



## **ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA**

### **TERMS OF REFERENCE FOR THE POSITION OF MONITORING & EVALUATION OFFICER**

**Job Title:** Monitoring & Evaluation Officer

**Direct Supervisor:** Reporting to the Program Manager/Nutrition Coordinator.

**Position Type:** Full time

**Number of positions:** 3

**Location:** Adjumani, Moyo/Obongi & Kiryandongo field office

#### **Job summary:**

Under the direct supervision of Program Manager/Nutrition Coordinator, the job holder will provide technical oversight and leadership to drive the M&E work and ensure the smooth running of all M&E systems, processes and activities in liaison with and update of MEAL Manager, Conduct data analysis, progress reporting, disseminate results and capacity building in support of achievement of planned objectives, aligned with country programme goals and strategy. He/she will also be responsible for the implementation of the Monitoring and Evaluation (M&E) framework, develop approaches and tools based on clear impact pathways, theories of change, outcomes, and indicators of progress.

#### **Duties and responsibilities:**

The M&E officer will be required to perform the following:

##### **Programme Monitoring and Evaluation (50%):**

- Programme/Project Management: Ensure the availability of accurate, complete and up-to-date information required for effective programme and project design, implementation, management, monitoring and evaluation and emergency preparedness and response.
- Conduct a needs assessment on the unmet needs of mental health for each of the programs.
- Monitor and report on the indicators that demonstrate the levels of integration of Mental Health program with one or more programs-2P+ & ICLEM approach.
- Monitor and evaluate the cross-cutting activities of focus for integration.
- Programme Efficiency and Effectiveness: Enhance programme efficiency and effectiveness through evidence-based approach and implementation follow-on, including monitoring AFOD inputs, local conditions and resources, flow of supply and non-supply and emergency assistance, and programme status.
- Advice on and support project evaluations formulated within a framework that demonstrates evidence based best practice whilst identifying outcomes and impact;

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- Contribute to increasing the quality and reliability of AFOD programme/project outputs to include target setting and establishing Key Performance Indicators.
- Operationalize the M&E framework and policy designed for AFOD Uganda and others specific to different projects including and not limited to: designing program M&E tools for data collection, verification and Data management and audits.
- Contribute to the development, design and planning of projects so that projects have clearly defined measurable indicators of outputs, outcomes and impact.
- Contribute to outcome and evidence-based strategic decision-making at AFOD and promote a culture of evidence-based learning and adaptation at field level.
- Support Managers to develop systematic and realistic monitoring plans that capture quantitative and qualitative data on project performance indicators.
- Identify programme risks and knowledge gaps within AFOD projects and suggest risk management measures.
- Monitor and evaluate overall progress on achievement of results as well as the sustainability of the project results and report periodically.
- Participate in the development of weekly, Monthly, Quarterly and Annual work plans and reports.
- Audit and verification of project data through risk management systems and processes by enhancing oversight with a greater focus on monitoring and evaluation.
- Contribute in research and concepts/proposal writing.

### **Capacity Building (15%)**

- Build capacity of field staff on the project design, data management, data analysis and results-oriented programming, monitoring and evaluation methods and requirements for relevant donors to ensure compliance.
- Train and mentor staff on report writing and dissemination strategy
- Support in annual programme reviews, planning workshops and preparing relevant reports.

### **Management information System and Administration (15%)**

- Develop and maintain a system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for major activity undertaken.
- Develop M&E guidelines and SOPs for the projects.
- Develop Internal program and operational reporting templates that facilitate the acquisition and aggregation of information in programmes.
- Enter pre-group, pre-assessment and termination data into the online system and Google drive on a weekly basis.
- Maintain client's confidentiality (keeping therapy information confidential).
- Proper management of the clinical forms, electronic device including Phone and tools.

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- Maintenance of electronic database for case management.
- Develop an indicator reference sheet for tracking IPT-G, GFA, HIV/AIDS, Nutrition and Livelihood programmes.

### **Disseminate learning (20%)**

- Produce reports for timely dissemination to internal and external stakeholders.
- Ensure proper documentation of innovative approaches and best practices for dissemination.
- Organize internal/stakeholder review meetings and other external fora to disseminate programme results and learning
- Gathering, summarizing and disseminating relevant technical updates on program planning, monitoring and evaluation and operations research within the project
- 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.

### **Performed any other duties assigned by supervisor.**

## **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 Postgraduate Diploma in Monitoring and Evaluation will be an added advantage.

### **Experience**

Minimum of at least three years of professional work experience in a NGO/INGO, other development organizations, private sector or national government and field work experience in M&E and experience of emergency programme interventions in Uganda is an added advantage.

### **Core Competences**

- Fluency in both oral and written communication in English
- Very good report writing and presentation skills
- Basic research skills and client handling
- Knowledge of Refugee Operations.
- Analytical and Presentation skills using; MS Word, MS Advanced excel and other statistical packages like; SPSS, Envivo, Open Data Kits, Stata, Epi data etc.
- Proven ability to produce demonstrable results.
- intercultural and interpersonal skills.
- Code of conduct relevant to M & E work
- Commitment, time management and ability to work for longer hours
- Loyalty, patience, emotional intelligence and tolerance
- Good team player and able to build working relationships



## ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

**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](mailto: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.***

