



ALLIANCE FORUM FOR DEVELOPMENT (AFOD) UGANDA
EXTERNAL VACANCY ANNOUNCEMENT FOR ROVING M&E OFFICER-PATH/GAVI (3.17.0)
VA.NO AFOD/EXT/81/25/001

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 Roving M&E Officer-Path/Gavi. Applying to AFOD-Uganda does not guarantee an interview or employment. While we appreciate your interest in joining our organization, all applications will be reviewed based on our current hiring needs and criteria.

Terms of Reference (TOR)

Reports to: Program Manager

Location: Koboko field office

Job Summary / Purpose: Under the direct supervision of MEAL Manager, the job holder will provide direct oversight to the implementation of strategies to Reach Zero-Dose and Under-Immunized Children in Koboko, Nebi and Zombo districts as well as 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, and develop approaches and tools based on clear impact pathways, theories of change, outcomes, and indicators of progress.

Major Duties and responsibilities

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

Program Monitoring and Evaluation (40%):

- **Project Management:** Ensure the availability of accurate, complete and up-to-date information required for effective project design, implementation, management, monitoring and evaluation.
- **Conduct needs assessment** on the unmet needs of under-Immunized Children in Koboko, Nebi and Zombo districts (Profile households with zero dose children using LCs, VHT, administrative structures and CBOs).
- **Programme Efficiency and Effectiveness:** Enhance programme efficiency and effectiveness through evidence-based approach and implementation follow-on.

- 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 the AFOD programme/ PATH/GAVI project.
- Operationalize the M&E framework and policy designed for the GAVI project 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 the project so that the project has clear, defined and measurable indicators of outputs, outcomes and impact.
- Contribute to outcome and evidence-based strategic decision-making and promote a culture of evidence-based learning and adaptation at the field level
- Support the Manager to develop systematic and realistic monitoring plans that capture quantitative and qualitative data on project performance indicators
- Identify program risks and knowledge gaps within the GAVI project and suggest risk management measures
- Monitor and evaluate overall progress on the achievement of results as well as project result sustainability and periodic reporting.
- 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 concept writing

Capacity Building (15%)

- Build capacity of field staff on the project design, data management, data analysis and results-oriented programming.
- Employ monitoring and evaluation methods for relevant donors to ensure compliance.
- Train and mentor staff on report writing and dissemination strategy
- Build staff capacity on the use of infographics in PowerPoint presentations and analysis.

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 major activities 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 project data into Kobo collect/ODK and other online systems periodically.
- Maintain client confidentiality through proper management of forms and electronic devices including tools.
- Maintenance of electronic database for case management
- Develop an indicator reference sheet for tracking project progress.

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 quarterly review meetings and other external fora to disseminate program results and learning
- Gathering, summarizing and disseminating relevant technical updates on the project.
- Document case studies (Monthly) and Most Significant Change Stories (MSCs) quarterly highlighting program success.

Key outputs:

- Timely shared weekly, monthly and quarterly budgets, work plans and M&E reports
- 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 the project and suggested risk management measures
- 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 and Most Significant Change Stories (MSCs) highlighting project success
- Ensured all reports have sex, and age data disaggregated values (SADD) factoring persons with disabilities.
- Conducted program audit and verification of project risk through oversight functions
- Developed program monitoring checklists to assist in the effective monitoring of programs.
- Gathered beneficiary feedback using focus group discussions (FGD) and satisfaction interviews 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 Advanced Excel and other statistical packages like; SPSS, Invivo, Stata, Epi data etc.
- Proven ability to produce demonstrable results.
- Minimum of at least two years of demonstrated professional work experience in an NGO, other development organizations, private sector or national government and fieldwork experience in M&E and experience of emergency program interventions 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
- Very good in report writing and presentation skills using infographics
- Possess research and client handling skills.
- Has knowledge of Refugee Operations
- Possess 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 DHOs Office in Koboko, Nebi and Zombo Districts. 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.

Potential candidates within Koboko, Nebi and Zombo are encouraged to apply.

Deadline for submission: 6th June 2025 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.