

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST: Kigali	2. AGENCY USAID	3a. POSITION NO. C7008
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____ <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: AID/W	A.I.D Development Assistance Specialist (M&E) FSN-4005	10	CAJE	11/24/2009
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Monitoring & Evaluation Specialist	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Program Office	a. First Subdivision: Program Office Office
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position. Emmanuel Gasana		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Adriana Hayes	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Lawrence Klassen Acting Deputy Mission Director		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Deputy Mission Director Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Monitoring and Evaluation (M&E) Specialist position is located in the Program Office (PRO) at USAID/Rwanda. The incumbent will collaborate with the Senior M&E Team Leader to provide targeted M&E services to over 115 staff at USAID/Rwanda and Burundi and coordinate M&E activities with over 45 implementing partners (both local and international). Key areas of responsibility include: managing the AidTracker Plus (AT+) information system to ensure robust performance management and monitoring of USAID-funded programs, design and coordination of performance and impact evaluations, and supporting key annual Mission reporting and learning processes, such as the preparation of the Performance Plan and Report and annual project and portfolio reviews. The incumbent serves as Contracting Officer's Representative (COR) for individual performance and impact evaluation contracts (ranging from approximately \$150,000 to \$1.5 million each) and also serves as a Program Office Liaison to a technical office.

14. MAJOR DUTIES AND RESPONSIBILITIES**I. Monitoring and Evaluation****85%****Monitoring:**

- Manage and lead the implementation of the AidTracker Plus (AT+) performance management and monitoring management information system. Provide guidance and oversight of system utilization for 150+ users. Track Mission compliance with AT+ reporting, and conduct follow-up to ensure timely reporting of accurate data. S/he will provide technical support and training to technical teams and partners). S/he will utilize data from AT+ to produce monitoring and analytical reports, including periodic stocktaking, aimed at informing management decisions within the Mission. S/he will serve as the Mission's primary interlocutor with the AT+ programming and management team in USAID/Washington to discuss necessary programming modifications and provide field-based experience on utilizing AT+ in order to drive system improvements. The incumbent will be responsible for these duties when the Agency releases its new Development Information Solution system.
- Work closely with technical staff to select indicators and set targets for technical activities.
- In tandem with technical staff, the incumbent will support the development of project and activity level performance monitoring plans by reviewing USAID's internal project and activity design documents for monitoring, draft scopes of work and program descriptions, proposed awards, and partner draft M&E plans. S/he will make recommendations to strengthen plans based on monitoring best practices, ensure the inclusion of USAID-required indicators, and that activity and project-level monitoring feeds into the Mission's Performance Monitoring Plan (PMP).
- Participate in M&E workshops committees, working groups, networks and forums, sponsored by the Government of Rwanda, other donors and implementing partners related to indicator harmonization, information/data management systems, data quality, and other key issues related to performance management for USAID.
- Work closely with the Health Office's M&E Specialist regarding M&E reporting with the PEPFAR Strategic Information Team (composed of representatives of USG agencies responsible for HIV/AIDS activities) on key M&E and data quality issues that cut across the health sector.
- Work with the Development Outreach and Communications team to provide performance data for information products, and propose success stories, based on data analysis, the results of evaluations and special studies, site visit reports, and results of evaluations and special studies.
- Lead the compilation of monitoring data for USAID/Rwanda's annual performance report, ensuring data quality and preparation of required narratives justifying performance deviations from targets. Support the preparation of other periodic reporting requirements (such as annual portfolio review with the government of Rwanda, or the preparation of an annual progress report).
- Support and advise technical teams to develop and/or conduct annual updates to USAID/Rwanda's Performance Monitoring Plan to ensure that it provides information needed to assess performance and inform Mission learning in accordance with USAID guidance on collaborating, learning and adapting (CLA). Support the implementation of yearly Mission-wide project and portfolio reviews for each of the four technical (DO) teams and Burundi. Help conduct training and capacity building for Mission and implementing partner staff as needed in these areas.
- Lead the implementation of the Mission's site visit calendar and carry out regular field visits to monitor activities of implementing partners and assess progress. Ensure that all COR/AORs are conducting site visits at least quarterly. As a part of these site visits, support USAID and partner staff in conducting data quality assessments (DQA). This may also include conducting capacity building/training sessions for USAID and partner staff on how to conduct a DQA.
- Support the implementation of the Mission's Geographic Information System (GIS) Action Plan. Provide guidance to partners on GIS required data collection aspects for improved project management and monitoring. Provide and coordinate mapping support to technical teams.

Evaluation:

- a. Co-lead Mission efforts in managing evaluation activities through all stages of the evaluation process that include: designing and drafting a scope of work; selecting contracting mechanisms and participating in the selection of contractors that best suit activity objectives; chairing evaluation selection committees; supervising outside teams of technical experts; participating in evaluation execution and final report writing; reviewing evaluation reports in accordance with USAID's evaluation policy; and resolving issues that arise.
- b. Serve as Contracting Officer's Representative (COR) for individual evaluation contracts (ranging from approximately \$150,000 to \$1.5 million each).
- c. Support the development of post-evaluation action plans and dissemination of evaluation findings in accordance with ADS guidance. Collaborate with Mission staff to ensure that evaluation findings and lessons learned are utilized in new Mission procurements and inform ongoing decision-making at both operational and strategic levels in accordance with Agency CLA guidance.

II. Cross-Cutting Activities

15%

- Serve as PRO Liaison (backstop) to a designated Development Objective (DO) team for the preparation of the Mission Resource Request (MRR), Annual Operational Plan (OP), annual and semi-annual program performance plans and reports, performance indicators, and targets at the program area, and program element results levels, and appropriate documentation to authorize the obligation of funds to activities per the ADS.
- Carry out liaison duties with an assigned Technical office and serves as the Program Office customer service representative and coordinator for all issues and actions between the Technical Office and Program Office. Participates in Technical office meetings or meetings with other offices, e.g. on procurement, as the designated PRO liaison and provides input and guidance regarding any strategy, budget, project design, M&E, or other program-related matters.
- Perform other assignments as required to reinforce capacity of USAID staff and help plan M&E strategies for USAID activities.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**• Education**

The incumbent must possess at a minimum a university degree or advanced study in public policy, one of the social sciences, or a related field. Post graduate training in monitoring and evaluation is preferred.

• Prior Work Experience

The incumbent must have at least a minimum of three years' experience in monitoring and evaluation or quality assurance of development programs. A minimum of one year should be directly related to the monitoring and evaluation of non-health programs (i.e. economic/social development, education, democracy and governance, etc).

c. Post Entry Training

Familiarization training in USAID-specific procedures, regulations, and methods. Orientation to working from a donor-Agency perspective, etc., will be provided. Formal Contracting Officer Representative (COR) certification courses, training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available, subject to availability of funds.

d. Language Proficiency:

Speaking and writing proficiency in English required. The Incumbent must have proven capability to write clearly, accurately, and concisely in English. Speaking and writing proficiency in French is desired.

e. Job Knowledge

- Sound knowledge of monitoring and evaluation methodology - including frameworks, data quality assurance, analysis, reporting, and best practices in data dissemination and data use is required
- Knowledge and experience in design and use of information management systems preferred.
- Knowledge of how to design and/or scope evaluations and/or special studies, experience in designing and managing evaluations preferred.
- Comprehensive knowledge or potential to rapidly acquire such knowledge of USG and USAID operations, regulations, procedures and documents relating to monitoring and evaluation and activity design is required.
- The Incumbent must be fully familiar and be able to work with Microsoft Office software, including Word, Excel, and PowerPoint. Proficiency in at least one statistics package (SPSS, STATA etc.) and or the use of a GIS software package are highly desired. Must be able to learn to use Google mail, documents, calendars and other Google software used within USAID.
- Strong understanding of the relationship between monitoring, evaluation and the use of geographic information systems as an evidenced-based monitoring and decision-making tool is preferred.
- Broad understanding of issues related to international development and transition economies.
- Knowledge of Rwandan and African political, economic, and social environments.

f. Skills and Abilities

- Strong managerial skills with the ability to plan, organize, coordinate and implement work inputs from several sources and partners, and manage the simultaneous delivery of multiple outputs required.
- Very strong analytical abilities are required, as well as the ability to anticipate issues and to provide well thought out recommendations when problems arise.
- Demonstrated ability to analyze data and make written and oral presentations, using data visualization principles, to an audience; either written or oral in a clear and concise manner.
- Strong interpersonal and teamwork skills is essential, as is the skill to work with high level officials of the mission, other U.S. Government agencies, the Government of the Rwanda and donors.
- Ability to work independently with little supervision.

16. POSITION ELEMENTS

Directly supervised by the M&E Team Leader. Daily supervision should be minimal and routine work should be performed independently with minimal instructions. The M&E Team Leader or his/her designee will review and approve the Specialist's work plan and performance measures. Supervision will be generally confined to weekly staff meetings and informal daily and/or weekly consultations.

B. Supervision Exercised

Position has no direct supervisory responsibilities.

C. Available Guidelines

Agency correspondence and style manual, Automated Directives System (ADS) regulations, Mission Orders, U.S. Embassy administrative procedures, Budget and Congressional Presentation guidance, and supervisor's guidance and instructions.

D. Exercise of Judgment

Incumbent must exercise a professional level of judgment and initiative in prioritizing work, anticipating and identifying office needs related to administrative and program support, and responding to intra-office and Mission activities. The Specialist is also required to use sound judgment in dealing with implementing partners, other U.S. governmental entities, host government officials, local NGOs, and donor organizations.

E. Authority to Make Commitments

As COR, the Job Holder will have authority and responsibility as delegated by the Acquisition and Assistance Officer to carry out grants, contracts or cooperative agreement support commitments. Position has no authority to make financial commitments. Not authorized to engage funds independently, but prepares program implementation documents and tracks expenditures. Interacts with partner organization representatives at various levels.

F. Nature, Level, and Purpose of Contacts

Regular contact and information exchange with all Program and Technical Office staff, as well as with M&E experts at USAID Washington. Interacts with host government mid- to senior-level officials. Must maintain excellent professional relations and assist in the coordination of implementing partners and the relevant Government of Rwanda ministries (often through technical teams) with regard to Mission Programs.

G. Time Required to Perform Full Range of Duties after Entry into the Position: One year