



Project Management and Monitoring and Evaluation Analyst

Job title:	Project Management and Monitoring and Evaluation Analyst
Level:	P2
Position Number:	
Location:	La Paz, Bolivia
Full/Part time:	Full Time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non Rotational
Duration:	One year (renewable)

The Position:

Under the overall supervision of the Deputy Representative, the Project Management and Monitoring and Evaluation Analyst is part of the Country Office's senior staff and plays a leadership role in monitoring and evaluating the project "Preventing Maternal Mortality by Strengthening SRMNAH Services and Rights of Adolescent Girls and Women in Beni and Potosí Departments, Bolivia."

You will report directly to the Deputy Representative, supervise the project as part of an integrated team and ensure that the project's monitoring and evaluation framework is effectively executed with quality outcomes according to international and organizational standards. Additionally, you will support project data analysis, knowledge building, and knowledge sharing on PM&E activities.

How you can make a difference:

UNFPA is the lead United Nations agency for delivering a world where every pregnancy is intended, every childbirth is safe, and every young person's potential is fulfilled. The UNFPA Strategic Plan for 2026-2029 articulates the organization's response to a complex global environment, providing a roadmap for resilience and renewal. It is designed to accelerate the implementation of the Programme of Action of the International Conference on Population and Development (ICPD) and the achievement of the Sustainable Development Goals by 2030. This mandate is pursued through a focus on four interconnected outcomes: ending the unmet need for family planning; ending preventable maternal deaths; ending gender-based violence and harmful



practices; and adapting to demographic change through evidence and rights-based policies.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards and who will defend them courageously and with full conviction.

UNFPA is seeking candidates who transform, inspire, and deliver high-impact and sustained results and ensure effective external relations, communications, and partnership-building and resource mobilization in a rapidly changing development and funding landscape. We need staff who are transparent, exceptional in how they manage the resources entrusted to them, and who commit to delivering excellence in programme results.

Job Purpose:

In the UNFPA Bolivia Country Office and within the framework of implementing the project "Preventing Maternal Mortality by Strengthening SRMNAH Services and Rights of Adolescent Girls and Women in Beni and Potosí Departments, Bolivia (2025-2029)", funded by KOICA, you will play a vital role in providing quality technical and programming support, guidance, and advice to the project team. You will ensure knowledge building, sharing, and management and contribute to developing M&E capacities within the Bolivia Country Office and among national counterparts when necessary.

You would be responsible for:

- As part of the Country Office's M&E team, provide quality support to project monitoring and evaluation activities, developing specific actions within the framework of the KOICA-funded Project, ensuring that M&E requirements are fulfilled and reported promptly with the required quality assurance controls in line with UNFPA guidelines and procedures.
- Drive the development of monitoring indicators, calendars, field monitoring plans, and quality assurance processes for the KOICA-funded Project, ensuring substantive contributions.
- Lead the creation of baselines, studies, reports, and project tracking plans by KOICA's requirements and policies.
- Integrate relevant Project evaluation findings and recommendations into project formulation and reporting.
- Provide technical expertise to partners in developing Performance Monitoring Frameworks (PMFs), systems, plans, and Baseline Surveys.
- Oversee KOICA fund expenditure, project costs, and disbursements in relation to project activities and anticipated outcomes.



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- Produce reports using a results-based management (RBM) approach, including draft narrative and review of financial Project reports.
 - Proactively identify, document, and disseminate good practices, lessons learned, and valuable knowledge emerging from Project implementation, monitoring, and evaluation activities.
 - Contribute to developing practical capacity development tools, including comprehensive training materials.
 - Facilitate targeted capacity building opportunities for staff and partners in-country, focusing on Results-Based Management (RBM) and Monitoring & Evaluation (M&E) principles and practices.
 - Foster a culture of shared responsibility for Monitoring & Evaluation (M&E) among all staff through effective communication, training initiatives, and continuous learning and development activities.
 - Systematize findings and develop a scalable methodology document for application across other initiatives.
 - Build close relationships with the Project team, consultants, advisers, and experts and establish and maintain collaborative relationships with government counterparts, relevant donors, and other partners to address emerging project monitoring and evaluation issues.

Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

Advanced university degree or equivalent in public health, medicine, sociology, demography, economics, international relations, international development, public administration, management, or other related fields.

Knowledge and Experience:

- At least two years of relevant and increasingly responsible professional experience in planning, monitoring and evaluating development, health, and/or social programs.
- Recognized expertise in planning, monitoring and evaluation, including sound knowledge of results-based management techniques.
- Experience in project design, management, and monitoring.
- Previous experience working with the Korea International Cooperation Agency (KOICA).
- Knowledge of statistical software (SPSS, STATA, or CPro) is an advantage.
- Knowledge of Programme formulation, implementation and Results - Based Management.
- Knowledge of public policy and development planning
- Knowledge of monitoring and evaluation, evaluation design, data collection and analysis, and reporting.
- Ability to organize information, data, and document management.
- Ability to synthesize program performance data and produce analytical reports.



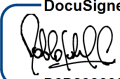
- Proficiency in IT skills
- Proficiency and professionalism in the production and preparation of working papers and documents.
- Proficiency in track record in managing evaluations, with strong qualitative and quantitative research skills, and proven ability to produce demonstrable results.
- Familiarity with UN development programs and working procedures, especially UNFPA policies and programming procedures, is an asset.

Languages:


Fluency in Korean, Spanish and English is required.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none">● Exemplifying integrity,● Demonstrating commitment to UNFPA and the UN system,● Embracing cultural diversity,● Embracing change	<p>Functional Competencies:</p> <ul style="list-style-type: none">● Delivering results-based programmes● Internal and external communication and advocacy for results mobilization
<p>Core Competencies:</p> <ul style="list-style-type: none">● Achieving results,● Being accountable,● Developing and applying professional expertise/business acumen,● Thinking analytically and strategically,● Working in teams/managing ourselves and our relationships,● Communicating for impact	

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Pablo Salazar
Resident Representative of UNFPA Bolivia

Inicial


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