



**DATE:** March 31, 2016

**SUBJECT:** JOB VACANCY ANNOUNCEMENT – FSN/2016/02

**TO:** All Qualified Applicants

**JOB TITLE:** AID DEVELOPMENT ASSISTANCE SPECIALIST  
(MONITORING & EVALUATION SPECIALIST)  
for the Local Capacity Development Program

**GRADE:** FSN-11 with the possibility of hiring the employee at the lower grade

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**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

## A. BASIC FUNCTION OF POSITION

The Monitoring and Evaluation Specialist position is part of the Economic Growth (EG) Office within USAID/Senegal. The Monitoring and Evaluation Specialist's primary responsibility will be assisting and providing expertise to Government of Senegal (GOS) agencies on preparing, planning, reviewing and monitoring implementation and progresses of the National Agricultural Investment Plan (NAIP). The purpose of the Specialist position is to (a) assist the GOS to strengthen NAIP coordination unit and Government agencies for better implementation of assistance programs to improve agriculture in Senegal; (b) provide advice and counsel to USAID and GOS on the performances and necessary adjustments on NAIP and Feed The Future (FTF) interventions; (c) maintain up to date data and analysis of agricultural and rural development issues in key PNIA programs; (d) promote partnerships and joint ventures in the agricultural and rural development sectors between GOS agencies, others donors supporting NAIP and USAID programs (e) assist the Mission in the implementation, analysis, alignment and monitoring of Feed The Future with NAIP programs. The incumbent will establish a network with GOS agencies and others donors programs and involving in agricultural and rural development sectors in the targeted regions.

USAID's Feed the Future strategy for transformational development in Senegal seeks to boost economic growth by improving the enabling environment to attract more investment, increase competitiveness and the volume of trade, and creating wealth through better management of Senegal's agricultural and natural resources. The main function of this position is to provide leadership, at the national level, to the Mission and GOS to coordinate the donor effort to support the government of Senegal's National Agricultural Investment Plan.



The incumbent will take an active, results-oriented role in building local capacity development leadership for implementation of the Feed the Future strategy. The incumbent will coordinate closely with members of the EG Office dealing in environment, WASH, trade and investment, energy, and private sector development.

The incumbent will provide advice and counsel to the EG Office Director, Agriculture Team Leader, other EGO team members and other Mission Office Directors and technical experts. The incumbent will develop and maintain comprehensive knowledge of current agriculture issues and model interventions in agriculture sector.

## **B. MAJOR DUTIES AND RESPONSIBILITIES**

### **A. Advises Mission and GOS on Agriculture and NRM Issues**

**(15%)**

1. Provide advice and assist local partners on developing programs and contracts for agriculture and rural development related activities in support of USAID Feed the Future and GOS National Agriculture Investment Plan. In this context, liaise with other mission staff and partners to ensure USAID agriculture programs and implementing mechanisms used by local partners are realistic and follow USAID regulations.
2. Research and develop thorough analyses of opportunities and constraints to improve agriculture and NRM. Follows closely current political, social and economic trends in Senegal and provides analysis on how these trends effect the development and implementation of the Mission's agriculture programs. This includes preparing analytical reports on agricultural trends.
3. Maintain close contact with GOS and other actors active in agriculture and NRM. Gather both published and raw data on agriculture from a wide variety of sources both nationally and internationally. Maintain up to date, accurate information on trends, opportunities, international businesses active in the agriculture sector in Senegal, and key international and regional players in the sector.
4. Provide expert advice to USAID, GOS agencies on best agriculture practices, Senegalese agriculture and NRM policies and related international agreements or conventions. Provide analysis and proposes policy reforms to the mission and partners including effective means to promote policy changes.
5. Provide expert advice on the development, procurement and monitoring of public-partnerships within the missions agriculture activities and to the GOS.

### **B. Monitoring and Evaluation of NAIP Programs and Projects**

**(55%)**

1. Assist in data collection, analysis and learning for the National Agriculture Investment Plan and the benchmarking with the Regional Strategic Analysis Knowledge Support system, the overarching government strategy which our Feed the Future Initiative supports.
2. Ensure that other donor investments in agriculture similar to our Feed the Future program are complementary and that data collection efforts are not duplicative.
3. Develop capacity building programs and provide technical assistance to the Government of Senegal to better link indicators, resources and activities in the National Agricultural Investment Plan and the Economic and Social Policy Document (DPES).



4. Act as an AOR (Agreement Officer's Representative) or COR (Contract Officer's Representative) for one or more USAID EGO activities.
5. Ensure activity implementation achieves planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner.
6. Ensure NAIP implementation achieves planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner.
7. Ensure USAID agriculture activities are coordinated with, and integrated, into GOS management systems. This will include providing assistance to governments agencies to strengthen coordination systems.
8. Monitor the agriculture census and help develop a data quality assessment system for agriculture.
9. Identify and facilitate public/private partnerships and/or global development alliances that improve agriculture development statistics and data.

### C. Analytical and Knowledge Sharing Information (30%)

1. Maintain contacts with a variety USAID/Dakar staff to keep abreast of current developments and successful interventions. Liaise and actively supports various local government institutions.
2. Conduct regional as well as national analytical work in collaboration with agriculture research institutions such as the Senegalese agriculture research institution (ISRA) and the African Rice Center (WARDA).
3. Create a central location for agriculture studies and be responsible for their dissemination to a diverse range of stakeholders.
4. Respond to periodic requests from partners, USAID/DAKAR, the GOS and other donors on USAID's agriculture and NRM programs, activities and results.
5. Actively cultivates and maintains professional relationships, partnerships and joint ventures with partners, traders, donors and the GOS to improve agriculture and NRM. Develop and maintain an extensive range of contacts with representatives of the Senegalese public and private sector in agriculture and NRM to facilitate dissemination of information and coordination of activities.

### C. REQUIRED QUALIFICATIONS

- a. **Education:** A Masters degree is required, with a major in statistics, economics, econometrics, demographics, and social sciences or related field.
- b. **Prior Work Experience:** Five to seven years in development and/or research program on monitoring and evaluation agricultural sector in West Africa. Work Experience involving quantitative skills such as statistics, econometrics.
- c. **Language Proficiency:** Written and Spoken level IV French and English is required.



- d. **Job Knowledge:** The incumbent must have a thorough knowledge of development approaches; and methods of empirical data collection, analysis, and reporting on agricultural program monitoring and impact evaluation in order to (a) advise USAID/Senegal and customers on effective approaches, and (b) to write effective analyses of national agriculture and regional issues. S/he must also have an excellent knowledge of analytical, and monitoring and evaluation capacities of Senegalese institutions. S/he must be willing to learn relevant USAID procedures and regulations.
- e. **Skills and Abilities:** The incumbent plans, organizes and executes complex monitoring and evaluation activities. Originality and creative thinking in planning and managing monitoring and evaluation issues is required. The incumbent issues precise and accurate factual reports using rigorous analytical and interpretive skills. S/he maintains program/activity reporting documentation in English. Substantial computer skills are required. Apart from the usual word processing and spreadsheet programs, the incumbent must be able to use at least one statistical software package (e.g. SPSS or SAS), including doing own data entry. The incumbent must also have excellent interpersonal skills. S/he must be able to work in multidisciplinary teams and in an environment in which there may be team members with varying backgrounds and skill levels. The incumbent must have excellent communication skills - both writing and speaking, especially in being able to communicate technical subjects to clients with non-technical background. S/he must be able to design and deliver formal trainings in monitoring and evaluation to USAID partners.

## D. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent works under the supervision of the Agriculture Team Leader of the Economic Growth Office. S/he is expected to carry out assigned duties with minimal technical supervision.
- b. **Supervision Exercised:** Position is non-supervisory.
- c. **Available Guidelines:**
  - a. Employee implements activities in accordance with applicable ADS regulations and Mission guidelines. Employee develops working knowledge of USAID directives.
  - b. Working within the parameters established by ADS regulations and Mission guidelines, the employee draws on experience and professional judgment to make program implementation decisions and undertake policy discussions.
  - c. Exercises delegations of authorities granted in USAID/Senegal Mission Orders and those for Contracting/Agreement Officers' Representatives (C/AOR). Clears key written communications with Team Leader.
- d. **Exercise of Judgment:** Incumbent exercises a broad scope of independent judgment. Refers to immediate supervisor on matters pertaining to policy, priority or resolution of problems for which there is no clear precedent. Incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions.
- e. **Authority to Make Commitments:** Exercise authority in accordance with delegation granted in USAID Mission Orders.



- f. **Nature, Level, and Purpose of Contacts:** Develops and maintains an extensive range of high level contacts with business and GOS officials, community leaders and multilateral and bilateral donor missions represented in Senegal for the purpose of obtaining or verifying published and unpublished information on Senegal's agriculture trends and events, and for following developments in other NRM and Climate Change activities.
- g. **Time Expected to Reach Full Performance Level:** One year.

**HOW TO APPLY:** Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: <http://senegal.usaid.gov> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management Specialist  
Routes des Almadies  
B.P. 49 - Dakar, Senegal  
Or  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

**Deadline to receive applications: April 19, 2016**

***EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

***The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.***