

AID Development Program Specialist- Food for Peace Specialist, FSNPSC-10
Social, Environmental and Economic Development Office
USAID/Nepal
Position Description

BASIC FUNCTION OF POSITION

The Project Management Specialist--FFP will operate primarily in the Food Security Team of the Social, Environmental, and Economic Development Office within the USAID/Nepal Mission. The incumbent will be responsible for the proper, transparent application and use of USG emergency and development food assistance resources, as well as other resources managed by USAID's Office of Food for Peace (FFP). Under the guidance and supervision of a Food for Peace Specialist, the Project Management Specialist--FFP will manage the Community Resilience Program (CRP), a \$70 million, five-year, multi-sectoral program and the Mission's flagship resilience program. The incumbent will also manage emergency food resources, as required. S/he will serve as activity manager for FFP-managed projects, monitor and report on project activities and the general food security situation, coordinate and integrate FFP projects with USAID/Nepal, GON, and other donor projects, participate in FFP project evaluations and contribute to FFP partner and USAID/Nepal's learning agenda, and represent USAID/Nepal and USAID/FFP to internal and external stakeholders. The incumbent will draw on experience in agriculture and livelihoods, nutrition, disaster risk reduction, and resilience to ensure that all FFP-managed projects are technically sound. The position will be based in Kathmandu but will involve extensive travel to project sites.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Project Management

(30%)

Activity Manager one or both projects comprising the Community Resilience Program (CRP) valued at approximately \$15 million annually in combined Food for Peace managed-Community Development Fund, Global Climate Change, Agriculture, and Maternal and Child Health resources. Activity manager or as designated for any FFP emergency food assistance activities, as needed. This will require working closely with the Assistance Officer's Representative (AOR) in Washington, and ensuring that emergency and development food assistance activities are implemented in accordance to USAID regulations and in adherence to the approved Cooperative Agreement. Work with PVOs on preparation and approval of annual workplans, program modifications, and any surveys and assessments. Work with WFP and regional FFP staff on new appeals or revisions to existing ones. Regular reporting directly to the AOR will be required (copying relevant Mission parties) to ensure that reporting, monitoring and implementation of the Missions flagship resilience program is implemented effectively, efficiently, and according to USAID regulation. Ensure proper commodity management through warehouse inspections. Work with technical experts in the fields of agriculture and livelihoods, nutrition, disaster risk

reduction, and resilience to ensure that projects are technically sound throughout implementation.

2. Monitoring and Reporting (25%)

Initiate field visits to monitor development and emergency food assistance activities to ensure that program implementation is effective, on schedule and reaching the proper beneficiaries, and adhering to USAID environmental compliance regulations. Monitor and report on food security issues, to include changes in the food security situation, monitoring food security shocks or emergencies and subsequent food aid requirements, government policies and actions affecting food aid programs, government food aid programs, and donor pledges and programs. Report findings of field monitoring visits and analysis to USAID/Nepal Social, Environmental, and Economic Development Office, the Food Security Team, USAID Mission Director, FFP/Washington Country Backstop Officer and other interested parties including Office of U.S. Foreign Disaster Assistance (OFDA), and U.S. State Department, as necessary. S/He will be responsible for tracking both FFP and FtF program indicators, particularly resilience indicators, and reviewing FFP partner quarterly/annual reports, developing and reviewing partners Indicator Performance Tracking Tables (IPTT's), Performance Management Plans (PMP's), Annual Results Reports (ARR's) and annual Pipeline Resource Estimate Requirements (PREPS's). Work with Food Security Team in selection of food security indicators and performance targets. Ensure performance data is reported into FTFMS, FFPMIS, the PPR and any other report, as required. Review and ground-truth programmatic reports, distribution reports and commodity status/loss reports submitted by WFP and PVO partners, and ensure that such reports are submitted in regular and timely fashion, and that copies are shared with concerned Mission and FFP/Washington staff. Represent FFP in meetings with other USAID Office Directors, and advise of any issues arising that need to be addressed, including immediate reporting of any actual or suspected diversions of food assistance, missed implementation targets, and non-compliance with USAID regulations. Make recommendations for addressing identified issues, provide feedback to the implementing partner and conclude with follow-up to ensure improvements. Draft reporting, briefings, and cables as necessary. Provide information for the weekly reports that go to USAID/Washington.

3. Internal and External Coordination and Integration (25%)

Work with other USG entities, other donors, and the GON to promote coordination and integration of CRP and other food assistance and resilience activities to increase the effectiveness of the programs. Actively participate in coordinating with other USAID/Nepal staff and projects during the development of relevant annual work plans (especially for Suaahara, Hariyo Ban and KISAN) to ensure alignment with existing and future USAID/Nepal projects. Engage in USAID initiatives and strategy development to ensure that FFP programming is effectively integrated into Mission strategies, operational plans and reporting information. Draft briefing materials and represent the office at official technical briefings, project design reviews, portfolio reviews, and in strategy development. Assist in design, technical evaluation and implementation of any emergency or development food assistance programs, as well as advise on future use of FFP-managed resources.

4. Evaluation and Learning

(10%)

Participate in evaluation design and learning plans for the CRP and other FFP activities in country. Assist USAID/Nepal in selection of food security indicators, and in adhering to the USAID Evaluation Policy with quality FFP evaluations. Work with implementing partners to support the CRP learning agenda and to ensure learning results in necessary changes in implementation through the annual work plans. Represent the team in Mission meetings on M&E. Participate in GoN and UN-organized food needs assessment, including assist with the designing of an appropriate methodology to measure seasonal and possibly chronic food insecurity, supervision of enumerators, data analysis, report writing and verbal reporting on the findings.

5. Representation

(8%)

Represent USAID positions related to emergency and development food assistance resources and programs in meetings with mid- to high-level United Nations (UN) staff including WFP Sub-National Office Directors, Program Officers, Deputy Country Director, and at times the Country Director. NGO engagement is also necessary at a senior level including Chief of Parties and key NGO implementing personnel to discuss issues related to the effective targeting, direction of programming and distribution of emergency and development food assistance resources. Represent USAID to a wide range of national and local-level GON officials from multiple ministries at the management, technical and administrative levels. Represent USAID in sector working group meetings including, food security, agriculture, nutrition, and disaster risk reduction, as well as any clusters activated during an emergency response. Provide briefings and represent emergency and development food assistance during visits by USG officials traveling through Nepal.

6. Other Duties as Assigned

(2%)

Serve as AOR for additional activities as delegated. Other duties as assigned

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: A Master's degree from a recognized university in Economics, Statistics, Social Science, International Relations, Business Administration/Management or agriculture/nutrition or a closely related development field is required. Possession of Disaster Management Training Certificate from international/recognized institution is desirable.
- b. Prior Work Experience: Not less than seven years progressively responsible experience in design, management, and accountability of food security, nutrition, disaster risk reduction and resilience. Experience in USG response mechanisms and implementing organizations,

food security monitoring, damage and needs assessments, situation reporting, disaster risk reduction and related relief and rehabilitation efforts is preferred.

- c. **Post Entry Training:** Skills enhancement in project implementation and management, performance monitoring and evaluation, program design and development, financial management, disaster risk reduction coursework, project and program design, and professional development.
- d. **Language Proficiency:** Solid English and Nepali in speaking, reading and writing are required.
- e. **Job Knowledge:** A thorough knowledge of host government, international NGOs, Foreign government and donor agency policies, laws, regulations, and operational procedures related to food security and nutrition policy, as well as disaster risk reduction, donor project documentation, design and implementation procedures; and Government of Nepal (BDG) food supply, nutrition, and disaster risk reduction policies. Knowledge of gender and climate change in development principles and demonstrated experience in their application.
- f. **Skills and Abilities:** The position requires a high degree of competence, professional maturity and experience in the understanding of food security and nutrition issues such as access, availability, utilization and risk, as well as disaster risk reduction and resilience. Requires excellent technical, managerial and inter-personal skills with an in-depth understanding of the inner-workings of the Nepal Government, particularly of the livelihood security improvements and disaster risk reduction sectors. Ability to prepare and make formal power point presentations on cross-cutting issues such as gender, M&E, disaster risk reduction, climate change and food security, to internal and external audiences. Able to prepare short papers on sector strategy, performance and progress on program implementation. Must be able to quickly review and comment on reports, studies and other documents prepared by implementing partners. Ability to discuss issues and negotiate with government officials on matters of food security, nutrition and disaster risk reduction. Computer skills in using statistical software, spreadsheet and power point including ability to obtain, analyze and evaluate a variety of data and to organize and present meaningful terms others is required. Excellent social and professional judgment, strong interpersonal skills in cross cultural and multi-level organizational logistical/administrative ability for application in extensive field trips, sometimes in insecure and hazardous situations.

POSITION ELEMENTS

- **Supervision Received:** Minimal. The incumbent works with a great deal of independence and carries out major assignments on his/her own initiative. The incumbent must be capable of applying knowledge, skills, and experience to issues without detailed guidance from the supervisor. The FFP Specialist and Food Security Team Leader are regularly apprised on matters of policy and decisions impacting overall program. Incumbent often sets his/her own datelines and sets priorities with minimum supervision. The incumbent reports to the Food for Peace Specialist.
- **Supervision Exercised:** None
- **Available Guidelines:** FFP program regulations, procedures, and management; the USAID Automated Directive System (ADS); and USG policies, laws, regulations, and operational procedures regarding food aid and disaster management; Mission Orders; Mission Disaster Response Plan; Food For Peace Information Bulletins (FFPIB's), Nepal Missions Standing Orders on Disaster preparedness and response; OFDA Field Operations Guide.
- **Exercise of Judgment:** Independent, sound and mature judgment required to establish cooperative relationships with GON officials, counterpart donor organizations, implementing partners, NGO officials, and internal USG colleagues and to represent USAID in high-level policy level dialog and project implementation discussions.
- **Authority to Make Commitments:** None. However discusses with Nepal Mission and FFP/W counterparts and implementing partners the acceptability of project activities and performance and makes recommendations to appropriate Mission Management and FFP/W regarding contractual and financial actions.
- **Nature, Level and Purpose of Contacts:** The incumbent is required to establish and maintain senior level contacts with Government of Nepal representatives and counterpart institutions for the purpose of determining needs and priorities so that USAID assistance is focused in the most appropriate manner and FFP programs are coordinated with government initiatives. S/he is required to maintain contacts with Government of Nepal staff up to the Secretary level and field level contact with Village Development Committees (VDC's) and implementing partner's staff responsible for project implementation. During disaster response, essential and continuous contact with officials in the Embassy front office, senior managers in USAID/W Bureaus, and decision makers within appropriate United Nations

Organizations such as the World Food Program becomes necessary to ensure appropriate coordination and response.

- **Time Expected to Reach Full Performance Level:** One year