

**TERMS OF REFERENCE**

Issued: 9 September 2020

<b>Position Information</b>	
<b>Job Title:</b>	<b>Monitoring &amp; Evaluation Officer</b>
<b>Duty station</b>	<b>Home-based in Islamabad, Pakistan</b>
<b>Contract type:</b>	<b>UNOPS Local Individual Contractor Agreement (LICA)</b>
<b>Duration:</b>	<b>3 months, October – December 2020</b>
<b>Payment:</b>	<b>Monthly</b>
<b>Note:</b>	<b>Recruitment process is subject to final approval from UN-Habitat Head Quarters.</b>

<b>A. Organizational Context</b>
<p>The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been a partner with the number of ministries at national and provincial level, development partners, civil society organizations and academia.</p> <p>UN-Habitat Pakistan Country Programme Pakistan, 2018-2022 lays down the roadmap for achieving the New Urban Agenda focusing on right to adequate housing, universal access to safe and affordable drinking water and sanitation and other basic services, sustainable economic growth, building resilience and protection and conservation of natural habitat as well as Sustainable Development Goals (SDGs) particularly SDG11 aiming to make cities and human settlements inclusive, safe, resilient, and sustainable. The Country Programme is aligned with the Pakistan United Nations Sustainable Development Framework (UNSDF) One UN Programme (OP-III).</p> <p>UN-Habitat provides a cross-cutting approach for reducing vulnerabilities and risks before and after the disasters. The organization’s approach to disaster risk management/disaster risk reduction, reconstruction and recovery is based on its long-standing experience in working closely with the communities, provincial and local authorities to meet their needs for land, shelter, basic services, secure tenure and infrastructure while simultaneously addressing the longer-term development needs and advocating on policy interventions.</p> <p>UN-Habitat in collaboration with Ministry of Climate Change started a project, to enhance community, local and national-level urban climate change resilience to water scarcity, caused by floods and droughts in Rawalpindi and Nowshera cities which aims to enhance the capacity of households in selected areas of Rawalpindi and Nowshera, to construct, operate and replicate flood resilient water harvesting facilities; besides, engaging the City &amp; District authorities to develop the rain water harvesting facilities on public buildings and “flood water storages in public gardens; and also to develop “spatial strategies to manage city-level developments considering climate change risks and impacts caused by floods and droughts.</p> <p>In the Disaster Risk Reduction (DRR)/Disaster Risk Management (DRM) and building climate change resilience, UN-Habitat has started a project to promote disaster resilient school infrastructure in KP Province.</p>

<b>B. Duties and Responsibilities</b>
<p>Under the direct supervision of the Habitat Programme Manager (HPM) in Pakistan and overall supervision of the Human Settlements Officer (HSO) in the Regional Office for Asia and the Pacific (ROAP), the incumbent will have the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• Project monitoring activities including developing and maintaining monitoring data base in consultation</li> </ul>

with HPM and respective project managers

- Report generation through monitoring data base and conduct monitoring activities with Technical Staff.
- Periodic reporting the project team on the progress, bring to the notice of Project Team and to HPM on any delays, issues related to smooth implementation of project activities through monitoring process
- Provide IT support and solutions for the implementation of projects under the UN-Habitat Country Programme
- Develop graphic designs including web design for information formulation and dissemination
- Developing project monitoring data base and system, monitor project activities and generate periodic reports
- Generate and provide progress reports in consultation with project team to project review meetings both in country and regional
- Maintain IT facilities and IT based document archives
- Support the country office on activities in responding to COVID-19 in coordination with UNCT and other in-country cluster/working groups, Regional Office and other coordination mechanisms
- Maintain Pakistan Website with required technical inputs in coordination with Communication Associate on content under the guidance on HSO and HPM
- Any other tasks assigned by the HPM related to work programme

### C. Competencies

#### Corporate Competencies:

- Promotes UN's values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### Knowledge Management and Learning

- Actively works towards continuing personal learning and development.
- Excellent communication and interpersonal skills (written and oral)
- Ability to work under pressure and difficult conditions and to work with minimal supervision
- Sensitivity to and responsiveness to all partners,
- Respectful and helpful relations with all UN staff

### D. Required Qualifications

Education:	<ul style="list-style-type: none"> <li>• Minimum advanced university degree (Master's degree or equivalent) in human development, social sciences, and IT or relevant field.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Minimum 5 years work experience in the relevant field preferably on IT/data base management including Monitoring and Evaluation of project implementation using IT platforms</li> </ul>
Language:	<ul style="list-style-type: none"> <li>• Fluency in English as well as the national language (Urdu) of the country (both oral and written) is required. Knowledge of another UN official language is an advantage.</li> </ul>
Other skills:	<ul style="list-style-type: none"> <li>• Commitment to beneficiary accountability and humanitarian ethics.</li> <li>• Knowledge of UN rules and regulations is an advantage.</li> <li>• Proficient in applications for graphic designs, as well as basic applications such as Word, Excel, PowerPoint, Email, Internet, Microsoft Teams, etc.</li> </ul>

### E. REMUNERATION

Payments will be made **monthly** and based on deliverables over the contract period. The rate is determined by functions performed and experience of the contractor. The fee will be paid as per agreement.

**Submission of Applications:**

The application should comprise:

- ♦ Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website:  
[http://www.fukuoka.unhabitat.org/vacancy/index\\_en.html](http://www.fukuoka.unhabitat.org/vacancy/index_en.html)
- ♦ A Statement of Interest and suitability (a cover letter) for the position

**All applications should be submitted to:**

UN-Habitat Pakistan Office

**To:** [mailbox@unhabitat.org.pk](mailto:mailbox@unhabitat.org.pk)

Please indicate the Post Title: “**Monitoring and Evaluation Officer**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

**Also please note that recruitment process is subject to final approval from UN-Habitat Head Quarters.**

**Deadline for applications: 22 September, 2020**