



**United Nations**  
**CAPE VERDE**  
*Delivering as one UN*

**UNITED NATIONS RESIDENT  
 COORDINATOR'S OFFICE  
 JOB DESCRIPTION**

## I. Position Information

Job Code Title:	One UN Results-based Management Analyst
Department:	Resident Coordinator's Office
Reports to:	Head of Coherence Unit
Approved Grade:	equivalent to NOB
Duration:	12 months

## II. Organizational Context

As one of the eight pilot countries driving the UN Reform at country level, the UN Country Team in Cape Verde is working together within the "Delivering as One" initiative. The objective is to enhance effectiveness and efficiency of the UN to better assist the Government of Cape Verde in achieving its development results, including the Millennium Development Goals (MDGs), and to ensure a smooth transition process following the country's graduation from the group of LDCs in January 2008.

Being a pilot country, the reform process needs to be documented and its progress measured to ensure that it leads to tangible results. A sustainable UN Reform process requires building a 'culture of results' and ensuring that M&E is used as a throughout strategic management tool by the UNCT.

In 2010, the UN system in Cape Verde, together with the Government of Cape Verde, started the process to develop a new United Nations Development Assistance Framework (UNDAF) to cover the period 2012-2016. This process will result, in 2011, in the formulation of the UNDAF result matrix.

Under the overall guidance of the Resident Coordinator and the direct supervision of the Head of the Coherence Unit, the One UN RBM analyst will assist the UNCT in the development and implementation of a comprehensive UNDAF M&E Plan, in the improvement of M&E tools to strengthen result-oriented management, and in the deepening of system-wide coherence through all the phases of the programming cycle.

The One UN RBM Analyst will liaise both with the UNCT and other national counterparts involved with M&E processes. This would entail the development and coordination of existing agency specific M&E capacities and resources and establishing/widening institutional relation with administrative entities responsible for planning and data production.

### III. Functions / Key Results Expected

#### Summary of key functions:

1. Support the development of the 2012-2016 UNDAF M&E Plan
2. Contribute to the improvement of M&E tools and skills for the UNCT Cape Verde
3. Support the elaboration of ONE UN annual and mid-term progress reports
4. Support the strengthening of national statistical capacity, in the view to feed into the data needs of the 2012 – 2016 UNDAF.

#### Function 1 / Support the development of the 2012-2016 UNDAF M&E Plan

##### Expected Results:

- Support the development of the 2012 – 2016 UNDAF Results Matrix.
- Support the development of the 2012-2016 UNDAF M&E Framework: contribute to possible adjustment to the UNDAF M&E Framework at outcome level; contribute to the M&E framework for the UNDAF action plan, completing and populating it with relevant indicators, baselines, targets and means of verification.
- Support the elaboration of an M&E calendar, covering the 2012 – 2016 UNDAF, including mid-term and end of term reviews.
- Support the elaboration of an indicators' metadata protocol for all the indicators included in the UNDAF M&E Framework, analysing and providing for data requirements for the UNDAF indicators and analyzing the quality and reliability of available data sources.
- Support the realization of mid-term and end of term evaluations of the 2012 – 2016 UNDAF.

#### Function 2 / Contribute to the improvement of M&E tools and skills for the UNCT Cape Verde

##### Expected Results:

- Support the creation of a “traffic light system” to help the UNCT monitor the progress of the different AWP: One Programme AWP, cross-cutting WG AWP, and the UNCT AWP.
- Support the revision of common templates for UN monitoring mission reports, IPs reports, and ONE UN reports.
- Support the activities of the M&E thematic working group, as a forum for the coordination of UN Inter-agency M&E activities.
- Support the M&E activities of the cross-cutting Working Groups.
- Support the creation of a database of studies produced/financed by UN agencies in Cape Verde
- Create and follow up on a training calendar aimed at strengthening the M&E skills of the UNCT Cape Verde
- Highlight and disseminate M&E best practices coming from other Delivery as One pilot countries

### Function 3 / Support the elaboration of ONE UN annual and mid-term progress reports

#### Expected Results:

- Support the Head of the Coherence Unit in aggregating relevant information for the elaboration of the ONE UN annual and mid-term progress reports.
- Support the Head of the Coherence Unit in collecting information for the monitoring of financial expenditure.
- Contribute to the elaboration of the final reports.
- Support the revision and the improvement of the different reporting templates used by the UNCT (single-Agency reporting templates, SP Progress report, cross-cutting WG progress reports, UNCT Progress reports, etc...)

### Function 4 / Support the strengthening of national statistical capacity, in the view to feed into the data needs of the 2012 – 2016 UNDAF

#### Expected Results:

- Contribute to the strengthening of regular dialogue with key national partners involved in statistical data production, socioeconomic surveys and data collection.
- Contribute to the alignment, where possible, of the UN M&E system with the government one.
- Support the assessment of the strengths and weaknesses of the existing national statistical capacity and support the elaboration of corresponding capacity development interventions.

## IV. Impact of Results

The impact of the above results will be a significant improvement in the capacity of the UNCT to strategically plan and implement its programmes, and hence increase its overall effectiveness and efficiency. This will be achieved through the development of a technically sound M&E Plan, efficient UNCT M&E tools, and strong inter-agency coordination.

## V. Competencies

### Technical Competencies:

- Knowledge of Results Based Management (RBM) principles
- Knowledge of human rights-based approaches to programming
- Knowledge of gender considerations for programming and monitoring
- Knowledge of capacity development principles
- Logic modeling/logical framework analysis
- Real-time, utilization-focused, joint, summative and formative evaluation
- Knowledge of at least basic quantitative and qualitative data collection and analysis
- Rapid assessment procedures
- Participatory approaches
- Project/programme/policy planning, monitoring and management

### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Advocates and 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 and Learning Management

- Shares knowledge and experience from within and outside the UN Country Team.
- Encourages UN staff to share knowledge
- Develops deep understanding in UNDAF, UN System reform and MDGs

#### Coordination Effectiveness

- Ability to lead the implementation of UN programme data collection and reporting activities, strengthening of strategic partnerships for UNDAF implementation.
- Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.

#### Management and Leadership

- Focuses on impact and result
- Leads teams effectively and shows conflict resolution skills
- Establishes priorities for self and other members of the RC office; schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course
- Has the capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates excellent oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view

## VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Economics, Social Sciences, Political or International Sciences or related field.
Experience:	<p>At least 5 years of professional development-related work experience at the national or international level.</p> <p>Experience with the design and implementation of M&amp;E systems and data collection methods are definite assets.</p> <p>Knowledge about the UN and RC systems is essential. Knowledge of UN Reform would be an advantage.</p> <p>Experience in the usage of computers and office software packages is essential.</p>
Language Requirements:	Fluency in Portuguese and working knowledge of English and/or French.

## VII. How to apply

Applicants will manifest their interest by sending an email **before Wednesday 20 April 2011 at 16:00 pm** to the following email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org), with the Subject: "One UN Results-based Management Analyst", with the following attachments:

- Letter of interest.
- Curriculum Vitae facilitating the assessment against the required background and experience.

### **Selection method:**

An Evaluation Team will be established to select 1 person out of the received individual applications with the best qualifications.