



DATE: JUNE 17, 2015

SUBJECT: **JOB VACANCY ANNOUNCEMENT – FSN/2015/02**

TO: **All Qualified Candidates**

JOB TITLE: **USAID DEVELOPMENT ASSISTANCE
SPECIALIST (FFP M&E SPECIALIST)**

WORK HOURS: Full time position – 40 hours/week

GRADE: **FSN- 11** with the possibility of hiring the employee at a trainee level

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 Office of Food for Peace (FFP) in the U.S. Agency for International Development’s Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. FFP annually provides close to \$2 billion of food assistance, including some 1.5 million tons of in-kind Title II food assistance valued at more than \$1.6 billion and reaching 46 million beneficiaries in 48 countries. Since 2010, FFP has complemented its provision of Title II in-kind food aid with a \$300 million Emergency Food Security Program (EFSP), which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market-based approaches such as cash transfer or food voucher programs that facilitate access to food.

In addition to emergency response, FFP provides support for development food aid programs that aim to address the underlying causes of food insecurity. Taken together, the in-kind food aid and cash-based programs provide an impressive array of tools to combat hunger and malnutrition overseas. Programming is facilitated by state-of-the-art early warning systems, a changing in-kind food aid basket that includes more nutritious products, and a modern supply chain management system that allows for rapid movement of commodities. Programming approaches are evolving to focus increasingly on building the resilience of chronically vulnerable populations, especially those in arid lands who face increasing cycles of drought, and improving nutrition with a special focus on women and children under two.

The incumbent is expected to provide technical support primarily to FFP’s emergency portfolio in the region. This support will include all aspects of monitoring and evaluation, food security assessments, rapid rural appraisals, reporting and administration for FFP programs throughout the region. Currently, FFP has emergency programs in Burkina Faso, Cameroon, Chad, Cote d’Ivoire, Guinea, Liberia, Mali, Mauritania, Niger, Nigeria, and Sierra Leone. Additional emergency programs may be added as required.

B. MAJOR DUTIES AND RESPONSIBILITIES

Being a member of the FFP Monitoring & Evaluation (M&E) team, the successful candidate will be responsible for enhancing and strengthening FFP's technical capacity to monitor and evaluate the impact of development and emergency food aid programs, working closely with Private Voluntary Organizations (PVOs) and Public International Organizations (PIOs). The M&E Specialist will support the effective management of FFP resources by providing technical assistance and training to ensure effective development and implementation of M&E systems for food assistance programs.

The FFP M&E Specialist will undertake the following duties:

Technical Assistance and Support (50%)

- a. Provide technical assistance to FFP staff, implementing and technical partners, and contractors in activities designed to strengthen monitoring systems and evaluations.
- b. Conduct technical review of partners' M&E plans; baseline study, mid-term evaluation, and final evaluation scopes of work; and quarterly reports.
- c. Advise Food for Peace Officers in the USAID Missions on monitoring and evaluation policies, procedures and guidance to improve effectiveness of FFP investments in the region.
- d. Develop field-based tools, such as checklists, as easy reference guides for field staff.

Program Administration and Technical Support (20%)

- e. As a member of the FFP M&E team, update the M&E policies and guidance for FFP-funded programs.
- f. Improve and standardize project reporting processes with implementing partners, field staff, contractors, and consultants.
- g. Provide training to FFP staff as needed.
- h. Review the annual reports submitted by the partners to ensure quality and usefulness. Assist the M&E Advisor to analyze performance data to measure performance and inform USAID reporting.
- i. Liaise with key USAID partners, especially United Nation agencies (particularly the World Food Program (WFP) and Children's Fund (UNICEF)) on food security-related indicators, confirming complementarity between indicators and ensuring that FFP results are appropriately captured in the new Feed the Future database.

Analytical Activities (20%)

- j. Based on technical assistance visits in the region, advise on any issues that need to be addressed, including immediate reporting of any actual or suspected diversions of United States Government (USG) resources, missed implementation targets, and non-compliance with USAID regulations. Make recommendations for addressing and resolving issues, provide feedback to implementing partners and follow-up to ensure improvements. Draft reports, briefs and cables as necessary.
- k. Engage in USAID initiatives and strategy development to ensure that FFP programming is effectively integrated into Mission strategies, operational plans and reports. Draft briefing materials and represent FFP in technical meetings, portfolio reviews and strategy development. Assist in design and technical evaluation of new food aid programs, determine best practices and lessons learned, and advise on future use of Title II resources.
- l. Represent USAID and FFP positions in meetings with United Nations staff including WFP, Office for the Coordination of Humanitarian Affairs (OCHA), UNICEF, Food and Agricultural Organization (FAO), and the International Organization of Migration (IOM). Engage with mid and senior level NGO personnel to discuss issues related to the effective targeting, direction of programming and distribution of emergency and development food aid resources. Represent USAID to a wide range of USG and host-country officials in the countries of operation on technical and administrative issues. Represent USAID in technical sector and donor working group meetings.
- m. Performs other tasks as assigned.

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: A Master's degree is required, with a major in statistics, economics, demographics, social sciences or other development-related field.
- b. Prior Work Experience: Seven to ten (7-10) years in program monitoring and evaluation in West Africa. Experience in monitoring and evaluating both emergency humanitarian response as well as development food assistance programs is desirable.
- c. Language Proficiency: Written and spoken French (4/4) and English (4/4) are required. The FFP M&E Specialist must possess a high degree of proficiency in both written and spoken English. Written English must be at the level to prepare reports, briefings, summaries, presentations, etc. at the USAID Mission and Ambassador levels.
- d. Job Knowledge: Knowledge of basic principles of household targeting and vulnerability, and factors related to food insecurity and malnutrition. Demonstrated expertise related to monitoring, implementing or evaluating food security or humanitarian assistance programs.

- e. Skills and Abilities: Demonstrated proficiency in data analysis. Familiarization with statistical software applications is required, such as Statistical Package for Social Sciences (SPSS), Statistics and Data (STATA), Census and Survey Processing System (CSPRO) and Epidemiology Information (EpiInfo). Proficiency in Microsoft Office applications is required.

D. POSITION ELEMENTS

- a. Supervision Received: The incumbent will be a member of the FFP M&E team and take direction from the Senior M&E Specialist in the Regional Office of Food for Peace. The supervisor will set overall objectives, but the employee is responsible for planning and carrying out assignments.
- b. Supervision Exercised: None
- c. Available Guidelines: USG food aid regulations and USAID/FFP policies and guidelines.
- d. Exercise of Judgment: The incumbent is expected to take initiative and act independently, and will have wide latitude for the exercise of independent judgment in responding to relevant issues.
- e. Authority to Make Commitments: The incumbent has no authority to make financial commitments on behalf of the USG. The incumbent is expected to exercise authority in making decisions with regard to technical issues as they arise in the course of the fulfillment of her/his duties and responsibilities.
- f. Nature, Level, and Purpose of Contacts: Represent USAID and FFP positions in meetings with senior level United Nations staff including WFP, OCHA, UNICEF, FAO, IOM and others in the region. Engage NGO key personnel to discuss issues related to the effective targeting and direction of programming, and the distribution of emergency and development food aid resources. Represent USAID to a wide range of senior host government officials at the provincial, district, and national levels as well as with regional government organizations. Represent USAID in technical working groups as well as in strategic level meetings. Engage with donors at the regional level in West Africa and in the countries of operations as needed. Engage with beneficiaries, community members and leaders related to FFP's food security programs as needed. Represent USAID/FFP to Mission Directors and Ambassadors, as directed.
- 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://usaid.gov/senegal> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Hard copies of relevant degrees.

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

Human Resources Specialist
Routes des Almadies
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: July 12, 2015

EQUAL EMPLOYMENT OPPORTUNITY (EEO): 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.