

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

***TERMS OF REFERENCE***

I. Position Information	
<b>POSITION TITLE</b>	: Monitoring and Evaluation (M&E) Associate
<b>ORGANISATION</b>	: UNODC Regional Office for Southern Africa
<b>PROJECT TITLE</b>	: Global Programme against Money Laundering, Proceeds of Crime and the financing of Terrorism (GPML)
<b>PROJECT NUMBER</b>	: GLOU40
<b>DUTY STATION</b>	: Pretoria, South Africa
<b>TYPE OF CONTRACT</b>	: Service Contract
<b>LEVEL</b>	: SB3
<b>DURATION</b>	: 12 months (subject to funding availability and incumbent's performance)

II. Organizational Setting
<p>UNODC is a lead UN agency in the fight against illicit drugs, transnational organized crime, terrorism and corruption. The UNODC Portfolio in Southern Africa includes national, regional and global projects. The joint “UNODC–SADC Regional Programme to Make the SADC Region Safer from Crime and Drugs” (RP) provides an overall framework for the cooperation with SADC Member States.</p> <p>The United Nations Office on Drugs and Crime (UNODC) Regional Office for Southern Africa covers 11 countries in the region, namely: Angola, Botswana, the Democratic Republic of the Congo, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe.</p>

III. Reporting Lines
<p>Under the overall oversight of the UNODC Regional Representative for Southern Africa (ROSAF), and under the direct supervision of the Project Coordinator of the Countering Illicit Financial Flows in Africa (GLOU40) project, the Monitoring and Evaluation (M&amp;E) Associate will perform a variety of project and programme related monitoring, data collection, technical and administrative services of substantive scope.</p> <p>Under supervision of UNODC Project Coordinator, the M&amp;E Associate will work in close coordination with project donors, project monitoring mechanisms, national, regional partners, as appropriate.</p>

#### IV. Functions / Key Results Expected

The M&E Associate will contribute to the overall project purpose, focusing on the achievements of the following results:

- Design, develop and implement a project monitoring framework, annual and multi-year monitoring plans, and related tools and systems for the Results Based project Management to ensure delivery of planned assistance to the end users in line with available resources;
- Support the impact evaluations, assessments of trainings, awareness creation and other activities delivered by the project;
- Document lessons learned and best practises to inform policy decisions within the GLOU40 project;
- Ensure result orientation avoiding backlog of work in all aspects of monitoring and evaluation of the project;
- Provide inputs to Project Management Meetings;
- Provide regular reports, regular narrative progress reports and financial delivery reports according to reporting requirements under the Project;
- Support M&E functions under the UNODC-SADC Regional Programme to ensure alignment of the project work with the overall objective of the Regional Programme;
- Support implementation of the Regional Programme, as relevant, to ensure cross-utilization of expertise, resources and lessons learned to maximize impact of technical assistance;
- Contribute to the coordination and cooperation with UN work, as appropriate.
- Support Umoja functions in the office.
- Perform other duties, as required.

#### V. Competencies

##### **Corporate Competencies**

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission and strategic goals of UNODC.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.

##### **Functional Competencies**

- Excellent knowledge of result-based management tools.

- Excellent knowledge in current development issues, particularly those related to monitoring and evaluation.
- Strong statistical and analytical, quantitative, and qualitative research skills.
- Knowledge of computer management and applications.
- Specialized training in statistics.
- Ability to work in an international and multicultural environment.
- Excellent conceptual, analytical, negotiating, communication and advocacy skills.
- Ability to formulate and manage budgets, manage transactions, conduct financial analysis and reporting.
- Ability to prepare and monitor contracts for service providers.
- Proven ability to write technical reports and reviews and conduct presentations by clearly formulating positions on issues and defending recommendations.
- Proficiency in MS Office and project management software

#### VI. Recruitment Qualifications

<b>Education:</b>	High School diploma or equivalent with a formal training in monitoring and evaluation or related field is required. First University degree in social sciences, demography, development planning, statistics or related technical field is an advantage but not a requirement.
<b>Experience:</b>	Five (5) years of progressively responsible work experience at national levels in programme monitoring and evaluation. Practical experience in developing countries is required.  Knowledge of the UN work and operations is desirable.
<b>Language Requirements:</b>	Fluency in English; with proven writing skills.

## VII. Application requirements

Interested candidate with a relevant experience should submit the following documents to [unodc-rosafhr@un.org](mailto:unodc-rosafhr@un.org) with the subject line “**Monitoring and Evaluation Associate-SB3**” by 6 December 2023

1. Cover letter and Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and three contactable referees with valid email and contact numbers.

**Assessment:** Evaluation of qualified candidates may include an assessment exercise and a competency-based interview. **Short-listed** applicants may be required to undergo relevant skills tests and reference checks will be done.

For enquiries, please contact **ROSAF HR Unit** by email at UNODC-ROSAF HR email.

These TORs will also be available on UNODC website:  
<https://www.unodc.org/rosaf/en/opportunities.html>

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

**Note:** Failure to submit supporting documents as specified in the advertisement will result in the application being considered as “**incomplete**”, therefore this will result in the disqualification of the applicant. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.