



## 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 2<sup>nd</sup> year

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

- ✓ Undertake impact-bearing activities in the field of planning and monitoring involving a wide range of stakeholders, colleagues and peers.
- ✓ Sharpen skills as a mentor to other JPOs and peers and provide formative and learning exposure to planning and monitoring in a development country.
- ✓ Expand the professional horizon through an open networking and involvement in a large variety of topics and areas of focus in UNICEF's Country Programme implementation specific to planning and monitoring.
- ✓ Once the JPO will be on board, UNICEF will make sure to have him/her fully oriented about the organization and various functions to understand how the JPO will have to perform and deliver the tasks assigned.
- ✓ The JPO will be provided with opportunities to take part in various online training and relevant face to face training based on the need and requirements. It is required to put in place a learning and development plan in annual performance plan of the JPO.
- ✓ The supervisor of this position has coached and developed young professionals in the past including mentoring a JPO in his last assignment who graduated to a full-time staff position in UNICEF.

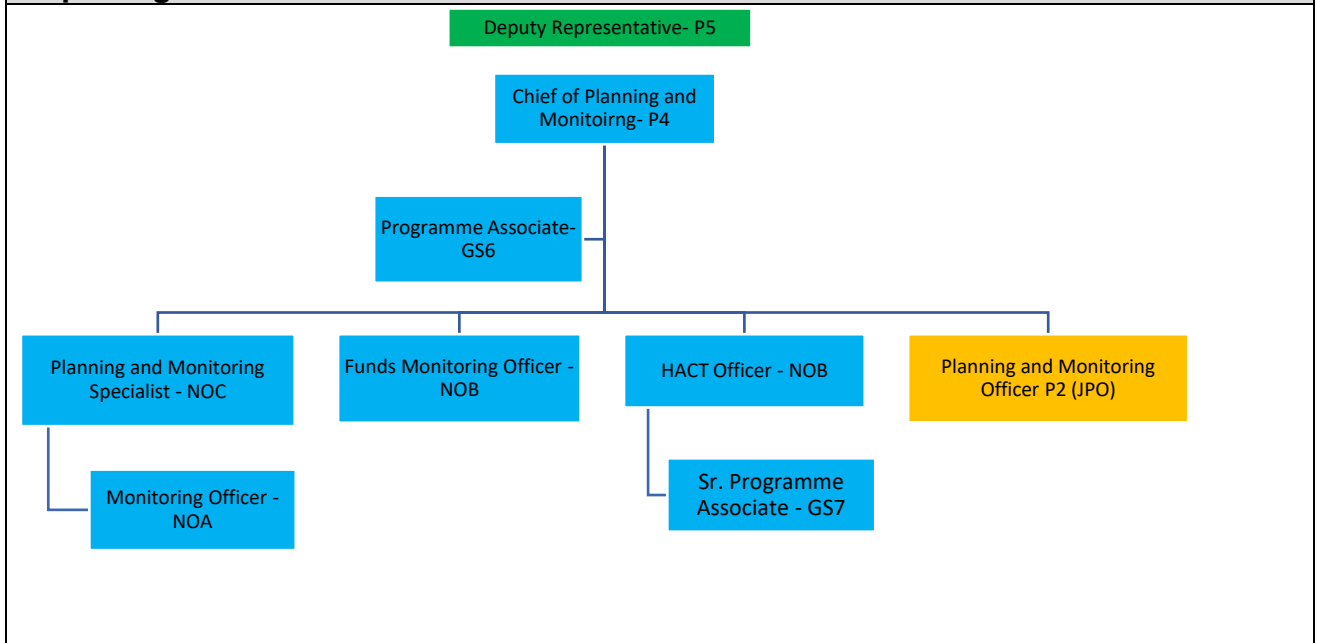
Future career prospects:

- ✓ Planning and monitoring skills continue to be in high demand across UNICEF offices in both regular and emergency programming context.

- ✓ The renewed focus on results-based planning, monitoring and reporting along with the need to strengthen field monitoring has further pushed the need for having highly skilled planning and monitoring professionals in the organization.
- ✓ The knowledge, skills and exposure that the JPO will gain during her/his tenure with the Nepal Country Office will put her/him on a very strong ground to compete for and succeed in getting full-time staff position in UNICEF. The supervisor has recent experience of supporting a JPO achieve this. At the end of the tenure, the JPO will have the capacity to get into any role at the Head Quarter, Regional Office or Country Office at P3 level related to planning and monitoring.

Information and living condition of Duty station: [For Field Office locations only]	
General Information	<p>With a total population of 29 million including 10.5 million children, Nepal ranks 142 out of 189 countries on the HDI. Considering economic growth and significant progress made towards the Sustainable Development Goals, Nepal is slated to graduate from LDC to middle-income status by 2026. While the overall development status of many Nepalis including children has improved, noting advances across most social indicators and a decline in multidimensional poverty, significant socio-economic disparities remain particularly for excluded population groups.</p> <p>Situated on a major geological fault line and increasingly vulnerable to the impact of climate change due to extreme weather events and glacial melting, Nepal is prone to multiple extreme disaster hazards as evidenced by frequent droughts, floods and earthquake tremors, with the last major devastating earthquake in 2015, all of which disproportionately affect the most marginalized families and children. Nepal was also hard hit by the COVID-19 pandemic with vulnerable families and children being particularly affected by the secondary impact including lost household income, learning loss and mental health concerns. As Nepal is coping with the triple challenges of the advancing climate crisis, pandemic recovery and the global economic downturn, continued focus on the most marginalized and excluded groups will be required to prevent the loss of important SDG gains made and to ensure that no one and no child is left behind.</p>
Security	The Security Level in Kathmandu, Nepal is classified as Low (Level 2) as per the UN security management system in Nepal. Overall Security Situation remains relatively calm in Nepal. Civil unrest in form of protests, strikes and movement restriction are common ways for agitating groups, political parties to put pressure at the Government if their demands are not addressed.
Housing	Different types of long-term accommodation are available in Kathmandu, Nepal. This includes standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished.
Schools & Childcare	<p>is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids.</p> <p>It is advisable to ask your embassy in Kathmandu which schools your compatriots prefer for their kids.</p>
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.

## Reporting line of the JPO



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Planning and Monitoring Officer  
 Supervisor Title/ Level: Chief of Planning and Monitoring/ P-4  
 Organizational Unit: Planning and Monitoring, Programme Effectiveness  
 Post Location: Kathmandu, Nepal

Job Level: P-2  
 Job Profile No.:  
 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. 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:**

Nepal is set to graduate to (Lower) Middle Income status in 2026. It is a highly geographically and ethnically diverse country, and prone to a range of natural disasters including droughts, floods, and earthquakes, sitting on a major fault line in a seismically active zone. Nepal also features 125 caste/ethnic groups speaking 123 languages and representing over 10 religions. Spanning several decades, Nepal has implemented 14 national plans to date and has made impressive strides in development. The number of people living in poverty has declined significantly and development gains have contributed to achieving a progressively higher Human Development Index, enabling Nepal to graduate from Least Developed Country status by 2026.

UNICEF has been present in Nepal since 1964 and is now in the seventh decade of cooperation with the Government of Nepal to advance children's rights to survival, growth, development, education and participation and women's right to a life free of discrimination and violence. The new five-year Country Programme began in 2023 and the Country Programme Action Plan has been signed. The country programme has six components: health; nutrition; climate-resilient water, sanitation and hygiene (WASH); education; child protection; and social protection and child-friendly governance. Four overarching priorities permeate the programme include child-friendly governance, gender-equality programming, social inclusion and disaster risk reduction, climate resilience and environmental sustainability.

Given the challenges of attaining the Sustainable Development Goals (SDGs), recovering from the pandemic, and addressing climate change-induced disasters, the programme emphasizes maximizing the potential of Nepal's large cohort of children within the remaining 'demographic window of opportunity'. Geographically, it prioritizes the most deprived and disaster-prone areas, including remote rural and poor urban areas and the hardest-to-reach children.

In the current federal context, UNICEF engages with all three tiers of government: federal, provincial and local. UNICEF key programming priorities at Federal and Provincial level focuses on upstream policy and system strengthening across different programmes, whereas at the local level, the country programme supports small-scale modelling of evidence based, affordable, effective and sustainable strategies and interventions targeting the most left-behind children and women, and advocate for application and scale-up through federal, provincial and local level policies, programmes and resource allocations. The key change strategies include multisectoral convergent programming, social behavior change, child rights advocacy and participation, evidence, data and analysis, innovation and public-private partnerships.

The Planning and Monitoring section sits under the programme effectiveness component that aims to ensure the country programme is effectively coordinated, managed, monitored and supported at all levels to meet quality programming standards in achieving results for children. Planning and Monitoring is a core function within the office and not linked to any specific programme/project. The P&M section provides oversight, technical guidance and support to all the sectors at the national level and field offices. Working with the section provides an unique opportunity to be involved in a wide spectrum of innovative approaches being implemented across sectors in UNICEF.

**Purpose for the job:**

Under the guidance and general supervision of the Chief of Planning and Monitoring Section. the Planning and Monitoring Officer provides support to country office and field-based colleagues and internal and external partners and stakeholders throughout the programming processes. These encompasses technical, operational, and administrative support to the internal planning and monitoring processes, decentralized planning process at the sub-national level, humanitarian planning and monitoring, and knowledge management.

The P&M Officer contributes to achievement of concrete and sustainable results on strengthening of internal and external planning and monitoring processes both in regular and emergency context.

Regular feedback from the team members and supervisor will be provided in addition to a structured performance evaluation against competencies and work plan deliverables at end of the year with the supervisor.

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

#### **Programme development and planning**

- Support updating of the situation analysis by working with relevant stakeholders to inform the mid-term review process.
- Working closely with programme sections and field offices, provide technical support to strengthen decentralized planning at the sub-national level.
- Provide technical support for preparation of programme planning documents, including situation analysis, work plans, annual management plans, emergency response plans, and other documents as needed.
- Contribute to building the capacity of UNICEF colleagues and external partners on results-based planning, monitoring and reporting.

#### **Programme monitoring and reporting**

- Provide technical support for monitoring of work plans, including reporting on progress as outlined in UNICEF procedures and guidance.
- Provide support in organizing and managing annual/mid-year/mid-term country programme reviews ensure consistency with objectives and goals set out in the country programme document.
- Support the programme components to effectively monitor and report on the intersectoral programme results, cross sectoral programme component results and field office results to facilitate programme coherence and convergence where applicable.
- Support systemization of programme field monitoring visits as a programme quality assurance activity through the design and updating of field monitoring tools, analysis of and reporting on key findings.
- Prepare/assess monitoring reports to identify gaps, strengths/weaknesses in programme and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Support establishment of systems to monitor the optimum and appropriate use of program financial resources and verify compliance with organization rules, regulations and procedures, donor commitments and standards of accountability and integrity in collaboration with relevant colleagues in the office.

#### **Knowledge management**

- In coordination with relevant sections, support office knowledge management, and liaise with relevant colleagues to strengthen the knowledge management agenda in the office.
- Provide technical support to identify, capture, synthesize and share lessons learned from routine monitoring and evaluations for integration into broader knowledge development planning and management efforts.
- Support lessons learned reviews on successful and unsuccessful P&M practices and experience at the national/sub-national level.
- Research and report on best and cutting-edge practices for development planning of knowledge products and systems for evaluations.

### **IV. Impact of Results**

As an integral part of the Planning and Monitoring section, the P&M Officer will play a critical role in advancing the agenda of child rights in Nepal. The efficiency and efficacy of support provided by the P&M Officer to the country office and wide range stakeholders will contribute to the successful planning and monitoring efforts that in turn will result in improved country office and national stakeholders' development planning, performance and achievement of concrete and sustainable results.

Further, the efficiency and efficacy of support provided by the P&M Officer to the field offices and wide range stakeholders at the sub-national level will contribute to the successful result-based planning in the context of decentralization that in turn will result in improved field office, sub-national and local levels stakeholders' development and child focused planning, performance and achievement of concrete and sustainable results. Effective development implementation including emergency preparedness and response enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to children and mothers in the country.

## V. Competencies and level of proficiency required

### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core competencies skills

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

### Functional Competencies

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

## VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: international relations, social sciences, international development, public administration, planning, statistics or another relevant technical field.
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: planning, monitoring, programme development, implementation, or other relevant area.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English (spoken and written) is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.