

Job Description

Position Title: Programme Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Dhaka
Department: Programme Management Department	Division/Unit: Asia and the Pacific Division (APR)
Duration of Assignment: 2 years (renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.	Effective Date: As soon as possible

1. Organizational Context

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national, and international level for policies that contribute to rural transformation.

The Programme Management Department (PMD), under the leadership of the Associate Vice-President, is responsible for the overall programme of loans and grants of the Fund and is composed of five regional divisions and an Operational Policy and Results Division.

IFAD has been investing in poor rural communities in Bangladesh for 45 years. Currently, Bangladesh's loan and grant portfolio amounts to USD 3.9 billion, making it the largest portfolio across IFAD. The country programme strategy 2023 – 2028 aims to promote rural prosperity by generating inclusive and resilient livelihood opportunities with two strategic objectives:

- i) strengthen the climate change adaptation and mitigation capacities of vulnerable rural communities through resilient infrastructure and climate-smart agriculture, and
- ii) enhance the access of rural smallholders, microentrepreneurs and marginalised groups to financing, technology and markets to diversify their economy and generate rural employment.

The IFAD Bangladesh Country Team has several staff and various consultants and is led by a Country Director (CD).

2. Supervision

Direct supervisor: Country Director

Under the direct supervision of the Country Director, the Junior Programme Officer (JPO) will support IFAD's country programme in Bangladesh, which consists of eight ongoing projects implemented by different Government Agencies (Ministry of Agriculture, Ministry of Land, Ministry of Water Resources, Ministry of Local Government, Rural Development and Co-operatives, Ministry of Finance) and co-financed by various partners including World Bank and Asian Development Bank.

After an inception period, s/he will assist with the oversight of (multiple) individual projects, to get accustomed with the vocation of country programme officers/country programme managers. S/he will prepare an annual work plan reviewed by the supervisor. Weekly meetings will help to monitor and reorient the work. Mid-year review and annual review will help to analyse performance and plan for the subsequent period.

3. Purpose of position

The JPO will assist with the country programme management activities on a full range of operational matters, including:

- Implementation and monitoring of the country strategy;
- Design of new projects;
- Supervision and implementation support of active projects;
- Engagement with government, implementing agencies, UN agencies and development partners;
- Knowledge management and knowledge/communication products;
- National and regional events.

The JPO will be stationed in Dhaka at the Bangladesh Country Office, with duty travel to the field. Travel to/from HQ and regional events may also arise occasionally.

4. Duties and Responsibilities

The JPO will assume the following responsibilities:

Programme development, supervision, and implementation support:

- Assist and support the implementation and monitoring and evaluation of IFAD projects and the design of programmes and projects (grants and loans).
- Provide advice to enhance project management, including capacity building, with regard to loan administration, procurement, proper financial management, audit procedures, M&E systems which includes the revised RIMS indicators, exit strategies and institutional mechanisms for sustainability after project completion.
- In consultation with CDs, organize and participate in supervision and follow-up missions, contributing also to strategic assessments in her area of expertise, identifying constraints to implementation, making appropriate recommendations, and ensuring timely follow-up of the recommendations.
- Undertake activities related to (a) loan / grant entry into force, (b) disbursement conditions; and (c) the facilitation of early implementation including project start-ups.
- Review: (i) Annual Work Plans and Budgets (AWPBs), (ii) Audit Reports; and (iii) Progress Reports. Monitor project progress and implementation, anticipate problems and recommend to CPM preventive measures; assist the timely and systematic completion of project activities and closure of loans and grants.

- Contribute to project design, implementation support, supervision and completion missions to monitor progress and measure results allowing for more efficient implementation and policy development.

Monitoring, Evaluation & Knowledge Management:

- Provide analysis on implementation progress and results measurement; advise on monitoring tools and ensure compliance with corporate reporting systems.
- Support horizontal collaboration and knowledge sharing among IFAD-funded projects around value chain, farmer organizations and private sector development through meetings, workshops and exchange visits.
- Contribute to knowledge management products, including relevant case studies, through meetings, workshops and exchange visits.

Policy & Partnerships development

- Contribute to policy development workshops based on IFAD projects, innovations and comparative advantage.
- Establish networks and build partnership with: UN agencies and other donors, private sector and civil society representatives and with projects and programmes in the region that are relevant to the country programme.

5. Impact of Key Results/Key Performance Indicators

- Timely and quality implementation of Programme/Portfolio/ activities against set work plans, timelines, and budgets, in line with the Strategic objectives
- Quality and timely reporting
- Strong relations with partners and stakeholders
- Regular and timely monitoring of activities
- Enhanced best practices and lessons learned documented and circulated

6. Representation/Work Relationships

In the context of programme development and delivery, the Programme Analyst supports the exchange of technical information. They build and maintain collaborative work relationships with counterparts and other partners to enhance consistency and reliability in the provision of development assistance to governments. They build work relationships with counterparts to consolidate IFAD's position as a credible and reliable partner striving for the harmonization of development activities.

7. Qualifications/Requirements

Education:

- Advanced university degree from an accredited institution in rural development, agriculture, agricultural economics, rural finance, development policy or related disciplines.
- Degree must be an accredited institution listed on <https://www.whed.net/home.php>

Experience:

- At least two (2) years', preferably 3-5 years', progressively responsible professional experience required, preferably in development institutions and/or government service.
- Strong experience in programme/project management required.

- Qualifying work experience in country programme analysis or loan/grant administration with International financial institutions, development cooperation agencies, etc., would be an asset.

Language:

- Excellent written and verbal communication skills in English

8. Organizational/technical competencies

Organizational

- **Strategic thinking and organizational development:** Personal influence
- **Demonstrating Leadership:** Personal leadership and attitude to change
- **Learning, sharing knowledge and innovating:** Continuously seeks to learn, shares knowledge and innovates
- **Focusing on clients:** Focuses on clients
- **Problem solving and decision making:** Demonstrates sound problem solving and decision making ability
- **Managing time, resources and information:** Manages own time, information and resources effectively
- **Team Work:** Contributes effectively to the team
- **Communicating and negotiating:** Communicates effectively: creates understanding between self and others
- **Building relationships and partnerships:** Builds and maintains effective working relationships

Technical

- Knowledge of rural project management and market development desirable; field experience related to agricultural and rural development desirable.
- Knowledge of policy oriented, programme based pro-poor approaches, and loan and grant preparation desirable.
- Capacity to communicate fluently with different counterparts (civil society, government authorities, local communities, project staff) to align parties and build networks.
- Writes clearly, succinctly and convincingly listens and communicates effectively to engage others.
- Computer skills: Knowledge of ERP systems is an asset, full command of office applications (Word, Excel, PowerPoint) and common Internet applications.

Learning Points

- Gain insights into the development, coordination and implementation of medium to longer-term International Financial Institutions (IFIs) investment strategies in agriculture and rural development; intensify collaboration with governments and other national stakeholders for rural poverty reduction.
- Expand knowledge on private sector development from a corporate and country portfolio perspective in order to facilitate replication of practices and scaling up.
- Strengthen competencies to support the design, supervision and implementation of IFI financed programmes with a view to maximizing development effectiveness, impact and sustainable development results.