

Senior Manager, Evaluation

CGIAR System Advisory Services Shared Secretariat

Bioversity International Level 2 (UN equivalent – P5)

1. Role Summary

The overall role of evaluation within the CGIAR system is to provide funders and other stakeholders with programmatic and on-demand evaluations. It is also to ensure that evaluation information is available and utilized to assist management, learning and decision-making.

The Senior Manager, Evaluation is a critical role that leads the evaluation work stream within the CGIAR Advisory Services Shared Secretariat and works collaboratively with CGIAR System colleagues to ensure effective delivery of successive CGIAR System business plans¹.

It requires a highly skilled and experienced evaluation specialist. The position holder will be an accomplished collaborator and results-oriented professional with a track record of designing, planning, delivering, analysing and reporting on evaluations and building a culture of evaluation across a unit or organisation.

The position is based in Rome, Italy unless otherwise decided by the CGIAR System Council at a future time. It will involve international travel.

2. Key responsibilities

Under the overall direction of the Director of the Advisory Services Shared Secretariat, specific responsibilities include:

Delivery

- Leads the ongoing development and delivery of the CGIAR system's rolling evaluation work plan to agreed high quality criteria and timelines, in consultation with stakeholders;
- Ensures that the evaluation plan is aligned with the CGIAR's multi-year business plan in terms of timing and strategic direction;
- Leads the planning and delivery by external independent experts of specific evaluations or reviews (regular or on demand) as commissioned by the CGIAR System Council, taking full responsibility for the quality and efficiency of these evaluations;
- Leads the formulation and updating of evaluation standards, guidelines and methodologies, harmonizing these methodologies where possible for comparability and effective use;
- Leads the development and delivery of a revised evaluation policy for the CGIAR system, reflecting the system's new governance model and needs of stakeholders, as well as the system's newly approved multi-year business plan;
- Leads the development of a protocol for conducting clear-cut program progress assessments within a specific business plan period, as well as an overview of annual results achieved by program to include a system which flags programs on track/not on track;

¹ The inaugural CGIAR System Business Plan for the period 2019-2021 is accessible here:
https://www.cgiar.org/wp/wp-content/uploads/2018/11/SC7-02_CGIAR-System_BusinessPlan_2019-2021.pdf

- Works to ensure the effective use of evaluations across the CGIAR system and the translation of evaluation policy into action;
- Oversees due process to ensure the objectivity and independence of outputs from the evaluation work stream;
- Oversees and coordinates a quality assurance process for evaluations;
- Develops and maintains to high quality standards a CGIAR evaluation database; and
- Leads the process of undertaking a periodic independent assessment of whether CGIAR research programs met the CGIAR Program Performance Management Standards once in each three year cycle of implementation, working across other advisory bodies as required to obtain expert data.

Financial and Human Resources Management

- Manages staff and consultants relevant to the evaluation work stream according to System Organization policies and guidelines, ensuring effective management of team capacity and talent to successfully deliver on the evaluation work plan;
- Fosters/contributes to highly collaborative teamwork and communication within the evaluation work stream and across other work streams, proactively participating in knowledge and capacity building initiatives that seek to improve overall alignment in the actions of the CGIAR system;
- Oversees and manages the overall budget and planning for the evaluation work stream within the Shared Secretariat and manages key communication on this with relevant stakeholders.

Co-ordination

- Actively participates in planning sessions of the other work streams and initiates invitations on a reciprocal basis;
- As a member of the Shared Secretariat's senior team, supports the Director to ensure that workload and quality is managed effectively across the Secretariat, supporting other work streams through peaks and troughs and requesting support from them when capacity is needed and/or input required.
- Liaises with the CGIAR System Council and System Organization and coordinates with CGIAR research centers to ensure an efficient, cohesive and harmonized approach to evaluations, of research programs and center-specific performance and contribution;
- Liaises with other evaluation units, in particular with Rome-based agencies, and in particular serves as Executive Steering Committee member for the development and implementation of a multi-agency Community of Practice for evaluators in the food security and rural development sector.

Communication and Engagement

- Ensures evaluation findings and recommendations are translated into communication products and engagement events that promote the quality, relevance and impact of CGIAR activities, appropriate for key stakeholder groups;
- Leads the planning and organization of evaluation-related meetings, events and workshops;
- Represents the evaluation workstream at meetings as required.

Partnerships

- Builds and maintains a broad range of partnerships with national, regional and international evaluation bodies, including advanced research institutions and the private sector.

Advocacy and Capacity Building

- Builds awareness and recognition of the importance of evaluation work and identifies and operationalizes opportunities to build capacity, raising skill levels across the CGIAR system and beyond (including developing technical training and workshops).

3. Reporting

This role reports to the Director of the Shared Secretariat and has line management responsibility for the Senior Officer, Evaluation.

4. Candidate profile

Education and experience

Essential

- Advanced University Degree (Masters at a minimum) in economics, agricultural economics, business studies or related field in agricultural or social sciences or business;
- At least 10 years post-qualification progressively more relevant experience in evaluation;
- Excellent English, both written and spoken;
- Experience of working in an international setting and of managing programs aimed at delivering outcomes for developing countries.

Desirable

- Knowledge and experience in research for development field where the output-impact line of causality can be long;
- Working proficiency (spoken and written) of another language is considered an advantage.

Skills and traits

Technical skills

- Excellent evaluation skills and expertise;
- Proven experience and understanding of evaluation processes for development organizations;
- Competence in theory-based evaluation, system approaches to evaluation, impact assessment, participatory evaluation and capacity building in evaluation;
- Understanding of the branches of science encompassed within the CGIAR System;
- Skills in quantitative and qualitative analysis of trends and scenarios;
- Strong strategic, analytical, planning, budgeting, management and reporting skills;
- Excellent presentation and report writing skills;
- Proficiency in the use of MS windows-based software packages including word processing, PowerPoint, spreadsheets and databases.

Personal traits

- Promotes a culture of learning for evaluation;
- Reflects evaluation ethics, including impartiality, integrity and independence;
- Ability to think strategically, and pragmatism to turn strategies into concrete actions;
- Outcome/results focused, with a strong commitment to ensuring their work contributes to bigger agreed goals;
- Ability to manage staff and consultants in a multicultural work environment, ensuring they deliver on time, to agreed quality standards and budget;
- Performance-orientated working style, with a focus on continuous improvement;

- Excellent collaboration, relationship management and decision-making skills.

5. Employment arrangements

The successful candidate will be an employee of Bioversity International² for and on behalf of the CGIAR System Organization (an international organization headquartered in Montpellier, France), with the employment terms being according to the Personnel Policy Manual of Bioversity.

Appointments by the System Organization are generally made on a fixed-term basis of 3 years, which is renewable subject to the terms and conditions of the appointment. Comprehensive medical insurance, retirement contribution and performance-based incentives form part of the employment package. Full terms and conditions will be made available to shortlisted candidates.

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

*Bioversity International and the CGIAR System Organization
are equal opportunity employers and strive for staff diversity.*

² Bioversity International is the operating name of International Plant Genetic Resources Institute which is headquartered in Rome, Italy.