



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

TERMS OF REFERENCE FOR THE POSITION OF MONITORING AND EVALUATION ASSISTANT

Job Title: Monitoring & Evaluation Assistant.

Direct Supervisor: Reporting to the M&E Officer.

Position Type: Full time

Number of positions: 2

Location: Adjumani & Koboko/Yumbe

Job Summary:

Under the direct supervision of M&E officer, the incumbent will support in ensuring programmatic assessments, monitoring, and enhancing quality of the programme in the field, he/she supports in verifying the planned movements and distribution of food, cash or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed and the quality of the operation.

Duties and responsibilities:

Leading planning, monitoring and reporting systems

- Collating assistance programme data in order to support programme reviews and informative decision-making.
- Contribute to the development of an M&E Plan and lead/support its implementation.
- Audit and verification of project risk through oversight functions with a greater focus on ensuring all average weights counts have note for records.
- Assess the information requirements for the project and review all monitoring and reporting tools for the project.
- Support the programme teams to utilize planning, monitoring and reporting tools to capture information across programme indicator
- Support the design of Standard Operating Procedures (SOPs) and ensure compliance across the project.
- Prepare weekly sitrep, monthly, quarterly and annual M&E project reports as per organizational and donor requirements and timelines.
- Receiving and collating comments and feedback from cooperating partners and beneficiaries to support identifying programmatic issues with a view to fostering efficient operations.

ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

- Using Donor operational practices, monitoring tools and methods in order to complete self-monitoring tasks.
- Ensure adequate visibility of AFOD in the coverage areas.
- Field mission reports to document programme implementation prepared.
- Following set emergency response processes and procedures for emergency food assistance.
- Support programme teams in development of M&E monthly status updates of programmes.

Disseminate learning

- Support in the analysis of monitoring and reporting data and produce reports for timely dissemination to internal and external stakeholders
- Document lessons, best practices and impact from area project for learning within, across and outside AFOD.
- Document case studies (Monthly) and Most Significant change Stories (MSCs) on a quarterly and bi-annual basis highlighting programme success and lead in the participatory review and selection of the MSCs.

Manage data storage system

- Support programme team in documentation and filing of all programme data using hard and soft copy systems.
- Support the programme team to manage project data.
- Establish and regularly update programme databases clearly showing the project reach across target population.
- Conduct data verification and quality assurance in line with organizational and donor requirements
- Provide reports drawing on data captured as per organizational and donor requirements.

Perform any other Duties Assigned

- Performing other relevant duties assigned by your immediate supervisors from time to time.

Minimum qualifications

Education

- A Bachelor's degree in project planning and management, statistics, economics, demography, social sciences, computer science, development studies or other related field from a reputable Institution of Learning.
- A post graduate diploma in Monitoring and Evaluation will be an added advantage.

Experience

- Proven ability to produce demonstrable results.
- Minimum of at least two years of professional work experience in the NGO, other development organizations, private sector or national government and field work experience in programming.



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

- Experience of emergency programme interventions in developing countries and familiarity with the interagency Cluster approach is an added advantage.

Core Competences:

- Fluency in both oral and written communication in English.
- Comprehensive understanding and good working knowledge of MS word, MS excel and other statistical packages like; SPSS, Open Data Kits, Stata etc.
- Very good report writing and presentation skills.
- Basic research skills and client handling.
- Code of conduct relevant to M&E work

Application: Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to recruitments_ug@afodi.org or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kiryandongo District Headquarters, Office of the DHO-District Health office.
5. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

Deadline for submission: Application should be submitted before or by 5:00pm EAT on 24th July 2023.

AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.

Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

