

## JOB DESCRIPTION

<b>Position Title:</b> Programme Analyst (JPO)	<b>Contract type:</b> Fixed-term appointment (Junior Professional Officer)
<b>Grade:</b> P2	<b>Duty Station:</b> Kathmandu, Nepal
<b>Department:</b> Department of Country Operations (DCO)	<b>Division/Unit:</b> Asia and the Pacific Region (APR)
<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. Organisational 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 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 investing in poor rural women and men in Nepal for almost 45 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 Nepal, especially women and youth. 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 IFAD Nepal Country Team has a three staff and is led by a Country Director.

## **2. Supervision**

Direct supervisor: Country Director of Nepal

During the period of the assignment and under the direct supervision of the Country Director (CD), the JPO will support IFAD's country programmes in Nepal and Bhutan. After an inception period, the JPO will assist with the oversight of individual projects, to get accustomed with the vocation of country programme officers/country programme managers. The JPO 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 and guidance of the Country Director (CD) for Nepal, the JPO will assist the country programme management related-activities on a full range of operational matters including:

- Support preparation and/or review of the Country Strategic Opportunities Programme (COSOP) or Country Strategy Note (CSN);
- Support the design and implementation of new projects;
- Technical implementation support and supervision of active projects;
- Support project completion and closure;
- Engagement with Government and implementing agencies;
- Engagement with development partners;
- Preparation of technical reports, knowledge management and knowledge/communication products;
- Participation in national and regional events.

The JPO will be stationed at the Nepal ICO in Kathmandu, with duty travel to the field. Travel to/from HQ and regional events may also arise from time to time.

## **4. Duties and Responsibilities**

The JPO will work in consultation with the CD to support the Country Teams to analyze corporate results management, trends in projects at risk, disbursement levels, portfolio implementation performance, partnership arrangements, project monitoring and evaluation, impact assessments. The JPO will draft reports, as required, attend meetings and take minutes, and carry out other task, as assigned by the Country Director.

The JPO will progressively increase the focus of his/her attention on the country portfolios in order to actively contribute and take on management responsibilities. The JPO will be required to understand and ensure integration of IFAD's mainstreaming themes, such as youth, climate change, etc. in the projects and country programmes with a specific focus on the role and participation of the youth in transforming the rural economy. In addition, the JPO will:

### 1) Programme development, supervision and implementation support

- Assist and support the implementation and monitoring and evaluation of IFAD projects and the approval of the new projects;
- Contribute to project design, implementation support, supervision and completion missions to monitor progress and measure results allowing for more efficient implementation and policy development.
- Organize and participate in implementation support, supervision and follow-up missions, and also, contributing to strategic assessments in his/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 CD preventive measures; assist the timely and systematic completion of project activities and closure of loans and grants.
- Provide advice to enhance project management, including capacity building, regarding loan administration, procurement, proper financial management, audit procedures, M&E systems, exit strategies and institutional mechanisms for sustainability after project completion.
- Ensure that the country programme is addressing IFAD's mainstreaming agenda, such as, climate change, promoting gender equality and women's empowerment and the inclusion of people with disabilities, improving nutrition, and fostering youth employment in the pursuit of adopting a people-centered approach of rural transformation.
- Support the country team in ensuring integration of youth issues across the portfolio, including job creation, entrepreneurial skills development, and overall participation in the rural economy.

### 2) Monitoring & Evaluation, Knowledge Management and Communication

- 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 agriculture value chains, farmer organizations and private sector development through meetings, workshops and exchange visits.
- 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.

### 3) 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.

### 4) Thematic Coverage

The country programmes cover a range of themes such as, rural economic growth, poverty reduction, transitioning to agroecological farming, agriculture sector modernization and commercialization, climate resilience building, women's empowerment, engagement of youth, food and nutrition security, micro-enterprise growth and job creation, policy support.

The JPO will contribute to ensuring the implementation of these themes across the country programme as appropriate. She/he will focus on supporting the design, supervision, and implementation of activities focused on gender equity and women's empowerment, job creation and the decent work agenda, youth inclusion with skills training and employment intermediation, and overall economic impact and household income increase.

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

### **Education:**

- Advanced university degree from an accredited institution in rural development, agriculture, economics, natural resource management, environment and climate change, public administration, rural finance, development policy, or related disciplines.
- Degree must be obtained from 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 in development institutions and/or government service.
- Experience in programme/project management required.
- Work experience in country programme analysis or loan/grant administration with International Financial Institutions (IFIs) or other development cooperation agencies, would be an asset.

### **Language:**

- Excellent written and spoken English.
- Working knowledge of Chinese is desirable.

## **6. 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.

### **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:**

- 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 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.