

Job Title: Director, Independent Evaluation Office

Grade Level: D-2

Duty Station: New York, USA

Background:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. UNDP works in nearly 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to implement the 2030 Agenda for Sustainable Development and achieve the new Sustainable Development Goals, which will guide global development priorities for the next 7 years.

UNDP's Independent Evaluation Office (IEO) works to enhance UNDP's development effectiveness through independent thematic and programmatic evaluations and contributes to organizational learning, accountability and transparency. IEO assures the quality and use of UNDP evaluations by establishing norms, standards and guidelines and by knowledge sharing and networking with both internal and external partners.

Duties and Responsibilities:

The Director heads an independent office and provides all evaluation reports directly and independently to the Executive Board in line with the UNDP Evaluation Policy.

The impact of results will be to support the following:

- Credibility of UNDP through validation of UNDP results;
- Improved organizational learning, accountability and transparency;
- Strengthened evaluation function throughout UNDP, including country office, and
- Effective interagency coordination in evaluation.

Specifically, the incumbent will be:

1) Providing intellectual and organizational leadership and strategic guidance in the implementation of the UNDP evaluation policy and UNDP's evaluation function:

- Provide leadership and strategic guidance to the implementation of the UNDP evaluation policy through IEO's annual work programme that is approved by the UNDP Executive Board and that includes conduct of IEO's independent assessments of UNDP's programmes and activities.
- Guide the IEO in the systematic conduct of independent assessments of UNDP's programmes and activities; their effectiveness and impact.



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- Provide leadership to the undertaking of strategic evaluations of UNDP programme and management policies and evaluation of the results of UNDP programmes at country, regional and global levels.
- Facilitates the corporate management dialogue on results of evaluations and assessments as a contribution to strategic planning.
- Interact and liaise with and report periodically to the UNDP Executive Board on evaluation findings, development effectiveness and results, UNDP programme performance and the overall exercise of the evaluation function of the organization and UNDP funds and programmes.
- Interact with the Executive Office of UNDP and also with UNDP's senior management and contribute to the deliberations of senior management as an observer of the Organisational Performance Group (OPG) and through periodical presentations to the Executive Group (EG), to enable senior management to respond to evaluation findings and better exercise oversight over decentralised evaluations.

2) Leading IEO's development of rigorous evaluation tools, guidelines, methodologies and training initiatives:

- Support the improvement of UNDP's development effectiveness through introduction of methodological innovations and application of evaluation to UNDP management.
- Lead the development of rigorous evaluation tools, guidelines, methodologies and training initiatives to support results-orientation in the organization.
- Effectively lead and promote IEO's tools to assist the organization to enhance organizational and operational effectiveness.
- Provide feedback and lessons learned to senior management and the organization as a whole.
- Provide UNDP management and leadership with regular reports using IEO data analytics.
- Prepare lessons learned and insights reviews on emerging trends and critical risks for senior management.

3) Setting and achieving UNDP's corporate goals vis-a-vis evaluation, ensuring an evaluation culture in UNDP through promoting the use of evaluation findings, lessons and recommendations in policy and programme formulation:

- Support the implementation of UNDP's orientation towards becoming a highly networked- and knowledge- driven organization through mainstreaming the culture of evaluation and evidence-based decision-making.
- Direct and lead the Independent Evaluation Office in setting corporate goals and the evaluation agenda and oversee the evaluation function in UNDP, including tracking compliance with evaluation requirements and recommendations. S/he works closely with UNDP associated funds and programmes in policies on monitoring and evaluation.
- Promote the use of overall evaluation findings, lessons and recommendations in policy and programme formulation throughout the organization and ensure that evaluation findings are accessible to staff and stakeholders and are built into the UNDP knowledge management systems.
- Ensures that strategic learning events and promotion of networking and dialogue on monitoring and evaluation are regularly organized and contribute to strategies for enhancing organizational learning within UNDP focus areas.



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4) Promoting dialogue with partners and build strong partnerships with internal and external stakeholders:

- Provide overall guidance in carrying out the evaluation agenda and maintain dialogue with programme countries and support country office efforts to strengthen the capacities of programme countries and UNDP offices in evaluation as an integral part of good governance.
- Actively promote dialogue with partners and build strong partnerships within the UN system organizations, multilateral banks, OECD-DAC, bilateral donors, and evaluation communities to ensure infusion of globally acceptable quality standards of monitoring and evaluation.

5) Effective leadership and management of IEO:

- Effectively leads and manages the staff members, continuously strengthening the credibility and competency of the staff.
- Direct and manage the Office, including strategic management of resources and resource mobilization.
- Leads donor liaison and resource mobilization for the evaluation function, as necessary.
- Create synergies between IEO and other business units including OAI.

Requirements:

Education

- Advanced university degree in a social science discipline or in a discipline related to international development, such as economics, law, business and public administration, political science or any other related field.

Experience

- At least 15 years of proven and progressively senior evaluation experience in leading, managing and conducting evaluations or in leading and managing similar processes involving monitoring and institutional assessments work at an international level, in multi-lateral contexts or within the UN system.
- Extensive evaluation technical and professional skills and direct experience with evaluations in or for UN organizations, and / or other multi-lateral and bilateral development organizations.
- Demonstrated management and leadership experience.

Language

- Fluency in English. Proficiency in French or Spanish is highly desirable.

Competencies:

Core competencies - UNDP Core Competencies can be found [here](#).

- Achieve Results - Level 4: Prioritize team workflow, mobilize resources, drive scalable results/strategic impact



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- Think Innovatively - Level 4: Easily navigate complexity, encourage/enable radical innovation, has foresight
- Learn Continuously - Level 4: Create systems and processes that enable learning and development for all
- Adapt with Agility - Level 4: Proactively initiate/lead organizational change, champion new systems/processes
- Act with Determination - Level 4: Able to make difficult decisions in challenging situations, inspire confidence
- Engage and Partner - Level 4: Construct strategic multi-partner alliances in high stake situations, foster co-creation
- Enable Diversity and Inclusion - Level 4: Create ethical culture, identify/address barriers to inclusion

People Management competencies – UNDP People Management Competencies can be found [here](#).

Cross-Functional & Technical competencies

- Knowledge of the UN
 - Thorough and nuanced understanding of the UN and multilateral context, as well as extensive familiarity of relevant UN values and topics, such as human rights, human development, gender, environment, and results based management, in order to provide effective leadership for all levels and all types of evaluation.
 - Ability to provide overall strategic direction to evaluation staff for all levels and all types of evaluation, taking into account the broader goals, objectives and needs of UN and UNDP programmes and activities, as well as new directions and cutting-edge methods in evaluation.
- Evaluations
 - In-depth professional knowledge of the different components of the evaluation practice, including evaluation design, data collection and analysis, and reporting, and the skills needed to provide substantive guidance to staff on evaluation design methodology and reporting.
 - Ability to plan and implement an effective office strategy for systematic follow-up to evaluation recommendations and in developing an effective dissemination and outreach strategy for evaluation reports.
 - Ability to guide the distilment, communication and reporting of best practices and lessons learned.
 - Excellent presentation skills and the ability to represent the evaluation office at the Executive Board, senior level meetings and other high-level fora.
 - Excellent proven knowledge of emerging global development issues and evaluation trends that impact on the work of the Independent Evaluation Office and the skills necessary to advance the evaluation profession as part of the United Nations team as well as within the larger evaluation community.
- Inter-personal skills
 - Excellent proven oral and written communication skills, and the ability to effectively communicate complex information in a clear and concise manner to all audiences, as well as to provide guidance to staff on all written products and oral presentations.



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- Demonstrated leadership competencies in understanding and respecting for differences in culture, local customs, religious beliefs and practices, gender roles, disability, age and ethnicity, and be skillful in incorporating these when undertaking and managing evaluations as well as when leading staff.
 - Excellent negotiation skills that can be applied to complex situations, within and outside the office, on all issues related to evaluation.
 - Excellent facilitation skills that can be employed in high level meetings and other interactions with colleagues, peers, and other internal and external partners
- Personal attributes
 - Thorough understanding of the Standards of ethical conduct for evaluators, be able to promote a strong ethic work environment in the office, have integrity and honesty in all working relationships and act as a role model for staff with regard to ethical behaviour.
 - Management skills
 - Strong management skills to effectively monitor the flow of the office's evaluation work and products and to oversee the following office management tasks: organizing effective evaluation work, assigning evaluation tasks, setting up evaluation priorities, monitoring major project milestones, reviewing evaluation products for quality, establishing output goals and schedules, developing quality products, ensuring timeliness of products, and ensuring effective dissemination and utilization of evaluations.
 - Excellent coaching and mentoring competencies.
 - Strong networking skills, representing the office at senior level meetings, and cultivating good relationships with Member States, donors, and programme managers, while maintaining accountability and independence.
 - Demonstrated leadership skills in promoting a positive work environment in the Evaluation Office by empowering staff, fostering creative problem-solving, ensuring transparent communication and participatory decision-making, and promoting open and effective interpersonal relationships among staff.
 - Strong administrative skills needed to effectively manage and mobilize office resources so as to maximize efficiencies and effectiveness, including procurement, budget formulation, staff allocations and other administrative procedures.

The Director of IEO is appointed for a term of 5 years. S/he will be barred from re-entry into UNDP after expiry of his/her term.

To apply, please submit your application through this Vacancy Announcement by 31 March 2023.

[Director, Independent Evaluation Office](#)