



USAID Program Management Specialist (SI/MEL)

BACKGROUND

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic.

As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the pandemic. PEPFAR 3.0 – Controlling the Epidemic: Delivering on the Promise of an AIDS-free Generation, collects and uses data in the most granular manner (disaggregated by sex, age, and at the site level) to do the right things, in the right places, and right now within the highest HIV-burdened populations and geographic locations.

As with all USAID programs/projects/activities, those within the PEPFAR Strategy require active and forward-looking Strategic Information in order to assure results make the best use of PEPFAR resources, and are consistent with and meet Mission, PEPFAR, USG, and host-government priorities.

13. BASIC FUNCTION OF POSITION

The USAID Project Management Specialist (Strategic Information / Monitoring, Evaluation, and Learning [SI/MEL]) is located in the Office of Environment and Health (OEH) and plays a lead role in the development of effective PEPFAR strategic information and monitoring, evaluation, and learning systems in support of the full range of Contracting/Agreement Officer's Representative (C/AOR) managing Mission PEPFAR programs/projects/activities.

The Senior Specialist applies evaluation research to the monitoring of program/project/activity implementation in order to document results, and to translate SI and MEL and other data into meaningful policy and program improvements. The Senior Specialist serves as a subject matter expert and key contributor to strengthening the capacity of information systems, providing senior-level technical guidance to OEH leaders, the broader USAID Mission, implementing partners (IPs) involved in PEPFAR program monitoring and evaluation, and within the host government. The Senior Specialist serves as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned activities.

The role of the position includes building internal USAID systems for data management and engaging with partners to influence programming based on data analysis.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Program/Project/Activity Performance Management and Reporting 35%

1. Provides senior/high level technical guidance to OEH, Mission staff, IPs, and other USG agencies on MEL concepts, processes, design, training, and best practices.
2. Provides expert direction and technical guidance in the implementation of the OEH portions of the Mission Performance Management Plan (PMP), and OEH responsibilities from Mission PMP; and, SI and MEL services and support to IPs in the development and implementation of program/project/activity Monitoring, Evaluation, and Learning Plans.
3. Provides guidance to IPs in understanding of the Performance Monitoring Plan systems, and their role in the process, and advises on specific measurement techniques appropriate for their programs/projects/activities.
4. Provides technical strategic information (SI) and monitoring and evaluation (M&E) expertise to the Program Office, USAID/Washington, and other USG agencies to in order to plan and manage OEH responsibilities related to the PMP, including collection, assessment of validity, and improving data quality.
5. Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and SI/MEL contractors; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities, indicators at the strategic objective level, and detailed indicators at the activity level; and, ensures proper collection of data, and that indicators serve is an appropriate measure of their corresponding result.
6. Provides technical leadership to CORs/AORs and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures, which together provide greater results and more accurate measurements.
7. Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive and often sensitive Mission and OEH topics. Briefs the OEH and Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.
8. Provides expert guidance to OEH's technical staff on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edits quarterly, semi-annual, and annual performance Reports.
9. Leads USAID's support to the host government for the development and management of a national information system, and a central repository (data warehouse) for Health data; and, serves as USAID point of contact for Health data and information systems.

B. Evaluation and Organizational Learning. 35%

1. Provides technical guidance and leadership to ensure evaluations are properly planned and carried out in a high-quality and professional manner, by aiding OEH CORs/AORs to draft appropriate Scopes of Work (SOWs) for evaluation Teams, by actual participation in and/or leading evaluation Teams, and by ensuring that Team comments on draft evaluation reports are reflected in final reports.
2. Leads a team in the development and execution of an evaluation plan that ensures compliance with USAID Evaluation Policy. Advises thematic teams/working groups and technical specialists on planning, designing, and implementing appropriate Evaluation Plans.
3. Provides technical guidance and leadership to other USG agencies in the development, preparation, and dissemination of results of Public Health evaluations, Demographic Health Surveys, etc.
4. Leads cross-cutting evaluations, and supports prioritization and implementation of recommendations, as required.
5. Manages the Collaborating, Learning, and Adapting (CLA) component of OEH's activities.
6. Organizes and leads roundtables and consultations with OEH staff, IPs, and other stakeholders to develop a Learning Agenda for Health interventions; identifies mechanisms for implementing research; and, manages implementation of research and evaluation activities and dissemination of results.
7. Provides technical leadership and oversight to the Ministry of Health and other host-country government staff to ensure that national-level data is available and reliable, and works with inter-agency Heads of Departments and senior technical staff to ensure that USG data contributes to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are attributable to USAID (and USG) interventions.

C. Project Management. 30%

1. Serves as a C/AOR and/or Activity Manager for SI/MEL programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the OEH, Mission, and USG objectives.
2. Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of USG funding.

D. Representation.

1. Represents the OEH, Mission, and USG at national and/or international technical and programmatic meetings, and in consultations with other social sector donors, government officials, and IPs.

2. Provides technical and strategic leadership in the preparation of key annual and mid-term planning reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
3. Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of a US-style University Master's Degree in a field related to social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.
- b. **Prior Work Experience:** Five years of progressively responsible job-related professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two years of this experience in a development-oriented workplace, or a related field, for USAID, other donor agencies, host-country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.
- c. **Post Entry Training:** Familiarization training in USAID- and PEPFAR-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, will be provided. Successful completion of formal C/AOR training is necessary for proper job performance and will be provided. 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 may be provided as they become available, subject to availability of funds.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. **Language Proficiency:** Level IV (fluent proficiency) in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.
- e. **Job Knowledge:** The Senior Specialist must have in depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and

program design, monitoring and evaluation. The Senior Specialist must have excellent knowledge of MEL systems, public health programming, and international donor operations in the sector. The Senior Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. The Senior Specialist must have working knowledge of USG legislation, policy, and practice relating to monitoring, evaluation, and learning, and of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

- f. **Skills and Abilities:** The Senior Specialist must have the ability to plan, organize and execute complex SI/MEL activities, including the ability to provide technical leadership and apply this ability to programming in the host country and the region. The Senior Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability in excel, SPSS, STATA, R and/or other analytical databases.

16. POSITION ELEMENTS

- a. **Supervision Received:** The USAID Development Assistance Senior Specialist (Strategic Information / Monitoring, Evaluation, and Learning [SI/MEL]) works under the very general supervision of the Health Team Lead, and the closer but general supervision of the Office of Environment & Health Director. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Senior Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
- b. **Supervision Exercised:** Continuing supervision of other Division and Office staff is not anticipated. The Senior Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Senior Specialist is expected to serve as mentor to C/AORs, Assistant-level staff, and others in SI and MEL systems and processes, and to provide other work guidance as assigned.
- c. **Available Guidelines:** Available guidelines include USG program/project/activity guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other

relevant reports; the Automated Directives System (ADS); USAID Mandatory and Standard Provisions, and the FAR and AIDAR; and, PEPFAR operational plans, Country Operational Plans, host-government Five-Year Strategic Plans (or equivalent), and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

- d. **Exercise of Judgment:** The Senior Specialist applies independent judgment in working with health-systems professionals throughout the Mission, the host government, IPs, and stakeholders; in providing on-site SI and MEL studies of USAID program/project/activity implementation; and, in devising approaches to resolving technical, administrative, managerial, and/or policy deficiencies and problems. Judgment must be exercised in setting priorities, in determining when intervention in programs/projects/activities is necessary, and in reaching consensus on conclusions and recommendations.
- e. **Authority to Make Commitments:** The Senior Specialist exercises the authority given to activity managers and C/AORs and may make administrative arrangements consistent with ADS guidance and Mission and Office policy. The Senior Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and superiors informed of activity and project status. Within the scope of the authority delegated, the Senior Specialist may indicate to ranking counterparts and IPs that they will make a recommendation to USAID on a specific activity, issue, or problem. The Senior Specialist has no independent authority to commit the USG to the expenditure of funds but may negotiate ad referendum for the supervisor.
- f. **Nature, Level, and Purpose of Contacts:** The Senior Specialist has a full range of contacts within the Mission, at all levels, and maintains contact with IPs implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, local, and other, contacts vary widely with the type of activity being implemented and may be at any level. Frequent and substantive personal contacts with officials of the host government, and with the private sector, are for the purpose of explaining and defending Health Office and USAID policies, objectives, and procedures, and to transmit and interpret host-government and private-sector attitudes and concerns to senior USAID officials. In addition, the Senior Specialist provides technical assistance and guidance on best practices to USG staff, and host-government and partners.
- g. **Time Expected to Reach Full Performance Level:** One (1) year.

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