



**UNITED NATIONS DEVELOPMENT PROGRAMME
URUGUAY
SERVICE CONTRACT TERMS OF REFERENCE**

I. Position Information

Job Title: Monitoring and Evaluation Assistant	Grade Level: SB3
Position Number:	Duty Station: Montevideo
Department: UNDP/RBLAC/Uruguay	Family Duty Station as of Date of Issuance: Yes
Reports to: DRR	Date of Issuance:
Direct Reports: N/A	Closing Date:
Position Status: Non-Rotational	Duration and Type of Assignment: One year
Job Family: Programme Management / M&E	

II. Job Purpose and Organizational Context

This job description is a direct response to UNDP's improved business model in Uruguay. It envisions a new office structure adapted to current and future needs of the country, underpinning its advisory and programmatic offer while at the same time delivering solid implementation support. It also promotes a more collaborative approach to work across the office and with external partners.

The new structure defines the skillsets required to position UNDP in the new NCC context, adding substantive value through thought leadership and innovation, mobilizing strategic resources and ensuring projects are implemented in a smooth, efficient and transparent manner. This also entails engaging on the most pressing and transformational development challenges of the country.

Through its portfolio, the CO has tailored localized integral solutions to specific sustainable development issues and is crafting methodologies and toolboxes to deploy and escalate them across the country. This strategy requires excellent programme management and an organizational structure that reinforces the entire programming life cycle including planning, implementation, oversight, monitoring and evaluation, communications and efficient operations. The new structure will strengthen UNDP's role as a learning organization 'fit-for-purpose' to deliver on Agenda 2030. It is designed to provide the foundation for the whole public policy life cycle with a special emphasis at sub-national level that, as an engagement strategy, is expected to allow new areas of joint work and resource mobilization.

In this context and under the direct supervision of the DRR, the M & E Assistant, beyond ensuring the effective implementation of monitoring and evaluation policies, works with the programme portfolio team to align evolving new programmes and projects in the CO with the UNDP monitoring framework.

The incumbent endeavors to support the introduction of innovative monitoring and evaluation tools to enable data collection and analysis from new programmatic activities, particularly where data are novel or untested, becomes critical in measuring and demonstrating UNDPs ongoing relevance and performance. S/he supports the application of innovative tools and RBM methods in the country office by working with programme and project colleagues and collaborating in identifying meaningful indicators and applying innovative approaches to data generation and reporting. In addition, the incumbent, supports the design, planning and management of the country programme.

The M & E Assistant works in close collaboration with the Programme Finance Assistant, operations team, Programme and projects staff in the CO and other UN agencies staff for resolving M & E related issues and information delivery. Incumbent's work has an impact on the overall performance of the country programme and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information provides the most effective showcase to external stakeholders on progress made and impacts delivered.

Incumbent is expected to display initiative, a positive approach and a strong client orientation. As such, s/he might be required to undertake other emerging tasks and additional duties as required by direct supervisor or senior management.



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III. Duties and Responsibilities

Summary of Key Functions:

1. Implementation of Programme/Project Strategies
2. Support to Monitoring and Evaluation
3. Programme Management Administrative Support
4. Support to Knowledge Management/Sharing

1) Ensures support in the **administration and implementation of programme/project strategies, adapts processes and procedures**, through:

- Presentation of researched information for preparation of CCA, UNPF, CPD, effective application of RBM tools and establishment of management targets (BSC).
- Support to the establishment of the mechanisms to track use of M & E and RBM tools and maintenance of RBM database.
- Presentation of information/ reports for identification of areas for support and interventions.

2) Provide **effective support to Monitoring and Evaluation of the CO** programme:

- Conduct frequent surveys for Monitoring and Evaluation (M&E) activities focusing on achievement of the following results:
 - Conduct surveys for the purpose of relevant M&E data collection
 - Report on identified M & E challenges
 - Conduct interviews by using certain questionnaires developed by M&E Section
 - Enter data into the Monitoring and Evaluation database
- Support preparation of the Programme Monitoring and Evaluation Plan capturing qualitative and quantitative aspects, according to the annual work plans and log frame according to the UNDP quality standards;
- Support the provision of technical advice to ensure that a set of RPP performance indicators is identified and adjusted as necessary, in the context of the multi-year and annual M&E Plans, the Annual Management Plan and Annual Work Plans;
- Support the design of monitoring systems, and ensures that data collection and analysis from project field visits are coordinated and standardized across Programme Components to feed into to programme/project performance monitoring;
- Ensure that information and data from the field is captured, documented, analyzed and reported in a results-based and timely manner through policy briefs, narrative internal and external reports;
- Support the development, design and execution of a comprehensive information management system;
- Support monitoring and analysis of key programme performance and management indicators, provision of professional input into management reports, including relevant sections of the annual reports;
- Ensure that evaluations, assessments and other M&E products are designed and implemented in accordance with established UNDP quality standards, and the results are disseminated in a timely manner to stakeholders in order to improve RPP performance and contribute to wider learning;
- Provide technical support to RPP team and senior management in planning and management of thematic, country programme/project M&E activities and evaluations; follow up on implementation of evaluation recommendations. Ensure the optimal use of evaluations by providing guidance in preparation of timely management response to all mandatory evaluations;
- Ensure quality and timely evidence-based and results reporting to donors, partners and internally by facilitating and contributing to external and internal reports and other communication products, quality assurance and general coordination between the relevant components in provision of written products;
- Ensure quality contributions to the annual Results-Oriented Annual Reporting (ROAR), including provision of quality Programme data according to a predefined set of indicators and other requirements, etc.;



UNITED NATIONS DEVELOPMENT PROGRAMME URUGUAY SERVICE CONTRACT TERMS OF REFERENCE

- Support the process of UNDP quality results reporting by provision of M&E information for ATLAS, Transparency Dashboard (IATI) as well as facilitating the process of Programme/project Quality Assurance and Monitoring.
- Support the maintenance of relevant RPP databases, collection of best practices, lessons learned to be used for M&E and communication purposes.

3) Provides **effective administrative support to CO programme management** through:

- Support the presentation of thoroughly researched information for Country Programme.
- Provision of guidance to the implementing partners, executing agencies on routine implementation of projects and tracking mechanisms.
- Follow up on performance and risk indicators/ success criteria, targets and milestones, preparation of reports. In collaboration with portfolio team leaders recommends new indicators and integrated / cross-cutting reporting opportunities.
- Support the analysis of the situation in programme, and the identification of operational and financial problems, development of solutions in close collaboration with OM.
- Assist in the preparation of office evaluation strategy, project evaluations or review reports and drafts regular M&E project report.
- Compile and consolidate programme/projects' component monthly reports.
- Drafting and/or compilation of quarterly, annual and other reports as required by the corporate guidelines.
- Support to follow up actions of Project Board meetings, recording of recommendations, follow-up actions, etc.
- Identify opportunities to adapt M&E procedures to more fully capture new business relationships and programmatic activities
- Updates and maintains country office monitoring databases and enhances accessibility for all users
- Support the preparation and conduct of HACT assurance activities, audit of projects and implementation of audit recommendations.
- Perform as alternate focal point to HACT and to ensure proper follow up action.

4) Provides **support to knowledge building and knowledge sharing** in the CO, through:

- Organization of training for operations/projects staff on programme on M&E issues.
- Synthesis of lessons learnt and best practices in programme.
- Sound contributions to knowledge networks and communities of practice

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 2: Analyzes complex technical materials (including data) and makes concise, relevant recommendations
Leadership <i>Ability to persuade others to follow</i>	Level 2: Proactively identifies new opportunities and challenges
People Management <i>Ability to improve performance and satisfaction</i>	Level 2: Takes ownership of responsibilities



**UNITED NATIONS DEVELOPMENT PROGRAMME
URUGUAY
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Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 2: Understands, explains and shares information on assigned tasks with accuracy and clarity
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 2: Meets goals and timelines for delivery of products or services;
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information
Monitoring and Evaluation <i>Knowledge of methodologies, assessment tools, systems and apply practical experience in planning, monitoring, evaluating and reporting and ability to apply to practical situations</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
Promoting Quality Assurance and Results-Based Management <i>Ability to support the management of programmes and projects with a strategy aimed at improved performance and demonstrable results</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
Strategic Planning <i>Ability to support decision making that align with strategy, vision, and mission</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
Fundamental knowledge of processes, methods and procedures <i>Understands the main processes and methods of work, possesses knowledge of organizational policies and procedures and applies them consistently in work tasks</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
Client Orientation <i>Ability to maintain effective client relationships</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
Data Measurement <i>Ability to set goals and indicators and to interpret and synthesize results into usable information to inform policy, strategy, and/or action</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work

V. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Secondary Education, preferably with specialized certification in Accounting and Finance. • University Degree in Law, Business and Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.
Experience:	<ul style="list-style-type: none"> • 5 years of progressively responsible administrative or programme management support experience is required at the national or international level working in national/multinational development programmes. • 2 years of relevant experience will suffice if in possession of a Bachelor's Degree. • Knowledge of Monitoring and Evaluation, and RBM tools is desirable but not required.



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	<ul style="list-style-type: none">• Experience in the usage of computers and office software packages (MS Word, Excel, etc.).• Advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	<ul style="list-style-type: none">• Proficiency in Spanish and working knowledge of English.