USAID | SENEGAL
FROM THE AMERICAN PEOPLE

DATE:	June 3, 2014
SUBJECT:	**JOB VACANCY ANNOUNCEMENT – FSN/2014/09**
TO:	**All Qualified Candidates**
JOB TITLE:	**USAID DEVELOPMENT ASSISTANCE SPECIALIST, FSN-4005 - (Monitoring and Evaluation Specialist – M&E)**
WORK HOURS:	Full time position – 40 hours/week
GRADE:	**FSN-11**/with the possibility of hiring the employee at a trainee level

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Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

The Development Assistance Specialist (M&E Specialist) Serves as principal advisor to USAID/Senegal management, its partners, and customers on systems for monitoring, evaluating, and reporting on USAID development impact. The position is critical to the USAID commitment to "manage for results" and to meet the requirements of the Government Performance Reporting Act and ADS series 203.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Monitoring and Evaluation (45%)

1. The incumbent is an authority on USAID policies and systems to measure the performance of USAID/Senegal's bilateral and regional-funded programs. Based on knowledge of state-of-the art performance monitoring techniques and the cultural, social, economic, and political aspects of development in Senegal, the Monitoring and Evaluation Specialist identifies, designs, and implements performance monitoring, evaluation, and reporting systems for programs and activities supported by USAID and its customers. This entails, but not limited to, the following tasks:

-Conceptualization and detailed planning for monitoring, evaluating, and reporting on the people-level impact of USAID country programs;

-Development and updating of SO/SPO performance management tools such as performance monitoring plan, performance data table, and performance indicator reference sheets;

-Designing activity performance monitoring systems including the design, implementation, and analysis of baseline surveys, rapid reconnaissance surveys, tracer studies, intermittent panel surveys, opinion polls, and other social/economic assessment methodologies as required;
-Helping client organizations to use and/or analyze data;
-Appraisal of the institutional context for information generation, management, and utilization;
-Training USAID, host Country, and NGO staff responsible for implementation of such performance monitoring/evaluation, and monitoring systems; and
-Actively researching developments of new techniques and approaches in performance monitoring.

2. The incumbent ensures to the extent possible, that USAID-supported or managed systems incorporate information already generated by other organizations.

3. The incumbent develops definitions and concepts for data-assembling processes essential to tracking progress on the broad range of development activities. S/he also conducts periodic spot-checks to appraise the quality of performance data reported to USAID.

4. The incumbent performs the following analytical tasks related to improving the quality and use of empirical data for program/project monitoring, evaluation and reporting:

-Appraises the constraints to and identifies solutions for the effective generation, management and application of relevant data for the monitoring and evaluation of development programs/activities in Senegal; and
-Appraises the potential for efforts to develop and/or employ more efficient or more sophisticated empirical data collection methods, analysis and reporting than those currently used in USAID/Senegal programs.

5. The incumbent ensures that USAID-supported information systems to monitor, evaluate, and report on the progress and impact of program activities are conceptually sound, appropriately rigorous, cost-effective, and user-friendly. This typically includes:

-Issuance of background analyses of the information environment in which activities are being designed and implemented;
-Conducting feasibility studies;
-Issuance/review of terms of reference for efforts designed to improve information systems; and
-Collaborating in the implementation of such efforts.

6. The incumbent represents USAID/Senegal to host country officials, and other customers as s/he performs her/his other major duties and responsibilities.

7. Serves as Contracting or Assistance Officer Technical Representative (AOTR/COTR) for Mission contract and grant activities related to evaluations, assessments and analytical studies. Technical Teams may undertake evaluations, assessments and/or analytical studies within their respective technical fields for which the M&E Specialist will be the AOTR/COTR. The

Program Office will also undertake evaluations, assessments and/or analytical studies that are Mission-wide/Strategy-wide in nature. These may be sector-wide gender or urban assessments.

The M&E Specialist will also be the AOTR/COTR for these activities. Provides technical guidance to contractors and grantees with the scope of the agreements for either the technical office or program office depending on the scope of the study. Inspects and accepts deliverables from contractors/grantees on behalf of the Mission.

B. Analytical Activities (25%)

1. The incumbent works closely with the Program Office and Technical Teams to (a) develop, implement, and periodically reappraise the continuing validity of an analytical agenda; and (b) design strategic activities.

2. S/he develops a series of case studies to illustrate innovative ways of development performance, impact monitoring, evaluation and reporting which incorporates a range of different approaches to the task;

3. Advises and/or trains the implementing partners on data and analytical requirements and ensures that the data submitted conforms to standardized data format and content requirements, as specified in contracts and grants for easy input into the USAID/Senegal monitoring and evaluation plans.

4. Writes analytical or summary reports for the Program Office and Technical Team Leaders, as required. Reports may include analysis related to the analytical agenda or Results Reports.

5. Provides analytical guidance and support to Technical teams in completing their annual performance reports on schedule..

C. Program Administration and Technical Support (30%)

1. Ensures that any activities considered under Technical Teams fully capitalize on the multiple synergies among the teams in the monitoring and evaluation plans in order to achieve synergistic results.

2. Appraises and reviews implementing partners' data collection and tracking systems to assure (a) consistency among implementing partners, and (b) compliance with the established format, content and process of data reporting, as defined by the Program and Technical Offices.

3. Develops scopes of work and budgets, and serves as Cognizant Technical Officer (CTO) as required for key evaluation and study contracts to fulfill the terms of the monitoring and evaluation plan, and/or analytical agenda. Performs Cognizant Technical Officer tasks including, but not limited to, (a) monitoring activity implementation and compliance, (b) recommending to the Agreement Officer any needed amendments, (c) operating substantial involvement related duties, (d) ensuring timely release of resources, (e) developing accrued expenditures on a quarterly basis, and (f) establishing and maintaining adequate files.

4. Participates in periodic performance reviews of activities.

5. Reviews implementing partners' annual work plans to ensure overall compliance with the established monitoring and evaluation plans developed to track results expected under the Country Strategic Plan.

6. Performs other tasks as assigned by the Program Officer that are consistent with Program office responsibilities and the incumbent's skills.

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** A university postgraduate degree is required, with a major in statistics, economics, demographics, social sciences or related field highly desirable.

2. **Prior Work Experience**: Five to seven years in program monitoring and evaluation in West Africa. Work Experience involving quantitative skills such as statistics, econometrics is desirable.

3. **Language Proficiency:** Written and Spoken level IV French and English is required.

4. **Post Entry Training**: Short Term Training to learn USAID's procedures and regulations is required during incumbent's tenure. The incumbent will be expected to receive training and to be certified as a Contract & Agreement Officer's Technical Representative (AOTR/COTR) within 0ne year of starting the job.

5. **Knowledge:** The incumbent must have a thorough knowledge of development approaches; and methods of empirical data collection, analysis, and reporting on program monitoring and impact evaluation in order to (a) advise USAID/Senegal and customers on effective approaches, and (b) to write effective analyses of country program or project-specific monitoring and evaluation issues. S/he must also have an excellent knowledge of analytical, and monitoring and evaluation capacities of Senegalese institutions. S/he must be willing to learn relevant USAID procedures and regulations.

6. **Skills and Abilities:** The incumbent plans, organizes and executes complex monitoring and evaluation activities.
    a) Originality and creative thinking in planning and managing monitoring and evaluation issues is required. The incumbent issues precise and accurate factual reports using rigorous analytical and interpretive skills. S/he maintains program/activity reporting documentation in English. Substantial computer skills are required. Apart from the usual word processing and spreadsheet programs, the incumbent must be able to use at least one statistical software package (e.g. SPSS or SAS), including doing own data entry. The incumbent must also have excellent interpersonal skills. S/he must be able to work in multidisciplinary teams and in an environment in which there may be team members with varying backgrounds and skill levels.

b) The incumbent must have excellent communication skills - both writing and speaking, especially in being able to communicate technical subjects to clients with non-technical background. S/he must be able to design and deliver formal trainings in monitoring and evaluation to USAID partners.

D. POSITION ELEMENTS

1. **Supervision Received:** All the works are performed under the general supervision of the Program Officer. The Program Officer reviews all work for adherence to general policies and procedures. The Program Officer provides guidance on overall objectives, priorities, and deadlines. The incumbent's work is accepted as technically accurate without detailed review.

2. **Available Guidelines**: USAID Handbooks, ADS, Mission Orders/Notices, and USAID policy and strategy statements serve as guidelines in the fulfillment of duties and responsibilities.

3. **Exercise of Judgment**: All the works are done independently according to policies, previous training, accepted practice, programmatic guidance provided by the Program Officer, and general guidance provided by USAID's handbooks and ADS. As an expert and professional, substantial reliance is placed on the incumbent to independently plan and perform the specific activities entailed in carrying out the major duties and responsibilities.

4. **Authority to Make Commitments:** The incumbent has no authority to make financial commitments on behalf of the U.S. Government. The incumbent is expected to exercise authority in making decisions with regard to technical issues as they arise in the course of the fulfillment of her/his duties and responsibilities.

5. **Supervision Exercised:** The incumbent is not expected to provide any day-to-day supervision.

6. **Nature, Level and Purposes of Contacts**: Develops and maintains an extensive range of professional contacts with business and host country officials and with community leaders for the purpose of obtaining or verifying published and unpublished information related to USAID's program, understanding the monitoring systems used of the GOS and the capacity of private, non-governmental and research organizations to undertake surveys, analytical research, etc. The incumbent also represents USAID/Senegal to host country officials, other partners and customers as s/he fulfills her/his other major duties and responsibilities.

HOW TO APPLY: Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: http://usaid.gov/senegal under "doing business with USAID - Job Opportunities – Application form") and
- A detailed resume plus 3 References.
- Hard copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management. Specialist
Routes des Almadies
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: June 21, 2014

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

Allyson Gardner, Program Officer: A Gardner Date: 6/3/14

Sharon Carter, Sup. Program Officer: Sharon Carter Date: 6/4/14

Samuel Carter, Sup, Reg. Executive Officer: Samuel Carter Jr Date: JUN 04 2014