



**USAID | SRI LANKA**  
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## **VACANCY ANNOUNCEMENT**

# **DEVELOPMENT ASSISTANCE SPECIALIST – MONITORING AND EVALUATION AND PROJECT DESIGN**

The United States Agency for International Development (USAID) Mission to Sri Lanka is seeking an individual for the position of a Development Assistance Specialist – Monitoring and Evaluation and Project Design, at a FSN-11 level, on a 40 hour workweek, in the Office of Program and Policy Support.

### **BASIC FUNCTION OF POSITION**

The Development Assistance Specialist – Monitoring and Evaluation and Project Design, will support USAID/Sri Lanka and Maldives in: (1) leading Mission monitoring and evaluation (M&E) and Collaboration, Learning and Adapting (CLA) efforts; (2) supporting project design; and (3) serving as the Deputy Mission Environmental Officer. As the lead for Mission monitoring and evaluation efforts, the incumbent will be responsible for managing the development and maintenance of a Mission-wide Performance Management Plan (PMP). S/he will have a key role in tracking performance and results and presenting those in various formats, including during the Mission Portfolio Reviews. S/he will be responsible for ensuring that all evaluations comply with the USAID Evaluation Policy. The incumbent will provide technical guidance on monitoring and evaluation topics, conduct quality control assessments of reports, and disseminate information. S/he will guide discussions on learning and adaptation and support mission efforts to feed new learning, innovations, and performance information back into strategy to inform funding allocations, program design and project management.

The incumbent will also work with the Program Office and Technical Offices throughout the program design cycle to plan for and manage new activity design, review, and approval efforts. The Specialist will ensure new designs incorporate USAID's policies and strategies as well as the Agency's reform initiatives. Primary responsibilities include planning for, and assisting with, new project designs and amendments, including the preparation of design documents. The Specialist will also organize Mission reviews of new projects as well as project amendments. As the Deputy Mission Environmental Officer, the incumbent will work with Development Objective teams to ensure Mission programs follow sound environmental practices and considerations and comply with 22 CFR 216 requirements. In the absence of the Mission Environmental Officer, the incumbent will clear all Mission 22 CFR 216 documents.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities of the Development Assistance Specialist will include, but are not limited to:

### **A. Monitoring of Activities and Programs**

35%

- Serve as a key point of contact for all monitoring efforts for the Mission. Lead the Mission's M&E Working Group to facilitate lessons learned and identify actions to fulfill the Mission's M&E needs.
- Ensure monitoring efforts meet the needs of Mission decision-makers and comply with USAID policies. Provide support to technical teams to implement relevant guidance and policies.
- Refine and implement the Mission's learning agenda and CLA strategy. Develop interactive learning opportunities that inform subsequent work plans, activity designs, target setting, assessments, studies and potential adjustments in project/activity implementation.
- Lead in the design, implementation, maintenance, and updating of the Mission PMP, ensuring that the Mission effectively tracks the performance progress of development objectives and intermediate results, that appropriate indicators are identified, that baselines and targets are appropriately collected and set, and that performance information is properly used in program management and resource allocation.
- Facilitate regular performance reviews to assess progress against development objectives.
- Assist technical teams with the completion of mandatory data quality assessments (DQAs) to support indicator reporting. Perform site visits to program locations to review and monitor program performance.
- Advise technical teams and implementing partners in the development of project and activity Monitoring, Evaluation and Learning plans, ensuring they meet the Mission's data collection needs.

### **B. Evaluation of Activities and Programs**

25%

- Identify when evaluations are required, helpful, or necessary, as well as what factors should be considered in the design and execution of evaluations and assessments.
- Provide guidance to USAID technical teams on research design and methodologies, applied research studies, impact assessment, evaluation, knowledge capture and sharing, stakeholder engagement, and application of learning to program and project design and management.
- Lead the development, maintenance, and use of the Mission's multi-year evaluation plan.
- Draft or edit Scopes of Work for evaluations in accordance with USAID policy.
- Review draft and final evaluation reports.
- Facilitate action plans on evaluation findings, conclusions, and recommendations to ensure that findings are communicated effectively and utilized to inform activity design and management.

### C. Project Design

25%

- Advise and collaborate with technical offices to ensure that all new project designs are in line with Embassy Colombo and USAID priorities, strategies and guidance.
- Keep up to date on changes to project design guidance from USAID Washington and keep Mission staff informed of the latest developments, including legislative requirements and pre-obligation criteria.
- Provide guidance to design teams on the preparation of Project Appraisal Documents (PADs) and Approval Memos, including necessary analyses, pre-obligation requirements, and legal requirements.
- Serve as a technical expert on monitoring and evaluation issues during project design efforts to ensure appropriate planning for monitoring and evaluation of projects.

### D. Deputy Mission Environmental Officer

15%

- Advise and support technical teams and their implementing partners on environmental compliance during activity design, implementation and evaluation, including the preparation of 22 CFR 216 documents on new activities and monitoring compliance on ongoing activities.
- In the absence of the Mission Environmental Officer, clear all Mission 22 CFR 216 documents, including Initial Environmental Examinations, Requests for Categorical Exclusions and Deferrals, Scoping Statements, Environmental Assessments, and Environmental Impact Statements.

### REQUIRED QUALIFICATIONS:

- Education:** Possession of a University/College Degree (at least a Bachelor's Degree or equivalent) in the fields of social or research sciences, or in another field relevant to development studies, program evaluation, research, or international programs is required.
- Prior Work Experience:** A minimum of five (5) years' work experience in progressively more responsible project management positions with an emphasis on monitoring and evaluation is required. At least three (3) years of this experience should have been with a U.S. Government (USG) agency or other international/local organization or donor.
- Language Proficiency:** Strong written and oral proficiency in English is required (Level IV), as well as Level IV proficiency in either Sinhalese or Tamil. Given the nature of the position, effective written and oral communications are critical to perform successfully.
- Job Knowledge:** A comprehensive knowledge of the concepts, principles, techniques and practices for monitoring and evaluation is required. Computer literacy in word processing, spreadsheet preparation and analysis, project scheduling, and database management is required.
- Skills and Abilities:** The incumbent will have the ability to: obtain, analyze, and evaluate a

variety of data; organize and present technical information in forms appropriate for different audiences; plan, develop, manage and evaluate important and complex programs independently; furnish information and advice in assigned areas objectively; organize, prioritize and follow through on all assignments with minimal oversight; and work effectively as a team member in a culturally diverse Mission team.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or** a current resume or curriculum vitae that provides the same information found on the UAE form DS-174. The UAE form DS-174 or the Resume/CV **must be signed.**

(2) Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

You may download the UAE form DS-174 at: <http://www.usaid.gov/sri-lanka/careers>

**TO:**

**The Executive Officer, USAID/Sri Lanka**, via e-mail to: [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)  
by COB 17:00 hours Colombo time, **on or before March 19, 2017.**

Applications received after the closing date will not be accepted.

Applications that do not meet the above requirements WILL NOT be considered by the selection committee. Only those applicants considered by USAID to be in the most competitive range in terms of qualifications and experience will be notified for further review in the position vacancy selection process.

***The United States Agency for International Development (USAID) Mission  
is an Equal Opportunity Employer.***