



UNITED NATIONS POPULATION FUND

**Closing Date:** 6 May 2021 (Jerusalem time)  
**Post Title:** Monitoring, Evaluation, Accountability and Learning (MEAL) Officer  
**Category:** Service Contract SB – 4/2  
**Post Number:** UNFPA-SC-2021-001  
**Duty Station:** East Jerusalem  
**Duration:** 1 year with possibility of extension

## VACANCY ANNOUNCEMENT

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths, end unmet need for family planning, and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them, and who commit to deliver excellence in programme results.

### **Duties and responsibilities:**

The MEAL officer will work under the overall supervision of the UNFPA Representative, and the direct supervision of the Assistant Representative to contribute to the delivery of a relevant and high quality UNFPA Country programme. The position serves as the key reference within the Country Office to guide results-based planning, implementation, monitoring, evaluation and learning, and to ensure compliance with UNFPA policies, procedures and guidelines.

### **You would be responsible for:**

#### **Results-Based Management advisory role:**

- Provide guidance to ensure that UNFPA Palestine's Country Programme is effectively monitored and evaluation: support the articulation of results and resources frameworks, based on the country programme indicators, support monitoring of progress, and lead on evaluation process
- Ensure alignment with UNFPA's Strategic Plan (2018 – 2022)
- Take a leading role in the Country programme Evaluation of the 6th country programme (2018 – 2022), ensuring that findings, recommendations and lessons learned are captured and incorporated into the next Country programme.
- Ensure compliance with corporate results reporting: support to the articulation of annual targets and milestones, ensure timely and high quality quarterly and annual reporting
- Provide guidance and capacity development on Results Based Management for Country office staff and implementing partners
- Support articulation of UN Cooperation framework, ensuring UNFPA's mandate issues are well represented.
- Represent UNFPA in the UN data group; ensure incorporation of UNFPA's issues of concern in joint UN surveys, assessment and strategic documents

#### **Programme support:**

- Support other M&E staff in ensuring adequate monitoring and reporting on the implementation of projects funded from other resources
- Support programme staff to articulate theories of change and results frameworks for new projects

- Support programme staff to effectively undertake field monitoring by supporting data collection from IPs, articulation of monitoring checklists, reviewing findings and learning as needed.
- Act as focal point for selected teams/projects as MEAL support

**Accountability:**

- Provide guidance to programme staff on effective design and implementation of feedback mechanisms and feedback loops to ensure accountability to affected people (AAP)
- Act as UN AAP focal point, working in liaison with the PSEA focal point, to ensure that UNFPA contributes effectively to the overall accountability of the UN in Palestine to affected people.

**Knowledge Management:**

- Provide input and guidance on studies, surveys and research to ensure strong methodologies, research questions and selection of research partners.
- Contribute to documenting of best practices, case studies and success stories, and work with programme staff to identify successes to be documented and highlighted.
- Maintain an overview of Palestine's progress on ICPD indicators and Nairobi commitments

The MEAL officer maintains collaborative relationships with all programme and operations teams and other UNFPA staff based in Jerusalem and Gaza.

**Job Requirements:**

**Education:**

A master's degree in monitoring and evaluation, population and development studies, public health, statistics or other field of relevance to the position.

**Knowledge and Experience:**

At least 5 years' experience of undertaking MEAL with organizations focused on international development activities, particularly in UNFPA's mandate areas.

Experience of MEAL and/or data analysis in the area of health and/or gender will be an advantage

Significant experience of results based management and strategic planning

Previous experience of working with accountability to affected people will be an advantage

Strong technical understanding of MEAL

Strong statistical or statistical analysis capabilities

Sound teamwork competencies are essential; previous experience of training and capacities will be an asset

Ability to elaborate reports, document and disseminate good practices essential.

Previous experience with the UN is an asset;

Strong interpersonal and organizational skills;

Computer literacy - Word, Excel, Power-point, etc.

Good writing and communication skills.

Demonstrated ability to work within a team.

**Languages:**

Fluency in English and Arabic are required.

**Values:**

Exemplifying integrity

Demonstrating commitment to UNFPA and the UN system

Embracing cultural diversity

Embracing change

**Core Competencies:**

Achieve results

Being accountable

Developing and applying professional expertise/ business acumen

Thinking analytically and strategically

Working in teams/ managing ourselves and our relationships

Communicating for impact

Knowledge sharing

**Functional Skill Set:**

- Advocacy/ Advancing a Policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Notice: There is no application, processing or other fee at any stage of the application process.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to **palestine.hr@unfpa.org** by closing date and time for applications Thursday, 6 May 2021 (Jerusalem time). Only those short-listed for the position will be contacted.