

SEED Monitoring and Evaluation Specialist

Local PSC GS-13 equivalent

Social, Environmental and Economic Development Office USAID/Nepal

Position Description

1. Introduction and Background

USAID/Nepal requests the services of a Local Hire PSC to support monitoring and evaluation of the broad and complex SEED portfolio for five months beginning o/a April 1, 2015 until o/a August 31, 2015. The SEED Office consists of the Feed the Future (FTF) and Global Climate Change (GCC) Presidential Initiatives, and activities in Food for Peace (FFP), economic growth and energy.

2. Objectives:

The objective of the assignment will be to support monitoring and evaluation (M&E) of the USAID/Nepal SEED portfolio for five months. The PSC will support the SEED Office. The scope of this task consists of advising SEED personnel in M&E technical areas, guidance in M&E aspects of the design of SEED activities, contributions to improve reporting and strategic functions, and liaison with stakeholders on M&E topics.

a. Work Requirements:

The M&E Specialist will support the effective management of USAID/SEED resources by evaluating SEED programs, including using relevant data to help inform decision making, and provide technical assistance and training in the SEED staff in development and implementation of M&E systems for SEED programs

C. SPECIFIC DUTIES

The M&E Specialist will undertake the following duties:

1. Provide technical assistance to SEED staff and implementing partners to develop and implement systems for measuring and evaluating the impacts of SEED activities with respect to program objectives.
2. Coordinate and better standardize the SEED program annual reporting processes with partners and USAID Mission staff, including the design, collection, analysis and reporting results of SEED programs.

3. Analyze and evaluate implementing partner results and performance, including qualitative and quantitative measures of success (annual reports, evaluations, studies, etc.), and compare results to program targets.

4. Summarize program results and generate systems to communicate program successes, lessons learned, useful examples, etc. for improved performance and long-term impact.

5. Ensure the quality of data reported to the USAID Nepal Mission and USAID Washington through the coordination and implementation of annual Data Quality Assessments.

6. Other relevant duties as assigned.

Ongoing SEED activities (as of April, 2015):

Food Security:

- Nepal flagship FTF Project (KISAN)
- Nepal Business Literacy Project
- FTF Monitoring and Evaluation Project
- Cereal System Initiative for South Asia (CSISA)
- Integrated Pest Management Innovation Laboratory
- Food for Peace / Community Resilience Program - two awards
- UNCDF Mobile Money activity
- US Peace Corps interagency agreement

Environment:

- Hariyo Ban - Biodiversity, Climate Change Mitigation and Adaptation
- Initiative for Climate Change Adaptation
- US Forest Service interagency agreement
- Nepal Biodiversity and Environment Research Center
- International Water Management Institute PIO

Energy:

- Regional Center for Excellence in Micro-Hydro
- Energy development services

SEED ongoing program planning:

- Design of a seed sector improvement activity
- Design of a biodiversity activity
- Design of a basin level water management activity

Ongoing SEED procurement activity

- Various amendments to existing agreements
- Miscellaneous procurements in SEED technical areas

4. Performance Period:

The assignment will begin o/a May 1, 2015 and end o/a September 30, 2015.

Anticipated Level of Effort:

Activity	Location	Time (work days)
The PSC will conduct all activities in the USAID Nepal Office in Kathmandu and other locations in Kathmandu as needed for meetings and consultations		109 days
Total		Max 109 days

5. Reporting Relationships

- The PSC will report to the USAID/Nepal SEED Office Director. Other appropriate USAID/Nepal offices will provide guidance as necessary.
- The PSC will not supervise any staff.

6. Contract Type and Payment Schedule

USAID/Nepal will offer a local-hire Personal Services Contract. The position has been classified at the GS-13 level. Step will be determined based on documented salary history. Salary, FICA and Medicare will be provided.

7. MINIMUM QUALIFICATIONS:

- Master's degree with significant study in fields relevant to food security, international development and/or program monitoring and evaluation.
- Strong background or formal training in evaluating international development programs such as but not limited to, agriculture, health and nutrition, water and sanitation and food security.
- Demonstrated expertise and at least five (5) years of experience related to monitoring, evaluating and reporting on programs related to food security or international development in developing countries.
- Demonstrated statistical analysis skills.

- Excellent English communication skills, verbal and written.
- Ability to obtain a Department of State medical clearance.

Applicants not meeting minimum qualifications will not be evaluated further.

8. EVALUATION FACTORS

Applicants who meet the minimum qualifications will be further evaluated based on the factors listed below.

A. Relevant Expertise - 60 Points

- (i) Professional experience related to program monitoring and evaluation, including methodological techniques, training and technical assistance. (35 points)
- (ii) Knowledge and experience with international development programs, preferably in the areas of agriculture, food security, environment and energy. and relief programs, particularly in Asia (25 points)

C. Communication and Interpersonal Skills - 40 Points

- (i) Demonstrated ability to provide articulate, accurate reporting, both verbally and in writing (20 points)
- (ii) Demonstrated ability to work effectively as a team member and in diverse cultures (20 points)

9. Application Submission Instructions

Send your application by e-mail to: usaidnepalhr@usaid.gov

The application must include following:

1. Resume
2. OF-612
3. Names and contact details for three references.

Hard copies may be sent to the following address:

Executive Officer USAID/Nepal
U.S. Embassy
G.P.O. Box 295 Maharajgunj Kathmandu,
Nepal