

Major Duties and Responsibilities (Include percentages of time on each major duty)

The incumbent serves as the Mission expert in economic growth, agricultural development, and environmental protection and restoration activities. Economic growth is a major component across the Mission's entire portfolio and plays a growing role in activities being implemented by various offices. Although environment has not been a traditional focus, the mission currently has two environmental projects, as well as board representation on a Tropical Forest Conservation Act program. Oversight of any reforestation or environmental preservation activities will be the responsibility of the incumbent. The expert will advise on the implementation of all Mission's Economic Growth and Environment (EGE) activities, will act as the Contracting Officer's Representative/Agreements Officer Representative (COR/AOR) and Activity Manager for EGE activities within the Mission's portfolio, and will serve as the Mission's Environmental Officer, providing environmental oversight and support to the entire Mission portfolio. S/he represents USAID/Paraguay in contacts with implementing partners, with the public, private, and NGO/PVO sectors, and with the donor community.

- a. Serve as the Mission advisor for EGE activities. (25%)
 - a. Actively participate in, conduct research for, and provide expert input related to the Economic Growth and Environment components of the Mission's five-year Country Development Cooperation Strategic (CDCS)
 - b. Actively participate in research for and design of new projects.
 - c. Write Concept Papers/PAD/AAD documents to facilitate approval of new project designs.
 - d. Participate as member of Technical Evaluation Committees to review and evaluate incoming concept papers, proposals, and applications.

- b. Serve as the COR/AOR and Activity Manager for EGE activities. (60%)
 - a. As part of the EGE team, this person will be responsible for providing oversight to 6-8 projects (a combination of contracts, cooperative agreements, and grants), with an approximate total annual budget of \$3-4 million.
 - b. Provide technical review and approval of implementing partners' initial and annual workplans.
 - c. Provide technical review and approval of project personnel.
 - d. Provide technical review and approval of project quarterly and annual reports.
 - e. Plan and conduct periodic project site visits as part of project oversight.
 - f. Review project progress with implementing partners to ensure projects are being implemented efficiently and effectively. Work with implementing partners to develop mitigation measures to address project deficiencies.
 - g. Provide technical input to implementing partners on a broad range of technical issues and project priorities.

- c. Serve as the Mission Environmental Officer. (15%)
 - a. Function as an expert advisor to the Mission on all environmental technical and policy matters.
 - b. Review, approve, and facilitate the approval through the Regional Environmental Advisor and Bureau Environmental Officer of the following project documents:
 - i. Initial Environmental Examination (IEE),
 - ii. Initial, annual, and final Environmental Mitigation and Monitoring Reports (EMMR),
 - iii. Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP)
 - c. Conduct site visits, as appropriate, to monitor environmental risks and mitigation measures undertaken by all Mission projects across the entire Mission portfolio.
 - d. Serve as member of the board of Tropical Forest Conservation Council (TFCA) reviewing and selecting projects to be implemented, and monitoring ongoing programs that use a total of \$7.4 million of TFCA debt-for-nature swap funds.