

**Conseil Ouest et Centre Africain  
pour la Recherche  
et le Développement Agricoles**



**West and Central African Council for  
Agricultural Research and  
Development**

**Terms of reference for the recruitment of an Impact  
Assessment Officer on agricultural research**

**July 2006**

**Call opening date: 10/08/06**

**Call closing date: 15/09/06**

**Preamble:** The West and Central African Council for Agricultural and Research Development (CORAF/WECARD) is an International non-profit making Association.

CORAF/WECARD has the following **mission**:

- improve the efficiency and effectiveness of agricultural research in West and Central Africa by contributing to the construction and the consolidation of the capacities of the National Agricultural Research Systems (NARS), through co-operation between its members, development partners, regional and international organisations, private sector, non-governmental organisations, users of research results on one hand, and
- consolidate the position of the West and Central African sub-region within the context of the international agricultural research and development, on the other hand.

Its **objectives** aim to:

- promote co-operation, consultation and information exchange between member institutions on one hand and the partners on the other,
- define joint sub-regional and regional research objectives and priorities,
- serve as a consultative body for research carried out by regional and international organisations operating at the sub-regional level,
- develop joint research programmes in order to strengthen complementary activities of CORAF/WECARD and its partners, and
- harmonise the activities of the existing research networks, and to facilitate the creation of new regional networks or other operational research units with a regional character..

CORAF/WECARD is one of the three Sub Regional Organization members of the Forum for Agricultural Research in Africa (FARA). CORAF/WECARD is currently composed of 21 National Agricultural Research Systems. Its Executive Secretariat is based at Dakar where it benefits from a headquarters agreement since March 1997 with the Senegalese Government

For the realization of its activities, CORAF/WECARD benefits from some funding from its member NARSs, and from the bilateral and multilateral co-operation. The networks of CORAF/WECARD are part of larger research collaboration or operational units.

In order to further strengthen the impact orientation of its various activities, CORAF/WECARD is searching to recruit a suitable candidate to fill the position of **Impact Assessment Officer** in its **Planning and Impact-orientation Unit** based at the Executive Secretariat in Dakar. Female candidates are encouraged to apply.

#### **Duties and Responsibilities of the Impact Assessment Officer**

The Impact Assessment Officer (IAO) will be responsible to the Planning Officer within the Planning and Impact Orientation Unit of the Scientific Coordination Department at the Executive Secretariat. The incumbent will work with a range of regional and national institutions and partners in the sub-region. He or she will have the following responsibilities:

- coordinate all monitoring and evaluation activities of CORAF/WECARD's Networks, Programs, and Projects;
- track the indicators specified, for results identified within CORAF/WECARD's Networks, programs/projects in order to measure the attainment of objectives;
- provide technical and analytical expertise to CORAF/WECARD on all matters related to monitoring and evaluating activities..

Specifically, he/she will have the following responsibilities:

- Assist in the overall development of Networks, Programs and Projects and operational plans of CORAF/WECARD Secretariat.
- Monitor and evaluate activities carried out by CORAF/WECARD and its partners.
- Provide leadership, technical and analytical support to CORAF/WECARD in Monitoring and Evaluation (M&E) activities.
- Provide M&E support to CORAF/WECARD in the identification and selection of priority indicators, the development of plans, procedures, surveys, and databases.
- Encourage a wide participation of CORAF/WECARD members and partners in order to create a sense of ownership and facilitate the institutionalization of M&E.
- Assess existing capacities in M&E and identify priority training needs.
- Collect data and maintain databases on indicators in the sub-regional consolidated action plan and for use in CORAF/WECARD technical reports and publications.
- Assist in the preparation of CORAF/WECARD periodic progress reports, technical papers, presentations for meetings and Annual Report.
- Participate in the planning and coordination of research and development activities and Competitive Grants Scheme funded projects.
- Provide support in the organization of mid-term and final reviews of CORAF/WECARD projects/ programs, backstopping visits, meetings, etc.
- Assist in the development of the work plan and the budget for CORAF/WECARD research and development activities.
- Provide leadership in negotiations between NARS, partner institutions and donors regarding financial support required for monitoring, evaluation and impact assessment studies.
- Carry out any other duties as may be required by the CORAF/WECARD Executive Secretary.

### **Desired Profile of the Candidate**

- Track record in strategic thinking.
- Track record in programme conception, planning and monitoring and in impact assessment including budgeting and actual implementation of development-oriented research.
- Ability to work independently to develop strategies and methodologies that will assist CORAF/WECARD to institutionalize a viable monitoring and evaluation culture.
- Ability to work under pressure and in an international environment made up of people of different nationalities, ethnicity, and cultural backgrounds.
- Should not be older than fifty at the time of application.
- Ready to assume duty on short notice a plus.
- Should be a citizen of one of the CORAF/WECARD member countries.
- Ability to travel frequently...
- Female candidates are encouraged to apply.
- Proven track record in management is an asset.

### **Qualifications**

- **M.Sc.** in agricultural economics, agricultural sciences, social sciences or related field with not less than 8 years experience on agricultural research for development, and proven 4 years experience on agricultural research planning for impact, coordination and monitoring for evaluation; **OR**
- **Ph.D.** or its equivalent in agricultural economics, agricultural sciences, social sciences or related field with 6 years experience on agricultural research for development and proven 3 years experience on agricultural research planning for impact, coordination and monitoring for evaluation.
- Excellent computer and Internet skills.

- Should have an excellent command of the English language and a good command of the French language, or vice versa (Level C).

### **Recruitment Modalities:**

This is an international position being advertised internationally by the Executive Secretariat of CORAF/WECARD.

The **dossier** required from the prospective candidate includes the following:

1. An application letter;
2. A detailed curriculum vitae which must include the complete names of candidate, complete addresses (postal, email, phone and fax); and the names and complete contact details of at least three of your referees.
3. The dossier should be addressed to Executive Secretary of CORAF/WECARD, Executive Secretariat, N° 7 Avenue Bourguiba, BP 48 Dakar-RP, Senegal; or via email to [secoraf@coraf.org](mailto:secoraf@coraf.org) .
4. Application dossiers should reach the Secretariat not later than September 15, 2006.
5. Only short-listed candidates will be contacted for interview.
6. As policy requirements of CORAF/WRCARD the identified candidate will be required to undertake medical tests.

### **Duration of contract:**

An initial contract of 2 years will be proposed with a performance review after 1 year. The contract may be renewed subject to performance.

### **Remunerations**

The remunerations are according to the approved wages scale of CORAF/WECARD, which is internationally competitive.