

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> KAMPALA	<b>2. AGENCY</b> USAID	<b>3a. POSITION NO.</b> 358272100198
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

<b>4. REASON FOR SUBMISSION</b>
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: MClass	USAID Program Management Specialist (Monitoring and Evaluation)	FSN-10	JHuang	
b. Other:				
c. Proposed by Initiating Office:	USAID Program Management Specialist (Monitoring and Evaluation)	FSN-11		

<b>6. POST TITLE POSITION</b> (if different from official title) M&E Specialist	<b>7. NAME OF EMPLOYEE</b> Vacant
<b>8. OFFICE/SECTION:</b>	a. First Subdivision:    Program & Policy Development Office
b. Second Subdivision:	c. Third Subdivision:

<b>APPROVALS AND SIGNATURES SECTION</b>			
<b>9.</b> This is a complete and accurate description of the duties and responsibilities of my position.	<b>10.</b> This is a complete and accurate description of the duties and responsibilities of this position.  Zdenek Suda, C/PPD		
Typed Name and Signature of EMPLOYEE _____ Date (mm-dd-yy) _____	Typed Name and Signature of SUPERVISOR _____ Date (mm-dd-yy) _____		
<b>11.</b> This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	<b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD _____ Date (mm-dd-yy) _____	Typed Name and Signature of Human Resources Officer _____ Date (mm-dd-yy) _____		

**13. BASIC FUNCTION OF POSITION**

The Monitoring and Evaluation Specialist in the Program and Policy Development Office provides technical support to technical teams and implementing partners to ensure that progress towards development results is being systematically tracked and analyzed to support decision making, accountability, learning and adjustments in strategies and approaches.

Uganda is a strategic priority for U.S. foreign assistance due to its size, location, and role in the region. USAID/Uganda is responsible for the development and management of the U.S. Government's foreign assistance program focused on strengthening of democratic institutions, improving health and education status, supporting economic development and food security in alignment with national development plans and strategies. USAID/Uganda directs most of its programs through cooperative agreements and contracts to a wide range of international organizations and international non-governmental organizations (NGOs). Currently, USAID/Uganda is managing over 50 implementing partners.

Ongoing reforms in USAID worldwide and globally are placing a renewed emphasis on results-based monitoring, enhanced evaluations and learning, focusing on what works and scaling up developmental opportunities. USAID/Uganda's current Country Development Cooperation Strategy (CDCS) positions enhancing its' monitoring and evaluation capability as part of a broader Collaboration, Learning and Adapting (CLA) agenda. CLA looks for opportunities to promote and support collaboration and synergy with a wide range of stakeholders, continuously test development hypotheses, adjusting strategies and programs in the pursuit of better managing development resources. USAID's interest in developing enhanced, versatile monitoring, evaluation and learning practices has implications on the demand for generating credible evidence on what is working, the quality and analytical rigor required to produce such evidence, and need for adaptive management.

The M&E specialist is based in the Policy and Program Development Office (PPD). PPD provides policy guidance and technical support to the Mission on strategic planning, project design, performance monitoring and evaluation, and budget, ensuring the full integration of Agency policies and priorities into the Mission's assistance portfolio and operations.

The M&E Specialist coordinates and provides support to the technical team M&E Specialists in delivery of key required tasks at both the Mission and implementing partner level. Likewise, s/he also interacts with the Mission wide Monitoring, Evaluation and Learning contractor in their delivery of services to the Mission.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME****Guide Technical Team Monitoring and Evaluation Processes – 50%**

In liaison with the Senior M&E Specialist, and the other technical team M&E Specialists, the Monitoring and Evaluation Specialist;

- Reviews implementing partners Performance Management Plans/Monitoring and Evaluation plans to ensure that they are aligned and contribute to the Mission Performance Management Plan (PMP) and project M&E plans and meet other quality standards as set out in the agency guidance.
- Reviews and provides guidance to implementing partners in the design and execution of baseline surveys, studies, operational research and development of other data collection instruments and performance reports.
- Supports the organization - conducts, documents and follows up on implementing partners' performance reviews and other targeted activity level performance reflection events.
- Coordinates the Development Objective level Mission data quality assurance schedule: Is responsible for setting and tracking this schedule and ensuring that the reports are produced, discussed and followed up and stored in a central place.
- Works with the Mission's Monitoring, Evaluation and Learning Contractor in identification of capacity building and technical assistance towards strengthening both the Mission and implementing partner's M&E systems.
- Supports technical teams in design of new results frameworks for new activities.

**Management of the Mission Management Information System – 30%:**

- The Specialist oversees the smooth running of the Mission's performance management information system that is currently operated by an external contractor and may one day be managed directly by the Mission and ensure that it remains functional and in use. This will involve ensuring that the system is up and running, managing data entry and certification periods, liaising with the GIS specialist and other technical team M&E specialists to ensure that new implementing partners are logged into the system, directs and oversees system modifications, and follows up on

completeness and accuracy of data being uploaded in the system and any other duties required to ensure that the system remains functional and in use.

- Acts as the Program Office focal point on other management information systems the Mission is expected to use (both internal like the Feed the Future monitoring system) and external e.g. Aid data initiative in collaboration with the already existing focal points within the Program Office and other mission offices.

**Implementation of Mission wide M&E processes – 20%**

- Participates in the design, implementation and management of project and activity evaluations, studies and investigations as defined in the Mission evaluation plans and technical learning agendas.
- Participates in the development and roll out of innovative monitoring tools and their roll out within the Mission and amongst implementing partners as appropriate.
- Compiling information in response to scheduled and emerging data calls. This includes at the least ensuring that the required data for performance reviews, portfolio reviews and annual performance plan and report is available and being collected by the partners
- Works with relevant program office and technical team specialists to ensure that youth and gender are sufficiently integrated in the Mission’s M&E systems and practices.
- Participates in the annual mission PMP review and update to ensure that updated indicated performance tracking tables are uploaded in the performance management information system.
- In line with emerging information needs and implementation of learning agendas, designs, executes and follows up of activities tagged at implementation of the learning agenda.
- Builds relationships and networks with other stakeholders in Uganda like the Uganda Bureau of Statistics, Office of the Prime Minister, and within USAID to build capacity, share lessons, good practices and innovations in monitoring and evaluation.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: A minimum of a Master’s degree in a relevant discipline such as social sciences, economics, demography, evaluation and management, or related fields.
- b. Prior Work Experience: From six years of progressively responsible, professional level experience in monitoring and evaluation of development programs. Professional experience related to the development of monitoring and evaluation plans at different levels, design and management of evaluations, surveys and studies, operation of management information systems and reporting involving working with teams in dynamic environments. Familiarity with USAID or USG systems is desirable.
- c. Post Entry Training: On the job coaching and training, COR/AOR training as needed.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) English writing and speaking ability is required.
- e. Job Knowledge: Possess a thorough knowledge and understanding of Uganda’s development issues including familiarity with key government programs and their measurement frameworks, donor programs and a sound awareness of the country’s social economic environment.
- f. Skills and Abilities: Must possess strong interpersonal skills and demonstrated ability to work effectively within different team environments, demonstrated ability to guide, facilitate and collaborate with both internal and external counterparts to achieve quality results on time; strong conceptualization and problem-solving skills; excellent communication skills, including outstanding writing skills, with special attention to detail and yet succinct, timeliness, and quality; ability to conduct quantitative and qualitative data analysis and conversant with the use of software analysis packages.

**16. POSITION ELEMENTS**

- a. Supervision Received: Working under supervision of the Senior Program Office M&E specialist to assure that progress towards results is monitored and reported upon, in accordance with USAID policy and procedures and USAID policy guidance. Within PPD, the Specialist will work closely with the Organizational Learning Advisor, Project Development officer and GIS Specialist in the roll out and strengthening of the Mission’s design, M&E and learning systems and practices.
- b. Supervision Exercised: None.

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- c. Available Guidelines: USAID policies and procedures.
- d. Exercise of Judgment: The incumbent is expected to exercise a high degree of independent judgment and initiative in carrying out assigned tasks.
- e. Authority to Make Commitments: None.
- f. Nature, Level, and Purpose of Contacts: Learning contract technical representatives, evaluation staff from key line ministries, M&E staff within DO teams and Sr. M&E Specialist in the Mission.
- g. Time Expected to Reach Full Performance Level: One year.