ALLIANCE FORUM FOR DEVELOPMENT (AFOD) UGANDA

EXTERNAL VACANCY ANNOUNCEMENT FOR M&E OFFICER

VA.NO AFOD/EXT/34/24/001

Alliance Forum for Development (AFOD) Uganda is a non-profit, non-governmental humanitarian and development organization working with disadvantaged communities to address their real needs in areas of; Integrated Health Services (IHS); Nutrition Food Security & Livelihoods (NFSL); Protection & Psychosocial Support Services (PPSS) with research and innovation, WASH, Climate resilience as cross-cutting interventions.

AFOD Uganda is looking for dynamic, experienced, and qualified Ugandans to fill the position of M&E Officer.

Terms of Reference (TOR)

Reports to: Program Manager
Location: Adjumani Field Office

Job Summary / Purpose: Under the direct supervision of the MEAL Manager, 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 an update of the MEAL Manager, conduct data analysis, progress reporting, disseminate results and capacity building in support of the 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, and develop approaches and tools based on clear impact pathways, theories of change, outcomes, and indicators of progress.

Major Duties and responsibilities

The M&E officer will be required to perform the following:
Program Monitoring and Evaluation (40%):
- 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 programs with one or more programs-2P+ 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, the 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 practices whilst identifying outcomes and impact;
- 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 but 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 the field level
- Support Managers to develop systematic and realistic monitoring plans that capture quantitative and qualitative data on project performance indicators
- Identify program risks and knowledge gaps within AFOD projects and suggest risk management measures
- Monitor and evaluate overall progress on the 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 to 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 program reviews, planning workshops and preparing relevant reports.

Management information System and Administration (25%)
- Develop and maintain a system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for the 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 programs
- Enter pre-group, pre-assessment and termination data into the online system and SMU Google drive every week.
- Maintain client's confidentiality (keeping therapy information confidential).
- Proper management of the clinical forms, electronic device including SMU-Phone and tools.
- Maintenance of electronic database for case management
- Develop an indicator reference sheet for tracking IPT-G, GFA, HIV/AIDS and Livelihood programs.

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 program 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 program success and leading in the participatory review and selection of the MSCs.

Key outputs:
- Timely shared weekly, monthly and quarterly budgets, work plans and M&E reports
- Monitored and shared reports on AFOD inputs, local conditions and resources, flow of supply and non-supply and emergency assistance, and programme status.
- Supported project evaluations and gathered evidence-based best practices whilst identifying outcomes and impact;
- Set targets and established Key Performance Indicators trackers.
- Developed systematic and realistic monitoring work plans
- Identified program risks and knowledge gaps within AFOD projects and suggested risk management measures
- Developed research concepts/innovative proposals in line with AFOD thematic areas
- Built the capacity of field staff on the project design and quality report writing
- Developed and maintained a system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for major activities undertaken
- Developed M&E guidelines and SOPs for the projects
- Organized internal review meetings to disseminate program results and learning models
- Documented case studies (Monthly) and Most Significant Change Stories (MSCs) on a quarterly and bi-annual basis highlighting program success
- Ensured all reports have sex, and age data disaggregated values (SADD) factoring persons with disabilities.
- Conducted onsite food basket and post-distribution monitoring and generated reports
- Conducted program audit and verification of project risk through oversight functions
- Ensured all weigh bills were timely verified, scanned and submitted to enforce the use of the last mile
- Ensured all average weights (physical inventory) have notes for records prepared, shared with the program manager and filed
- Developed program monitoring checklists to assist in the effective monitoring of programs.
- Gathered beneficiary's feedback using focus group discussions (FGD) to support program reviews and improve services.
- Performed any other duties assigned by the supervisor.

Minimum Qualification
- A Postgraduate Diploma in Monitoring and Evaluation.
- An advanced Degree in Project Planning and Management, Statistics, Economics, Demography, Social Sciences, Computer Science, or other related field from a reputable Institution of Learning,

- Analytical and Presentation skills using; MS Word, MS Advanced Excel and other statistical packages like; SPSS, Invivo, Open Data Kits, Stata, Epi data etc.
- Proven ability to produce demonstrable results.

Experience

A minimum of at least three years of professional work experience in an NGO, other development organizations, private sector or national government fieldwork experience in M&E and experience of emergency program interventions in Uganda is an added advantage.

Core Competences

In addition to the above qualifications and experience, the applicant should possess the following core competencies:

Skills:
- Fluency in both oral and written communication in English
- Good report writing and presentation skills
- Basic research skills and client handling
- Knowledge of Refugee Operations
- Intercultural and interpersonal skills

Behavioural:
- 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
- Staff are prohibited from engaging in sexual exploitation, abuse and harassment and you are required to read and understand the content related to PSEA.

HOW TO APPLY

Submit your application to **recruitments_ug@afodi.org**. or by hand delivery to AFOD Adjumani Field Offices. Applications should be addressed to the Human Resource Officer. Please Include a cover letter stating the position, a CV (with 3 referees and their functional email contacts), and copies of academic qualifications/certificates as one PDF document. The position should be stated in the subject line. Only candidates selected for further consideration will be contacted

Deadline for submission: 15th October 2024 at 5:00 pm.

Disclaimer

AFOD-Uganda's recruitment processes at all stages are free of charge. We DO NOT request any form of payment, materials, or sexual favors in exchange for job applications, interviews, or employment. If you encounter any of such requests, please report them immediately. Your integrity and trust are important to us

ALLIANCE FORUM FOR DEVELOPMENT (AFOD) UGANDA

EXTERNAL VACANCY ANNOUNCEMENT FOR M&E ASSISTANT-MALARIA REDUCTION ACTIVITY

VA.NO AFOD/EXT/45/24/001

Alliance Forum for Development (AFOD) Uganda is a non-profit, non-governmental humanitarian and development organization working with disadvantaged communities to address their real needs in areas of; Integrated Health Services (IHS); Nutrition Food Security & Livelihoods (NFSL); Protection & Psychosocial Support Services (PPSS) with research and innovation, WASH, Climate resilience as cross-cutting interventions.

AFOD Uganda is looking for dynamic, experienced, and qualified Ugandans to fill the position of M&E Assistant-Malaria

Terms of Reference (TOR)

Reports to: Program Manager
Location: Obongi District

Job Summary / Purpose: Under the direct supervision of the MEAL Manager, He/she will support the monitoring and tracking of the PMI Uganda Malaria Reduction Activity and its integration into other programs through timely data collection, analysis, dissemination, risks audit for timely action, improve information system and research.

Major Duties and responsibilities

1: Project monitoring and evaluation support (35%)
- Conduct needs assessment on unmet needs of Malaria Reduction Activity and other programs
- Monitor and report on the linkages of integrated activities to outcomes for each of the programs
- Track integration of Malaria Reduction Activities into other programs namely; Sexual Reproductive Health & Rights (SRHR) and MHPSS for improved program outcomes.
- Conduct audits and verification of community (VHT) and health facility data
- Receiving and collating comments and feedback from beneficiaries to support identifying programmatic issues to foster efficient operations using focus group discussions/key informant interviews.
- Using a monitoring checklist to complete monitoring tasks, analysis and reporting
- Timely share weekly field status updates of the project.
- Periodically conduct spot checks to identify onsite risks and report on any actions taken.
- Support to organize quarterly review meetings and share review reports.

2: Documentation and reporting (35%)
- Lead in the reporting of project activities
- Compile information and prepare situation reports (weekly, monthly, quarterly and Annual) for project activities;
- Take the lead in taking and submission of pictorials for Communication for Development (C4D) required for project visibility
- Filing of hard and soft copies of all activity reports
- Outcome harvesting through documentation of impactful narrative and video success stories.

3: Management information system (30%)
- Assess the information requirements for the project and review all monitoring and reporting tools for the project.
- Filing of all project data using both hard and soft copy systems
- Support to regularly update project database or indicator reference sheets clearly showing the project reach across the target population
- Conduct data verification and quality assurance in line with quality dimensions of; 1: VALIDITY 2: RELIABILITY 3: TIMELINESS 4: PRECISION and 5: INTEGRITY
- Support in automating data collection tools into Kobo Collect/ODK.

Key output indicators for tracking:
- Timely shared weekly, monthly and quarterly budgets, work plans and M&E reports
- Conducted needs assessment for each of the programs
- Monitored and reported on the indicators that demonstrate the levels of program integration -2P+ approach
- Supported project evaluations and gathered evidence-based best practices whilst identifying outcomes and impact;
- Developed systematic and realistic monitoring work plans and checklist
- Identified program risks and knowledge gaps and suggested risk management measures
- Developed and maintained a system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for the major activity undertaken
- Supported to organize internal review meetings to disseminate program results and learning models
- Documented case studies (Monthly) and Most Significant Change Stories (MSCs) on a quarterly and bi-annual basis highlighting program success
- Ensured all reports have disaggregated data values factoring age, sex and disabilities.
- Developed program monitoring checklists to assist in effective monitoring.
- Gathered beneficiary's feedback using focus group discussions (FGD) and key informants' interview-KII to support program reviews and improve services.
- Automated data collection tools using Kobo Collect/ODK
- Performed any other duty assigned from time to time.

Minimum Qualification
- Bachelor in Economics, Statistics, Social Sciences, Computer Science, ICT or other related field from a reputable Institution of Learning,
- Experience of 2 years in a humanitarian context.
- Proven ability to produce demonstrable results.
- Basic work experience in the NGO, other development organizations, private sector or national government and fieldwork experience in M&E.

Core Competences
Skills:
- Fluency in English both oral and written
- Good ICT skills to develop and managing Excel databases, Kobo collect/ODK, data visualization/infographics and other statistical packages like SPSS, Stata etc.
- Very good report writing and presentation skills
- Basic research skills.

Behavioral: Code of conduct relevant to M&E work, commitment, time management and ability to work for longer hours, loyalty, patience, emotional intelligence and tolerance

Staff are prohibited from engaging in sexual exploitation, abuse and harassment and you are required to read and understand the content related to PSEA.

HOW TO APPLY

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