

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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| 1. POST KAMPALA | 2. AGENCY USAID | 3a. POSITION NO. |
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

- a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) _____

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|----------------------------------|---------------------------------|---------------|----------|--------------------|
| a. Post Classification Authority | PMS (M&E + Learning) | FSN __ | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. POST TITLE POSITION (if different from official title) | 7. NAME OF EMPLOYEE |
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| 8. OFFICE/SECTION USAID | a. First Subdivision DEMOCRACY, GOVERNANCE & CONFLICT TEAM (DO2) |
| b. Second Subdivision | c. Third Subdivision N/A |

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| <p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Employee Date(mm-dd-yy)</p> | <p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p> |
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| <p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p> <p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p> | <p>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p> |
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13. BASIC FUNCTION OF POSITION

The Monitoring and Evaluation (M&E) Learning Advisor position will be located in USAID/Uganda's DRG office. The primary purpose of this position is to provide leadership, guidance and overall direction to the entire DRG office on monitoring and evaluation of its activities in peace building/conflict mitigation, governance and accountability, political processes, human rights, rule of law and elections. The position will assist the DRG Team and provide support to the Gulu office to ensure that the Agency performance management requirements on monitoring, reporting, evaluations and assessments are being met for all DRG programs throughout the country and that information collected is documented and informing the DRG team and the Gulu office regarding program progress.

The Advisor will work closely with the Program and Policy Development Office (PPDO) and the mission wide USAID/Uganda Monitoring, Evaluation and Learning Contractor to track the impact of the CDCS game changers, implement the DRG team's M&E plan to ensure activities contribute to the CDCs goals, and respond to additional performance reporting information needs as requested.

The M&E Learning Advisor will advise and articulate an approach for integrating DRG principles and practices into other USAID development sectors. Obstacles to economic and social development are not only technical in nature, but also rooted in the political economy of a country. Therefore technical efforts to promote poverty reduction must be complemented by efforts to address DRG issues including, but not limited to, a lack of citizen participation and government accountability. S/he will act as the main point of contact (lead DRG technical resource) on issues related to governance and ensure DRG principles are better aligned within economic growth, health and education activities.

The M&E Learning Advisor is DO2's primary liaison to PPDO and is the principal coordinator of monitoring and evaluation for all DO2 activities, and working with the Economic Growth and Health/Education technical offices to ensure governance concepts are captured in their programs and strategies. With the emphasis placed on program performance indicators, the M&E/Learning Advisor is responsible for implementation, management and tracking results of the overall DO2 Team Performance Management Plan (PMP), which serves as the primary tool for planning and management of the collection of performance data and for compliance with mandated measurement criteria. The Advisor will assist the DRG Team and the Gulu office to capture lessons learned, success stories and providing qualitative analysis of DRG activities.

Background Information

The position is located in Development Objective 2 (DO2), Democracy Human Rights and Governance (DRG) office. DO2 currently has seven staff and a budget of \$10 million. DO2 works closely with the northern Uganda Gulu office who oversees DRG activities. The strategic objective of DO2 is Democracy and Governance systems strengthened and made more accountable. Our strategy supports the USAID foreign assistance goal to help the Government of Uganda (GoU) to build and sustain a democratic well-governed state that responds to the needs of their people.

The DRG office is implementing an entirely new portfolio. Two new programs were launched in August and November 2012 respectively in the areas of peace building/conflict mitigation and governance/accountability for the improvement of service delivery, and the new Democratic Rights and Accountability Project, a \$19 million program with three activities (Political Competition and Consensus Building, Rights and Rule of Law Human Rights and Elections Support) expected to start in fiscal year 2014.

Governance is a cross cutting issue and adapting DRG interventions in economic growth, education and health programming is identified in USAID/Uganda's Country Development Cooperation Strategy (CDCS). Addressing these constraints and integrating core DRG tenets across USAID's development portfolio, as well as building country ownership, are important to the successful implementation of all USAID programs. Improvements in rule of law, policy formulation and implementation, public financial management, public accountability, and citizen participation are needed to make investments in food security, health, education, economic growth and trade, and environmental protection sustainable. Ensuring the application of core DRG precepts such as inclusion, participation, and accountability across USAID's development portfolio enables the growth of responsive, effective institutions better able to develop policy, equitably deliver services, and monitor the effectiveness of their interventions, thus contributing not only to improved DRG outcomes, but to the sustainable attainment of development objectives writ large.

Effective monitoring and evaluation of these programs and ensuring that democracy and governance linkages exist in USAID/Uganda's economic growth, health and education programs is essential.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Manage, and Maintain DO2 DRG Team Results Framework and Performance Management Plan (Results Framework and PMP) - 50%

- M&E Learning Advisor manages and updates DO2's PMP and Results Framework. Works directly with the Mission PPDO, USAID/Uganda's Monitoring, Evaluation and Learning Contractor, Economic Growth and Health/Education technical offices and the Gulu office to coordinate M&E DRG activities.
- Prepare consolidated progress reports for Management including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations.
- Liaise with Economic Growth (EG) and Health/Education technical offices to ensure that democracy and

governance principles are reflected in EG and health/education to help inform the design of strategies, programs, and activities and ensure sustainability of interventions.

- Takes the lead in working closely with other M&E Technical Specialists in the Program Office, Economic Growth and Health/Education to managing cross-cutting evaluations reflecting democracy and governance principles and support findings within the respective technical offices activities.
- Works with implementing partners (IPs) to ensure their understanding of the PMP system and process, their role in the process and advises them on specific measurement techniques appropriate for their programs. Reviews IP PMPs and advises the DRG CORs and AORs to approve or require modification.
- Coordinate the preparation of all monitoring and evaluation reports, guide staff and IPs in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission.
- Assists DRG and Gulu office AORs/CORs and implementing partners (IPs) to ensure activity work plans and monitoring plans include defined measurable indicators, effective performance measures and targets that together provide greater results and more appropriate DO2 measurements.
- Tracks and maintains multiple sets of key indicators: common indicators related to standard components used in all USAID programs/projects; indicators at the DO2 level and detailed indicators at the activity level.
- Provides information to the DRG team and Gulu office on M&E concepts, processes, design, training and practices.
- Develops innovative and cross-cutting monitoring tools for use by the DRG staff, Gulu office and other technical teams to monitor and track progress of DRG programming.
- Liaises with AORs/CORs and the Monitoring, Evaluation and Learning Contractor to ensure that data is properly collected during Data Quality Assessments (DQAs) and information for each indicator is an appropriate measure of its corresponding result.
- Provides assistance to the DRG AORs/CORs with their contribution to the monitoring portion of the Annual Report through regular consultations.
- Leads team responses to routine performance management data calls especially ensuring availability of necessary data for portfolio reviews, annual performance plans and report (PPR).
- Provides field support to the DRG team and Gulu office on M&E activities.
- Manages the team's budget for Monitoring and Evaluation.
- Schedules and prepares the team's M&E calendar.

B. Evaluation – 30%

- Designs and implements DRG's Evaluation Plan in coordination with the Missions Program Office. The Advisor will ensure that evaluations of DRG programs are properly planned and carried out in a high-quality, professional manner. Assist AORs/CORs in drafting appropriate statements of work for evaluation teams, participate in the evaluation assessments conducted by the evaluation teams, and ensure that AORs/CORs comments on draft reports are reflected in final reports. Undertake regular visits to the field to support ongoing implementation of monitoring and evaluation, check the quality of data produced, and to identify where adaptations might be needed (i.e. amending a work plan). Monitor the follow up of evaluation recommendations with AORs/CORs.
- Designs and oversees implementation of other surveys, investigative studies and research, including desk studies to meet the DRG information and knowledge gaps and support IP evaluations.
- Supports the DRG team to collate, prioritize and follow-up and close out recommendations from evaluations.
- Works with PPDO and USAID/Uganda's Collaborative Learning Advisor (CLA) Contractor to ensure that democracy governance indicators are clearly defined, and indicators and targets are reflective of the DRG portfolio.
- Works with the DRG AORs and CORs to manage the Collaborating, Learning and Adapting (CLA) components of our DO2 activities in our portfolio, which may include evaluation research activities and dissemination of results.
- Tells the DRG story in innovative ways to capture lessons and challenges throughout the program cycle.

Cross Sector/Miscellaneous Assignments – 20%

- Provides technical advice, guidance and support to the Economic Growth (EG) and Health/Education technical offices to ensure that democracy and governance principles are reflected in EG and Health/Education to help inform the design of strategies, programs and activities.
- Takes the lead in working closely with other M&E Technical Specialists in the Program Office, EG and Health/Education offices to manage cross cutting evaluations reflecting democracy and governance principles and supporting findings within the respective technical offices activities.
- Performs other duties as assigned or required.

- Provide support to IPs in designing, conducting and operationalizing baselines that allow reporting against key performance indicators.
- Establish appropriate and timely communication mechanism that allows for timely and accurate reporting from partners (on quarterly reports, accruals etc.).
- Facilitate the sharing of evidence and documentation that is relevant for change in implementation.
- Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: A Master's Degree or a host country equivalent relevant to development assistance, such as public or business administration, political science, sociology, economics, international development or a closely related field.

b. Prior Work Experience: A minimum of six years of progressively responsible, professional level experience in planning processes, performance management, monitoring and evaluation, field research, and capacity building in large governmental or international organizations. Monitoring and evaluation of democracy/governance programs is desirable. Demonstrated record of preparing independent analytical work from either primary or secondary sources and some specialized training or experience in monitoring and evaluation is desirable.

c. Available Guidelines: USAID regulations (including the Automated Directives System) provide broad guidelines as to the conduct of work related to the duties described above. USAID has other documents and background papers on monitoring and evaluation which may also provide a resource.

d. Post Entry Training: On-the-job training in USAID specific programs and procedures, and attendance at USAID or other professional courses will be determined based on availability, warranted or required. Completion of COR/AOR training is required.

e. Language Proficiency: Level IV (fluent) spoken and written English language proficiency is required.

f. Knowledge: Knowledge and understanding of host-country historic, economic, social and political characteristics and an understanding of development in Uganda is required. This position requires a thorough knowledge, or the ability to quickly acquire a thorough knowledge of USAID programming policies, regulations, procedures and documentation and the objectives, methodology and status of projects assigned. Knowledge of the objectives and operations of the U.S. Government or the program activities of other international donor organizations is highly desirable.

g. Skills and Abilities: This position requires experience in a management capacity, political analysis and program reporting and monitoring and strong interpersonal and team-building skills. The position involves the ability to quickly learn new systems within USAID and serve as an effective liaison with a wide array of individuals and institutions is essential. Knowledge of USAID systems is desired and will greatly accelerate attainment of full performance potential. Demonstrated experience and ability to work in a team and with the Gulu office is required. The M&E/Learning Advisor must have strong writing skills and be able to prepare clear, substantive reports and briefing papers in English in a timely manner. Computer literacy is essential, including competency in word processing and the use of complex spreadsheet programs. S/he must possess a familiarity with a wide range of issues, such as program evaluation, democracy and governance, economic growth, health and education. The M&E Learning Advisor must have the ability to develop a thorough understanding of USAID and host-government policies and procedures. This work requires flexibility and ability to react to changing systems with sound analysis and the ability to work under pressure.

16. POSITION ELEMENTS

a. Supervision Received: The M&E/Learning Advisor is supervised by the DRG Team Leader. Assignments are made orally and in writing. The M&E Learning Advisor exercises independence in most phases of the assignment but determines those situations that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved and the results expected. The M&E Learning Advisor seeks advice and assistance as required.

b. Exercise of Judgment: The incumbent works with a high level of independence in managing the DRG Team's monitoring and evaluation systems and information. Advises technical staff and IPs on data collection and measurement in Uganda. The incumbent uses considerable judgment in developing ideas and proposals, and suggests the appropriate analytical approach to be used for a particular analysis. The incumbent also exercises considerable judgment in determining who to involve or not involve in a particular activity and proposes teams to accomplish the objectives and analysis agreed to.

c. Authority to Make Commitments: Because the position will be procured through a FSN contract, the incumbent cannot make financial commitments on behalf of the U.S. Government.

d. Nature, Level and Purpose of Contacts: The incumbent will maintain contacts and work with USAID technical staff in USAID/Uganda and other USG agencies, mid-level technical staff in government agencies, implementing partners and other stakeholders.

e. Supervision Exercised: Full supervision of other USAID DRG staff is not anticipated. The M&E Learning Advisor provides assistance and technical guidance to the DRG technical staff on planning, design, monitoring, evaluation and learning techniques..

f. Time Required to Perform Full Range of Duties after Entry into the Position: 52 weeks.