

Candidate Brief

Plantwise Data Collection Assistant
Monitoring & Evaluation
CABI Pakistan

October 2016



CABI BACKGROUND

CABI (www.cabi.org) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 48 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

CABI's Knowledge Business

We produce key scientific publications for the global research community, including CAB Abstracts, the world-leading database covering agriculture and environment, and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. Our Knowledge Business also supports our international development mission with the creation of innovative information solutions and appropriate technologies to transfer knowledge to farmers and extension workers. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to users worldwide.

Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.

Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

Plantwise

Plantwise is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. Sustainable networks of local plant clinics provide farmers with practical plant health advice, reinforced by the Plantwise Knowledge Bank, an online gateway to plant health information. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more. www.plantwise.org



THE ROLE

Job title:	Plantwise Data Collection Assistant – 3 year Fixed Term Appointment Initially with scope for further extension depending on business needs and funding
Grade:	CABI HAY Band 2
Reporting to:	M&E Regional Support Officer and dotted line to Plantwise Regional Coordinator
Direct reports:	None
Key peer group:	CABI Country Coordinators in relevant region
Location:	Rawalpindi, Pakistan

Purpose of the role

The job holder will support CABI Country Coordinators (CCCs) in fulfilling their standard monitoring and evaluation (M&E) tasks. Each Plantwise M&E Data Collection Assistant will link with the CABI country teams in the relevant region (Africa, Asia and the Americas/Caribbean). The work activities will be focussed on the use of the Plantwise Online Management System (POMS), ensuring that all available plant clinic data and administrative information are correctly stored in the POMS and analysed and reported for better decision making. The Plantwise M&E Data Collection Assistant will also conduct periodic, simple data analyses to produce summaries and reports on programme operations to facilitate milestone updates

Key Accountabilities

- Develop and facilitate a consistent process for timely collection of all required administrative information (e.g., activities conducted, number of farmers reached, personnel trained, plant clinics established, etc.) from country teams with clear timelines on collection, aggregation, and reporting, and facilitate the entry of this information in the POMS within the Plantwise knowledge bank;
- Support the collection of all available plant clinic data from country teams and, where necessary, facilitate the transfer of this data to the POMS within the Plantwise knowledge bank;
- Conduct specific desk reviews and basic analyses of the available plant clinic data in the POMS, including but not limited to: using validated data to assess changes over time in plant doctor performance on diagnosis and recommendations, assessing the frequency of plant clinic operations and farmer attendance, assessing gender-associated patterns in clinic operations, identifying problems with the use of the prescription forms by plant doctors, etc.;
- Conduct specific desk reviews and basic analyses of the administrative information in the POMS, including but not limited to: updates on established and operational plant clinics, personal profiles of plant doctors trained, agreements signed with partners, etc.;
- Assist in preparing first drafts of narrative documents, status reports and tracking tables;
- Prepare illustrative and graphical presentations to illustrate descriptive statistics and other data analysis;
- Provide assistance in the design of additional data collection tools and reporting formats; and;
- Support data collection, data entry and analysis in evaluation studies led by the M&E team in the region.



CANDIDATE PROFILE

Knowledge & Skills

- Broad understanding of agriculture and project implementation
- Fluency in English, with excellent written and oral communication skills
- Good knowledge of statistical analyses
- Ability to handle large volumes of data
- Strong organisational skills
- Good working knowledge of the MS Office suite
- Knowledge of other non-MS office software

Education & Qualifications

- A first degree and/or M.Sc. in agriculture or social sciences

Personality Characteristics

- Highly motivated, organized and adaptable, with strong inter-personal and communication skills
- Capable of working independently as well as part of a team
- Able to work under pressure and deliver high quality products to tight deadlines, including occasional out-of-hours working
- Trustworthy and capable of dealing with sensitive information in a discreet and confidential manner

Experience

- Data collection, management and analysis

Special Circumstances

- None

NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.



HOW TO APPLY

To apply please send the following to recruitment@cabi.org quoting Job Reference **42/2016** and state where you saw this advertisement:-

1. a covering letter describing in full how you meet the candidate profile, and to include details of your current remuneration;
2. a full Curriculum Vitae;
3. the names and contact details of three referees, one of whom must be your current or most recent employer – referees will not be contacted without your prior permission.

Please note closing date for receipt of applications is Midnight BST Friday 29th October 2016

