

MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: 09 – 16

DATE: June 24, 2009

SUBJECT: EMPLOYMENT OPPORTUNITY – VACANCY ANNOUNCEMENT FOR
MONITORING & EVALUATION SPECIALIST, REGI/USAID/EAST AFRICA

OPENING DATE: Immediately

CLOSING DATE: July 8, 2009

Office: Regional Economic Growth & Integration (REGI), USAID/East Africa

Title: Monitoring and Evaluation Specialist

Grade: FSN - (PSC) – 4005-11

Who May Apply: All qualified Kenyan citizens.
Employees currently on probation are ineligible to apply.

BASIC FUNCTION OF POSITION:

The Monitoring and Evaluation (M&E) Specialist is responsible for all monitoring and evaluation and strategic information in the Regional Economic Growth and Integration (REGI) Office. This includes monitoring, evaluation and reporting, and information dissemination on progress towards achieving the results, targets and benchmarks of the Operational Plan (OP), the Famine Prevention Fund (FPF), and various applicable earmarks and initiatives that REGI participates in and contributes to, including:

- ❖ the African Growth and Opportunities Act, the African Growth and Competitiveness Initiative (AGCI)
- ❖ the initiative to end hunger in Africa
- ❖ the Global Food Security Initiative
- ❖ the Paul Simon Water for the Poor Act
- ❖ the Biodiversity Earmark
- ❖ Global Climate Change
- ❖ Other relevant initiatives for the REGI Office

The M&E Specialist will be responsible for developing and maintaining the Performance Monitoring Plan (PMP). He/she will provide high quality assistance to USAID/EA in the development and implementation of monitoring and evaluation systems to meet the needs of the REGI Office programs and requirements. He/she will take leadership in advising and guiding the REGI team on actions needed to facilitate PMP development and reporting. The M&E Specialist will be responsible for the development and selection of indicators and targets for monitoring program activities, evaluation, reporting and for information dissemination on progress towards achieving results. He/she will undertake analysis, track and report on progress and impacts of REGI programs, and will advise teams on options to improve programming impact in the region. He/she will coordinate REGI's reporting into

the Foreign Assistance Coordination and Tracking System (FACTS) and into other databases as required by the special initiatives. He/she will work with the team to develop and maintain success stories, briefing materials and PowerPoints for the REGI Office, and will create web-based systems to share information. The M&E Specialist will liaise with USAID-Washington funded entities such as the Regional Strategic Analysis and Knowledge Support System (ReSAKSS), the Knowledge Sharing and Analysis and the International Resources Group (IRG) on data and reporting for specific initiatives. He/she will work closely with other USAID/EA offices, regional partners such as COMESA, EAC and ASARECA, as well as with stakeholders in the private and public sector, USAID bilateral missions, and USAID/Washington in providing M&E technical assistance and leadership to inform regional policy development and strengthen regional systems.

MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME:

The M&E Specialist will provide high quality assistance to USAID/EA in the development and implementation of monitoring and evaluation systems to meet the needs of the REGI Office.

Duties and Responsibilities:

Serving as core member of the REGI team and reporting to the REGI Office Director, the incumbent will:

1. Manage the monitoring and evaluation systems and the Performance Management Plan for USAID/EA's REGI Office, coordinate data collection, conduct analysis and maintain reporting systems for all REGI programs. (70% of time)
 - ❖ Work with the team and with partners, develop and select indicators and targets for monitoring program activities, evaluation, reporting and for information dissemination on progress towards achieving results.
 - ❖ Provide intellectual input and professional advice to REGI on M&E, results indicators, establishment of baselines and indicator targets.
 - ❖ Ensure consistency with USAID and initiative/earmark program objectives, including the Foreign Assistance Framework (FAF), the strategy, and the mandates of the special initiatives, earmarks and acts. Ensure timely reporting of OP and presidential initiative results on semi-annual and annual basis.
 - ❖ Take leadership to facilitate the development of a viable and appropriate results framework for REGI and periodically lead revalidation exercises.
 - ❖ Support implementing partners working with them to establish monitoring and evaluation and reporting systems that will enable them to report on their results to all their respective stakeholders. He/she will be required to make technical recommendations to partners on database choices, analytical approaches and methodologies for data collection, processing and reporting. He/she will be directly responsible for reviewing indicators, targets, and annual work plans to ensure conformity with the REGI OP.
 - ❖ Ensure that all grantees and partners have adequate systems in place for monitoring and reporting on program results. Provide training and guidance on USAID requirements as appropriate.
 - ❖ Lead team in Data Quality Assessment (DQA) activities and work with implementing partners on how to improve the quality of data being collected and reported.
 - ❖ Liaise with entities that collect data and report on various related initiatives, such as RESAKKS on the Comprehensive African Agriculture Development Program (CAADP), KSA on the African Growth and Competitiveness Initiative (AGCI) and IRG on the Initiative to End Hunger in Africa (IEHA), the Global Development Alliance, the

- Development Credit Authority (DCA) and other players important to the assimilation of regional data and results.
- ❖ Take the lead on coordinating team reporting into the Foreign Assistance Coordination and Tracking System (FACTS).
 - ❖ Collect, analyze and report data on USAID/East Africa economic growth, agriculture, trade and environment, and natural resources programs. Maintain information and develop systems to provide easy access to data.
 - ❖ Plan and prepare for REGI partner meetings and other off-site meetings.
2. Prepare information on program performance and progress, lessons learned, and success stories on USAID/EA REGI programs for various audiences including USAID/Washington, bilateral missions, limited presence countries, Congress, embassy, partners and others. Extract information for submission to USAID/EA bi-weekly updates, newsletters, PowerPoint presentations, briefing materials, etc. (10% of time)
 3. Manage and serve as a Contracting Officer's Technical Representative (COTR) for REGI program evaluations and special studies as assigned. Develop scopes of work, select evaluation contractors, monitor and oversee implementation of evaluation contracts, task orders, and Indefinite Quantity Contracts as appropriate. (10% of time)
 4. Undertake other activities to serve the REGI team. (10% of time)
 - ❖ Attend team meetings, participate as REGI team member.
 - ❖ Participate in the design, development and revision of REGI programs. Assess strategic direction of the programs and advise on lessons learned from evaluations and knowledge from other sources. Assist in the design of new and/or modification of existing programs.
 - ❖ Serve on technical evaluation committees or other committees.
 - ❖ Undertake other assignments as directed by the office chief.

REQUIRED QUALIFICATIONS:

Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

- a. **Education:** A Master's degree in monitoring and evaluation or related field is required.
- b. **Prior Work Experience:** Minimum of five years of progressive experience in monitoring and evaluation in international programming is mandatory. Specialized knowledge and demonstrated expertise in the area of monitoring and evaluation, reporting, analysis and extracting data from a wide range of sources, backed by at least five years experience in a similar position. Strong quantitative and analytical skills, verbal skills, and ability to communicate technical information clearly and effectively in English to both technical and non-technical colleagues. Excellent management, interpersonal and teamwork skills and ability to work with high level personnel from governments, donors, implementing partners and missions targeted by the REGI programs. An understanding and knowledge of USG regulations and procedures is preferred. (40%)
- c. **Post Entry Training (i.e., Training Required After Incumbent is Hired):** The following training may be provided, based on availability of the courses and funding: Appropriate modules of USAID-offered short-term training in areas related to duties of Contracting Officer's Technical Representative/Agreement Officer's Technical Representative (COTR/AOTR), e.g., USAID's

Automated Directives System (ADS) sections on program planning, procurement, activity implementation, monitoring and evaluation, and possibly other relevant trainings in project management or financial management, including Global Acquisition & Assistance System (GLAAS) and accountability requirements.

- d. **Language Proficiency:** Level IV English language, knowledge of French an advantage.
- e. **Knowledge:** Strong knowledge of the concepts, principles, techniques and practices of monitoring and evaluation is essential. Should possess knowledge on database development, developing monitoring systems, including tools for analyzing and linking data systems. Technical knowledge of trade, environment, agriculture and/or natural resources programs would be an asset. Knowledge of USG regulations and procedures is preferred. (30%)
- f. **Skills and Abilities:** Organizational, interpersonal, planning, writing, and communication skills; ability to work independently in an efficient and timely manner; analytic and problem-solving skills, ability to work in a cooperative, team-oriented manner; strong working knowledge of Microsoft Word, Excel, and PowerPoint and web-based systems; dynamic and self-starter qualities are required. Ability to use Geographic Information Systems (GIS) and web-based knowledge sharing tools would be an asset. The incumbent must be detail-oriented. (30%)

POSITION ELEMENTS:

- a. **Supervision Received:** The incumbent will report to the REGI Office Director, who will provide general supervision in the task of setting broad objectives and periodically review progress toward meeting those objectives. He/she will be expected to perform the required tasks independently in the absence of his/her supervisor. In day-to-day work, the incumbent will have great latitude for developing and prioritizing his/her own duties, carrying them out with minimum supervision, and resolving problems which may arise during accomplishment of these objectives. The incumbent will assign tasks to lower level FSN personnel.
- b. **Available Guidelines:** ADS, mission orders, USAID policy, policy, technical guidance and monitoring and evaluation guidelines, cables on monitoring and evaluation requirements, "lessons learned" and recommendations provided by assessment/review teams, verbal and written instructions, supervisor instructions and USAID/EA websites. These are general guidelines that are ever changing and present options and approaches rather than blueprints. Therefore, the incumbent must be able to assess alternatives and interpret the guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.
- c. **Exercise of Judgment:** The incumbent is a recognized expert in monitoring and evaluation, performance measurement, directing and advising others on best methods and procedures and must exercise considerable judgment in carrying out all responsibilities. He/she shall be given wide latitude in planning and executing work assignments. He/she shall operate independently, serve as a representative of the REGI Office and U.S. Government and perform important liaison functions in very substantive areas.
- d. **Authority to Make Commitments:** The incumbent will speak with authority on USAID policy on monitoring and evaluation, strategic planning, and results reporting. The incumbent, in the capacity of COTR, will oversee the work of grantees and contractors for evaluations or other activities as assigned and as specified in the agreements, and work with partners to ensure compliance with their respective agreements. The individual selected shall be involved in monitoring and evaluation discussions with partners, prepare documents to secure needed

information for USAID, and participate on selection committees to choose contractors to carry out such work.

- e. **Nature, Level and Purpose of Contacts:** In carrying out the duties and responsibilities of this position, the incumbent will develop and maintain contacts with USAID/EA offices, COMESA, the Association for Agricultural Research in Eastern and Southern Africa (ASARECA) and other African organizations, USAID-funded contractors, senior government personnel, AID/Washington, many of the USAID bilateral missions in the region which USAID/EA serves, donors, international private voluntary organizations (PVOs), non-governmental organizations (NGOs), as well as the public. Many of these contacts will be for the purpose of data collection and data quality review, to obtain and provide detailed program information. The incumbent will represent the REGI Office in meetings. For evaluations, special studies, and analyses, the incumbent will serve as COTR as assigned and carry out all COTR duties.
- f. **Supervision Exercised:** None, although the incumbent may delegate specific tasks to members of the REGI team in order to complete assignments and reports.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** The incumbent is expected to work a full 40-hour week and be willing to travel extensively in the region. It is expected that six months will be required for the incumbent to become familiar with the tasks outlined in this position, and 12 months to undertake the full range of duties.

NOTE:

Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.

HOW TO APPLY

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

External applicants must submit an application letter explaining their qualifications against our requirements, updated resume/curriculum vitae, and copies of all relevant academic certificates to the Human Resources Office. Please note that this position has been advertised in the *Daily Nation* and *Standard* newspapers.

All applications must reach the USAID Human Resources Office, Ground Floor, by COB July 8, 2009.

USAID Human Resources Office, Ground Floor, P.O. Box 629, Village Market 00621, Nairobi
Re: Monitoring & Evaluation Specialist, REGI/USAID/EA

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