

POSITION: Development Assistance Specialist (Monitoring & Evaluation)

BASIC FUNCTION OF POSITION

The Development Assistance Specialist position is based in Rangoon/Burma. Works under the general supervision of the USDH Supervisory Program Manager, and serves as the Mission's Monitoring and Evaluation Specialist. The position would be responsible for the Mission's programming and budget operations that total approximately \$100 million/year, including strategic planning, program budgeting, resource leveraging, portfolio performance monitoring, results tracking and program evaluation, relationships with host country governments, and donor coordination, engaging Mission on bilateral programs, relationships with host country governments, and donor coordination.

As the Mission's Monitoring and Evaluation Specialist, the incumbent serves as the principal advisor on designing and implementing monitoring and evaluation (M&E) plans for USAID/Burma technical offices and leads USAID/Burma in M&E innovations. The incumbent provides leadership on M&E activities at USAID/Burma. S/he supports the M&E work by liaising with technical offices and implementing partners in the development and implementation of the Mission's overall M&E strategy. S/he provides guidance to all Mission personnel on all aspects of Agency's policy and strategy as related to monitoring and evaluation, as well as aspects of M&E in design and implementation of development assistance programs. The incumbent leads the Mission's M&E Working Group and facilitates M&E training, both formally and informally at USAID/Burma. The incumbent ensures that evaluation recommendations are used in new Mission procurements and that USAID complies with Agency requirements for evaluations, including the USAID Evaluation Policy. The M&E Specialist will also serve as contract manager for individual evaluation contracts, and will may also serve as Contracting Officer's Representative (COR).

The incumbent also serves as the Program Officer's senior advisor to USAID/Burma technical offices on implementing the U.S. Foreign Assistance Reforms and Automated Directives System (ADS) guidance in the areas of strategy formulation, activity design, and performance monitoring and evaluation and as Program Office Facilitator on designated regional technical and country teams. The incumbent provides assistance to his/her designated backstop team, directing and coordinating activities related to analysis, planning, budgeting, reporting, evaluation, and obligation of the Operating Unit's budget.

MAJOR DUTIES AND RESPONSIBILITIES

The Development Assistance Specialist provides monitoring and evaluation (M&E) expertise for the entire Mission portfolio and its implementing partners. The incumbent provides leadership on M&E activities at USAID/Burma. S/he supports the M&E work by liaising with technical offices and implementing partners in the development and implementation of the Mission's overall M&E strategy. S/he provides guidance to all Mission personnel on all aspects of Agency's policy and strategy as related to monitoring and evaluation, as well as aspects of M&E in design and implementation of development assistance programs. The incumbent leads the Mission's M&E Working Group and facilitates M&E training, both formally and informally at USAID/Burma. The incumbent ensures that evaluation recommendations are used in new Mission procurements and that USAID complies with Agency requirements for evaluations, including the USAID Evaluation Policy. The M&E Specialist will also serve as contract manager for individual evaluation contracts, and will may also serve as Contracting Officer's Representative (COR).

Monitoring and evaluation of programs in USAID/Burma presents particular challenges, including ensuring the reliability of data provided. The incumbent is required to exercise extensive judgment in planning and conducting tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines.

Monitoring and Evaluation of Activities and Programs (65%)

Manages the development and update of the Mission's Performance Monitoring Plan (PMP) and provides guidance on the development of performance indicators, targets, and monitoring systems for all technical teams.

Designs performance and impact evaluations on the strategy goal or sub-goal level, as well as on the individual technical sector and project level in collaboration with technical teams. Provides evaluation design, consultation, and evaluation team participation for USAID/Burma technical teams.

Provides leadership, thoughtful analysis, and technical support to the monitoring and evaluation needs of technical offices, on an as needed basis, by ensuring that implementing partner performance monitoring systems are operating effectively, that reliable impact indicators are established, collected, and analyzed periodically to support management, compliance and reporting responsibilities.

Serves as USAID/Burma Technical Team Program Backstop in M&E-related areas, such as activity design and approval, diagnostic of development challenges and opportunities for USAID support, socio-economic analysis including social and institutional profile examination strategy formulation, risk analysis, implementing U.S. foreign assistance priorities in accordance with new foreign assistance initiatives and priorities.

Leads the Program Office efforts in managing of evaluation activities and all stages of the evaluation process that include: designing and drafting a scope of work; helping to select funding sources from the Mission's Development Objectives; selecting contracting mechanisms and participating in the selection of contractors that best suit activity objectives; creating and chairing evaluation selection committees; supervising outside teams of technical experts; participating in evaluation execution and final report writing; resolving critical budget and scheduling issues as well as conflicts between the Mission's technical offices and evaluation teams; and formulating and assigning tasks. As appropriate, recommends termination of evaluation contracts for poor performance.

Ensures that evaluation recommendations are used in new Mission procurements and that USAID complies with Agency requirements for evaluations, including the new Evaluation Policy (January 2011) and future M&E-related guidance and policies. Serves as liaison with USAID/DEC and USAID/PPL on performance monitoring and evaluations as required and stays abreast of the latest developments in the field of performance monitoring and evaluation;

In coordination with technical offices and AORs/CORs, supports monitoring activities undertaken by implementing partners; tracks progress against program descriptions, implementation plans and annual work plans; assesses progress and potential barriers to achievement of results; recommends program modifications to address problems; and documents results.

Conducts periodic field visits to monitor activities of implementing partners in coordination with technical offices and assess progress; identifies and anticipates implementation problems; and works with technical officers and partners to make the most effective use of available program resources.

Identifies and analyzes program performance for the Mission and is responsible for submitting recommendations for evaluations of critical sectors and programs for USAID.

Develops and implements a plan to enhance the capacity of Mission staff to monitor and evaluate activity and program results and use evaluation recommendations for evidence-based decision-making.

USAID Program Planning and Management (35%)

The incumbent serves technical office(s) at USAID/Burma responsible for the achievement of Program Objectives as designated by the Director of the Program Office. In this capacity, s/he plays three critical roles on the Teams by serving as: 1) Program Office backstop; 2) Development/Assistance Objective team member, and 3) facilitator/intermediary between the Development/Assistance Objective teams and the Program Office, and when necessary, intermediary within the Team to resolve programming-, implementation- and budgeting-related issues.

As appropriate, serves as the Contracting Officer's Representative (COR) for any general evaluation contracts that the Mission may enter into for evaluation services. As COR, the M&E Specialist would be responsible for the full range of COR responsibilities such as tracking contract expenditures and pipelines, annual obligation of funds and managing the level of effort provided throughout the contract as well as facilitate and assure appropriate services are provided to missions requesting M&E services.

Serves as a senior advisor to USAID/Burma technical office(s) by providing activity design and approval, diagnostic of development challenges and opportunities for USAID support, socio-economic analysis including social and institutional profile examination, strategy formulation, risk analysis, and implementation of U.S. foreign assistance priorities in accordance with new foreign assistance initiatives and priorities.

Leads the design, structure and content of USAID/Burma Results Framework and the development of performance indicators, targets, and monitoring systems for all technical teams. Ensures that the Performance Monitoring Plan (PMP), a key component of the Results Framework, is a document that adequately measures progress and accomplishments under the Mission's portfolio. Coordinates input from all technical offices to the PMP. Facilitates use of Results Framework as a tool by senior management for program decisions. Makes sure that all technical teams possess adequate expertise in the areas of performance measurement and activity managers in each DO team receive adequate training. The incumbent provides the necessary training.

Assists DO teams to define and track realistic and verifiable benchmarks and performance indicators to measure achievement, including gender-specific indicators; maintain cost-effective and reliable performance monitoring systems; and document implementation performance for "lessons learned" purposes;

Leads the process of preparing the Annual Performance Plans and Reports (PPRs) for USAID/Burma. Works closely with technical teams, and associated embassies to produce the reports according to the guidance received from USAID/Washington. Prepares report narratives including the Congressional Budget Justifications (CBJ) and performance analyses. Provides technical support for the Mission on the preparation of their Annual Performance Reports.

Serves as the Program Office Representative for the preparation of the Mission Resource Request (MRR), Annual Operational Plan (OP), annual and semi-annual program performance plans and report, performance indicators, and targets at the program area, and program element results levels, and appropriate documentation to authorize the obligation of funds to activities per the ADS.

Together with other members of technical offices, Program Office, and other USG agencies, conceptualize and develop practical and effective refinements to the Mission's monitoring and evaluation system components in order to ensure their continued effectiveness in documenting implementing partner and overall program progress.

Provides expertise while leading the data quality assurance process as well as reporting on compliance with USG policy and regulatory requirements, with special emphasis on the challenges of monitoring and evaluation of community-level activities. Provide guidance and consultation to the Mission, other USG agencies, and implementing partners concerning monitoring and evaluation systems and issues.

Develop appropriate monitoring and evaluation system information and guidance for use in preparing key planning and budget documents, program area analyses, presentations, and briefing documents.

Serves USAID/Burma staff and implementing partners as technical resource with advice on design, development, and improvement of evaluation and performance monitoring systems. Ensures that systems work to improve overall performance of USAID activities.