

### **13. BASIC FUNCTION OF POSITION**

Expected to serve as an especially experienced, organizational learning and knowledge management professional, USAID's Monitoring and Evaluation Specialist will guide USAID/Indonesia staff and senior management on how to implement progressive, Collaborative-Learning-Adaptive (CLA)-oriented program supervision practices throughout USAID's CDCS implementation, primarily by bolstering USAID's evaluation, development, and organizational learning practices. A primary means of advancing USAID/Indonesia's CLA effort is by directing the range of resources, studies and operational research practices among USAID staff, implementation and Indonesian development partners to promote adaptive organizational learning and evaluation.

USAID/Indonesia is committed to broadly strengthening monitoring and evaluation practices, important for tracking program progress, results and accountability. However, traditionally defined 'M&E' should be understood as only one component of USAID/Indonesia's broader understanding and application of CLA. The central function of CLA is to ensure that progress toward development objectives is guided by: collaboration to improve coordination for increased synergy and catalyze local learning to support country-led development enhanced analysis deriving from a wider variety of reflective engagements, improved program design, information and knowledge sources and iterative adaptation based on such analysis.

The position will be located in USAID/Indonesia's Program Office. This position's primary purpose is to provide leadership, guidance and overall direction to USAID/Indonesia's Collaboration Learning and Adapting efforts, including strengthened monitoring and evaluation and its reporting.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **Monitoring, Evaluating, Assessing and Reporting**

#### **Leading and collaborating 30%**

- Coordinate USAID internal stakeholders to advance CLA agenda:
  - Program Office Budget, Project Development, GIS, and Outreach staff to 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.
  - Partnership Specialist, MENKOKESRA Liaison, and BAPPENAS Liaison to help them incorporate learning and adapting into their relationships.
  - Technical, development objective team, and support offices to improve evidenced-based decisions and reporting on these by USAID.
- Coordinate other USG agencies at post: ensure colleagues across the US Mission are aware of USAID programming and to increase synergy between programs (Embassy, USFS, FAS, DAO, DOJ, etc.). Promote a CLA agenda with in the Integrated Country Strategy.
- Coordinate internal and external stakeholders: establish professional relations with key, in-country development counterparts, and identify opportunities to link USAID's CDCS projects to the activities of other

stakeholders, including;

- Implementing partners
  - Civil society
  - Private sector institutions
  - Academic and research institutions
  - Bilateral and multi-lateral donor agencies
  - GOI
- Ensure activity design and program development processes engage a wide range of stakeholders, facilitate strategic collaboration, and knowledge exchange.
  - Develop guidance, processes and practices to support USAID staff in engaging with implementing partners and other stakeholders collaboratively as knowledge peers.

### **Learning 30%**

- Plan, establish, support and direct a wide range of organizational interventions (special studies, after action reviews, Partners meetings, organizational learning surveys, on-line engagements) for advancing USAID's Collaborating, Learning and Adapting component to facilitate overall CDCS implementation. Develop guidance and make contributions toward:
  - language for funding agreements that emphasizes collaborating, learning and adapting
  - development of "influence plans" as part of project design to leverage the resources and actions of other development actors
  - implementation of the learning aspects of new Program Cycle guidance (CDCS, project design, program performance management, M&E)
  - implementation of the forthcoming Agency Knowledge Management (KM)/Learning Strategy
  - improved M&E approaches to track results at IR and presidential initiative levels and to supplement common and established key indicators with outcome mapping and other approaches that support continuous review and iterative course correction/adaptation.
- Work with Project Development Officers, Development Objective, technical, and support teams to set up methods to validate development hypotheses.
- Validate critical assumptions underpinning the CDCS and development hypotheses.
- Seek opportunities to advance USAID knowledge management and learning activities to ensure rapid, effective sharing and application of learning in topics of keen interest to USAID/ Indonesia (i.e., methods for realizing effective local governance, private-sector led approaches to social services and development). Track developments in evolving knowledge management to incorporate promising practices, such as outcome mapping, social network analyses, mind mapping and other progressive learning tools and approaches to advance USAID learning and effectiveness.
- Conceive, plan, and conduct analyses, evaluations, or investigations in program areas of key learning importance to USAID. Foster relations with Indonesian institutions and intellectuals to have them assist on and periodically participate in such studies or serve as participants in "Big Picture" and other reflective exercises.



- Guide USAID Program Office team members, serve as key leaders in USAID's evaluation efforts, defining areas of study and considering evaluation approaches, managing evaluation plans, reviewing approaches and co-evaluating study results with others for determining conclusions and organizational implications.
- Determine feasibility, timing, technical approach, resources required and management of specific study proposals. Drawing on study and evaluation results, and implementation experience, ensure that project indicators and targets are grounded in evidence, while also working to expand USAID's and partners' ability to capture and measure types of evidence that typically elude traditional M&E approaches.
- Originate and establish new study designs or techniques that contribute to knowledge, or that solve problems of great importance to the field, USAID or the public.
- Serve as a technical expert and authority in the field of monitoring and evaluation, collaboration and learning.
- Promote learning opportunities that improve USAID's understanding of the Indonesian development context and thus more purposeful application of experiential, codified learning to strengthen USAID's development interventions.

#### **Adapting 25%**

- Based on implementation results, new learning and stakeholder feedback, work across the Mission with the Program Office, Development Objective and Technical teams to guide iterative course corrections at the mechanism, project, and Development Objective levels.
- Identify when triggers demonstrate the need to revise the CDCS, DOs, or PADs. Gather evidence to substantiate the need and lead the mission through a dialogue and consensus on how to adapt the strategy and/or portfolio implementation in response.
- Assist in the re-orientation of key staff's current activity-primarily orientation to more holistic program management, more peer and cross-learning and other contemporary, effective learning techniques and opportunities.
- Monitor and provide advice to EXO and the Front Office on the transition from a staffing structure based on technical offices to a staffing structure more oriented to implementation of Development Objectives.

#### **Reporting 10%**

- Track and ensure completion of USAID key reporting documents and data calls, including, but limited to the Performance Plan and Report, Performance Management Plan, USAID/Forward, etc.

### **Other duties as assigned 5%**

The incumbent carries out other duties as may be assigned by PRO Director or M&E Officer/Team leader or their designees.

Travel is required.

### **15. DESIRED QUALIFICATIONS:**

- a. Education: A Master's Degree in the field of organizational learning or development assistance such as public, business or development administration, knowledge management, political science, economics, development studies, Program evaluation, or closely related, inter-disciplinary fields and comparable educational credentials is required.
- b. Prior Work Experience: A minimum of seven (7) years of progressively responsible, professional-level experience in organizational or action learning, development, consulting and/or knowledge management is required. A strong background in monitoring and evaluation of development programs, experience in the application of statistical methods, impact evaluations and field research experience. Experience developing and implementing organizational change strategies is highly desirable. Demonstrated experience in strategic, systems and holistic thinking, managing resistance to change and understanding of organizational culture, learning and change management is also desirable. Strong professional relations with South East Asian organizational learning, leadership and development colleagues is highly desirable.
- c. Post-Entry Training: On-the-job orientation and training in USAID-specific programs and procedures, and attendance at USAID or other professional courses, as available, warranted, or required.
- d. Language Proficiency: Level IV (fluent) English language proficiency, speaking and writing, is required. Superior writing skills are highly desirable.
- e. Knowledge: Understanding of the economic, social, cultural, and political characteristics of development assistance is required. She/he must also have a familiarity with a wide range of issues, such as program evaluation, gender-constraints to development, agriculture, community development, economics and democracy and governance. This position requires the ability to quickly acquire a thorough understanding of USAID's current CDCS programming objectives, results expected, planning and reporting systems and the key lines of sector investigation and learning agendas. The prospective applicant should also have some understanding and experience in developing and leading knowledge management programs, facilitating communities of practice and social networking. Knowledge of the objectives and operations of the USG, or the program activities of other international donor organizations in South East Asia, is highly desirable.
- f. Skills and Abilities: This position requires skills in facilitating and creating organizational learning and change. He/she should demonstrate conversation and presentation skills that can influence decision makers. The ability to serve as an effective USAID representative with a wide array of individuals and institutions is essential. The Specialist must have strong writing skills and be able to prepare clear, substantive reports and briefing papers in English, in a timely manner.