

Position Description

Monitoring and Evaluation Specialist FSN-10 Democracy and Governance Specialist, USAID/Nepal

BASIC FUNCTION OF POSITION

The M&E Specialist serves as DGO's Senior Foreign Service National (FSN) Specialist on performance monitoring and evaluation for portfolio under the Mission's Development Objective (DO) 1: More inclusive and effective governance. The M&E Specialist reports to the DGO Director and manages all M&E activities for DGO's portfolio in coordination with the Program and Project Development Office (PPD) and the Mission's Monitoring, Evaluation and Learning (MEL) contract.

S/he is responsible for supporting the coordination of DGO program monitoring, evaluation, assessment, and reporting activities as well as other Mission programs supporting DO1. S/he will advise DGO on Agency and mission policies, procedures, and guidelines related to performance management guidance and updates. S/he will serve as the DO1 M&E point of contact to coordinate with other technical teams and assist with data collection and analysis for DO1. The incumbent exercises a mid to high level of independent work and is expected to have a broad understanding of all activities under the Mission's DO1 portfolio and to be familiar with United States Government (USG) and USAID policies and procedures as related to U.S. development assistance.

In order to effectively track and report performance of all the democracy and governance projects under DO1, it is essential that the incumbent has a strong understanding of M&E systems including collection, storing and analysis of evidence-based performance information; conducting evaluations; using information to influence decision-making and resource allocations; and communicating results. The management of robust performance indicators that reflect appropriate targets, well planned baselines, sound data collection and analysis approaches, and timely reporting of results, is key to the successful realization of DO1.

The incumbent will lead and manage this process closely working with the DO1 team. As such, it is critical that the M&E Specialist has advanced analytical thinking and statistical analysis skills. The M&E Specialist will use his/her monitoring, evaluation, and reporting knowledge skills and experience to manage responsibilities in four key areas: (1) performance monitoring and evaluation; (2) program management and oversight; (3) reporting, communication and outreach; and (4) strategic planning and program design.

S/he will serve as the DGO point of contact for the Mission's Monitoring, Learning and Evaluation (MEL) support contract and may serve as AOR/COR/activity manager for other programs. The incumbent will work closely with other AOR/COR and activity managers to assist with their integration and data collection of DO1 cross-cutting indicators. For this reason the M&E Specialist must have strong working knowledge about Nepal's democracy and governance situation as well as knowledge on synergies between democracy, governance, human rights and other USAID working areas such as agriculture, gender, nutrition, health, education, governance, safety-nets and climate change adaptation.

MAJOR DUTIES AND RESPONSIBILITIES

Performance Monitoring and Evaluation (90%)

- Provide necessary guidance and support to the DO1 team in the design, implementation and maintenance of Project/Activity M&E plans, ensuring that M&E plans effectively track the performance and progress of project objectives and intermediate results, that appropriate indicators are identified, baselines and targets are appropriately set, and that the performance information is properly used in program management and resource allocation.
- Provide necessary guidance and support to the DO1 team in the design, implementation and maintenance of Project/Activity M&E plans, ensuring that M&E plans effectively track the performance and progress of project objectives and intermediate results, that appropriate indicators are identified, baselines and targets are appropriately set, and that the performance information is properly used in program management and resource allocation.
- Develop and maintain a quarterly results tracker in the shared drive for all indicators, especially cross-cutting indicators, for implementing partners across the Mission, update it on a quarterly basis, and share it with the DO1 team for timely decision making and work closely with the Mission M&E specialists to ensure that it is linked to the Mission Performance Management Plan (PMP).
- Provide leadership, thoughtful analysis, and technical support to the monitoring and evaluation needs of DGO, on an as-needed basis, by ensuring that: implementing partner performance monitoring systems are operating effectively that reliable impact indicators are established; data is collected and analyzed periodically to support management decisions; and DGO is in compliance with all reporting responsibilities.
- Monitor activities undertaken by DGO implementing partners; tracks progress against program descriptions, implementation plans and annual work plans; assess progress and potential barriers to achievement of results; recommends program modifications to address problems; and documents results in coordination with technical offices and relevant support offices.
- Track governance across the Mission's activities, especially through cross-cutting indications, its incorporations during new activities' start up and reporting during old activities' closeout to ensure that the Mission adheres to the DO1 learning agenda of integrated governance.
- Conduct periodic field visits to monitor activities of implementing partners in coordination with DGO staff to assess progress as well as identify and anticipate implementation problems and bring them forward to the attention of relevant AOR/CORs and Team Leaders.
- Support DO1 team in preparation for the portfolio review processes in the Mission and work with the DO team and Implementing Partners to collect data and information required for these reviews.
- Assist DGO in multi-year strategic planning processes of the Mission such as the Country Development Cooperation Strategy.
- Ensure that the Performance Monitoring Plan, a key component of the Results Framework, is in place for DGO and that the document adequately measures progress and accomplishments under the DGO portfolio.
- Develop an appropriate filing and documentation system for M&E information and ensure information's use in preparing key planning and budget documents, program area analyses, presentations, and briefing documents.

- Design performance and impact evaluations at the DO1 or Intermediate Result levels, as well as on the individual technical sector and project level in collaboration with DGO and PPD.
- Integrate results of various studies and analyses into comprehensive technical briefings, reports, and technical papers. Provide technical advice and counsel as a recognized expert in the field.
- Take lead in identifying training needs and opportunities and provide/arrange trainings for implementing partner (IP) staff on performance monitoring tools, evaluation methodologies, reporting, and lessons learned in activity and program assessment. She/he will make sure that the trainings are designed and implemented in a way which addresses IP M&E staff shortfalls and strengthens their capacity.
- Supervise M&E consultants, receive and review deliverables from them, and provide them with appropriate feedback.
- Review evaluation draft reports to ensure that they adhere to USAID Evaluation Policy standards. She/he may serve on evaluation teams.
- Will coordinate with the Development Outreach Communication (DOC) team by providing information related to DO1 performance and impact for a variety of internal and external audiences. S/he will be responsible for drafting, reviewing and editing publicity and information materials, such as project briefs, fact sheets, snapshots etc. in consultation with the DO1 team.
- Work closely with the Office of Financial Management to review and assess quarterly accrual reports by learning the accrual spreadsheet format and cross-checking data. The incumbent will pay particular attention to the data pertaining directly to activity indicators and to financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding). The incumbent will assist with the drafting of internal USAID documents (Action Memos, Waivers, Environmental Checklist, etc.) associated with meeting USAID regulations and processing amendments to DGO agreements.
- Ensure that official documentation is maintained, filed and disposed of in compliance with the agency records management policies. Specific files related to this position include: Portfolio Review documentation, Annual Performance Reports and documentation, Project/Activity M&E plans; data quality analysis and supporting documents, M&E scopes of work, evaluation reports, field visit reports and assessment reports.
- Work closely with the AOR/CORs to prepare performance narratives as well as other required narratives focusing on performance management issues, indicator data, and impact/results. S/he will communicate to the implementing partners about USAID's annual reporting and will collect, compile and review the data tables from the implementing partners to ensure quality control and compliance with agency guidance. The M&E Specialist is also responsible for coordinating DO 1's inputs for the Agency's performance reporting systems, such as Open Data, FACTS INFO, and Aid Tracker Plus.

Other Duties as Assigned (10%)

- Provides other program and technical support for USAID/Nepal as appropriate, and conducts other duties as assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- **Education:** Bachelor's degree, or its equivalent in post-graduate studies, in program management, social sciences, public policy or administration or other relevant fields is required.
- **Prior Work Experience:** At least five years' of progressively responsible work experience in development programs, with a focus on monitoring and evaluation. Experience may also include academic or analytical research and reporting and/or project design and implementation.
- **Post Entry Training:** Planned Programming for Foreign Assistance and A&A 104 Management for AORs/CORs in the first year.
- **Language Proficiency:** Fluent Nepalese and Level IV (fluent) English, both speaking and reading/writing. The incumbent must be able to prepare reports, correspondence and documents in English in a professional and competent manner requiring little editorial change.
- **Job Knowledge:** A thorough knowledge of the principles and best practices of monitoring methodologies, evaluation of development projects, programs and project design and implementation. A comprehensive knowledge or potential to rapidly acquire such knowledge of international organizations' regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and evaluation requirements. Knowledge of host country government and donor agency policies and regulations. Knowledge of gender in development principles. Good operational knowledge of statistical analysis and related statistical package software, such as STATA or SPSS, is required.
- **Skills and Abilities:** Strong interpersonal and intercultural skills to ensure effective team relations. Management and organizational skills to work with various parties, identifying priority actions and taking initiative for follow through. Standard skills on financial and budgeting principles. Ability to plan, organize, manage and evaluate complex projects is required. Strong computer and IT skills, including full range of MS Office software, including spreadsheets, database, PowerPoint and graphics required.

POSITION ELEMENTS:

- **Supervision Received:** The DGO M&E Specialist will be supervised by the Deputy of DGO.
- **Supervision Exercised:** This is not a supervisory position.
- **Available Guidelines:** The Agency Evaluation Policy, Mission Order on Monitoring and Evaluation, Nepal Country Development Cooperation Strategy, Integrated Governance Project Appraisal Document, and the Mission Performance Monitoring Plan, as well as related project documents.
- **Exercise of Judgment:** The incumbent will be required to solve a wide range of common M&E problems. Within the range of problems, some will be more complex conceptual problems, such as gender equality and social inclusion mainstreaming in M&E. The majority of problem sets will be more straightforward, for example, data quality assurance (DQA) with

implementing partners. S/he must have the ability to plan on a daily, weekly, monthly, quarterly, annual and multi-year planning basis concurrently. In particular, the incumbent will develop multi-year M&E schedules including, for example, DQAs, evaluations and learning events. S/he will have need to have the judgment necessary to complete these task and to autonomously resolve problems in consult and coordination with senior staff.

- **Authority to Make Commitments:** None
- **Nature, Level and Purpose of Contacts:** Incumbent will have frequent, routine and non-routine communication with mid-level USAID (primarily M&E Specialists in respective offices) and mid-level external contacts (primarily M&E Specialists in respective projects and other donor agencies) on M&E activities.
- **Time Expected to Reach Full Performance Level:** One year.