

Monitoring and Evaluation Senior Associate

Job categories	Project Management
Vacancy code	VA/2022/B5505/24263
Department/office	AR, LKMCO, Sri Lanka
Duty station	Colombo, Sri Lanka
Contract type	Local ICA Support
Contract level	LICA-7
Duration	Ongoing ICA - Open-ended, subject to organizational requirements, availability of funds and satisfactory performance
Application period	19-Jul-2022 to 01-Aug-2022

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Background Information - UNOPS

**** The position is open to Sri Lankan nationals only ****

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve peace and sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

Diversity

With over 5,000 UNOPS personnel and approximately 7,400 personnel recruited on behalf of our partners, spread across 80 countries, our workforce represents a range of nationalities and cultures. We promote a balanced and diverse labour force — a strength that helps us better understand and address our partners' needs. We continually strive to improve our gender balance through initiatives and policies that encourage the recruitment of qualified female candidates.

Work life harmonization

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

Background Information - Sri Lanka

UNOPS in Sri Lanka

UNOPS in Sri Lanka is based in Colombo and is responsible for helping the Government of Sri Lanka and partner organizations deliver social and economic rehabilitation in areas affected by the 2004 tsunami and decades of armed conflict. UNOPS in Sri Lanka helps partners achieve their project goals in sectors including physical infrastructure, the environment and poverty mitigation.

UNOPS has supported Sri Lanka's development since 1998, expanding operations in 2005 to support the post-tsunami response and reconstruction process. Within the organization's mandate in project management, infrastructure, and procurement, UNOPS Sri Lanka implements customized socio-economic development projects that benefit vulnerable people and develop national capacities. Achievements in Sri Lanka include the development of sustainable and climate-resilient infrastructure, procurement services & capacity building, and project management in education, fisheries, roads, health, water supply systems; flood control and sanitation, and integrated solid waste management sectors. UNOPS works closely with Government counterparts and communities to ensure increased ownership, sustainability and accountability of Projects. Key projects in Sri Lanka include the Technical Project Management support for the Maternal and Newborn Health Care Strengthening Project in Matara District, Sri Lanka funded by KOICA.

UNOPS Sri Lanka also facilitated over \$22 million worth of procurement of COVID-19 protection equipment and services in partnership with the World Bank, the Government of Japan, and the United Nations Multi-Partner Trust Fund

Project Information: UNOPS has signed an MOU with an intergovernmental organization called SACEP (South Asia Cooperative Environment Program). SACEP is implementing the WB-funded PLEASE Project in South Asia. In accordance with the Agreement, UNOPS should provide implementation support and advice to SACEP in implementing the Plastic free Rivers & Seas for South Asia Project (PLEASE). In Particular, UNOPS is expected to assist the PIU in implementing RBG (Regional Competitive Block Grant) under Component 1 of PLEASE.

Under the overall Supervision of the UNOPS International Project Manager. The Incumbent will support the SACEP PIU and provide Technical Assistance in Implementation of the Component 1 of PLEASE Project, especially in activities listed in this vacancy announcement.

Functional Responsibilities

1. Monitoring and Evaluation

- Provide support to SACEP and PIU in monitoring grants and developing field monitoring checklists and reporting templates of grantees;
- Work closely with SACEP and PIU in developing and implement monitoring and evaluation plans and provide recommendations for improvement;
- Support SACEP and PIU in conducting field visits to conduct monitoring, and assess progress toward achieving objectives and ensuring compliance;
- Support SACEP and PIU in compiling and disseminating key findings to the Programme/Project team and management for action;
- Work closely with SACEP and PIU in producing regular monitoring reports to ensure projects stay on course;
- Support SACEP and PIU in developing systems for monitoring the impact of projects;
- Assist SACEP and PIU to facilitate baseline data collection (both quantitative and qualitative data collection);
- Support SACEP and PIU in quality control tests on all incoming data, data entry and data cleaning/editing processes;
- Support SACEP and PIU during project / program evaluation and baseline surveys;
- Provide advice and support to SACEP and PIU on identifying issues/risks that may impact the delivery of projects.

2. Knowledge Management

- Assist SACEP and PIU in the documentation of knowledge management practices for quality assurance, quality control and learning to continually improve and monitor knowledge management practices;
- Assist SACEP and PIU to develop tools and processes including key documents such as log-frames, detailed implementation plans and work-plans as and when required;
- Support SACEP and PIU in collecting and documenting the lessons-learned reviews on successful and unsuccessful project activities and practices;
- Assist the SACEP and PIU in collecting/documenting case studies, success stories;

- Provide quality advice and support to PIU and SACEP on periodic review and update of the Project Operational Manual and to reflect best practices.

3. General

- Working in close collaboration with PIU/ SACEP teams and build collaborative team spirit;
- Support SACEP and PIU in ensuring effective use of the common information system for access to key documents such as: financial and contribution agreements, monitoring reports, M&E tools, proposals, reports, evaluations and other programme information. (Archiving of related documents should be updated periodically);
- Support the International Project Manager and SACEP/ PIU to respond to relevant queries; extract and analyze information accordingly;
- Draft inputs such as talking points, slide decks, blog entries and other type of informational/operational demands in coordination with other team members;
- Any other duties as requested and tasked by the Project Manager M&E.

Impact of Results

The effective and successful achievement of results by the M&E Senior Associate directly impacts on achievement of the projects and consequently reinforces the visibility and image of UNOPS as an effective service provider in project services and management and strengthens its competitive position as a partner of choice in sustainable development and project services.

Functional competencies

- Demonstrates strong technical knowledge and commitment to continuous learning.
- Demonstrates results orientation and focus on solutions.
- Ability to develop and maintain effective work relationships with clients, donors and other stakeholders.
- Ability to plan work in a collaborative manner and to manage priorities
- Works collaboratively with colleagues to achieve the goals of the project and in accordance with UNOPS shared goals
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure.

Technical competencies

The M&E Senior Associate is responsible for keeping abreast of new developments in monitoring and evaluation.

Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Education/Experience/Language requirements

Education

- Advanced University Degree (Masters Degree or equivalent) in Social Sciences, Business Administration, Business Management, Economics, Development Economics, Public Relations, Statistics or other related field with 1 year of relevant experience; or
- First Level University Degree (Bachelor or equivalent) in Social Sciences, Business Administration, Business Management, Economics, Development Economics, Public Relations, Statistics or other related field with 3 years of relevant experience; or
- Secondary Education (High School or equivalent) with 7 years of relevant experience is required.

Experience

- Minimum 2 years experience in Monitoring and Evaluation is required.
- Relevant experience in project evaluation techniques, data collection, data management or statistical analysis is required.
- Experience in report writing is required.
- Computer literacy is required.
- Experience in providing advice and oversight is desirable.

Language Requirement

- Fluency in English and Sinhala is required.

Contract type, level and duration

Contract type: Local Individual Contractor Agreement

Contract level: LICA-7

Contract duration: Ongoing ICA – ‘Open-ended, subject to organizational requirements, availability of funds and satisfactory performance.’

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>)

Additional Considerations

- **The position is open to Sri Lankan nationals only.**

- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- For retainer contracts, you must complete a few Mandatory Courses (around 4 hours) in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

DISCLAIMER

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx) (<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

RELEVANT STORIES

- "UNOPS is a results-oriented organization – it therefore pushes me to perform at my best every day."

Mariacarmen Colitti

Senior Partnerships and Liaison Advisor

- "While the JPO programme was a learning experience for me, I was also able to share my own knowledge and skills with those I supervised later on."

Pierre Jullien

Director And Representative, Côte D'Ivoire Operations Centre

Explore our work >> (<https://www.unops.org/news-and-stories/?type%5B%5D=StoryArticle>)