



**DEVELOPMENT of MONITORING AND EVALUATION SYSTEM FOR THE UN WOMEN OFFICE IN THE Occupied  
Palestinian territory (oPt), CONSULTANT**

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<b>Location :</b>	Occupied Palestinian territory (Jerusalem, Ramallah and Gaza, with possible travel to other locations in the oPt)
<b>Application Deadline :</b>	15 <sup>th</sup> of April 2012
<b>Additional Category</b>	N/A
<b>Type of Contract :</b>	SSA
<b>Post Level :</b>	National/International Consultant
<b>Languages Required :</b>	English (Arabic added advantage)
<b>Starting Date :</b> (date when the selected candidate is expected to start)	1 <sup>st</sup> of May 2012
<b>Duration of Initial Contract :</b>	6months
<b>Expected Duration of Assignment :</b>	6 months

**Background**

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On July 2, 2010 the UN General Assembly unanimously decided to create a new agency for the enhancement of gender equality and the empowerment of women, known as UN Women. The new entity merges and builds on the important work of four previously distinct parts of the UN system (*including UNIFEM*), which started to operate jointly as UN Women; a single strong UN agency which encompasses all aspects of the advancement of gender equality and women's empowerment will provide stronger leadership, greater accountability and more resources to support women, so that the impact of the whole is more than the sum of its parts.

Following the approval of the global UN Women's first Strategic Plan (2011-2013), UN Women's office in the oPt in accordance to the general guidelines developed their Annual Work Plan 2012-2013 and identified a number of goals on which it'll work on the following two years:

- I. Increasing Women's leadership and participation in the decisions that affect their lives
- II. Increasing the economic empowerment of and opportunities for women, especially of those who are most excluded
- III. Preventing violence against women and girls and expand access to protection services for victim/survivors
- IV. Enhancing women's leadership in peace, security and humanitarian response
- V. Promoting a stronger institutional accountability to gender equality commitments in National planning and budgeting processes

One of the main outcomes of the Global strategy and translated into the Annual Work Plan 2012-2013 is to

strengthen the implementation of a results-based management (RBM) approach. Work will build on past efforts of the UN Women projects and programmes, and on the UN Women global approach which includes: updating an electronic results tracking system, linking results with budgets in the Atlas system, responding to past assessments and evaluations, and strengthening staff capacity in field offices on monitoring and results-based management. The aim will be to establish an integrated RBM culture to deliver on UN-Women mandates and ensure the efficiency, effectiveness and results of our interventions in the oPt.

UN Women is the lead agency within the UN for gender equality and women's empowerment. One of its main roles is to hold the UN system accountable for its own commitments on gender equality, including regular monitoring of system-wide progress. In this regard, UN Women is leading the UN Inter-Agency Gender Task Force, and in this role has the responsibility to compile and feed into different Annual UN Reports (UN SG Report on the Situation of and Assistance to Palestinian Women, SG Report on Conflict Related Sexual Violence, SG Report on Women, Peace and Security), as well as to gather and publish information on the advancement of women in the oPt.

In 2009, the Council of Ministers of the Palestinian Authority has established a Directorate for Monitoring and Evaluation (M&E) in the Ministry of Planning and Administrative Development (MoPAD). The Directorate has the task to coordinate the development of a comprehensive, government-wide M&E framework to track and report regularly on progress in implementing the PNP and subsequent national plans and it is also responsible for coordinating the strengthening of M&E capacity in all government bodies. In this framework, the Ministry of Women's Affairs is currently developing the Monitoring and Evaluation unit within the ministry with support from UN Women and UNDP.

#### Duties and Responsibilities

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The "Consultant for the development of the monitoring and evaluation system for the UN Women office in the oPt" will be working under the overall supervision of UN Women oPt Head of Office and the direct supervision of the Programme Management Analyst, in close partnership and daily consultation and coordination with all programme staff. The consultant will report regularly to UN Women.

The main objective of the assignment is to develop a monitoring and evaluation system for UN Women office in the oPt which will, in accordance with the UN Women HQ guidelines, set the basis for the result based management of the oPt's office Annual Work Plan and its related projects and programmes.

The international consultant will undertake the following tasks, duties and responsibilities:

#### **Develop the Monitoring and Evaluation System for the UN Women programme in the oPt:**

- 1) Develop the Monitoring and Evaluation System in accordance to UN Women/UNEG principles to ensure a Result Based Approach towards our programming:
  - i. Improve the Monitoring system for the office Annual Work Plan and the programmes and projects that will measure efficiency, effectiveness and impact of projects in line with UN Women requirements and the needs and specificities of each programme of UN Women in the oPt
  - ii. Support the Project and Programme Managers and the M&E Focal Points to

align the project's existing log-frames and data collection templates to the office AWP

- iii. Organize workshop with UN Women staff and key partners to determine which data/variables to collect and to develop specific log frames for the Implementation Partners
  - iv. Develop TOR template for Baseline Study of the Annual Work Plan
- 2) Enhance the capacity of UN Women staff and implementing partners on the use of the M&E system, through:
- i. trainings on M&E and RBM, on-the-job coaching
  - ii. Develop M&E toolkit for oPt office, based on UN Women's available tools and information,

**Implementing a tracking system for monitoring the results of the Annual Work Plan and the Projects and Programmes the oPt:**

1. Develop or use existing (ex. ATLAS, UN Women on-line tracking system) computerized database for inputting data that will enable to track results from the Annual Work Plan, the Projects and Programmes
2. For a monitoring and evaluation system to be workable, and to minimize duplication of efforts, it should ideally build upon already existing data collection mechanisms. Therefore the Consultant shall compile a list of existing instruments which facilitate data collection at the national, sector and regional levels and could potentially contribute to a monitoring, evaluation and reporting system UN Women in the oPt
3. Coordinate with the Ministry of Women's Affairs M&E unit to ensure the best possible flux of information between our two institutions.

Any other task that might be requested in the framework of the consultant's main tasks and role.

**Deliverables:**

- Monitoring and Evaluation system for the UN Women office in the oPt established and functioning in accordance to UNEG/UN Women HQ guidelines.
- Complete set of indicators developed (completely outlined and explicated)
- Database for internal monitoring implemented
- Guidelines/toolkit for monitoring and evaluation for UN Women staff established
- Training for UN Women staff/partners on M&E and RBM (Human Rights Based Approach)
- Review of existing monitoring mechanism in the oPt where UN Women could regularly feed into to ensure its engendered.

**Time frame:**

The assignment is expected to start 1<sup>st</sup> of May 2012 and to be finalized in six-month time.

## Competencies

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### **CORE VALUES / GUIDING PRINCIPLES:**

- Integrity: Demonstrating consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct;
- Cultural Sensitivity/Valuing diversity: Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

### **CORE COMPETENCIES:**

- Ethics and Values: Demonstrating / Safeguarding Ethics and Integrity;
- Organizational Awareness: Demonstrate corporate knowledge and sound judgment;
- Developing and Empowering People / Coaching and Mentoring: Initiative-taking; coaching and mentoring ability;
- Working in Teams: Acting as a team player and facilitating team work;
- Communicating Information and Ideas: Facilitating and encouraging open communication in the team, communicating effectively;
- Self-management and Emotional intelligence: Creating synergies through self-control.
- Conflict Management / Negotiating and Resolving Disagreements: Managing conflict;
- Knowledge Sharing / Continuous Learning: Learning and sharing knowledge and encourage the learning of other.
- Knowledge of UN Programming Principles

### **FUNCTIONAL COMPETENCIES:**

- Substantial previous experience in design and development of a gender-sensitive monitoring and evaluation system
- Good analytical skills and capacity to resume complex and large amounts of information into simple and easy to handle frameworks
- Demonstrated strong, coordination and facilitation skills;
- Strong communication skills in English (oral and written);
- Knowledge of results oriented frameworks and human-rights based approach
- Knowledge of ATLAS and other statistical systems

## Required Skills and Experience

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### Education:

Advanced University Degree in Statistics, Social Science, Social Policy, Monitoring and Evaluation or related field.

Or BA combined with 7 years of relevant experience.

Experience:

- At least 5 years of relevant professional experience in Monitoring and Evaluation
- Proven record of establishing a Monitoring and Evaluation System preferably based on UN Standards.
- Proven experience in working/establishing database.
- Proven experience in the development of indicators;
- Ability to interact with governmental agencies, good interpersonal skills and organizational proficiency;
- Experience in training and ability to organize and implement training sessions is an asset

Language Requirements:

- Very good communication and drafting skills and fluent in English (comprehension, written, and spoken).
- Communication skills in Arabic will be an added advantage.

Interested candidates must apply on-line ([jobs.undp.ps](http://jobs.undp.ps)) and submit the following:

1. Up-to-date CV
2. Availability, interest, and proof of previous similar assignments (one to one and a half pages)
3. P11 form available on the same link.

**UN Women will only be able to respond to those applications in which there is further interest.**

**This SSA modality is governed by UN WOMEN General Terms and Conditions.**