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**JOB DESCRIPTION:** MEAL ASSOCIATE

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| **Job Title:** | Monitoring, Evaluation, Accountability and Learning (MEAL) Associate. | |
| **Company:** | Self Help Africa | |
| **Department:** | Programmes | |
| **Reports to:** | Project Coordinator. | |
| **Job Purpose:** | The MEAL associate will support the effective Monitoring, Evaluation, Accountability and Learning of the WFP-Agriculture and Market support project in Masindi, Omoro, Kiryandongo and Adjumani Districts. Under the supervision of the MEAL Coordinator and Project Coordinator, s/he will responsible for process monitoring, data collection, analysis, management, learning activities and use of monitoring outs to improve project programming. S/he will be working closely with project teams to assess field conditions, support capacity building initiatives for improved programming. | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Program Management Support/System Development.**   1. Lead on implementation of all M&E initiatives for AMS project including process monitoring, data quality and tracking activity progress. 2. Support the MEAL Coordinator and Project Coordinator (PC) in development and implementation of the MEAL plan. 3. Assist MEAL Coordinator and Project staff in developing strategies to increase data use and demand. 4. Ensuring timely drafting of result oriented result project plans and scopes of work and their approval for efficient project implementation 5. With guidance from the MEAL Coordinator draft and revise tools and as well as data collection procedures. 6. Draft standard operation procedures in relations to project activities. 7. Organise (and provide) refresher training in M&E skills 8. Support documentation and review of case studies and best practices. 9. Support project planning, review and reporting procedures | * M&E plan in place and functional * Approved project plans and scopes of work * Timely implementation of Monitoring, Evaluation, Learning activities as per the SHA and donor guidelines. * Quality implementation of the AMS action * Evidenced monitoring evaluation and learning impacted programming |
| R2: **Data Collection, Management and Analysis.**   1. Facilitate data collection, entry, basis analysis and the flow of data with the project teams. 2. Perform regulated field visits to ensure that quality of data are collected by the project team and verify the accuracy of reported data. 3. Support the Project Coordinator and MEAL Coordinator to ensure that donor and senior management data queries are addressed. 4. Support and participate in market diagnostic, baseline, mid-term and end line survey. 5. Design models of data input, using appropriate software especially Excel among others as and will be specified. 6. Ensure filing and electronic archiving of project reports and other documents produced within the framework of project implementation | * Timely, accurate and quality collected and analysed. * Proper filing of data for project activities * Gender and disability inclusive indicators |
| **R3: Communication and reporting**   1. Support MEAL Coordinator and Project Coordinator in reviewing internal and donor reports. 2. Support the PC in development activities progress trackers. 3. Guide the regular sharing of the outputs of M&E findings with project staff, and primary stakeholders 4. Perform other related duties as required | * Timely and quality reporting internally and to donors. |
| **R4: Learning and Innovation**   1. Facilitate learning, promote peer-learning between staff and partners, participate in relevant national networks and actively engage in organization level focal groups. 2. Explore opportunities for positioning, innovation, upscaling and potential follow up, 3. Represent in the organization in coordination meetings. | * Timely document of learning anfd adaptive programming applied. * Inclusive project processes and outcomes |
| **Key Relationships:** | **Internal**   * Project Coordinator, 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 | |
| **Qualifications/Other Requirements:** | * Hold a bachelor’s degree or diploma in statistics, data management, project planning and management, social works and social administration, or equivalent. * Good knowledge of the main data management and analysis software, especially perfect command of Excel and email; * Have 3-5 year- 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 * Ability to manipulate large data sets, and excellent attention to details. * Ability to effectively use standard MS Office software, especially experience with Excel, MS Access and database. * Experience in working with mobile phone enabled data collection platforms. * Demonstrated experience in filing and archiving of data; * Must be good in English with good writing skills. A working knowledge of one or more of the native languages in Omoro, Kiryandongo, Masindi and Adjumani Districts would be an advantage; * Should be very organized, and have ability to produce finest of work; be able to work under pressure and beyond working hours; * 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); * Skills in training and facilitation of community processes, including organization and mobilization of communities and networking among different development partners such as youth groups, community-based organisations, government officers and SHA staff; * Outstanding communication, interpersonal and presentation skills management and organizational skills. * Commitment to international and humanitarian NGO codes, standards and practises; * 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. | |
| **Role Competencies:** | * 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. | |