

## Job Description

<b>Position Title:</b> Monitoring and Evaluation Analyst (JPO)	<b>Contract type:</b> Fixed-term appointment (Junior Professional Officer)
<b>Grade:</b> P2	<b>Duty Station:</b> Rome, Italy
<b>Department:</b> Programme Management Department (PMD)	<b>Division/Unit:</b> Operational, Policy and Results Division (OPR)
<b>Duration of Assignment:</b> 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.	<b>Effective Date:</b> 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.

### 2. Post's Organizational Accountability

The Programme Management Department (PMD), under the leadership of an Associate Vice-President, is responsible for the overall programme of loans and grants of the Fund and is composed of five (5) regional divisions, and an Operational Policy and Results Division (OPR). OPR oversees the development and implementation of operational policies, procedures, training, compliance performance against IFAD's procurement guidance, social, environmental, and climate assessment procedures, portfolio management, monitoring, and evaluation (M&E).

The Results and resources cluster within OPR manages IFAD's self-evaluation architecture, including IFAD's engagement with IFAD's Independent Office of Evaluation, and the provision of corporate guidance related to M&E function. The cluster is also in charge of the management of

IFAD operational systems, of monitoring portfolio performance, and corporate results reporting to IFAD Management, Governing Bodies, and individual Member States. Lastly, the Results and resources cluster manages IFAD resource allocation system and liaises with PMD regional divisions and other IFAD divisions and departments on IFAD's financial architecture.

### **3. The JPO Position**

The Junior Professional Officer (JPO) provides reliable technical expertise and guidance on monitoring and evaluation (M&E) and results management. The JPO will also contribute to results monitoring and reporting through the project cycle, support knowledge flows and help to instill a culture of learning and results-based management.

Work at this level is characterized by client-oriented technical expertise on monitoring and evaluation and results management. The JPO builds and maintains collaborative working relationships with the Environment, Climate, Gender, and Social Inclusion Division (ECG), Private Sector Advisory and Implementation Unit (PAI), Project Delivery Teams (PDTs) and other OPR's units (the Operational Policy and Programme Delivery Risk Unit, the Safeguards, Mainstreaming, Compliance and Climate Tracking Unit; and the Project Procurement Unit).

It is envisioned that after the first year the JPO will be fully conversant with IFAD results management structure, as defined through IFAD's Development Effectiveness Framework, as well as IFAD's results reporting system (the Operational Results Management System) and IFAD's M&E guidance. By the end of the assignment, s/he would have: (i) gained experience in strengthening the M&E function associated with IFAD-supported projects to contribute to better impact and results on the ground and long-term development impact and sustainability; and (ii) sound interpersonal skills to effectively work with project delivery teams, OPR counterparts and other partners. S/He will also project the image of IFAD as a credible/reliable partner striving for to promote a results-based management culture.

The JPO will work under the overall supervision of the Director of the Operational, Policy and Results Division (OPR) and the direct supervision of Lead Advisor, Results and Resources.

**Position Title of Overall Supervisor: Lead Advisor, Results and Resources**

### **4. Duties and Responsibilities**

The JPO's core duties/responsibilities will include the following:

#### **MONITORING AND EVALUATION FOR RESULTS:**

- Contribute to the development of the results-based architecture of IFAD.
- Prepare corporate reporting on operational performance and results.

- Contribute to the development of monitoring and evaluation criteria for technical components of programmes and projects including supporting updating guidelines and systems as required.
- Prepare analytical findings and reporting on results to governing bodies on divisional and country-level performance as part of the Fund's development effectiveness.
- Prepare regular reporting on the Fund's performance for senior management.
- Responsible for portfolio performance monitoring, producing results-related products and coordinating events.
- Engage with regional divisions in improving monitoring and evaluation (M&E) systems across IFAD as well as support them on M&E for select projects through supervision and implementation support, project completion and design missions.
- Support country teams in scaling-up their M&E systems.
- Coordinate reporting requirements, internally and to IFAD's governing bodies.

## **5. Qualifications and Skills Required**

### **Education and experience:**

- Advanced university degree (Master's or equivalent) from an accredited institution in economics, statistics, environmental sciences, environmental engineering, agriculture, rural development, or other related discipline.
- Degree must be an accredited institution listed on <https://www.whed.net/home.php>
- At least two years' relevant professional experience in a monitoring and/or reporting function within an agricultural development program or a private sector or development organization, preferably providing support on a global or regional scope.
- Experience in programme/project management is an advantage.

### **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.
- Teamwork: Contributes effectively to the team
- Communicating and negotiating: creates understanding between self and others

- Building relationships and partnerships: Builds and maintains effective working relationships

### ***Technical***

- Demonstrated experience in areas of corporate results planning monitoring and evaluation.
- Personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures.
- Capacity to communicate fluently with different internal stakeholders regarding compliance with and application of policies and procedures and, externally, to build networks.
- Knowledge of corporate and operational standards, policies, and procedures.
- Strong analytical (both qualitative and quantitative) skills to facilitate management decision-making.
- Writes clearly and succinctly, and convincingly listens and communicates effectively to engage others.
- Computer skills: Full command of office applications (Word, Excel, PowerPoint) and ability to work with other relevant technology and procedures (e.g., web-based databases and other statistical applications) to collect, organize, share, and use information.

### ***Languages and other skills:***

- Excellent written and verbal communication skills in English.
- Working knowledge of another official language (Arabic, French, or Spanish) is desirable.

## **6. Training Components and Learning Elements:**

### Training components:

- On the job training in results management, M&E and corporate reporting.
- Participation in training (operational policies, M&E) organized by IFAD.
- Direct coaching by Lead Advisor, Results and Resources.

### Learning elements:

- Monitoring and evaluation at project level, corporate result management at organizational level, and communicating results to Member States.
- Communicating effectively to suit various audience in a highly diverse setting.
- Learning how to reach out to various internal and external clients, listening and responding effectively; and efficiently to technical queries and building relationships.
- Learning how to be an agent of change, client orientation and service.