



Monitoring and Evaluation (M&E) Specialist

The American Soybean Association (ASA) was founded in 1920 by soybean farmers and extension workers to promote soy for high protein applications in developmental settings. Overseas activities initiated in the mid-1950s, and to date ASA has worked in over 80 countries. The World Initiative for Soy in Human Health (WISHH) was founded in 2000 to expand the work of the American Soybean Association (ASA) in developing and emerging markets to improve health, nutrition and food security, building the groundwork for future markets of soy through international development work. WISHH provides services in food technology, business development, nutrition services, and program and proposal development. WISHH expertise extends its network into additional areas, such as aquaculture and animal feed.

ASA/WISHH connects trade and development to strengthen agricultural value chains in emerging markets, creating trade and long-term demand for U.S. soy. U.S. soy trade in emerging markets is pivotal to improve accessibility, affordability, and acceptability of high-quality plant and animal-sourced proteins in developing economies.. ASA/WISHH builds opportunity for long-term trade by improving food security, agricultural value chains, human and animal nutrition, and farmer net incomes. ASA/WISHH initiatives broadly fit in three arenas: (1) trade-building long-term, early-stage market development, and (2) trade-building international agriculture and economic development and (3) food security through international development. The St. Louis-based Program operates in sub-Saharan Africa, Asia and Central America.

ASA/WISHH achieves its mission by working in close partnership with: (1) the public sector (e.g., USDA, USAID, U.S. land grant universities, and host country governments), (2) the private sector (e.g., trade associations: Qualified State Soybean Boards, United Soybean Board and U.S. Soybean Export Council), and (3) private voluntary organizations. The Program takes pride in its growing portfolio of success with U.S. government-funded projects, including USDA (Food for Progress, McGovern-Dole, Global Broad-Based Initiative, Foreign Market Development, Market Access Program, Agricultural Trade Promotion, Emerging Markets Program, and Quality Samples Program) and USAID funding in both prime and sub-recipient capacities. ASA/WISHH has also attracted both private sector and other complementary funding sources from various donors to build on and leverage core funding from Qualified State Soybean Boards.

The Monitoring and Evaluation (M&E) Specialist will work together with WISHH's Director of M&E to design and implement M&E tools and approaches that help the organization measure outputs and outcomes. This person will also assist with program development and be responsible for analyzing routine and non-routine performance monitoring data. The M&E Specialist is expected to help promote the organization's commitment to evidence-based decision making and

assist programmatic staff with the development and distribution of event-specific surveys. There will also be opportunities to collect data about the medium- and long-term outcomes of WISHH's programming and contribute to the research agenda. The M&E Specialist will also provide technical direction for WISHH's M&E systems, processes, analysis, and reporting. They will work with staff, consultants, and in-country representatives to develop and administer data collection instruments and maintain data management systems used to track key performance indicators (KPIs). The M&E Specialist will also contribute to staff training and in areas of program evaluation, data collection and analysis, and other project-level M&E related topics.

M&E Specialist Job Responsibilities:

- Utilize WISHH's M&E Plan and data systems to monitor and describe project results.
- Contribute to the ongoing development and refinement of the organization's M&E systems.
- Coordinate the collection and compilation of information about KPIs for WISHH's market development activities.
- Utilize technology to increase M&E efficiency and accuracy, building staff and partner capacity for technology as needed.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Assess the organizational and performance gaps within different programs and recommend course corrections to be taken by program staff.
- Facilitate the process of extracting and consolidating evidence and learning from routine performance monitoring and external evaluations.
- Consolidate, critically analyze, and report on program data to support internal learning and improvement.
- Perform other duties as necessary to support the implementation of activities.

Work Hours & Benefits: One of the many advantages of working with ASA/WISHH is the variety of benefits available to eligible employees. Our goal is to hire employees who will work hard to help us reach our goals and objectives. ASA/WISHH offers a hybrid work environment with flexible office hour schedules. Benefits include:

- Employee Assistance Program
- Adoption Assistance
- Tuition Reimbursement
- Family Assistance Bonus Program
- Healthcare Flexible Spending Account
- Paternity Leave
- Life Insurance
- Short Term & Long Term Disability Insurance
- Medical/Dental/Vision Insurance
 - ASA pays 90% of employee and 75% of family coverage.
 - Offers four different Medical Plans, including HDHP with a health savings account.

- 401(k) (All employees)
 - 100% match up to 5% of salary (IRS limits apply)
 - Eligible 90 days after the first of the month

In addition, ASA/WISHH observes 9 holidays each year plus 1 personal holiday of your choice and provides 15 vacation days and up to 12 sick days per year.

M&E Specialist Qualifications / Skills:

- Project management
- Survey development
- Qualitative data collection
- Presentation skills
- Communication
- Data analysis and reporting
- Research methodology
- Collaboration
- Strategic planning
- Data visualization
- Professionalism

Education and Experience Requirements:

- Master's degree in public health, economics, international development, or a related field
- 4-5 years of experience developing and implementing M&E systems in the United States and/or abroad
- Experience using SPSS, STATA, ODK Collect, qualitative data analysis (QDA) software (e.g., NVivo), and ArcGIS or similar is preferred
- Demonstrated ability to work with large quantities of data and convert it into understandable results.
- High level of proficiency in Microsoft Suite (e.g., Word, Excel, PowerPoint) and a familiarity with project management software.
- Experience developing and managing relational databases (e.g., MySQL) and proficiency using cloud computing services (e.g., Amazon Web Services) is preferred.
- Ability to develop and maintain effective relationships with internal and external staff and stakeholders.
- Strong knowledge of data quality assurance, analysis, and reporting.

TO APPLY: Send electronic submission of cover letter and resume including salary requirements to jbernhardt@soy.org on or before **December 22, 2023**. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately. Please include "**M&E Specialist**" in the subject line. No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider.

Women, minorities, veterans and the physically challenged are encouraged to apply. Please note that this is currently a part-time position.

Non-Discrimination Statement: *In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. ASA/WISHH is an equal opportunity provider and employer.*