

I. Position Information

Job Title: Monitoring and Reporting Analyst

Grade: NOB

Department: Moldova Country Office (CO)

Reports to: Programme Specialist (NOC)

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women’s presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. Currently, UN Women Moldova Country Office is implementing its [Strategic Note \(SN\) for 2018-2022](#), which is aligned with [the Republic of Moldova-United Nations Partnership Framework for Sustainable Development 2018-2022](#) and [the Global Strategic Plan of UN Women](#). The SN 2018-2022 aims at advancing progress under the following three Impact Areas (IA): *IA1: More women from diverse groups fully participate and lead in governance processes and institutions, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services.*

Reporting to the Programme Specialist, the Monitoring and Reporting Analyst will provide support to the Country Office (CO) and colleagues in incorporating monitoring and reporting into programme formulation as well tracking against Strategic Plan targets and the reporting of results to internal and external audiences.

III. Functions

1. **Facilitate and substantively contribute to the incorporation of monitoring and reporting into programme formulation**
 - Facilitate and substantively contribute to the development of monitoring indicators, monitoring calendars, and field monitoring plans and quality assurance processes;
 - Include inputs from relevant evaluation findings, conclusions and recommendations into programme formulation;
 - Contribute to annual work plan monitoring, reviews and reporting;
 - Provide technical support to partners in developing Performance Monitoring Frameworks (PMFs), systems and plans, and Baseline Surveys;
 - Facilitate the clearance of donor agreements and Programme Cooperation Agreements with CO.
2. **Contribute substantively to the monitoring and tracking of results against country/ regional level targets and UN Women Strategic Plan**
 - Coordinate with Programme Team to ensure that data collection and analysis from field visits are coordinated and standardized across programmes;

- Monitor data from partners/countries on a quarterly basis and provide substantive inputs to regular management briefs to inform decision making;
- Visit partners, along with the Programme Team, to support monitoring of results and planning processes as required;
- Monitor the spending of donor funds and other programme expenditures and disbursements;
- Draft and monitor the CO's Monitoring, Evaluation, and Research Plan.

3. Facilitate the reporting of results to internal (Senior Management) and external (Executive Board, Donors) audiences

- Facilitate the process of the CO meeting internal and external reporting requirements and deadlines, including annual reporting process;
- Draft donor and programme reports (both narrative and financial);
- Identify relevant evaluation findings, conclusions and recommendations and input them into programme reporting;
- Review progress reports submitted by partners and provide feedback to improve quality and timeliness of reporting;
- Collect and maintain data for country, regional and global corporate reports, mid-term reviews, and final evaluations.

4. Provide technical support to the CO in the implementation the UN Women Evaluation Policy

- Coordinate the implementation of UN Women's Evaluation plan in the CO;
- Provide guidance to programme staff on evaluations;
- Ensure communication between the CO and RO regarding Evaluations;
- Coordinate the completion of management's response to the UN Women Global Accountability and Tracking of Evaluation Use (GATE).

5. Contribute to knowledge building and capacity building

- Identify and disseminate good practices, lessons and knowledge, as identified through programme implementation, monitoring and evaluation activities;
- Contribute to the development of capacity development tools, including training materials and packages;
- Facilitate capacity building opportunities for staff and partners in the country in the areas of Results Based Management (RBM), Monitoring and Evaluation;
- Promote the awareness and understanding of the shared responsibility of Monitoring and Evaluation (M&E) among all staff members through communication, training, learning and development activities.

IV. Key Performance Indicators

- Timely and quality technical support to the programme team and partners in line with work plan
- Quality and timely development and review of systems for tracking/monitoring
- Timely submission of quality and accurate reports
- Quality support to Evaluation processes, including timely coordination of mission

V. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women’s Core Values and Competencies: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

Functional Competencies

- Good knowledge of programme formulation and implementation and Results Based Management
- Good knowledge of monitoring and evaluation, evaluation design, data collection and analysis, and reporting
- Ability to synthesize program performance data and produce analytical reports
- Good analytical and report writing skills
- Knowledge of UN programme management systems

VI. Recruitment Qualifications

<p>Education and certification:</p>	<ul style="list-style-type: none"> • Master’s degree (or equivalent) in Political or Social Science, Economics, International Development Studies, Gender/Women's Studies or other related areas is required. • A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. • A project/programme management certification would be an added advantage
<p>Experience:</p>	<ul style="list-style-type: none"> • At least 2 years of progressively responsible experience at the national or international level in monitoring and reporting of development projects/ programmes; • Experience in the United Nations systems in an asset; • Field experience is an asset.
<p>Language Requirements:</p>	<ul style="list-style-type: none"> • Fluency in English and Romanian is required; • Competence in one or more of the other minority languages relevant for Moldova, including Russian, Gagauz, Ukrainian, Bulgarian or other languages is an asset.