

### **Monitoring and Evaluation Analyst**

IESC – the International Executive Service Corps – is a U.S.-based nonprofit that seeks private enterprise solutions to problems of poverty in developing countries and around the world. By providing a mix of technical assistance and volunteer expert support, IESC works with emerging industries, financial institutions, and governments to stabilize economic environments, increase opportunity, and promote growth.

IESC is recruiting for a monitoring and evaluation analyst to support the M&E Manager to conduct program data collection, analysis, and evaluation reporting for a USDA Food for Progress program in the Dominican Republic. The program will provide technical assistance to increase productivity and sales for domestic and export markets of high-value fruit and vegetable global value chains. The targeted value chains include greenhouse and oriental vegetables as well as avocado, cocoa, and pineapple. Technical assistance will be provided to various market actors, from producers at the farm level to packinghouses and exporters. This local position is full-time (40 hours per week) and based in the Santo Domingo, Dominican Republic program office. Travel throughout the country will be required.

### **Duties and Responsibilities**

- Support the M&E Manager in the implementation of the monitoring and evaluation (M&E) plan, which includes collecting, analyzing, and reporting on all required indicators;
- Ensure the program measurement strategies are inclusive of women and youth, including analysis and developing case studies as needed that highlight specific initiatives that address unique constraints or challenges;
- Guides and finalizes program's technical deliverables related to monitoring and evaluation;
- Support the M&E Manager to develop the reports on progress against indicator targets;
- Support the M&E Manager to develop the Semi Annual Performance Reports;
- Support the M&E Manager and the chief of party through coordinating progress reporting against annual work plan, specifically activity milestones, outputs, and outcomes;
- Support the M&E Manager to update the execution of the Work Plan every 15 days;
- Support the M&E Manager to conduct monthly meeting to instruct the team on the start of activities planned in the Work Plan;
- Ensure the program measurement strategies are inclusive of women and youth, including analysis and developing case studies as needed that highlight specific initiatives that address unique constraints or challenges;
- Support the M&E Manager to train program staff and partners on roles, responsibilities, and timing of M&E operations;
- Support the M&E Manager and the value chain technical team (market linkages, training, horticulture value chain facilitators) to operationalize outcome measurement and data collection using IESC established processes and procedures and the program M&E plan;

- Nurture and maintain collaborative relationships with beneficiaries, stakeholders, and partners to facilitate information gathering and sharing;
- Support the M&E Manager to conduct a workshop with program staff to ensure the M&E plan meets their requirements and the rationale for each indicator is clearly understood;
- Organize and facilitate focus group or sampling groups as needed for data validation or qualitative analysis;
- Ensures program monitoring and evaluation adheres to policies and practices in accordance with IESC program manual and practices;
- Maintain regular reporting to M&E Manager and the CoP;
- Complete other tasks as assigned by the M&E Manager.

### Qualifications

- B.S. economics, business administration, international business, statistics, or related field;
- Work experience in related field for at least 1 year relevant experience or 6 months of experience working on similar projects;
- Experience with USDA, USAID, IADB or other donor programs preferred;
- Ability to prioritize among multiple competing requests;
- Self-starter, detail-oriented, thorough and well organized;
- Well-developed interpersonal and cross-cultural communication skills to manage a local team as well as international consultants and volunteer expertise effectively;
- Proven written and oral communication and presentation skills, including training development and delivery;
- Proficiency with Microsoft Excel, capacity in cost benefit analysis, return on investment, STATA, regression analysis, and other business and trade-related analytic tools preferred;
- Proficiency with Microsoft Project and Gantt Chart, preferred;
- Fluency in English highly preferred; and,
- Ability to travel domestically.

Please apply below. IESC is an Equal Opportunity Employer. Please note that this position is intended for a local national or a person with legal residency and work eligibility in the Dominican Republic. CV may be provided in Spanish.