

## Position description template

<b>Position Title:</b> Programme Analyst (JPO)	<b>Position Number:</b> TBD
<b>Grade:</b> P2	<b>Duty Station:</b> Dakar (MCO)
<b>Department:</b> Programme Management Department	<b>Division/Unit:</b> West and Central Africa Division (WCA)
<b>Duration of Assignment:</b> 2 years	<b>Effective Date:</b>

### 1. Organizational 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 Programme Management Department (PMD), under the leadership of the Associate Vice-President, is responsible for the overall programme of loans and grants of the Fund and is composed of five regional divisions and an Operational Policy and Results Division.

The West and Central Africa Division, under the leadership of the Regional Director, oversees all IFAD operations and activities in the region including, but not limited, to the 24 country programmes: Benin, Burkina Faso, Cabo Verde, Cameroon, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

Beyond country programmes and national projects, IFAD has recently engaged in lending funds to regional programmes, and the 1Sahel Initiative in the region is a key regional engagement. It is composed of three pillars: (i) the Joint Sahel Programme in response to the challenges of COVID-19, conflicts and climate change (SD3C Programme); (ii) the Africa Climate Risk Financing Programme (AICRM), focused on building the resilience of smallholder farmers to climate change impacts in Africa; and (iii) GCF's Inclusive Green Financing Programme (IGREENFIN) Phase 1.

The SD3C Programme is currently active in 6 countries (Burkina Faso, Chad, Mali, Mauritania, Niger, Senegal) and is implemented through governments, the G5 Sahel Secretariat, the 3 Rome Based agencies (FAO, IFAD, WFP), as well as Regional and National Farmers Organisations. Several co-financiers are joining this 6 year- operation aiming to benefit 1 million people in the Sahel

Region. In IFAD, this programme falls under the overall responsibility and oversight of the West and Central Africa (WCA) Regional Division Director and is managed directly by the Programme Manager (SD3C & 1Sahel Coordinator).

AICRM is supported by the Green Climate Fund (GCF). It will enter into force during the last trimester of 2022 and be active in 7 countries (those of SD3C + Gambia). IGREENFIN Phase 1 is also funded by GCF and will enter into force in 2023 and be initially active in 5 countries (Burkina Faso, Mali, Senegal, Côte d'Ivoire and Ghana). AICRM and IGREENFIN are expected to complement and deepen the impact of the SD3C in and beyond the Sahel region.

The team responsible for the implementation of the Sahel Initiative comprises the Programme Manager (SD3C & 1Sahel Coordinator), a Manager for IGREENFIN and a Manager for AICRM, a Sahel Initiative Support Unit and a GCF Support Unit (comprising a Knowledge Management Specialist, a Financial Management Specialist, and a M&E Specialist – among other supporting staff).

## **2. Post's Organizational Accountability**

The JPO will be part of the team responsible for the implementation of the Sahel Initiative.

S/He will work under the direct supervision of the Programme Manager (SD3C & 1Sahel Coordinator) and work closely and in collaboration with the colleagues of the Sahel Initiative, including the Managers of AICRM and IGREENFIN, the colleagues of the Sahel Initiative Support Unit and the GCF Support Unit.

S/He will work collaboratively with other members of the PMD department - particularly the country teams, the WCA Director, and the PMD Front Office.

S/He will in addition interact with colleagues in ECG managing the two GCF pillars, IFAD's resource mobilization team in GPR, IFAD's communication team in COM, and external partners of the programme, especially the Rome Based Agencies (FAO and WFP) – among others.

**Position Title of Overall Supervisor:** Programme Manager (SD3C & 1Sahel Coordinator)

## **3. The JPO position**

Under the direct supervision of the Programme Manager (SD3C & 1Sahel Coordinator) and in close collaboration with the Sahel Team, the JPO will support Programme Manager (SD3C & 1Sahel Coordinator) in managing the SD3C Programme and coordinating the Sahel Initiative. In particular, the JPO will be engaged in:

- PROGRAMME OPERATIONAL DELIVERY & MONITORING;
- REGIONAL INITIATIVE COORDINATION;
- ADVOCACY, RESOURCE MOBILIZATION & PARTNERSHIP BUILDING;

- **KNOWLEDGE MANAGEMENT.**

[Specific duties and responsibilities are reported in Section 4].

The assignment will be demanding and challenging, and it will offer a unique opportunity to work at the operational heart of an international development finance institution, contribute to one of the institutions most important innovations through its regional lending operations, and be recognised for that contribution.

The JPO will progressively become involved with the direct communication with all relevant stakeholders (internal and external) as appropriate communication skills are developed and observed, including with implementation and cofinancing partners.

#### **4. Duties and Responsibilities**

Duties and responsibilities will be expected to evolve during the period of the assignment. As the JPO learns and gains experience, and subject to the progress made (something that will be actively supported by the Programme Manager [SD3C & 1Sahel Coordinator]), s/he will be expected to carry out increasingly substantive work, and to work with a higher level of independence. Specific duties and responsibilities will include, but not be limited to, the following:

- **PROGRAMME OPERATIONAL DELIVERY & MONITORING:**
  - Supporting the timely analysis, monitoring and reporting of physical and financial progress and achievements – including, but not limited to, budget preparation and management, monitoring of expenditures and key performance indicators, and synergy of actions in the field with the anchor projects, country portfolios, and between all relevant stakeholders and across country borders;
  - Support supervision through the monitoring of execution across SD3C countries and compliance to key performance indicators/parameters.
  - Supporting the design (i.e. phase II) and supervision of SD3C, including support to country teams for the implementation of the SD3C country projects;
- **REGIONAL INITIATIVE COORDINATION:**
  - Supporting efforts directly related to the coordination across the relevant stakeholders, including the organization of and attendance to cross-partner team meetings;
  - Participating in working level coordination meetings (e.g. regular meetings to update Senior Management on the programmes progress; other cross-departmental and corporate meetings, etc.) and steering committee meetings; producing minutes of the meetings and keeping updated the action tracker;
- **ADVOCACY, RESOURCE MOBILIZATION & PARTNERSHIP BUILDING**
  - Supporting the Programme Manager (SD3C & 1Sahel Coordinator) to reach out and develop (expand) strategic partnerships with a broad range of stakeholders, including

government and non-governmental institutions, bilateral and multilateral financing institutions, civil society organizations, research centres and the private sector;

- Supporting the Programme Manager (SD3C & 1Sahel Coordinator) to develop and implement resource mobilization efforts/strategy for the Sahel with key donors (multilateral/bilateral), in collaboration with GPR;
- Participating in internal and external events/thematic groups meetings related to the Sahel region with representatives of other international development organizations (including UN Regional fora and RBA co-ordination mechanisms); preparing briefing notes, minutes and presentations as required;
- **KNOWLEDGE MANAGEMENT:**
  - Distillation and documentation of experiences, best practices and lessons learnt and generation and dissemination of knowledge products;
  - Carrying-out research or analysis (quantitative and qualitative) to feed into knowledge products and learning materials, which showcase the experiences of regional lending operations;
  - Supporting dissemination of findings to a wide internal and external audience.

This could include helping with supervision missions, attending and producing minutes for meetings with all implementing actors and IFAD Senior Management, drafting reports and speeches for resource mobilization with priority donors, and compiling or documenting in a user-friendly way the lessons of implementing a regional lending operation.

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

### **Education and experience:**

- Advanced university degree from an accredited institution in the field of specialization, e.g., economics / agricultural economics, development, political science, or international relations.
- At least two years' experience supporting programmatic or reporting efforts for issues related to international and rural development.
- Previous experience in supporting operations within a national or international development institution would be considered an advantage.

### **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***

- Excellent organizational skills
- Ability to effectively communicate with various types of stakeholders both in English and French
- Ability to produce user-friendly complex information.
- Ability to undertake quantitative analysis and facility with numbers.
- Excellent writing and drafting skills in English and French.
- Familiarity with development partners – especially other multilateral lending institutions.

### **Languages and other skills:**

- Excellent written and verbal communication skills in English and French.

## **6. Training Components and Learning Elements:**

### **Training components:**

- On the job training in IFAD operational policies and procedures and programme management, including exposure to the technical areas of IFAD, such as social inclusion and climate, rural development.
- Participation in training (e.g., budgeting, operational policies, M&E, procurement etc.) organised by IFAD and through its flagship operational academy
- Direct coaching by the Programme Manager (SD3C & 1Sahel Coordinator).

#### **Learning elements:**

- Project level, ability to provide quantitative and qualitative analysis, and communicate to various stakeholders in and outside IFAD.
- Developing understanding of the context and development objectives of the Sahel region
- Communicating effectively to suit various audience in a highly diverse setting.
- Learning how to reach out to various internal and external clients, listening and responding effectively; and efficiently to technical queries and building relationships.
- Learning how to be an agent of change, client orientation and service.