

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

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

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____ <input 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:	USAID Project Management Specialist (Monitoring, Evaluation and Learning)	FNS-10		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION:	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	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.
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

This position is located in the USAID/Colombia Venezuela Response and Integration Office (VRIO) and the incumbent will serve as the Monitoring, Evaluation and Learning Specialist for VRIO. The Specialist may also support one or more other USAID offices should workload or other conditions require. The Monitoring, Evaluation, and Learning (MEL) Specialist serves as technical advisor on performance monitoring, evaluation, and learning of VRIO activities valued at approximately \$60 million annually. S/he is responsible for the analysis, tracking, and collection of data and information; improving the effectiveness of program implementation; and informing decisions about current and future VRIO programming. The Specialist applies knowledge gained from evidence and analysis to advise VRIO management on improving development outcomes and ensuring accountability for the resources used to achieve them. She/he provides inputs to the VRIO Office, the Front Office, and others in the Embassy and interagency to enable data-driven and results-focused strategic decision-making and to rely on the best available information to rigorously and credibly make choices, plan effectively, manage adaptively, and learn systematically. The Specialist will also play a key role in implementing VRIO's collaborating, learning, and adapting agenda. This will require a thorough understanding of each activity, lessons learned, and how to adjust programming to increase impact. A significant portion of this position will also require utilizing data to tell stories about how the technical team is having impact, particularly on longer-term issues that are of interest in Washington or within the Embassy. The Specialist will serve as a core member of the Mission's MEL Working Group, responsible for having fluid communication regarding MEL topics and initiatives of the Mission and for coordinating crosscutting Mission-wide initiatives. The position requires travel (15%-30% of time) to activity sites, including target border communities and key urban centers with significant migration to monitor and evaluate progress and to identify and resolve problems.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

The following are the specific duties and responsibilities of the Specialist:

A. PERFORMANCE MONITORING

40%

The Specialist provides technical assistance to the VRIO Office for the performance monitoring of activities under the VRIO portfolio and offers recommendations for improved activity management. S/he designs and maintains the VRIO Performance Monitoring Plan (PMP), working directly with the Mission Program Office, CORs/AORs, USAID/Washington, and others in the Mission. The Specialist develops innovative and cross-cutting monitoring tools, where needed and appropriate. The Specialist tracks and maintains key indicators, including context and common indicators related to standard components used in all USAID programs/projects, indicators at the Development Objective (DO) and Intermediate Results (IR) level, and detailed indicators at the activity level. S/he works with CORs/AORS and Implementing Partners (IPs) to ensure activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate performance measurements, in accordance with the Foreign Assistance Framework. S/he ensures data of the VRIO team portfolio monitoring are collected and maintained in line with USAID's data quality standards, including the completion of Data Quality Assessments (DQAs). S/he contributes to strengthening the capacity of VRIO staff and Implementing Partner staff in monitoring and evaluation, including developing external/internal trainings and "clinics" linked to the Mission's MEL Community of Practice. The Specialist works with IPs to ensure their understanding of the PMP system and process, their role in the process, and advises them on specific measurement techniques appropriate for their programs. S/he also reviews Activity MEL Plans by VRIO implementing partners for adequate MEL approaches, including consistency with the VRIO PMP and the use of Performance Indicator Reference Sheets (PIRS). Finally, s/he processes, reviews, prepares, and uses the monitoring performance data collected by IPs and reported through the monitoring system used by the Mission to respond to VRIO Office, Program Office, and Front Office requests. S/he serves as the VRIO liaison on the Mission's MEL Working Group, and is responsible for incorporating "best practices" to the VRIO team. S/he conducts field visits to monitor performance of VRIO activities.

B. PROGRAM EVALUATION AND STRATEGIC ANALYSIS

35%

The Specialist identifies evaluation and assessment needs of the VRIO Office to be included in the Evaluation Plan of the Mission. S/he exercises judgment to identify and recommend the most valuable analysis to inform Mission planning and activity design. The Specialist assists CORs/AORs and other Specialists with planning, designing, and implementing their respective and appropriate Evaluation Plans; s/he takes the lead in managing cross-cutting evaluations and supports findings of relevance for more than one activity or element. The Specialist ensures that performance and impact evaluations (including baselines) of sectors and/or of individual activities are properly planned and carried out in a professional manner. The Specialist assists VRIO staff to develop Scopes of Work (SOWs) for evaluations and assessments jointly with the Program Office and VRIO team members. S/he provides technical support on ensuring SOWs meet USAID guidance standards and participates in the peer technical reviews of evaluation SOWs. S/he designs and manages sector analysis and assessments of Development Objective performance in collaboration with technical team members and the Program Office. The Specialist reviews completed baseline, assessments, and evaluations to identify lessons learned; s/he recommends programmatic revisions based on findings and shares key lessons with the VRIO and the MEL Working Group. S/he follows up on Mission performance management-related action items, recommendations, and key findings identified in evaluations and assessments liaising with relevant CORs/AORs as needed. As assigned, the Specialist completes complex studies and performs research assignments requiring independent analysis and interpretation on a regular and recurring basis. Such studies and research may be cross-cutting and include substantive and often sensitive topics. S/he independently analyzes quantitative and qualitative data, such as documenting the historical trajectory and impact of USAID investments in specific sectors over time. Finally, the Specialist leads the Collaborating, Learning, and Adapting (CLA) agenda for the VRIO office to continuously improve development effectiveness.

C. PROGRAM REPORTING AND COMMUNICATIONS**25%**

The Specialist coordinates with the VRIO team on the preparation of key USAID Program Cycle reports, including MEL targets and results to the annual Performance Plan and Report (PPR) and Operational Plans (OP). S/he prepares analytical and data-rich input to the Mission Portfolio Review for the VRIO team. S/he also identifies key success stories regarding activity and portfolio outcomes. S/he must develop clear ways to represent, summarize, and communicate the analysis verbally and in writing (e.g., infographics) to inform reporting requirements and communications for internal Mission and external use for different audiences. S/he develops those stories, in coordination with the Development Outreach and Communications (DOC) team, with a strong focus on data. These stories may come in the form of data-rich talking points, fact sheets, presentations, one-pagers, infographics, etc. S/he serves as the Point of Contact for the Communications Purchase Order, working collaboratively with the DOC team to utilize external media and communications support as appropriate. S/he proactively identifies, revises, and updates data-based talking points to explain portfolio outcomes. S/he prepares briefing documents for high-level visitors on activity status, including results to date, bottlenecks, lessons learned, and success stories and assists with coordination of VIP visits to project areas, including briefings to these visitors. S/he provides technical and advisory support to the team to respond to activity-related issues, including responses to external inquiries and communications. S/he guides the use of Geographic Information Systems (GIS) technology to strengthen the presentation of performance and context data related to the VRIO team activities' portfolio.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A Bachelor's Degree or local equivalent in Public Policy, Development, Economics, Information Management Systems, Monitoring and Evaluation, or equivalent field, is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in the monitoring and evaluation of project activities or equivalent is required. Experience in development assistance or related work is required. Experience is required in the collection, analysis and presentation of information/data related to such sectors as governance, human rights, justice, civic participation, and citizen security.
- c. **Post Entry Training:** Obtain knowledge of USAID's MEL processes and procedures. Automated Directive Systems (ADS), Mission Internal Procedures, GLAAS, Phoenix, TraiNet, U.S. Federal Acquisitions Regulations and other mandatory training set by Agency standards. Become familiar with USAID standard procedures. COR/AOR Training.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. **Language Proficiency:** Fluency in English (level IV) and Spanish (level IV).
- e. **Job Knowledge:** In-depth understanding of Performance Monitoring Plan procedures, indicators and intermediate results framework and their application to activity design, management, and monitoring is required. Superb knowledge of computer systems and database management is required. S/he must be thoroughly familiar with monitoring documentation preparation and processing. S/he must also have a good working knowledge of project development, implementation and management protocols or willingness to learn.
- f. **Skills and Abilities:** Ability to conceptualize performance management strategies is critical to success. Candidate must be able to collect, analyze and evaluate complex data relevant to the Colombia political and development contexts. Ability to synthesize complicated data and figures for expert and non-expert audiences is vital. Must be able to obtain, evaluate and interpret factual data; prepare precise, accurate and complete reports using computer software applications; and to develop and present briefings. Ability to identify and clarify performance management problems, such as the reporting of erroneous information (calculation of indicators) by contractors and grantees and maintain quality control of data and information systems is crucial. Applicant must possess strong communication and interpersonal skills. Applicant must have a high level of diplomacy and negotiation skills. The ability to work in a multi-disciplinary team setting is essential, as well as the ability to convey complex information in simplified formats and build consensus and an understanding of performance management processes, such as the Mission's PMP.\

16. POSITION ELEMENTS

- a. **Supervision Received:** The Specialist will be supervised by the Deputy Director of the VRIO Office.
- b. **Supervision Exercised:** This is a non-supervisory position.

- c. **Available Guidelines:** The Specialist will follow the guidelines issued by his/her supervisor, the Deputy Director of the VRIO Office. S/he will also follow USAID/Colombia mission orders as well as USAID policy related to monitoring, evaluation, and learning. The Specialist will issue guidelines to the VRIO team about activities' performance and will provide input about how to most effectively measure our activities and how to measure aggregated impact of the whole VRIO portfolio.
- d. **Exercise of Judgment:** The Specialist will exercise judgment about the best way to measure the impact of the VRIO portfolio and will also exercise sound judgement about the best way for activities to measure their impact if required.
- e. **Authority to Make Commitments:** The Specialist will have the authority to make commitments with regards to findings and recommendations following from his/her monitoring responsibilities related to VRIO activities. S/he will have the authority to make commitments with regards to the activity that s/he will have to manage as COR/AOR and within the legal limits.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist must have regular contact with CORs/AORs from VRIO in order to assist them in a variety of issues related to activity management, monitoring and evaluation. S/he must be in regular contact with his/her supervisor as well as with the USAID/Colombia Program Office and Front Office, when required. The Specialist will be in contact with Embassy and interagency personnel collecting pertinent information, as appropriate and providing data and mapping for VRIO management needed for policy formulation, program design, and reporting. S/he might have contact with high level public officials to determine the success expected to be achieved through our programs and determine how success will be measured. S/he must have regular contact with VRIO implementing partners in order to improve and measure their impact.
- g. **Time Expected to Reach Full Performance Level:** One year.