PAA Africa M&E and Knowledge Management Specialist - Purchase from Africans for Africa, International Policy Centre For Inclusive Growth (IPC-IG)

**Location:** Brasilia, BRAZIL  
**Application Deadline:** 26 October 2014  
**Type of Contract:** SC / SB-4  
**Languages Required:** English and Portuguese  
**Starting Date:** November 2014  
**Duration of Initial Contract:** 12 months with possibility of extension

**Background**

The International Policy Centre for Inclusive Growth (IPC-IG) is a joint project of the United Nations Development Programme and the Brazilian Government to facilitate South-South Cooperation on key development issues. The Centre carries out applied research and its ultimate goal is to generate knowledge resources to the global development community.

The International Policy Centre for Inclusive Growth (IPC-IG) is a partner of the PAA Africa and acts as the leading research institution in Brazil in collaboration with WFP, FAO and an African research institution, responsible for jointly coordinating the PAA Africa M&E activities, the related inter-regional research dialogue and advanced technical contributions.

PAA Africa ("Purchase from Africans for Africa") is a joint initiative of the Brazilian government, the Food and Agriculture Organization of the United Nations (FAO), the World Food Programme (WFP), and the UK Department for International Development (DFID). Inspired by the Brazilian learning with the "Food Purchase Programme" (PAA) and building on the partners’ knowledge and experience, it aims at promoting food and nutrition security of school children and access to institutional markets for family farmers through the implementation of local food purchase initiatives for food assistance, jointly designed and implemented by governments, UN agencies and civil society.

Initiated in February 2012, the PAA Africa is implemented in Ethiopia, Malawi, Mozambique, Niger and Senegal. In January 2014 it started its second phase, planned for 5 years. Monitoring and evaluation is considered a major concern in PAA Africa phase 2. It should allow for providing evidences on challenges and benefits of local food purchases useful for PAA Africa and for national and international related discussions.

The PAA Africa M&E and knowledge management specialist will be responsible for developing the overall PAA Africa M&E and knowledge management strategy and plan as well as providing all necessary support to its implementation. He/she will be based in Brasilia at the IPC-IG office. His/her work will be directly supervised and coordinated by IPC-IG, in collaboration with WFP and FAO for overall programme adequacy and technical inputs. WFP and FAO relevant technical areas, as well as DFID, will provide technical inputs for the planning and elaboration of the expected results.

**Duties and Responsibilities**

Under the overall supervision of the Research Coordinator of IPC-IG, the PAA M&E and knowledge Management Specialist is expected to perform the following:
• Develop the overall PAA Africa M&E strategy and plan;
• Lead the monitoring activities, including identification of indicators and monitoring systems already used in WFP/FAO;
• Lead the evaluation activities, particularly through the identification of country evaluations to be carried out, proposal of evaluation framework and methodology, liaison with external evaluation institution to carry out the evaluations, support to and follow up of all evaluation activities;
• Lead the knowledge management activities;
• Actively support the setup and maintenance of the PAA Africa M&E advisory group;
• Liaise, in collaboration with the PAA Africa Coordination Unit, with relevant DFID, FAO and WFP (in liaison with WFP/PPI focal point) technical areas for inputs;
• Liaise with PAA regional experts (international consultants) and the PAA Africa country teams to incorporate field information and needs;
• Write semi-annual monitoring reports and programme performance reports, including comprehensive programme progress analysis;
• Present findings and recommendations to programme stakeholders;
• Perform other related duties as required.

**Expected Results:**

• Designed and implemented PAA Africa M&E and knowledge management strategy and plan;
• Coherent monitoring framework in place;
• Country evaluations defined, followed and disseminated;
• Organized programme learning and knowledge dialogue with similar initiatives;
• Programme stakeholders’ perspectives and needs are incorporated in PAA M&E and knowledge management;
• Established and functioning PAA Africa M&E advisory group;
• Semi-annual monitoring reports and programme performance reports validated.

**Competencies**

**Corporate**

• Demonstrates integrity and fairness, by modeling the UN/UNDP’s values and ethical standards;
• Promotes the vision, mission and strategic goals of IPC-IG and the partnership with PAA Africa;
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional**

• Excellent analytical and writing skills;
• Experience with Monitoring and Evaluation projects;
• Good interpersonal skills and ability to establish and maintain effective partnerships;
• Knowledge of Results-Based Management, Logical Framework Approach and/or other project/programme management methodologies.

**Knowledge Management**

• Ability to strongly support and build knowledge products;
• Experience in building client relationships with strong networking and advocacy skills;
• Experience in project/programme management using Results-Based Management and/or Logical Framework Approach.
Judgment/Decision-Making
- Mature judgment and initiative;
- Independent judgment and discretion in advising on handling major policy issues and challenges.

Required Skills and Experience

**Essential**
- Advanced university degree (Master's Degree or equivalent) or university degree with experience and advanced courses/training in one or more of the following disciplines: social sciences, economics, international development, evaluation or fields related to food assistance and food security;
- At least 3 years of experience with food and nutrition security, rural development, social protection programmes/policy or related area;
- Experience in project/programme monitoring and evaluation;
- Excellent oral and written communication skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Fluency in spoken and written English and Portuguese.

**Desirable**
- Experience with M&E in Africa countries;
- Experience with International Cooperation;
- Experience in working in a multicultural and web-based environment;
- Working knowledge of statistics packages is considered an asset;
- Fluency in French is an advantage, other UN languages is considered an asset;
- UN/UNDP experience is an advantage.

Applicants must send a detailed CV, P11 form*, a cover letter and a recommendation letter to ipc-hr@ipc-undp.org no later than 26 October 2014 quoting in the subject “PAA Africa – M&E and KM Specialist”.

*Personal History Form (P11) is available for download at: http://www.pnud.org.br/arquivos/P11.doc

Incomplete applications or applications received after the closing date (26 October 2014) will not be given consideration. Please note that only applicants who are short-listed will be contacted.

This is a national Service Contract position within the IPC-IG/UNDP. International candidates will only have their applications considered if proof of permission to work in Brazil is attached to the application. The IPC-IG/UNDP is not in a position to provide advice or assistance on applying for a Brazilian work permit.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.