

## I. Position Information

**Job Title: Monitoring, Evaluation and Knowledge Management Analyst**

**Department: Brazil Country Office**

**Reports to (Title/Level): Programme Manager**

**Type of Contract: Service Contract**

**Current Grade: SB4**

**Contract Duration: 12 months**

**Duty Station: Brasília, DF, Brazil**

## 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.

The UN Women Brazil Country Office (CO) Strategic Note 2017-2021 (the UN Women “country programme”) outlines the strategic direction, approaches, partnerships, and results to achieve gender equality and women’s empowerment, in line with human rights standards. It is focused on responding to UN Women’s three core mandates:

1. **Normative:** to support inter-governmental bodies, such as the Commission on the Status of Women (CSW) and the General Assembly, in their formulation of policies, global standards and norms.
2. **Operational:** to help Member States to implement international standards and to forge effective partnerships with civil society; and
3. **Coordination:** entails both promotion of the accountability of the United Nations system on gender equality and empowerment of women (GEEW), including regular monitoring of system-wide progress, and more broadly mobilizing and convening key stakeholders to ensure greater coherence and gender mainstreaming across the UN.

The Strategic Note is proposed in alignment with national priorities established in the Brazilian Government’s *Plano PluriAnual (PPA) 2016-2019* and *2020-2023*; and with the [United Nations Partnership Framework for Sustainable Development \(UNPFSD\) 2017-2021](#) for Brazil. The UNPFSD has five axes that correspond to the five Ps of the 2030 Agenda for Sustainable Development (people, planet, prosperity, peace, and partnerships), specifying the need to include commitments with gender and racial equality in all its results.

The Strategic Note is also aligned with the [UN Women Global Strategic Plan 2018-2021](#), focusing on three Outcome Areas:

- 1: Women lead, participate in, and benefit equally from governance systems
- 2: Women have income security, decent work, and economic autonomy
- 3: All women and girls live a life free from all forms of violence

The Strategic Note is grounded in the standards, principles and obligations of the [Convention to Eliminate all forms of Discrimination Against Women \(CEDAW\)](#), [Beijing Declaration and Platform for Action](#), Concluding Observations of the [Commission on the Status of Women](#), [Security Council Resolutions on Women, Peace and Security](#), the [Convention to Eliminate Racial Discrimination \(CERD\)](#), the [Durban Action Plan](#) and [Agenda 2030 for Sustainable Development](#) and the Human Rights Council [Universal Periodic Review](#).

As part of the United Nations Country Team (UNCT), UN Women promotes strengthened coordination, commitment to and accountability for gender equality and women’s empowerment, including through tools such as the [UNCT SWAP Gender Equality Scorecard](#) and the [UNCT Gender Equality Marker](#). The CO leads the Inter-Agency Thematic Group (TG) on Gender,

Race and Ethnicity, which coordinates the implementation of the work plan for the International Decade for People of Afro Descent 2015-2024. It actively participates in the UN Communication Group, the UNAIDS Working Group and Joint Team, the Youth Advisory Group, and the National Platform for Migrants and Refugees from Venezuela, providing substantive technical inputs to incorporate gender perspective. UN Women also leads the task force on Prevention of Sexual Harassment and Abuse and co-leads the task force to elaborate the new United Nations Sustainable Development Cooperation Framework.

A new country programming cycle for 2022 through 2026 is being formulated in alignment with a new United Nations Sustainable Development Cooperation Framework and a new UN Women Global Strategic Plan.

Reporting to the Programme Manager, the Monitoring, Evaluation and Knowledge Management Analyst will provide support to the Brazil Country Office colleagues in incorporating monitoring, evaluation, and knowledge management into the programme cycle.

### III. Functions

1. **Provide technical inputs to programme formulation to ensure monitoring, evaluation, and knowledge management is incorporated in compliance with UN Women Policies, Procedures and Guidance Frameworks (PPGF)**
  - Provide inputs to the development of Results and Resources Frameworks (RRF), Performance Monitoring Frameworks (PMF), Monitoring and Evaluation Plans and Knowledge Management Plans, including monitoring indicators, monitoring calendars, and field monitoring plans and quality assurance processes, in compliance with results-based management standards.
  - Include relevant inputs from evaluation findings, conclusions, and recommendations into programme formulation.
  - Provide inputs to annual work plan monitoring, reviews, and reporting.
  - Provide technical support to partners in developing RRFs, PMFs, M&E systems and plans, and baseline, midline and endline surveys.
  - Provide technical support to the appraisal of project/programme documents by Programme Appraisal Committees (PACs) and Peer Review Groups (PRGs); and the clearance of partner agreements.
  - Ensure Strategic Notes and Annual Work Plans are timely and accurately uploaded and updated in the Results Management System (RMS).
  - Ensure resources mobilization efforts are timely and accurately updated in LEADs and in the Donor Agreement Management System (DAMS).
2. **Provide technical inputs to the monitoring and tracking of results against country/regional level targets and UN Women Strategic Plan, in compliance with UN Women Policies, Procedures and Guidance Frameworks (PPGF)**
  - Coordinate with Programme Team to ensure data collection and analysis from field visits are coordinated and standardized across programmes.
  - Monitor data from partners on a quarterly basis and provide 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.
  - Coordinate month-end closure, including monitoring of core and non-core expenditures and disbursements.
  - Contribute to the development and monitoring of the CO Monitoring, Evaluation, and Research Plan.
3. **Facilitate the reporting of results to internal and external audiences.**
  - Facilitate the process of the CO meeting internal and external reporting requirements and deadlines, including quarterly and annual reports, donor reports, and UN reports.
  - Ensure Quarterly and Annual Reports are timely and accurately uploaded and updated in RMS; and donor reports are timely and accurately uploaded in DAMS.

- Contribute substantial inputs to donor and programme reports (both narrative and financial), in compliance with results-based management standards.
- Identify relevant evaluation findings, conclusions and recommendations and input them into donor and programme reporting.
- Review progress reports submitted by partners and provide feedback to improve quality and timeliness of reporting, in compliance with results-based management standards;
- 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 country office.
- Draft/revise Terms of Reference (ToRs) for specific project/program evaluations.
- Ensure communication between the CO and RO regarding Evaluations.
- Ensure timely and accurate upload of evaluation documents (plan, ToRs, reports and management response) to the UN Women Global Accountability and Tracking of Evaluation Use (GATE)

**5. Contribute to knowledge management and capacity development.**

- Facilitate the implementation of the knowledge management plan, including the development of knowledge products in compliance with UN Women corporate guidance.
- 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, in compliance with UN Women Training Centre guidance.
- Promote the awareness and understanding of the shared responsibility of Monitoring and Evaluation among all staff members through communication, training, learning and development activities.

## IV. Key Performance Indicators

- Timely and quality support to the programme team and partners in line with work plan
- Quality and timely systems for tracking/monitoring
- Timely submission of accurate and quality reports
- Quality evaluation reports
- Quality knowledge products

## 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

**Functional Competencies**

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

**VI. Recruitment Qualifications**

<b>Education and certification:</b>	<ul style="list-style-type: none"> <li>• Master’s degree (or equivalent) in Political or Social Science, Economics, International Development Studies, Gender/Women's Studies, or another related field is required.</li> <li>• A first-level university degree in combination with four additional years of qualifying experience <b>may be accepted</b> in lieu of the advanced university degree.</li> <li>• A project/programme management certification (such as PMP®, PRINCE2®, or MSP®) would be an added advantage.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least six years of relevant experience at the national or international level in monitoring, evaluation, and reporting of development projects/ programmes.</li> <li>• At least six years of experience working with Results Based Management principles and approaches.</li> <li>• At least six years of experience working with data and statistic.</li> <li>• Experience working with gender equality and women’s human rights.</li> <li>• Previous experience working in the UN system is an advantage.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in Portuguese, Spanish, and English is required.</li> </ul>