



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION**

**I. Position Information**

Job Code Title: **Monitoring and Evaluation Officer**  
Position Number: **40286**  
Department: **Office of UNRC, UN Mongolia**  
Reports to: **UN Resident Coordinator**  
Reports: **NA**  
Position Status: **Temporary Appointment**

Current Grade: **NOB**  
Approved Grade: **NOB**  
Position Classified by:  
Classification Approved by:

**II. Organizational Context**

UNCT is taking steps toward Delivering as One UN for harmonized and simplified programmatic and operations interventions. In the context of UN Reform, the UNRC office is expected to provide more substantive leadership and facilitation to the UN development support to Mongolia, in driving results based and human rights based approaches and in evaluating effectiveness and joint initiatives.

Under the overall guidance of UNCT and direct supervision of UN RC and in collaboration with UN Coordination Officer and relevant focal points from agencies, the M&E officer will assist the UNCT in designing indicators and reporting templates in order to effectively monitor UNDAF results and support annual UNCT-Government of Mongolia joint review of UNDAF progress. This entails establishment and leadership of: M & E working group where each agency is represented, an indicator and monitoring system; collection of information in close coordination with the agency specific M&E focal points and with counterpart agencies.

The M&E officer will also liaise with the national counterparts, including the Government, academic institutions, and civil society organizations.

**III. Functions / Key Results Expected**

1. Facilitates the UNCT in improving and implementation of the UNDAF M&E framework and the establishment of a M&E system, using Results-based management frameworks.
2. Remains abreast, shares examples and adapts to local reality the developments, better practices and lessons learnt in application of One UN approaches in general and to M & E practices in particular.
3. Collects and reviews indicators and data requirement for the M&E frameworks and applies appropriate tools for data collection, integration and dissemination.
4. Supports the UNCT in ongoing monitoring of key country specific indicators relating to general economic and social areas of concern in UNDAF.
5. Assesses and supports as feasible M & E and results based capacity building in key partners shared by members of the UN system, as well as in academic institutions.
6. Assists the UNCT and UNTWGs in coordinating the M&E of UN Joint programmes through active participation in the drafting of proposals with clear M & E components, in the monitoring of results and evaluation of UN Joint programmes/projects and the regular monitoring and reporting on the progress of UNDAF
7. Supports UN agency focal points in the design of agency specific evaluation and monitoring plans for programmes and projects and harmonizing annual reporting on CPAP and UNDAF.

**Specific functions of M&E officer**

M&E officer shall perform the following functions, but not limited to:

- Designing and implementing, monitoring and evaluation plan, specific tools and systems for regular UNDAF monitoring and evaluation. Assess trends and measure outcomes relating to achieving UNDAF outcomes
- Development and update of clearly defined SMART indicators for each UNDAF Outcome
- Compilation and analysis of regular review of UNDAF Results Matrixes through collection and review of the accurate and timely inputs of programme information from UN resident and non-resident agencies into the regularly updated UNDAF monitoring and evaluation templates and tools
- Analysis of specific data requirements of individual UNDAF indicators
- Analysis of the quality and reliability of available data sources
- Development of common systems, tools and procedures for M&E of UN Joint Proposals and subsequent programmes
- Introduction of new approaches and methods for monitoring and evaluation of UN programmes and interventions and eventually UNDAF
- In collaboration with UN respective staff, identify training needs for capacity building in monitoring and evaluation of UN programme staff
- Collaboration with Monitoring and Programme management support team UN staff to ensure the harmonized programmatic synergies of UN interventions and enhanced information sharing among UN agencies
- Facilitation and support for preparation, conduct and follow up of the annual UNDAF review meeting in collaboration with concerned agencies and counterparts
- Identify capacity building initiatives in collaboration with shared partners and academic institutions.

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

Successful implementation of functions listed under Functions and Key results area.

#### **V. Competencies**

##### **Corporate Competencies:**

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

##### **Functional Competencies:**

##### ***Knowledge Management and Learning***

- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on development issues specially in monitoring and evaluation area
- Ability to advocate and provide policy advice

##### ***Development and Operational Effectiveness***

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects
- Good knowledge of the Results Management Guide and Toolkit
- Strong IT skills
- Ability to coordinate monitoring and evaluation activities between UN Agencies

##### ***Management and Leadership***

- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure

