EXTERNAL VACANCY ANNOUNCEMENT

Senior Manager, Evaluation – CGIAR Advisory Services Shared Secretariat

Background
The CGIAR Advisory Services Shared Secretariat (CAS Secretariat), based in Rome, Italy, implements the CGIAR System's multi-year evaluation plan and provides operational support for the CGIAR external advice functions, namely the Standing Panel on Impact Assessment (SPIA) and the Independent Science for Development Council (ISDC). The CAS Secretariat is recruiting a Senior Manager, Evaluation, to lead the evaluation workstream. The workstream supplies funding partners and internal and external stakeholders with programmatic and on-demand evaluations.

On behalf of the CAS Secretariat, the Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT)¹, which hosts the Secretariat in its Rome, Italy, office, is seeking a qualified candidate to serve as a Senior Manager, Evaluation.

Role
The Senior Manager, Evaluation is a critical role that leads the evaluation workstream within the CAS Secretariat. The incumbent will work collaboratively with the other independent advisory services and CGIAR colleagues to ensure that information generated through independent evaluations is timely, of high quality, available and accessible, to support System-wide management, learning and decision-making processes.

¹ Bioversity International and CIAT are a CGIAR Research Centers. For further information consult the websites at https://www.bioversityinternational.org and www.ciat.cgiar.org
The role requires a highly-skilled and experienced evaluation professional. The position holder will be an accomplished collaborator and results-oriented professional with a track record of designing, planning, overseeing, providing quality assurance, analyzing and reporting on evaluations. Experience organizing an external evaluation function and an understanding of both the CGIAR’s research for development domains, and its implementation modalities, are strongly desirable in this role.

The position is based in Rome, Italy, and involves international travel.

**Key Responsibilities**

Under the supervision of the Director of the CAS Secretariat, specific responsibilities include:

**Delivery**

- Lead the development and implementation of the evaluation multi-year work plan, aligned with the overall CGIAR business plan cycle, in consultation with key stakeholders and oriented towards evaluations that promote learning and accountability
- Provide timely and relevant evaluation information to the CGIAR governing body to assist the System Council in its active oversight of CGIAR programs
- Lead the planning and oversee and manage external independent experts’ delivery of specific evaluations or reviews (regular or on-demand), per the workplan and as commissioned by the CGIAR System Council, retaining overall responsibility for the quality and efficiency of these evaluations
- Lead the formulation and updating of CGIAR evaluation policy as well as standards, guidelines and methodologies, harmonizing these methodologies where possible for comparability and effective use
- Oversee due process to ensure the objectivity and independence of outputs from the evaluation workstream
- Oversee and coordinate a quality assurance process for evaluations; and,
- Develop and maintain a CGIAR evaluation database and roster of subject-matter specialists and evaluators.

**Financial and Human Resources Management**

- Foster and contribute to highly collaborative teamwork and communication within the CAS Secretariat, proactively participating in knowledge and capacity building initiatives that seek to improve overall alignment in the actions of the CGIAR System
- Manage consultants and staff relevant to the evaluation workstream according to the host organization’s policies and guidelines
- Plan, manage and monitor the portion of CAS Secretariat budget that supports the evaluation workstream, in coordination with the CAS Director; and
- Supervise one regular staff member (Senior Evaluation Officer).
Coordination

- Participate actively and intentionally in planning sessions of the other CAS Secretariat workstreams
- As a member of CAS Secretariat’s senior team, support the Director to ensure that workload and quality is managed effectively across the Secretariat, supporting other workstreams through surge periods and requesting support from them when capacity is needed and/or input required
- In concert with the CAS Director, liaise with the CGIAR System Council and System Organization; and,
- Coordinate with CGIAR stakeholders to ensure an efficient, cohesive and harmonized approach to evaluations.

Communication and Engagement

- Devise internal communication and knowledge management strategies that support the effective use of evaluation findings and recommendations in the CGIAR System, as well as the translation of evaluation policy into action
- Lead the planning and organization of evaluation-related meetings, events and workshops, including After Action Reviews, to assure learning about the evaluation workstream through successive CGIAR business cycles
- Represent the evaluation workstream at meetings as required
- Build and maintain a broad range of partnerships with national, regional and international evaluation professional bodies; engage as relevant with counterparts in advanced research and development agencies and in the Rome-based food and agriculture agencies.

Qualifications and competencies

Essential qualifications and competencies

- An advanced university degree (preferably at doctoral level) in fields related directly to the position requirements, including program evaluation and measurement, social sciences, business or public administration, international development, or other fields pertinent to CGIAR evaluation
- Minimum of 10 years’ of progressively more responsible and relevant international experience at senior professional and management levels
- Evidence of an advanced level of evaluation technical skill and expertise, including relevant quantitative and qualitative research, analysis and synthesis skillsets
- Proven experience and understanding of evaluation processes for development organizations, and conversance in techniques and methods appropriate to the evaluation of CGIAR’s research for development activities
- Experience working in international settings, evaluating programs aimed at delivering outcomes for developing countries
- Demonstrated understanding of the branches of science encompassed within the CGIAR System
• Strong strategic, analytical, planning, budgeting, project management and reporting skills
• Ability to manage staff and consultants in a multicultural work environment, ensuring they deliver on time, to agreed quality standards and within budget
• Excellent English, both written and spoken
• Excellent presentation and report writing skills, including for executive and multicultural audiences
• Proficiency in the use of MS windows-based software packages including word processing, PowerPoint, spreadsheets and databases
• Proven collaboration, relationship-management and decision-making skills
• Outcome/results focused, with a strong commitment to ensuring one’s work contributes to larger, agreed goals
• Consistently models evaluation ethics, including impartiality, integrity and independence

Desirable qualifications and competencies
• Work experience conducting and coordinating evaluations in Research for Development settings
• Working proficiency (spoken and written) of another language is considered an advantage

Terms and conditions: This is an internationally recruited position. The salary is level 2, in a scale of 6 levels, with level 1 being the highest. The Alliance of Bioversity International and CIAT offers an attractive remuneration package including a competitive salary, non-contributory retirement plan, medical insurance, housing allowance and leave provisions. All benefits are denominated and paid in US dollars. The initial contract will be for a period of 3 years, subject to a probationary period of 12 months, and is renewable based on performance and availability of funds.

Applications: Please apply online through the Alliance Job Opportunities web page (https://www.bioversityinternational.org/jobs/) by clicking on the “Apply” button, completing the online application and attaching the required information, no later than 14 February 2020. Please note that in the application you are required to provide the contact details (address, telephone number and e-mail address) of at least three referees, whom we will contact for short-listed applicants.

This Job Description is an integral part of the employment contract and is subject to change from time to time.

For more information about CAS Secretariat, refer to https://cas.cgiar.org/

The Alliance of Bioversity International and CIAT is an equal opportunity employer and strives for staff diversity.