

JOB DESCRIPTION

Position Title: Programme Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Cotonou, Benin
Department: Programme Management Department	Division/Unit: West and Central Africa Region (WCA)
Duration of Assignment: 2-year assignment (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 programs 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 Program Management Department (PMD), under the leadership of an Associate Vice-President, is responsible for the overall program of loans and grants of the Fund and is composed of five (5) regional divisions and the Operational Policy and Results Division.

The West and Central Africa Division, under the leadership of the Regional Director, oversees all IFAD operations and activities in the region including, but not limited, to the 24 country programs: Benin, Burkina Faso, Cabo Verde, Cameroon, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo. IFAD has been investing in poor rural women and men in West and Central Africa for almost 40 years.

IFAD's approach aims at: 1) enabling poor people in vulnerable areas to better adapt their livelihoods to climate change; 2) helping small producers and entrepreneurs benefit from improved value chains and greater market access; 3) empowering marginalized groups, including poor rural women, both economically and socially. Consequently, IFAD invests in infrastructure that benefits extremely poor people in rural areas of developing countries, especially women. It also invests in value chains that

support landless and marginal farmers, smallholder producers and rural entrepreneurs. Participatory tools help to ensure the inclusion of women and indigenous peoples.

The country office in Benin is just opening with limited staff and various short-term consultants and is led by the Country Director.

IFAD is currently implementing three projects in Benin, namely:

- Market Gardening Development Support Project (PADMAR, 2016-2027) concentrates on promoting the adoption of technologies and techniques to improve the productivity of vegetable producers and build their resilience to the impact of climate change.
- Agricultural Development and Market Access Support Project (PADAAM, 2018-2025) aims to create employment opportunities and increase incomes while promoting food and nutrition security by focusing on rice, maize and cassava value chains. In addition, PADAAM focuses on de-risking agriculture through adaptation to climate change and implementing an insurance scheme that primarily targets smallholder producers.
- Regional Program for the Integration of Agricultural Markets (PRIMA Benin, 2022-2029) objective is to support the sustainable transformation of family farming through the semi-wholesale markets for agricultural products, promoting rural entrepreneurship of youth and women, and the integration of markets into national, territorial and sub regional trade corridors.

In Togo, two projects are implementing which are both in the start-up phase, namely:

- The Shared-risk Agricultural Financing Incentive Mechanism Support Project (Pro-MIFA) (2019–2025)
- The Regional Programme for the Integration of Agricultural Markets (PRIMA Togo) (2022-2029).

2. SUPERVISION

Direct supervisor: Country Director

The Programme Analyst based in Cotonou, Benin, works under the direct supervision of the Country Director (CD) in Benin, and will support IFAD's country program in Togo and Benin. After an inception period, they will assist with the oversight of (multiple) individual projects, to get accustomed with the vocation of country program officers/country program managers. They 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 analyze performance and plan for the subsequent period.

3. Purpose of position

Under the overall supervision of the Country Director for Togo and Benin, the JPO will assist with program management related activities on a full range of operational matters including:

- Design of new country strategy in Benin and implementation of Togo and Benin country strategies.
- Design of new project in Benin.
- Supervision and implementation support of active projects in Togo and Benin (ProMIFA, PADMAR, PADAAM).
- Supervision and implementation support of the regional operation Togo and Benin (PRIMA).
- Interaction with IFAD platforms and systems (ORMS, GRIPS etc).
- Engagement with Governments and implementing agencies in both countries.

- Engagement with UN Agencies and development partners.
- Knowledge management and knowledge/communication products.
- National and regional events.

The JPO will be stationed at the IFAD Country Office in Cotonou with duty travel to Togo and to the field. Travel to/from HQ and regional events may also arise from time to time.

4. Duties and Responsibilities

1) Business and resources management

The Program Analyst will support the delivery of the Country Office's work program. This includes conducting analytical work, research, writing, information management and presentation, and other assistance as necessary to deliver the work program of the Office. They will specifically:

- a) Support the annual planning and budgeting exercises for both countries, as well as the mid-year and end-year stocktakes.
- b) Support the Country Director on pipeline tracking to ensure timeliness of deliverables, and compliance with corporate deadlines.
- c) Support the Country Director with the prioritization of incoming requests from headquarter, regional office, regional and country teams, and the streamlining of the entire workflow.
- d) Manage the weekly programme of work in collaboration with the Assistant and coordinate and follow up proactively with the PMUs and ICO teams, to ensure timely availability of documents, background research, briefs, as needed prior to meetings.
- e) Participate in selected meetings, document the discussions for record keeping, and follow-up on agreed actions.
- f) Perform other duties as assigned, consistent with the role and level.

2) Program development, supervision and implementation support

- a) Assist and support the implementation and monitoring and evaluation of IFAD projects and the design of programs and projects (grants and loans) in Togo and Benin.
- b) 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.
- c) In consultation with the CD, organize and participate in supervision and follow-up missions, contributing also to strategic assessments in their area of expertise, identifying constraints to implementation, making appropriate recommendations, and ensuring timely follow-up of the recommendations.

3) Monitoring & Evaluation, Knowledge Management and Communication

- a) Provide analysis on implementation progress and results measurement; advise on monitoring tools and ensure compliance with corporate reporting systems.
- b) 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.

- c) Contribute to knowledge management and communication products, including relevant case studies, through meetings, workshops and exchange visits and enhance visibility of IFAD-funded project activities.

4) Policy & Partnerships development

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

5. Impact of Key Results/Key Performance Indicators

- Timely and quality implementation of Program/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 program development and delivery, the Program 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 and Skills Required

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 3-4 years', progressively responsible professional experience required, preferably in development institutions and/or government service.
- Strong experience in program/project management required.
- Qualifying work experience in country program analysis or loan/grant administration with International financial institutions, development cooperation agencies, etc., would be an asset.

Languages

- Excellent written and verbal communication skills in French and English.

Organizational

- **Strategic thinking and organizational development:** Personal influence
- **Demonstrating Leadership:** Personal leadership and attitude to change,
- **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, program 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 programs with a view to maximizing development effectiveness, impact and sustainable development results.