



25th March 2022

RE: JOB ADVERTISEMENT

WHO WE ARE

Forum for African Women Educationalists (FAWE) Uganda is a Pan-African organization launched in February 1997 as part of the larger FAWE network of 34 National Chapters operating in 33 countries across Africa. FAWE Uganda exists to address the gender disparities in education and ensure that the girl-child accesses school, remains in school and completes their education.

FAWE Uganda is in the process of filling the position of Research, Monitoring, and Evaluation Specialist.

Job Title	:	Research, Monitoring and Evaluation Specialist
Duty Station	:	Kampala
Terms	:	Contract
Reports to	:	Executive Director
Supervises	:	Monitoring and Evaluation Officer
Role	:	To ensure that FAWE Uganda has the management, technical and logistical capacity to deliver quality programmes in regard to quality programme design, implementation, monitoring and evaluation as well as research, accountability and learning related to all interventions undertaken

Key Result Areas

1. MEAL Tool Development and Data Management

- a. Develop and implement a monitoring and evaluation system that will ensure tracking of project/ Programme results at different levels (outputs, outcomes, and impact).
- b. Develop/ Adopt an integrated database of all FAWE Uganda programmes and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.
- c. Work with Programme program staff to ensure the collection of relevant and appropriate data needed for an effective M&E system which will be utilized in monitoring strengths, weaknesses and gaps in existing projects/ programs and services and for reporting on donor commitments.
- d. Incorporate field and technical team feedback to ensure the continuous improvement of data management systems within FAWE Uganda.

- e. Provide support to the program management in developing project proposals.

2. Monitoring and Reporting

- a. Maintain and update the overall FAWE Uganda project's indicator tracker based on the performance frameworks for each project (IPTT).
- b. Develop M&E plans for all projects and proposals and ensure the same is followed up during implementation.
- c. Take lead in developing results matrix framework together with the program management.
- d. Ensure all grants have updated work-plan and performance management plan (PMPs) for all approved proposals, regularly reviewing and updating as needed
- e. Carry out data quality check in any assessments/ audits regularly for M&E data based on agreed indicators to guide decision making
- f. Conduct regular spot checks in the different project areas and provide alerts to the Senior Management as well as the program and finance teams on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- g. Review quarter, biannual and annual reports to ensure they have evidence to back-up and provide feedback to the respective staff.
- h. Provide quarterly projects review meeting to on the performance achievement and advise on the gaps identified to be mitigated before end of the project, and to take project team through the new tools developed.
- i. Prepare and submit quarterly monitoring reports to Senior Management.

3. Assessments, Surveys and Evaluation

- a. Liaise with the program team to ensure that all FAWE Uganda projects, new and ongoing projects adhere to accountability requirements by initiating baseline surveys for new projects/ programmes and conducting relevant evaluations for ongoing projects to meet FAWE Uganda standards.
- b. Ensure that FAWE Uganda learns from all final evaluations of completed projects for decision making and improvement of project designs.
- c. Lead and/or coordinate all country assessments, evaluations and performance evaluation tasks including planning and reporting on the same.
- d. Assist in the development of TOR for external surveys and consultant recruitments/ selection
- e. Coordinate the review all survey reports prepared to ensure quality and accurate reporting.
- f. Develop the survey methodology and the survey sampling plan for any internal assessment.
- g. Conduct country monitoring of FAWE Uganda implementation and post implementation monitoring that meet laid down standards on a regular basis
- h. Share learnings, success stories and provide constructive comments to colleagues to ensure Programme quality
- i. Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in Programme delivery

- j. Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected
- k. Keep abreast of new approaches and tools on M&E and provide training to FAWE Uganda staff as requested. Enable staff to monitor and evaluate their own efforts, gather relevant data, and produce required progress reports.
- l. Work closely with Communication Officer in enriching and updating web page of the FAWE Uganda content development for the website
- m. Coordinate establishment of research unit at FAWE Uganda
- n. Establish linkages with research and learning institution

Communication:

- a. Produce reports on M&E findings and prepare presentations based on M&E data as required.
- b. Provide the Programs Manager with management information she/he may require.
- c. Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- d. Perform other duties as may be assigned by the Project Manager and the Executive Director

Qualifications

- A Post Graduate Diploma in Project Monitoring and Evaluation from a recognized institution is essential
- A Bachelor's degree in Statistics, Demographics, Public Policy, International Development, Economics or related field. Advanced certificate in M&E, statistics or economics preferred.
- At least of five (05) years' experience in Research, Monitoring and Evaluation in a local or international NGO.

Experience

- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing beneficiary monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in managing and providing training to partners and target beneficiaries.

- Ability to facilitate and serve as project liaison for externally-managed evaluations.
- Languages: Excellent written and spoken command of English.

Other Personal Attributes

- Ability to work in a team and good interpersonal skills
- Good computer applications, including skills in Statistical Packages and other software
- Good organizational skills
- Strong analytical and strategic thinking
- Excellent Report Writing Skills
- Knowledge and experience of programme design, implementation, monitoring and evaluation techniques and practices
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects
- Proven ability to translate evaluated results into learning and share experience and expertise with colleagues and partners
- Proven strategic and implementation ability with strong conceptual and analytical skills for planning, monitoring, impact assessment and learning
- Ability to establish and maintain positive working relationships with partners both internally and externally to achieve the goals of the organization
- Good moderation, facilitation and training skills
- Familiarity with impact assessment
- Demonstrated understanding and experience of gender and diversity issues and tools for analysis and gender mainstreaming
- Ability to work under time pressure, with minimum supervision and meet deadlines
- Financial Management skills
- Excellent communication skills

Application Procedure

Interested and qualified women and male candidates for the position should submit a letter of Application, Curriculum Vitae, Copies of Academic transcripts/Certificate, Employment References and other supporting documents via email to humanresources@faweuganda.org or deliver hard copies to the address below. Do provide daytime telephone contacts and e-mail addresses of 03 (three) work related referees. If successful in this process FAWE Uganda will require certified academic documents. Please deliver your applications to the address below not later than 4th April 2022;

The Human Resource and Administration Manager

Forum for African Women Educationalists Uganda Chapter

P.O Box 24117, Kampala

Plot 328, Magulu Close, Bukoto

Qualifying Women are encouraged to apply.