

**JOB DESCRIPTION**

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| **Job Title:** | Monitoring, Evaluation and Learning (MEL) Advisor | |
| **Company:** | Self Help Africa (SHA) | |
| **Department:** | Programmes | |
| **Location:** | Kampala | |
| **Reports to:** | Head of Programmes and Business Development Coordinator | |
| **Contract type:** | 2 years – Full time with possible extension | |
| **Preferred start date:** | September 2024 | |
| **Job Purpose:** | The MEL Advisor works as part of the Monitoring and Evaluation (M&E) Team to support the development and implementation of monitoring and evaluation systems in all technical areas of SHA’s development work.  The MEL Advisor will provide technical leadership and ensure that the Country Office (CO) MEL systems are functional, up-dated and meets the requirements for SHA and donors.  He/she is responsible for the design and management of the CO’s MEL processes and outcomes including supporting project teams to set-up and manage project M&E operational plans, development and execution of the CO’s knowledge management strategies and ensuring the production and dissemination of quality reports and other communication materials.  This is a senior position within the Country Office Programme Management Team (PMT) and based at the SHA Uganda Country Office (CO) in Kampala. | |
| **Results Areas:** | **Responsibilities (R) and Activities** |  |
| **R1: Technical Lead and Advice**   * Support SHA and partner project teams to set up and maintain appropriate and robust M&E systems (frameworks) that serve diverse stakeholder needs and inform CO operational and strategic decisions. * **Lead on Project M&E Plans** which includes: * Planning of resources (human & financial) * Development of Theory of Change and logframes * Creation of M&E tools when new indicators are used (CommCare) * **Lead on Livelihood zoning** and wealth ranking excercises (emphasis on project beneficiaries selection, process alignment, compliance and quality control). * **Contribute to** the improvement of monitoring and evaluation processes within Uganda which includes enhancement of participatory M&E approaches and integrating feedback from staff, partners and project participants. * **Assisting Project Managers** in developing indicator tracking tools to capture quantitative and qualitative data for project performance indicators. * **Capacity building:** Identify the M&E training needs for CO and project teams and design and implement plans to coach, train, and mentor staff on M&E with the aim of strengthening their technical capacity, exchanging knowledge and providing professional development guidance. * **M&E Studies / Consultancies**: Leading on Mid Term Reviews (writing ToRs for baselines, endlines and evaluations). Leading on the selection of M&E consultants, when required. **Capturing Impact:** Ensuring that for every project a robust plan to measure the impact is in place. | |
| **R2: Knowledge Management and Learning**   * **Knowledge management strategy:** Support the development and execution of a knowledge management strategy for the CO MEL system that enhances corporate learning, capacity building and codification of knowledge through regular contributions to SHA communities of practise * **Document learning from projects**: Coordinate efforts across technical teams to package, document and share/disseminate evidence and learning from project activities (including case studies) to inform sequencing, layering and integration with complementary donor programs. * **Feedback:** Ensuring that processes are in place to allow for systematic and inclusive feedback to communities and stakeholders on all programme reports and evaluations undertaken within * **Research and publications**: Oversee internal research and specialised studies and assist development of technical publications, reports, learning briefs, updates, newsletters, presentations, videos, posters, and social media content as needed. * **Information management:** Support development and implementation of information and content management strategies ensuring that all knowledge and learning assets are archived and searchable. * **Networking**: Take part in monitoring and evaluation networks with other NGOs, UN and other external partners, as well as with SHA international M&E focal points, partners and beneficiaries to coordinate and promote adoption of best practices and to support quality programming. * **SHA Website / Social Media Publications**: Where appropriate and in consultation with SHA HQ, prepare and share materials on best practices on SHA’s website, social media platforms and other SHA sites. | |
| **R3. Reporting quality**   * **Report editing**: Oversee quality control and final editing of all M&E related reports and documents generated at the country level, ensuring that all documents reflect sound monitoring and evaluation practice and are accurate, clear and informative * **Planning**: Work closely with the field team and project staff to ensure annual workplans are aligned with the MEL plan to meet specified performance targets * Oversee the development, measurement, quality control, and reporting of qualitative and quantitative performance indicators at various levels for all projects. * Providing monthly monitoring updates for our data management systems * **Publication of periodic reports:** With PMT and CMT coordinate the production / publication of periodic (weekly, monthly, quarterly or annual as appropriate) bulletins summarizing activity progress, challenges, successes and learning. | |
| **R4: Programme development**   * Participating in technical calls for new project proposals, specifically advising on log-frames and Theories of Change in new project proposals * Ensuring that SHA’s M&E approaches are adequate resourced and integrated in those proposals following the M&E plan and budget tool. * Situational Analysis: In collaboration with PMT and Technical Advisors, lead necessary needs assessment(s) and studies required to ensure proposals are relevant and context specific and activities meet actual needs of targeted beneficiaries. | |
| **R5: Communication and Visibility**   * **Communications and visibility materials:** Through periodic seminars and regular on-the-job field training, provide technical assistance to SHA Project staff and partners in preparing contributions for SHA deliverables, narrating success stories and drafting technical briefs for internal and external publication. * **Tools for KM:** Develop tools and provide guidance, facilitation, content management to support knowledge management (KM) practices within SHA Uganda and its partners. * **Liaison with media and HQ Coms Team**: In liaison with HQ Coms team, create and disseminate appropriate communication products via relevant channels. This may include traditional media, new media, video and photographs, on-ground and public relations. Ensure key messages are delivered to the relevant target audience in a consistent manner across all channels. | |
| **Key Relationships:** | **Internal**   * Head of Monitoring and Evaluation * Country Management Team (HoP, CD and HoFA) * Other SHA in-country Technical Advisers * SHA Project/Programme Managers in Country * Head Office Technical Advisers * Other SHA Country M&E Leads   **External**   * Partner organisations * Government ministries/ departments, * Other like-minded organizations and institutions * National government ministries (Health, Gender and Agriculture etc.) * UN agencies, in particular; UNICEF, WHO, FAO and UNFPA * Relevant National Food and Nutrition Organizations * Research institutions and Universities as relevant | |
| **Qualifications / Other Requirements:** | **Education**   * Formal qualifications at postgraduate level in project management, business administration, International development, or other relevant subject * Post-graduate formal training in monitoring and evaluation   **Work Experience:**   * Minimum **five** years of professional progressive experience in managing and implementing MEL systems for international development organisations * Experience designing, testing and managing large scale surveys required * Experience with capacity building in MEL required Familiarity using technology for data collection, management and analysis * Proficiency in word processing, database management, statistical analysis, surveys, and presentation software (Microsoft). * Competence in operating computer software programmes and data analysis, research skills, writing and communication skills, excellent verbal, analytical, and organisational skills, * Good knowledge and understanding of key aspects of development work; including livelihood security, cross-cutting themes (e.g. agri-business and social inclusion) * Proven record of designing and implementing qualititative and quantitative data collection tools including surveys * Experience in similar positions focused on agriculture, household resilience, and/or nutrition, strongly preferred. | |
| **Role Competencies:** | * Excellent written and oral communication and presentation skills in English * Abilty to deliver reports in a timely manner * Ability to work with minimum supervision * Ability to train and mentor others * Ability to solve problems and take corrective action | |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**