

JOB DESCRIPTION

Position Title: Programme Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: IFAD Office in Peru, Lima
Department: Department of Country Operations (DCO)	Division/Unit: Latin America and the Caribbean (LAC)
Duration of Assignment: 2 to 3-year assignment (one-year fixed-term appointment 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 specialized United Nations Agency whose mission is to invest in poor rural people to overcome poverty. 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 Department for Country Operations (DCO) oversees the origination, design and management of IFAD investments, including sovereign and non-sovereign operations, as well as the design and implementation of non-lending activities within country programmes, including policy engagement and SSTC. DCO is the department that primarily interfaces with governments, the private sector and other stakeholders to deliver IFAD's programme of work and to provide oversight to ensure quality of the portfolio.

DCO is led by an Associate Vice-President and is composed of five (5) regional divisions: Asia and the Pacific Division (APR), East and Southern Africa Division (ESA), Latin America and Caribbean Division (LAC), Near East, North Africa and Europe Division (NEN) and West and Central Africa Division (WCA), the Private Sector Operations Division (PSD), and two (2) units: the South-South and Triangular Cooperation Unit (SSTC) and the fragility unit (FRU).

IFAD has been a strategic ally of rural development in Bolivia for more than 40 years and has generated



in this time the largest number of projects financed by the Fund in a Latin American country. IFAD has co-financed 14 development projects for the benefit of the rural population, with a total investment of US\$291.5 million, of which US\$165 million was financed by the Fund.

IFAD's portfolio in Bolivia currently includes one project under implementation (ACCESOS RURAL), one recently approved project (AGROSUSTENTAR) and one project under design (PROCAMÉLIDOS 2).

In addition, IFAD has also submitted a GEF/GBFF project proposal, which was accepted and will be designed by August 2025; two concept notes approved by the Adaptation Fund to be designed by the end of 2025 and a non-sovereign operation with the Bolivian financier CRECER, which will become effective in Q2 2025.

The Bolivia country team also manages one regional grant implemented by CONEXIÓN on food heritage for youth inclusive agrifood systems, an SSTC regional initiative on sustainable bamboo production for smallholder farmers climate resilience, implemented by INBAR, and an SDG Fund Joint Programme on Sustainable Food Systems in the Bolivian Amazon, implemented by IFAD jointly with WFP, FAO and ILO.

Bolivia is the only low-income country of south America and is currently (in numerical terms) the largest country portfolio of the Lima MCO. The portfolio of Bolivia is characterized by a strong commitment and alliance with national partners, and has a strong focus on climate change adaptation, sustainable production, and innovation.

2. Supervision

Direct supervisor: Country Director of Bolivia

The Programme Analyst based in Lima, Peru, works under the direct supervision of the Country Director (CD) of Bolivia, based in Lima. S/he works collaboratively with the Lima MCO team and the LAC Division through other IFAD offices in the region (Brazil, Panama, Haiti) and Headquarters in Rome.

3. Purpose of position

The accountabilities/key results expected are contributing to:

- Sound Technical Advice
- Country Programme and Context Analysis
- Knowledge Management and Capacity Building
- Partnership Building
- Monitoring, Evaluation and Reporting

The following Key Results Expected/Major Functional Activities are generic and representational. Most, but not necessarily all, will be performed by the Programme Analyst.

4. Duties and Responsibilities

1) Programme development, supervision and implementation support

Responsibilities include:

- a) Participating in design, start-up, supervision and implementation support missions to contribute to the Bolivia country programme, ensuring the inclusion of thematic activities (mainly environment and climate change adaptation) and innovative elements, drawing also from the grants programme.
- b) Participating in the programming of multilateral cofinancing of new projects (such as from the

Global Environment Facility, AECID, AFD, etc.) to support the portfolio and upscaling of activities.

- c) Providing technical inputs to IFAD and project staff, mission teams and national programmes at all stages of the project cycle, including design, implementation and monitoring and evaluation.

2) Knowledge Management and Capacity Development

Responsibilities include:

- a) Participating in the writing and revisions of knowledge documents, such as systematizations, studies, research.
- b) Preparing the dissemination and exchange of relevant knowledge material to partners and allies, to enhance development effectiveness and IFAD exposure.

3) Partnership Building

Responsibilities include:

- a) Strengthening partnerships with grant recipients, complementary technical organizations, multilateral financial organizations, civil society, and research organizations as potential operational and strategic partners at regional and country levels.
- b) Strengthening IFAD's engagement and operations with the GEF, AF and other environmental and climate change initiatives.

4) Monitoring, Evaluation and Reporting

Responsibilities include:

- a) Preparing thematic reviews on project or programme performance and results, as required.
- b) Aggregating results from IFAD supervision reports to contribute to reporting endeavors.
- c) Reporting IFAD portfolio results to the Bolivia UNSDCF, as required.
- d) Oversee the development of the Annual COSOP Reviews.

5. Impact of Key Results/Key Performance Indicators

Technical analysis and synthesis to improve the design and implementation of projects in Bolivia; knowledge sharing among peers and counterparts to enhance cooperation, complementarity and synergies across IFAD Divisions and Departments; and M&E for results and impact, measure and report on lessons learned and best practices. The Programme Analyst supports the Lima MCO capacity for programme delivery.

6. Representation / Work Relationships

In the context of programme development and delivery, the Programme Analyst supports the exchange of technical information. S/he builds and maintains collaborative work relationships with counterparts and other partners to enhance consistency and reliability in the provision of development assistance to governments. S/he builds 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 agronomy, environmental studies, social sciences, international studies, economics, development studies, geography, rural development, engineering, or a related field.
- Degree must be obtained from an accredited institution listed on <https://www.whed.net/home.php>

Experience:

- At least 2 years of experience working on sustainable development, agriculture and food systems,

environment, climate change and/or rural development is required.

- Experience in project management (i.e., project design, implementation and/or supervision) is required.
- Knowledge of international policy frameworks and conventions related to global environment, climate change and rural development is desirable.

Language:

- Excellent written and spoken English, including the ability to set out a coherent argument in writing, presentations and group interactions.
- Working knowledge of Spanish is required.

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
- Teamwork: 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

- Capacity to communicate fluently with different counterparts (civil societies, government authorities, local communicates, project staff) to align parties and build networks.
- Writes clearly, succinctly, and convincingly listens and communicates effectively to engage others.
- Ability to share technical guidance/knowledge at the peer level.
- Ability to manage multiple work streams simultaneously and meet deadlines.
- Ability to work effectively with people of different national and cultural background.
- Ability to work in a team environment to achieve common goals.
- Ability to interpret data, present rational conclusions and defend recommended actions.
- Produces well-structured, factually, and analytically accurate reports.
- Captures experience and knowledge from assignment for wider dissemination.
- Ability to work well with multi-cultural teams.
- Ability to set out a coherent argument in writing, presentations, and group interactions.
- Good working knowledge of Windows-based computing, and electronic communication.

Training Points:

- On the job training in work related areas on a wide range of new and emerging issues with a focus on delivering results and impact.
- Participation in trainings organised by IFAD and external training providers.
- Direct coaching by Country Director.

Learning Points



Investing in rural people

- 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 environment and climate change adaptation approaches from a corporate and country portfolio perspective 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.
- Build Spanish language skills to an operational level.