b></p> <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> <p><b><u>Core competencies skills:</u></b></p> <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>	<p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Persuading and Influencing (1)</li> <li>• Applying Technical Expertise (1)</li> <li>• Planning and Organizing (1)</li> <li>• Adapting and Responding to Change (1)</li> <li>• Coping with Pressure and Setbacks (1)</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	A University Degree in Anthropology, Sociology, Development Studies, Social Work, or other social science fields is required.
Experience:	A minimum of 2 years of professional experience in social development analysis and programming at the international and/or in a developing country is required. Relevant experience in program/project monitoring and evaluation in a UN system agency or organisation is 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.