

STRATEGIC INFORMATION TECHNICAL ADVISOR

BASIC FUNCTION OF POSITION

The Strategic Information (SI)¹ Technical Advisor will serve as the HIV/AIDS Subject Matter Expert (SME) for Monitoring and Evaluation (M&E) and other SI-related tasks pertaining to HIV/AIDS, and other health areas. S/he will be responsible for the collection and quality of 1) the USAID/DR HIV and HIV-related program data; and 2) the portfolio monitoring and evaluation plan for reporting to USG agencies, including the Office of the Global AIDS Coordinator (OGAC) and the United States Agency for International Development (USAID).

The incumbent is expected to be familiar with PEPFAR and USAID policies and have a strong understanding of PEPFAR guidance and directives, development principles and host country needs and priorities related to strategic information. The SI Technical Advisor will advise USAID/DR on all matters related to the measurement and evaluation of USAID's contributions toward achieving PEPFAR and national targets. The incumbent will also work as part of a larger PEPFAR SI team, along with other USG agencies implementing HIV activities in the DR, to improve the planning and coordination of all PEPFAR-funded SI activities.

Currently, the PEPFAR/DR program is implemented by community-level NGOs, national and international NGOs and five USG agencies. The SI Officer will provide technical guidance to increase the capacity of all USAID partners to report reliably, ensure all data reported to OGAC and USAID is of high quality, promote a working environment that supports the national goal of one monitoring and evaluation

¹ Strategic Information (SI) PEPFAR uses the term SI to encompass monitoring and evaluation, health information systems and surveys and surveillance). This can be found in the UNAIDS 12 Components of a Functional National HIV SI System.
http://www.unaids.org/en/media/unaids/contentassets/documents/document/2010/20080430_JC1769_Organizing_Framework_Functional_v2_en.pdf.

system for HIV/AIDS, actively apply the principles outlined in the USAID Evaluation Policy, and manage the monitoring and evaluation of the USAID health-sector activities. S/he will also strengthen the M&E functions of USAID-funded partners to better collect, manage, and use quality programmatic data to inform their activities and policies in GoDR's response to HIV/AIDS. The incumbent will report to the Health Team Leader.

MAJOR DUTIES AND RESPONSIBILITIES

Technical leadership for the Monitoring and Evaluation of USAID Implementing Partner Activities: (40%)

1. Provide direct technical support to strengthen the capacity of local USAID implementing partners and community stakeholders on monitoring and evaluation, including data use for informed decision-making.
2. Provide technical support for assessing selected health activities by ensuring that performance monitoring systems are in place and compliant with USAID and PEPFAR policies and guidance, particularly following the award of projects.
3. Review and approve USAID-funded project performance plans. Take part in the review and approval of annual work plans and quarterly reports of USAID partners funded by PEPFAR.
4. Track performance data from partners implementing USAID activities on a routine basis and communicate M&E and performance-related issues to the HIV/AIDS and health teams and other USG senior staff as needed.
5. Analyze and visualize data in accessible ways for a range of audiences, from management to technical agencies to public audiences
6. Provide support to USAID partners on M&E, including establishing and rationalizing indicators and ensuring a balance set of indicators that include input, output, and outcome indicators.

7. Monitor activities undertaken by USAID implementation partners related to M&E, including periodic data quality assessments (DQA) and provide documented site visit reports which track progress against program descriptions, implementation plans and work plans, assess progress and barriers to achievement, recommend action for improvement or modifications to address programs and document and highlight results.
8. Analyzing, reviewing and interpreting USAID program results, developing and reviewing of reports and technical publications.
9. Identify key evaluation and research questions, coordinate studies to meet the identified needs, and enhance the use of evaluation and research findings.
10. Provide support for the design and implementation of performance and outcome evaluations for USAID-funded HIV projects.
11. Promote the use and dissemination of implementing partners' results to guide policy formulation, program planning and improvement.

USAID-specific Project Management/Reporting Functions (25%)

1. Participate in briefings with senior USAID and Embassy Officers on matters pertaining to strategic information and health planning statistics programs in the Dominican Republic.
2. Serve as Contracting or Agreement Officer's Representative (COR/AOR) for all grants and contracts executed under the health portfolio pertaining to strategic information.
3. Actively participate in the planning, design, monitoring, implementation and evaluation of USAID/Health Office awards.
4. Serve as technical lead in USAID SI program coordination, analysis of progress and project design for inclusion in the Country Development Cooperation Strategy (CDCS), Project Appraisal Document (PAD),

Performance Monitoring Plan (PMP) and other reporting documents.

5. Serve as the primary focal point for Health Office in complying with USAID's Evaluation Policy and implementing the requirements of ADS 203 for monitoring, evaluation, and data quality assessment.
6. Assist in the drafting or reviewing of research and program evaluation proposals and protocols for appropriateness of research topic, study design and statistical analysis plan
7. Perform any other office duties as may be assigned by the Health Team Leader or designee.

USAID representation and technical support for the national HIV response in strategic information (20%)

1. Represent USAID as the Subject Matter Expert (SME) for strategic information in PEPFAR and national forums.
2. Act in the capacity of USAID/DR SI Advisor at all national forums keeping abreast of training, strategy, and policy coming out of USAID and Office of the Global AIDS Coordinator (OGAC), in coordination with the USAID/DR Program Office evaluation and monitoring staff.
3. Actively coordinate with GoDR government, other USG agencies, and other partners including UNAIDS, Global Fund, PAHO on planning, implementation and policy issues related to HIV activities related to SI.
4. Actively engage in local SI capacity building of host country government and other local organizations to strengthen the collection, analysis and use of data for program planning and direction.
5. Assist in preparation of USAID, PEPFAR, Global Fund), and Ministry of Health (MOH) (as requested) technical, analytical or reporting documents pertaining to strategic information (i.e. collate and analyze national and/or program data for routine monitoring, evaluation, or research purposes)

6. Maintain up-to-date knowledge of survey and surveillance data, epidemiological and evaluation literature relevant to HIV nationally and internationally.

Support and coordinate USAID-funded HIV Activities for PEPFAR reporting (15%):

1. Work closely with other USG agencies in the PEPFAR SI Team to coordinate overall strategic direction for PEPFAR SI and M&E activities.
2. In collaboration with all USG agencies under PEPFAR, coordinate M&E-related and other SI-related activities in the development of the annual COP and provide technical guidance on the SI needs of PEPFAR/DR.
3. Lead the development and timely submission of USAID-specific achievements for PEPFAR field reporting, SAPR, and APR.
4. Working with other USG agencies, notably, State Department, Department of Defense (DOD), Peace Corps, and Centers for Disease and Prevention (CDC), coordinate and strengthen the collection, preparation, submission, and quality assurance of data needed by PEPFAR in accordance with OGAC's guidance.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Bachelor's degree in sociology, social policy, anthropology, psychology, International relations, social work, statistics, economics, project management, medicine, nursing or a related field essential. Possession of an advanced degree (Masters level or above) in the field of public health, epidemiology, demography, public policy, social or behavioral science or related field desirable.

b. Prior Work Experience

A minimum of five years of progressive and responsible experience in strategic planning, monitoring and evaluation, project design, program management is required.

A minimum of three years of experience supporting social, economic or health development programs is required. Experience in supporting health programs, ideally related to HIV or health systems strengthening would be an asset. Experience working with community-based organizations is desirable. Experience working for U.S. Government agencies, international development organizations, or on PEPFAR-funded projects is desirable.

c. Post Entry Training

Post entry training related to USAID policies, procedures and formats, and COR/AOR training.

Must acquire the capacity to act as COR/AOR for any strategic information bi-lateral contracts or awards, dependent on need.

d. Language Proficiency:

The incumbent must be fluent (level IV - reading, writing and speaking) in Spanish, and near fluent (level IV - reading, writing and speaking) in English, and have proven ability to communicate clearly and concisely. S/he must be able to prepare well-written briefing documents, presentations, program reports and correspondence in a professional manner, requiring only minor editorial changes.

e. Knowledge

Incumbent should be highly conversant with the concepts and terminology of international development and strategic information, including knowledge of survey methodology, disease surveillance methods, data collection and data analysis, evaluation methods, and an understanding of

health information systems and epidemiology. Incumbent should have a strong knowledge of Dominican community-based and public sector health organizations; historical antecedents and current organizational trends. Incumbent must be able to locate reference materials, research and interpret factual data and compile and present it in a concise and appropriate format.

Must be conversant with the Dominican Republic's national response to HIV/AIDS and hold interest in all health sector initiatives.

f. Skills and Abilities

1. Strong quantitative and analytical skills, ability to develop evaluation protocols, and conduct target setting with measurable outcomes.
2. Must be adept in qualitative and quantitative research methods.
3. Ability to analyze, organizes, and interprets data and present findings in both oral and written form.
4. Basic skill in the operation of computers and software program applications authorized for use (including ACCESS, Excel, PowerPoint, and Word). Skill with data analysis software such as Epi-Info, STATA or SAS desirable, but not required.
5. Proficiency in using online databases is required.
6. Proven leadership, management, facilitation, coordination, interpersonal, and teamwork skills.
7. Sound judgment, tact and diplomacy, and proven ability to work under pressure to meet project deadlines or dates for special events.

POSITION ELEMENTS

A. Supervision Received:

The Strategic Information Technical Advisor will report directly to the Health Team Leader.

B. Supervision Exercised:

The position has no direct supervisory responsibilities, but as a senior technical expert, the Strategic Information Technical Advisor will provide work guidance to Health Team on the area of Strategic Information. The position will have a results-oriented working relationship with contractors or cooperative agreement partners, ensuring high quality performance/systems within the subject area of Strategic Information.

C. Available Guidelines:

The position is subject to international standards for public health care, PEPFAR technical guidelines and procedures from the Office of the Global AIDS Coordinator, USAID directives, regulations, policies, GODR Ministry of Health regulations/policies, and acquisitions and assistance regulations, as appropriate.

D. Exercise of Judgment:

The Strategic Information Technical Advisor is expected to demonstrate a high level of independence, professionalism, judgment and responsibility. The incumbent will be required to make independent and professional judgments in the area of Strategic Information, relating to USAID-funded activities, and analyze national Strategic Information activities. S/he will be required to develop strategies for eliciting cooperation and commitment for strategic information activities and strategic information in relation to USAID projects from implementing partners.

A. Authority to Make Commitments:

The Strategic Information Technical Advisor will have no authority to make commitments of U.S. Government financial, technical, or personnel resources. However, s/he will play a key informational and analytical role relating to Strategic Information in determining USAID/DR's positions to inform on funding for grants and contracts approval or renewal, of technical assistance relating to Strategic

Information, training opportunities, and other program elements regarding activities and budgets. This role will be in support to Program Management Specialists and Team Leader for all health program activities, and a lead advisory role to inform decisions for Strategic Information-specific activities, such as surveys and evaluations.

B. Nature, Level and Purpose of Contacts:

The Strategic Information Technical Advisor will have frequent internal mid-level contact with the Health Office Director and Health Office staff, USAID/DR Management, USAID staff, Embassy officials, senior and technical host government officials, other agency PEPFAR counterparts, and counterparts in donors or international agencies to plan, coordinate and use Strategic Information for HIV/AIDS programs that achieve results specific to PEPFAR and USAID/DR Health strategic objectives. The incumbent is also expected to interact frequently with other USAID/DR technical and support offices to ensure cross-Mission coordination of activities. The incumbent will represent USAID/DR in relevant national and PEPFAR technical working groups.

As COR/AOR, or Activity Manager for some activities, the Strategic Information Technical Advisor will serve as a USAID/DR point of contact with senior DR Government officials, mid-to-senior medical personnel and program managers in participating contract/cooperative agreement partners, NGOs and other program collaborators, with a purpose of supporting and developing the highest technical quality of Strategic Information for HIV/AIDS programs. Additional external contacts may include professional program and clinical staff, including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of program evaluation.

C. Time required to perform full range of duties after entry into the position:

One year.