

POSITION DESCRIPTION FOR GOVERNMENT TO GOVERNMENT AGREEMENT SPECIALIST

BASIC FUNCTION OF POSITION

- Ensure that local, G2G and donor partnership agreements are developed to achieve technical objectives while supporting sustainable partnership and compliance with all USAID legal and policy requirements.
- Enable USAID/Ghana to more effectively engage with partner governments and local and donor organizations to achieve CDCS results.
- Enable USAID/Ghana to increase the amount of USAID funding provided directly to partner governments and local organizations (the top line IPR indicators).
- Increase capacity of the Government of Ghana to implement direct USAID financed activities.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. GOVERNMENT TO GOVERNMENT AND LOCAL/DONOR PARTNERSHIP ADVISOR: (30%)

In close coordination with the USAID Financial Management Office, Project Development Officer, and Regional Legal Office, the incumbent actively engages each technical office to support plan and design of G2G and Development to Development (D2D) activity implementation mechanisms. This includes developing G2G project design guidance, advising teams regarding best practices, etc. Specific duties include:

1. Serve as a core member on the USAID/Ghana Local Solutions team.
2. Advise USAID/Ghana technical teams in designing G2G activities, working with FM and the local solutions team to ensure programmatic objectives are developed into appropriate G2G implementation approaches.
3. In accordance with the latest USAID G2G requirements, such as Public Financial Management Risk Assessments and other necessary assessments, s/he supports, undertakes or supports various analyses and reviews required for project/activity design documents and agreements.
4. Supports teams in designing logical frameworks, milestones and budgets for G2G implementation activities.
5. Mapping G2G Partnership potential and Local Capacity Development needs with technical teams.

B. G2G AND D2D AGREEMENT SPECIALIST:

(30%)

1. Working with the corresponding technical team, Regional Legal Advisor (RLA), **PGS** team and Financial Management office, develop, draft and negotiate G2G implementing agreements, including cost-reimbursement and fixed amount reimbursement Implementation Letters, Bilateral Project Agreements and non-project assistance agreements, as appropriate.
2. Support teams in drafting and negotiating Program Contributions, Delegated Cooperation Agreements, Multi-Donor Trust Fund Contributions and other Donor to Donor implementation instruments.

3. The incumbent assures that all G2G, and D2D Partnership Agreements are in compliance with all USAID and USG regulations, policies, and objectives or reports to the Agreement Officer or Regional Legal Advisor when appropriate.
4. Provide other assistance as requested.

C. SUPPORT LOCAL AND REGIONAL CAPACITY BUILDING INITIATIVES: (20%)

The incumbent takes part in strategic planning and supports project ideas and concepts providing Local Capacity Development aligned with all of USAID's sector strategies informed by the current G2G environment in Ghana, institutional capabilities and purposes of potential USAID partners, and other resources and funding available. Specific Activities include:

1. Provide technical assistance to USAID/Ghana to achieve its USAID Forward targets with respect to Local Capacity Development (LCD).
2. Managing cross-cutting LCD resources, in coordination with mission and technical teams.
3. Creating and strengthening linkages in the region on local and regional partnership and LCD.
4. Conducting or coordinating research on G2G or LCD questions and resources on behalf of mission management and technical teams.
5. Designing projects to provide LCD services to technical teams and local and regional partners, to increase long-term opportunity for local and regional partnership.
6. Serving on TEC panels with LCD components/focus.
7. Participating in rapid or full organizational capacity assessments (OCAs) on new or existing local and G2G partners.
8. Assisting technical teams to integrate local partnership and LCD throughout the mission and in the region.

D. KNOWLEDGE MANAGEMENT AND REPORTING: (20%)

The incumbent takes part in preparing progress reports on USAID's Local Solutions initiative for USAID headquarters, and in tracking progress toward Local Solutions targets. S/he advises regarding necessary adjustments or scale-up of G2G in the spirit of local ownership and strengthening systems.

1. Support respective program offices to ensure that all LCD services provided by USAID/Ghana are carefully tracked and documented.
2. Collaborate with USAID/Ghana Development Outreach Coordinator (DOC) to identify and disseminate G2G and LCD success stories to familiarize a wide audience of interested stakeholders of USAID's successful activities in advancing local partnership and LCD throughout West Africa.
3. Facilitate knowledge sharing, continuous learning, and the development of a community of practice among all USG stakeholders involved in LCD programming in the region by organizing and facilitating regional and local/mission-level training on G2G, and LCD and facilitating networking and information sharing for G2G and LCD best practices.
4. Serve as a source for quality information on USAID's G2G and LCD policy, tools, lessons learned, and other resources.
5. The incumbent will support Development Partners (DP) information sharing and coordination meetings, gaining an understanding of other DPs programs and approaches and of synergies that

USAID/Ghana can act upon to pool resources toward joint objectives in the G2G and LCD sector. S/he will relay analysis to the Mission in support of its ongoing and future efforts and decision-making toward G2G in various sectors, and toward strengthening Government of Ghana systems. S/he maintains a database of donor funded government activities to help the Mission in activity planning.

6. Performs other duties as assigned or required.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE/SELECTION CRITERIA

1. **Education:** Master's degree in public administration, law, economics, international development, political science or related field is required.
2. **Prior Work Experience:** At least 5 years working experience in international development and/or international transaction and experience with preparing complex transactional documents, such as grants, contracts, donor agreements, is required. Experience with enhancing and strengthening local government capacities, public financial management, and government accountability, and in addressing gender issues within programs, and a demonstrated ability to develop, implement and evaluate related activities with international donors preferred.
3. **Language Proficiency:** Level IV (fluency) speaking and written communication in English required. (*Language proficiency will be tested*).
4. **Job Knowledge:** Possess excellent knowledge of key issues within the Government of Ghana, especially in local government accountability, financial management and decentralization. Understanding of good governance and Ghanaian government transparency environment. Grasp of key development dynamics and stakeholders in Ghana and the West Africa region, and knowledge of standard development policies and procedures, financing modalities and addressing gender within programs.
5. **Skills and Abilities:** Must have the ability to prepare complex international project budgets and legal agreements. The ability to establish and maintain good working relationship with Ministry officials, donor colleagues, NGO sector leads, and other USAID teams. Ability to articulate USG policies and projects, objectives, and intended results to a broad range of partners. The incumbent must have strong interpersonal skills and be able to function effectively in a team setting. Must be professionally proficient in relevant Microsoft office, and be comfortable with online and other forms of research.