**Project Monitoring and Evaluation (M&E) Analyst**

**Job title: Project Monitoring and Evaluation (M&E) Analyst**

**Level: SC 8 / SB4, Peg 2**

**Position Number: 107068**

**Location: Colombo, Sri Lanka  
Full/Part time: Full-Time**

**Fixed term/Temporary: Service Contract (Temporary)**

**Rotational/Non-Rotational: Non-Rotational**

**Duration: 10 Months (\*Renewable)**

**\*No expectancy of renewal in accordance with UN Staff Regulations 4.5**

**How you can make a difference**

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 (2022-2025), 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 program results.

**About the Project**

UNFPA Sri Lanka is implementing several projects in response to the ongoing socio-economic crisis in Sri Lanka, within the UNFPA’s mandate, i.e., three transformative results. These projects primarily focus on strengthening the government capacity, provision of life saving medical and program supplies, provision of life-saving services related to SRH and SGBV.

**The Position**

Under the direct supervision of the Programme Specialist – Humanitarian and Development Nexus, and in close collaboration with other project teams, the monitoring and evaluation analyst will be responsible to ensure strong monitoring and evaluation of the project interventions, and uphold accountability.

**You would be responsible for:**

* Develop and implement monitoring, reporting and evaluation plans according to the UNFPA programming principles
* Ensure providing input for the CO Monitoring and reporting requirements such as quarterly report and annual reporting and other Monitoring templates with the approval of the humanitarian head
* Ensure the quality of partners progress report and closely collaboratively work with the M&E analyst
* Support on managing project evaluation listed under the humanitarian portfolio with the closer collaboration of M&E Analyst
* Building capacities of the team and partners on Monitoring and reporting
* Conduct reviews inclduin peers, partner and identify good practice, learning for wider usage
* File and compile reports that will be produced for the project and keep track of reporting schedules in line with the donor reporting requirements
* Monitor endorsement procedures with the required endorsement entities
* Liaise with the donor monitoring team accompanying the project to document identified issues
* Participate in specific monitoring exercise as assigned
* Conduct preliminary analysis of findings of monitoring and evaluation exercises
* Draft specific inputs as assigned for the development of the internal guidance on feedback mechanisms and accountability
* Keep track of the status of indicators that were set for the program and communicate with the project manager about relevant issues that may be occurring.
* Flag and bring to the attention of the project manager delays or challenges in regards to compliance issues with the donor requirements
* Participate in specific field monitoring missions as assigned
* In coordination with the project manager, prepare monthly, quarterly reports and donor briefings
* Support the preparation of the steering committee meetings, field visits and verbal processes
* Compile and collect human interest stories for publishing and support the general visibility aspects of the project
* Provide administrative backstopping support for the project manager or the project officers
* Prepare inputs for project development according to specific needs and situation analysis in accordance with UNFPA project development standards in close coordination with the country office Representative.
* Perform such other duties as may be assigned

**Qualifications and Experience**

**Education:**

* Master’s degree in social science, evaluation, international relations, human rights, computer science or any other related disciplines, with two years of strong M&E experience.
* A Bachelor’s degree may be considered in the above fields with two additional years of directly relevant experience, in-leu of a Master’s degree.

**Knowledge and Experience:**

* Minimum two years of strong field experience in monitoring, evaluation, accountability and learning aspects of humanitarian or development projects with the UN, humanitarian or development agencies, or other similar project environments. Two additional years of relevant work experience will apply in lieu of a Masters.
* Significant experience in reporting with donor’s requirements
* Prior experience working with Japan and DFAT funding a distinct advantage
* Experience in mentoring and staff development
* Strong knowledge of results-based management (RBM) is essential.
* Strong reporting, writing and research skills preferably related to M&E
* Good communication and analytical skills
* Demonstrated knowledge of development of data collection tools, their administration and evaluation techniques and practices
* Strong interpersonal and teamwork skills
* Proven ability to establish and maintain effective working relationships with people of diverse cultural and national background

**Languages:**

Excellent command of the English language and fluency in Sinhala and / or Tamil.

**Required Competencies**

Values:

* Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change

Core Competencies:

* Communicating for impact
* Achieving results
* Being accountable
* Developing and applying professional expertise/business acumen
* Thinking analytically and strategically
* Working in teams/managing ourselves and our relationships

Functional / Other Competencies:

* Leading, Developing and Empowering people/Creating a Culture of Performance
* Self-management/Emotional Intelligence
* Job Knowledge/Technical Expertise
* Fostering innovation
* Knowledge Sharing
* Performance management
* Ensuring Operational Effectiveness and Accountability for Results
* Delivering Results Based Programme
* Providing Conceptual Innovation to Support Programme Effectiveness
* Generating, Managing and Promoting the Use of Knowledge and Information
* Providing Technical Support and System
* Facilitating Quality Programmatic Results

**Compensation and Benefits**

UNFPA offers an attractive compensation package commensurate with experience. 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.

No hard copy applications will be accepted. All applications must be submitted through the UNFPA Recruitment Platform. Only short-listed applicants will be acknowledged.

**Disclaimer**UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

**Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Immediate Supervisor’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head’s of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**