



Memorandum

DATE: November 7, 2014

FROM: Debbie Jackson, Supervisory Executive Officer 

SUBJECT: Vacant Position: USAID/Mali AEG Project Management Specialist (Monitoring & Evaluation).

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: **Monday, November 17, 2014 to Monday, December 01, 2014**
(5:00 pm Bamako time)

GRADE LEVEL: **FSN PSC-11 (FCFA 14,434,295 to FCFA 22,373,159)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: **One (1) Vacancy**

The U.S. Agency for International Development is seeking one individual as Project Management Specialist (Monitoring & Evaluation) for its Economic Growth Office.

Basic Function of Position

The Monitoring and Evaluation (M&E) Specialist is a member of the Accelerated Economic Growth (AEG) Team. With an annual budget of \$21 million, the AEG Team's portfolio responds to two Presidential Initiatives, Feed the Future (FTF) and Global Climate Change (GCC), while responding to Agency priorities including Mobile Money, USAID Forward, and Resilience. To achieve their desired results, all AEG activities will need strong performance monitoring. Under the supervision of the AEG Deputy Team Leader, the incumbent will provide technical assistance and analysis in the field of monitoring and evaluation, contributing to the proper oversight, management, and assessment of the AEG team's portfolio.

Major Duties and Responsibilities

The M&E Specialist's responsibilities involve working in a collegial team environment to achieve AEG's program objectives. S/he will work with the AEG Team to develop and maintain a formal Performance Monitoring Plan (PMP) that must serve as a management tool and the basis of all USAID/Mali AEG program reporting. S/he will engage with each Agreement or Contract Officer Representative (AOR/COR) or Activity Manager on their activity or award to ensure that all M&E is properly designed, carried out, and reported. This includes serving as the lead on reporting to USAID Headquarters in Washington, DC, through the various reporting instruments, including, but not limited to the Feed the Future Monitoring System (FTFMS) and AID Tracker. It is expected that the successful execution of the responsibilities of this position will lead to a positive impact on sustainable agro-economic activities in Mali.

Additionally, the M&E Specialist will be directly involved in managing awards as the AOR/COR or Activity Manager on awards relating to Monitoring and Evaluation. This currently includes management of the \$5 million, 5-year contract for the FTF Population Baseline Survey and Cereal Value Chain Activity Impact Assessment, as well as the \$4.2 million grant to the World Bank for their Living Standard Measurement Survey. There may be additional award management duties in the future.



Specific duties and responsibilities:

A. Monitoring and Evaluation (67%):

In his/her capacity as M&E Specialist, the incumbent:

- Performs on-site inspection necessary to monitor USAID-funded program activities and to ensure that progress is of a form, content, and rate of advance acceptable to USAID.
- Serves as the principal liaison between the AEG Team and contractors/grantees in preparing, monitoring and amending the provisions of assistance documents as it relates to the identification of indicators, establishment of baselines and the reporting requirements.
- Schedules and conducts periodic meetings, within AEG and more broadly within the Mission, with partners (mid and high levels), and clients, as may be required to provide leadership and direction on actions to be taken for more effective performance in order to meet agreed upon objectives.
- Identifies, negotiates, and implements individual project progress indicators and the overall progress indicators for AEG as the core elements of a monitoring and evaluation plan, in close collaboration with AEG project Managers.
- Assists in the elaboration of the scopes of work for programs or evaluations and performance reviews, identifying the specific needs for information and assistance, and subsequently, following up on recommendations and actions as appropriate.
- Coordinates with AEG projects implementing partners to elaborate an appropriate Results Framework to track program results.
- Ensures implementation of the team's monitoring and evaluation plan.
- Updates the PMP regularly.
- Participates in Data Quality Assessments on indicators.
- Contributes data and ensures reporting compliance with Agency monitoring systems, including FTFMS and AID Tracker.
- Assists in regular performance reviews within USAID/Mali.
- Provides analysis and guidance during the design and implementation of Performance Monitoring Plans for individual AEG awards and activities.
- Assists in analyzing and presenting data for different purposes and audiences.

B. M&E related project management (33%):

In his/her capacity as the M&E Project Manager, the incumbent:

- Manages and leads as Alternate COR the \$5 million, 5-year contract for the FTF Population Baseline Survey and Cereal Value Chain Activity Impact Assessment, ensuring proper integration with the separate Cereal Value Chain Activity award.
- Manages and leads as AOR the \$4.2 million grant to the World Bank for their Living Standard Measurement Survey. Serve as primary or alternate AOR/COR for future M&E-based cooperative agreements or contracts.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. All Malian citizens and local residents at the time of application;
2. A University or Graduate Degree in Agriculture or related fields such as Rural Sociology or Statistics is required.
3. A minimum of five years of progressively more responsible experience managing and implementing programs related to monitoring and evaluation activities. H/she must have previous experience working with representatives of the donor community, and/or other donor-funded programs, and/or with PVOs and local NGOs. H/she must have previous experience in the monitoring and evaluation of agriculture and/or environmental programs.
4. Proficiency both in oral and written communication Level IV English and French ability (fluent) is required.



Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement position.

Qualifications Required:

- a. Education: A University or Graduate Degree in Agriculture or related fields such as Rural Sociology or Statistics is required.
- b. Prior Work Experience:
 - A minimum of five years of progressively more responsible experience managing and implementing programs related to monitoring and evaluation activities.
 - Previous experience working with representatives of the donor community, and/or other donor-funded programs, and/or with PVOs and local NGOs.
 - Previous experience in the monitoring and evaluation of agriculture and/or environmental programs.
- c. Language Proficiency: Proficiency both in oral and written communication Level IV English and French ability (fluent) is required.
- d. Knowledge:
 - Comprehensive knowledge in the fields of Monitoring and Evaluation.
 - Knowledge in the fields of agriculture.
 - Knowledge in the field of environment and natural resource management
 - Knowledge of program management.
 - A general level of awareness of the status of Mali's agricultural, environmental, and private enterprise sectors.
- e. Skills and Abilities:
 - Ability to understand and analyze related portfolio technical issues based on reading, discussion and observation in order to provide written and oral recommendations, options and strategies;
 - Ability to compile, analyze, and present AEG data in a variety of formats (charts, graphs, etc.);
 - Ability to provide technical guidance to AEG activities on identification of relevant indicators and proper data collection;
 - Ability to conduct administrative, technical, and financial management of large-scale technical programs;
 - Ability to provide technical guidance and management oversight to implementing partners in a constructive, team oriented manner;
 - Ability to deal with various program management and implementation issues;
 - Ability to take initiative and manage time effectively to achieve results while working in a team context;
 - Ability to prepare documents, budgets, and reports using MS Office software (Word, EXCEL, PowerPoint).



Maximum Evaluation Score 100 points

Position Elements

- a. **Supervision Received:** The M&E Specialist will work under the supervision of the AEG Deputy Team Leader. He/she, however, will be expected to take leadership and initiative in responding to the M&E needs of the team, and in the performance of his/her COR/AOR and activity manager duties.
- b. **Supervision Exercised:** No formal supervision of employees, but the M&E Specialist will guide and advise all team members with respect to monitoring and evaluation, and compliance with Agency reporting requirements.
- c. **Available Guidelines:** Considerable discretion and latitude for interpretation is possible within the AEG Development Objective and USAID/Mali's Mission Orders. Overall Agency guidance is available in the Automated Directives System (ADS) which continues to be updated, and applied world-wide to policy, practices, and procedures in the management of USAID programs.
- d. **Exercise of Judgment:** Must demonstrate ability to make sound judgments and take responsibility for representing the USAID Mission and on occasion the U.S. Embassy in front of the host Government, donors, and partners.
- e. **Authority to Make Commitments:** Limited to program and project issues of a non-financial nature, and in accordance with Agency guidance.
- f. **Nature, Level, and Purpose of Contacts:** The Monitoring and Evaluation Specialist is expected to represent the U.S. Government with parties involved in implementation of USAID activities, possibly including other bilateral and multilateral donors, private contracting agencies, PVO/NGOs, and civil society working in the range of related sectors.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** One (1) year.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the AEG Project Management Specialist, (Monitoring & Evaluation) position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.



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5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Detailed statement of duties and the qualification requirements for the position is available on the following websites: <http://www.usaid.gov/mali/partnership-opportunities/local-vacancy> or <http://mali.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION IS: December 01, 2014 at 5:00pm

The US Mission in Mali 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. The Department of State 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.