



PROGRAMME ANALYST
Resource Mobilization and Monitoring and Evaluation (RM&ME)

Post title: Programme Analyst – RMME
Contract Type: Service Contract (SC)
Salary Grade: SB4
Duty Station: Cairo, Egypt
Duration of Appointment: One year renewable subject to satisfactory performance and availability of funds (to a maximum of 5 years)

Organizational Unit: UNFPA Regional Office for Arab States (ASRO)

Organizational Context:

The Programme Analyst (RM&ME) position is located in the Arab States Regional Office (ASRO). The Programme Analyst (RM&ME) works with both the Resource Mobilization & Partnership (RMP) and Monitoring & Evaluation (M&E) Advisers (50% M&E and 50% RMP). The Performance Appraisal and Development for the Programme Analyst will be conducted by Regional M&E Advisor with main feedback solicited from Resource Mobilization and Partnership Advisor.

The Programme Analyst will provide integrated programme, technical, and analytical support within a systems strengthening approach fundamental to UNFPA's overall Strategic Plan (2018-2021). The Programme Analyst contributes to the development and implementation of effective regional and country programmes in the region by providing program and technical support to UNFPA's programmes, M&E work plans; resource mobilization and partnership targets.

The incumbent will work in close cooperation with the country offices, headquarters units of relevance, the UN system and sister organizations, Government counterparts, development and strategic partners to ensure internal and external flow of communication and information, particularly with donors to strengthen partnership.

Functions / Key Results Expected:

The position supports the implementation of the Country Resource Mobilization and Partnerships Strategy and contributes to strengthening monitoring and evaluation with results-based management principle that will attract a sustainable funding base for the Country Office Programme.

Summary of key functions:

1. Implementation of UNFPA Corporate and Regional Resource Mobilization strategies and strategic partnership building
2. Provides support to results-based planning, monitoring, reporting and evaluation
3. Facilitate knowledge building and knowledge sharing in RM and M&E
4. Provide logistics and administrative support to the Resource Mobilization and Monitoring and Evaluation functions in the regional office

1. The implementation of Corporate and Regional strategies and Targets related to resource mobilization (RM), including donors' partnership building focusing on achievement of the following results: (under supervision of RMPA)

- Support assessment of regional and CO opportunities for resource mobilization (RM) and identification and mapping of current and potential donors
- Support drafting of Country Office resource mobilization profiles, and update periodically
- Contribute towards the development and implementation of the Regional and Country Offices Resource mobilization and Partnership Strategies and Plans;
- Monitors and reports on the implementation of non-core resources and progress in achieving annual RM targets set by the RO/COs; and provides updates and analysis of ASRO RO/CO income trends on a monthly basis (for developmental and humanitarian funding)
- Client (COs/donors/strategic partners) Relationship Management under the supervision of RMPA.
- Contributes to RM oversight through ensuring COs. compliance with donor partner requirements, including systematized CO reporting to donors; and Follow up on CO compliance with Reporting guidelines and deadlines within DARTS
- Track and support oversight over ASRO core resources income, including support to outreach to Member States and appropriate follow up
- Contribute to quality assurance review of donor project proposals/Concept Notes
- Maintain the established network of donors and strategic partners, and provide analysis of donor trends and funding patterns for UNFPA ASRO RO/COs on a periodic basis
- Contributes to assessment of public-private association opportunities, and private sector partnerships
- Manage a depository of presented proposals to donors on behalf of ASRO; and a depository of RM proposal writers/RM knowledge sharing resources and tools
- Inputs to and update of outreach/publicity material geared towards partners and donors.
- Contribute and support the development of ASRO RO strategic partnership Framework. .
- Identify sources, and gather and compile data and information for the preparation of performance, reports, and RM data compilation (in coordination with resource mobilization branch - RMB), documents, guidelines, and position papers

2. Provides support to results-based planning, monitoring, reporting and evaluation at country and regional levels (under supervision of M&E Adviser) :

- Contributes to the results-based planning process for the COs and ASRO.
- Implementation of M&E annual work plan
- Provides support to the management of the monitoring, reporting and evaluation processes.
- Contributes to drafting, quality assurance and finalization of various reports from the Country offices to the Regional level, based on UNFPA RBM and donor requirements.
- Contributes to providing guidance on UNFPA reporting policies, and practices including monitoring and evaluation policies and procedures.
- Provides inputs at the design stage and planning for monitoring, reporting and evaluation plans.
- Support follow up action on implementation of evaluation recommendations by Country

- Offices and ASRO
- Work closely with the Regional M&E Advisor to support the regional office oversight functions on country offices
 - Support the Regional Office Peer-Review mechanism on Country Office Annual Plans and Annual Reports
3. **Facilitate knowledge building and knowledge sharing** as required by the organization, focusing on the following results:
- Identification and synthesis of best practices and lessons learned directly linked to resource mobilization, partnership-building activities, and M&E.
 - Participates as appropriate in quality assurance oversight and evaluation processes (for RM and M&E) to contribute to the strategic positioning of the regional Office
 - Support management of knowledge networks, communities of practice, and resources fora on RM and M&E
 - Facilitates the organization of training/briefings/webinars for the COs and RO staff on resource mobilization and ME issues.
 - Contributes to completion of results oriented Annual Reports (SIS/MyResults) and other corporate reports.
4. **Provide logistics and administrative support to the Resource Mobilization and Partnership; and Monitoring and Evaluation functions** at the regional office
- Support the process of consultants recruitment for RMP/M&E including processing of necessary documentation for payments in line with contractual agreements
 - Support the process of interns' recruitment to the RMP/M&E Desks
 - Facilitate the logistics for the organization and administrative/Financial management of events such as workshops, meetings, and seminars as required for RMP and M&E including the processing of documentation required for engagement of hotels, and other venues in line with organizational regulations, rules, policies and procedures
 - Support with the travel and logistics of the RMP/M&E advisers' missions and conduct the necessary substantive preparations required.
 - Perform any other duties as may be assigned by the RMP/M&E advisers

Values:

- Exemplifying Integrity;
- Demonstrating commitment to UNFPA and the UN system;
- Embracing diversity;
- Embracing change;

Required Competencies:

Functional competencies:

- Advocacy/Advancing a policy oriented agenda;
- Results-based programme development and management;
- Innovation and marketing of new approaches;
- Leveraging the resources of national governments and partners/Building strategic alliances and partners;
- Resource mobilization

Core Competencies:

- Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity;
- Managing Relationships: Working in teams, Coordination capacities, Communicating information and ideas, Conflict and self-management;
- Working with people: Empowerment/Developing people/Performance management;
- Personal Leadership and Effectiveness: Strategic and analytical thinking, Results orientation/Commitment to excellence, Appropriate and transparent decision making.

Required Skills and Experience:

The applicants should have:

Education:

- A master degree in political science, international relations, international development, social sciences; Candidates with a Master degree must have at least 3 years of relevant work experience;
- Candidates with a Bachelor university degree may apply but must have at least five years of relevant work experience;

Experience:

- Minimum of 3 years of relevant experience for holders of master degree and minimum of 5 years of relevant experience for holders of bachelor degree at the national, or regional level in development work, with an emphasis on resource mobilization/partnership and M&E. Prior experience of working at least one year within the UN system, with full understanding of the intricacies and operational framework of the UN will be an added advantage;
- Experience in the design, and drafting of project proposals/Concept Notes within national, multilateral or international organization; and requisite research and analysis
- Familiarity with Results Based Management (RBM) and evaluation.
- Experience in donor mapping, management, and outreach including analytical prowess in the handling of donor communication, reporting and non-core resources income analysis
- Experience in the use of computers and office software packages, good knowledge and experience in handling of web-based programmes and tools including Excel, Power point, data and reporting tools.

Language Requirements:

Full Proficiency in written and spoken English; proficiency in Arabic is an asset.

