

**JOB DESCRIPTION**

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| **Job Title:** | M&E Officer |
| **Company:** | Self Help Africa / United Purpose |
| **Location:**  | Kabale |
| **Contract type:**  | Fixed Term - Project transition & close out  |
| **Hours:** | 40 |
| **Contract Period**  | 6 months  |
| **Reports to:** | **Project Manager** |
| **Organisation overview:** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.  In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.Our three core values are:* Impact: We are accountable, ambitious and committed to systemic change.
* Innovation: We are agile, creative and enterprising in an ever-changing World.
* Community: We are inclusive, honest and have integrity in our relationships.
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| **Job Purpose:** | The M&E Officer will lead the final phase implementation of the Monitoring, Evaluation, Accountability and Learning agenda for the GREEN project in Kabale District. Working under the supervision of the Project Manager with support from the MEL Advisor, s/he will be responsible for end-line data collection, final impact assessments, project closure documentation, and comprehensive evaluation activities to ensure proper project completion and knowledge transfer. This role is critical for documenting project achievements, lessons learned, and ensuring accountability to donors and stakeholders.The duties and responsibilities as set out below are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of her / his level of skills and experience. |
| **Key Responsibilities** | **Responsibilities (R) and Activities****R1:** End-Line Evaluation and Final Impact Assessment1. With guidance from the Project Manager and MEL Advisor draft and revise tools and as well as data collection procedures.
2. Lead on implementation of all M&E initiatives for GREEN project including process monitoring, data quality and tracking activity progress.
3. End-line survey leadership: Coordinate, and implement comprehensive end-line surveys to measure project outcomes and impacts
4. Impact assessment coordination: Coordinate final impact assessments comparing baseline, midline, and end-line data to demonstrate project achievements
5. Evaluation methodology implementation: Ensure robust evaluation methodologies are applied for credible and reliable results
6. Beneficiary outcome tracking: Document final outcomes for all project beneficiaries across different intervention areas
7. Indicator achievement analysis: Analyze and report on achievement of all project indicators and targets
8. Evaluation quality assurance: Ensure all evaluation activities meet donor and organizational quality standards

**R2:** **Data Collection, Management and Analysis.**1. Facilitate data collection, entry, basis analysis and the flow of data with the project teams.
2. Comprehensive data collection: Complete all remaining data collection activities required for project closure
3. Final data analysis: Perform comprehensive analysis of all project data to demonstrate outcomes and impacts
4. Data cleaning and preparation: Ensure all datasets are properly cleaned, coded, and prepared for final reporting
5. Perform regulated field visits to ensure that quality of data are collected by the project team and verify the accuracy of reported data.
6. Support the Project Manager and MEL Advisor to ensure that donor and senior management data queries are addressed.
7. Support and participate end line survey.
8. Ensure filing and electronic archiving of project reports and other documents produced within the framework of project implementation
9. Data handover preparation: Prepare data packages for handover to implementing partners and stakeholders

**R3:** Project Close-Out Documentation and Reporting1. Final project reports: Lead preparation of comprehensive final M&E reports documenting all project achievements and outcomes
2. Donor reporting completion: Ensure all donor M&E reporting requirements are fully met and submitted
3. Lessons learned documentation: Document and compile M&E lessons learned and best practices for organizational learning
4. Success stories compilation: Develop compelling success stories and case studies demonstrating project impact
5. M&E system documentation: Document all M&E systems, tools, and procedures for future reference and replication
6. Stakeholder reporting: Prepare M&E reports tailored for different stakeholder audiences

**R4:** Knowledge Transfer and System Handover1. M&E system transfer: Transfer M&E systems, tools, and knowledge to implementing partners for sustainability
2. Partner capacity assessment: Assess partner M&E capacity and provide recommendations for continued monitoring
3. Tool and template handover: Ensure proper handover of all M&E tools, templates, and databases
4. Monitoring framework transfer: Hand over monitoring frameworks and guidance to partners for continuation
5. Database management transfer: Ensure proper transfer of databases and data management systems
6. Learning dissemination: Facilitate sharing of M&E learnings with relevant networks and platforms

**R5**: Stakeholder Engagement and Communication* 1. Results presentation: Present evaluation findings and project results to various stakeholder groups
	2. Community feedback sessions: Organize feedback sessions with communities to share project results and outcomes
1. Partner results sharing: Share M&E findings with implementing partner and facilitate discussions on implications
2. Learning events coordination: Organize learning events and workshops to share project experiences and outcomes
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| **Qualifications/Other Requirements:** | **Essential:*** Hold a bachelor’s degree in statistics, social sciences, Agriculture, Development Studies, agribusiness or its equivalent.
* Minimum 3 years experience related to Project M&E, planning and implementation of M&E systems, M&E methods and approaches data analysis, and knowledge of statistical data
* Additional post graduate qualification in M&E or project planning and management or its equivalent will be an added advantage.
* Good knowledge of data management (collection, analysis and interpretation using relevant software/ applications)
* Ability to manipulate large data sets, and excellent attention to details.
* Ability to effectively use MS Office suite
* Must be good in English with good writing skills. A working knowledge of one or more of the native languages in Kabale District would be an advantage;
* Ability to work in a multicultural environment; ability to establish and maintain good working relationships;
* Understanding of key aspects of SHA development work; including food, nutrition and livelihood security and cross-cutting themes (e.g. youth, social inclusion, environment, HIV and AIDS);
* High level of integrity and high standards of personal conduct;

**Desirable:*** Experience working in project geographical region
* Experience working with farmer groups and private sector actors.
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| **Key relationships:** | **Internal*** Project Manager, Project Officers, technical Coordinators & other project staff
* Self Help Africa Uganda Country Programme Staff and administrative staff

**External*** Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations
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| **Most Critical Proficiencies:** | * Excellent communication skills
* Ability to work as part of team across different cultures.
* Ability to work with minimum supervision and take initiative
* Ability to solve problems and take corrective action.
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*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.**