

MONITORING AND EVALUATION SPECIALIST

Location:	Juba, SOUTH SUDAN
Application Deadline:	31-Mar-16
Type of Contract:	National
Post Level:	NOC
Languages Required:	English
Starting Date: (date when the selected candidate is expected to start)	1-May-2016
Expected Duration of Assignment:	11 Months

Background

The Access to Justice and Rule of Law Project supports the Judiciary of South Sudan; the Ministry of Justice; and the Ministry of Interior, including the South Sudan National Police Service and the National Prisons Service of South Sudan, and supports traditional justice and community level interventions through a sector-wide, holistic approach designed to increase the *availability, affordability, adaptability, and acceptability of justice services in South Sudan*. UNDP's support contributes to the provision of equitable access to justice, and promotion of law and order through accountable and transparent formal and informal institutions. The project currently has staff co-located in rule of law institutions in Juba, Aweil, Torit, Wau and Yambio, and is planning to expand this presence in 2016 to include Bor.

The project contributes to the Interim Cooperation Framework (ICF) Output 3 and the new UNDP Country Programme Document (July 2016-December 2017) Pillar 2: Peace and Governance Strengthened.

As a member of the Access to Justice and Rule of Law project, the M&E Specialist will focus on enhancing the effectiveness of UNDP's Access to Justice and Rule of Law programming in South Sudan through the development and implementation of robust monitoring and evaluation systems, policies and strategies; management of risk through the design and implementation of a risk management mechanism; quality assurance of project implementation; contribution to reporting requirements; and generation of key lessons learned and best practices and project achievements for internal and external distribution. The Monitoring and Evaluation Specialist will report to the Access to Justice and Rule of Law Project Manager, and work in close collaboration with the project team, Programme and Partnership Support Unit, Democratic Governance and Stabilisation Unit. S/he will also work with implementing partners and counterparts in the execution of monitoring and evaluation activities.

Duties and Responsibilities

Summary of key functions

- Develop and implement monitoring and evaluation systems and strategies.
- Support quality assurance
- Establish knowledge building/sharing systems

Develop and implement monitoring and evaluation systems and strategies:

- Review and revise monitoring and evaluation systems, guidelines and procedures;
- Work closely with the Project Manager, project team, Programme and Partnership Support Unit and Democratic Governance and Stabilisation Unit to implement project-level M&E functions;
- Identify project risk areas and advise management of risks and potential mitigation measures;
- Contribute to project and country office strategic planning initiatives, including the development of project documents, concept notes and annual work plans;

- Monitor the implementation of project evaluation and audit recommendations and management responses;
- Provide inputs and oversight of information for project progress reports and the Results-Oriented Annual Report;
- Undertake any other relevant activities as required in relation to executing the project plan.

Support quality assurance

- In consultation with the Project Manager, Programme and Partnership Support Unit and Democratic Governance and Stabilisation Unit, assess project risk areas and work with project staff to minimize risk exposure levels;
- Regularly review and maintain the project's issue, M&E and risk plans in Atlas, and ensure their implementation;
- Ensure the project complies with the Harmonised Approach to Cash Transfer (HACT) and Social and Environmental Standard Procedures and other corporate requirements;
- Support the development of systems to foster improvements in the application of internal control systems and in the maintenance of compliance standards;
- Advise the project staff and implementing partners on control systems, assess their effectiveness and general operational compliance with UNDP rules, regulations and policies;
- In consultation with the Project Manager, Programme and Partnership Support Unit and Democratic Governance and Stabilisation Unit, assess work processes and structures to ensure project activities are carried out with maximum efficiency.

Facilitate of knowledge building and knowledge sharing of the project's best practices, lessons learned and achievements, focusing on the following results:

- Establish and implement a system for documenting best practices, lessons learned and achievements based on current project objectives and future programming strategies;
- Generate knowledge products on project results and strategies for internal and external distribution;
- Identify evaluation findings, lessons learned and recommendations for the project to be integrated into broader knowledge management efforts;
- Collaborate and coordinate with other UN agencies, government agencies, NGOs, and other organizations on monitoring and evaluation issues;
- Support results-oriented monitoring and evaluation trainings in the Country Office;
- Remain abreast of latest development and professional norms, standards, tools and methodologies.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.;
- Treats all people fairly without favouritism.

Functional Competencies:

Knowledge Management and Learning

- Promotes an environment of knowledge sharing and learning in the project through personal example;
- Possesses excellent communication skills in English language (written and oral) and ability to present detailed information in a reader-friendly and results-oriented manner.

Development and Operational Effectiveness:

- Possesses substantive knowledge and understanding of monitoring and evaluation approaches, including grasp of methodological and operational dimensions relevant to the implementation of the project;
- Demonstrates excellent understanding of current development issues, particularly those pertinent to access to justice and rule of law within the context of South Sudan;
- Demonstrates the ability to go beyond established procedures and models, to create new approaches that respond to the actual demands of the project;
- Demonstrates good knowledge of the UNDP Results Management Guide and Toolkit.

Management and Leadership:

- Builds strong relationships with partners;
- Focuses on the impact and result of project programming and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities.
- Leads teams effectively and shows mentoring as well as conflict resolution skills.

Required Skills and Experience

Education

- Masters Degree in International Relations, Political Science, Law or related social sciences.
- Specialised training in monitoring and evaluation is an advantage.

Experience

- At least five (5) years of relevant experience in international development programming, with three (3) years focus on monitoring and evaluation.
- Proven experience in conducting large-scale evaluations, writing and editing assessment and progress reports.
- Experience in a post-conflict environment is essential.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Language Requirements:

- Fluency in English, with good working knowledge of Arabic an asset.

VII. Signatures - Job Description Certification

Signature: _____

Julie van Dassen

Access to Justice and Rule of Law Project Manager

Date _____

Signature: _____

Lealem Berhanu

Democratic Governance and Stabilization Unit Team Leader

Date _____

Signature: _____

Jean Luc Stalon

Deputy Country Director, Programme

Date _____

Signature: _____

Balázs Horváth

Country Director

Date _____