



Career Opportunity at CARE International in Uganda

ABOUT CARE INTERNATIONAL

CARE is a leading humanitarian and development organization fighting global poverty. We seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty. CARE International has been working in Uganda since 1969 managing a diversified portfolio of gender transformative development and emergency interventions both through direct implementation as well as with a large number of local partners.

CARE International in Uganda **seeks to recruit highly motivated and qualified individuals to fill the position:**

1. Monitoring Evaluation Accountability and Learning (MEAL) Advisor. 1 Position. Location- Tentatively-Fort Portal

JOB SUMMARY

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Advisor will be responsible for developing and managing a MEAL system for a Protection / GBV consortium led by CARE, comprising of three international NGOs and two local implementing partners, targeting South Sudanese and Congolese refugees in Uganda. S/he will work in close collaboration with M&E staff of consortium members and local partners, and facilitate an integrated participatory approach in cross-learning, 360 degrees accountability, and monitoring and evaluation, during planning, coordination, and implementation across the various locations of operation. S/he will be responsible for developing a gender and age disaggregated, user friendly M&E framework for the entire consortium, putting in place a user friendly beneficiary tracking system, continuously analysing the project performance and learning, support the consortium to design and conduct assessments in the project, and ensuring user friendly Complaints, Feedback, & Reporting (CFR) system is in place at Consortium level. S/he will model CARE's core values and particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project.

RESPONSIBILITIES AND TASKS

Responsibility 1: Developing a gender and age disaggregated, user friendly M&E framework for the entire consortium (15%)

- i. Based on logframe in approved proposal, prepare a detailed plan with clearly defined indicators at all levels (outcomes, output, progress) and very clear operational definitions for all indicators (unpacking and clearly defining them, with enumerators and denominators also defined when relevant, etc.) and a clear process and timeline for each indicator (who is responsible for collecting, reviewing, and aggregating them, at which level, and how often they need to be collected, how to report on them etc.);
- ii. Develop all the tools that will be needed at Consortium and specific Member and Partner level to collect, analyse and report on indicators;

- iii. Roll out the M&E framework including delivering training sessions and capacity building during the entire life of the project, with intense training at the beginning to kick start the utilization of the M&E Framework by all members and partners with continued support as the M&E is used and issues / problems surface;
- iv. Lead on the implementation of timely and quality base line, end line and final evaluation and ensures coherence between base and end line so that change can really be measured; Based on the data from M&E Framework, support the Consortium Manager to prepare progress and narrative reports for the Program Management Unit (PMU) meetings, Steering Committee (SC) meetings and donor reporting; This includes ensuring reports and data from Consortium Members and partners are received in time, analysed and compiled into one coherent report;
- v. Ensure all larger outputs of the project such as Child Friendly Centers, Women Friendly Centers and all constructions and service delivery points in the settlements are mapped, if possible with support from GPS data points and geo-spatial technology for easy tracking.

Responsibility 2: Put in place a user friendly beneficiary tracking system (25%)

- (i) Jointly with M&E staff from the APEAL Consortium and M&E staff from other consortia APEAL will be closely collaborating, lead the development and ensure roll out of a collaborative and joint beneficiary tracking system that allows the same beneficiary to be tracked by the different partners who might provide him / her with services, without double counting. This implies using a unique identifier for each beneficiary, to be determined within the Consortium; CARE has started to use Kobo and this platform could be expanded for the Consortium wide beneficiary tracking system;
- (ii) Ensure the data on beneficiaries contains minimum information on sex, age, origin (refugee or host community), family situation (e.g. Child Headed Household, Women Headed HH, Person With Disability, etc);
- (iii) some beneficiaries of APEAL will be organizations and / or their staff (for protection mainstreaming activities), members of various committees (e.g. Refugee Welfare Councils etc) and also need to be captured by name, organization or committee they belong to, position they hold, sex, sector (e.g. WASH, shelter, Health) etc through a specific data base that will keep track of all organizations and individuals trained by APEAL;
- (iv) Ensure KRC, the VSLA partner, reports in the VSLA specific MIS "SAVIX"; train all Consortium Members and partners on the use of the beneficiary tracking system and conduct regular spot checks and verifications of the data they input; insist on each partner having a clear documented trail for traceability of all beneficiaries;
- (v) Ensure CARE internal beneficiary reporting on APEAL is also done timely and with precision, including quarterly reporting into the CO Dashboard and annual reporting into PIRRS.

Responsibility 3: Ongoing analysis of project performance and learning; 25%

- i) Based on all the M&E data, this position is responsible for providing the analysis on the performance of the Consortium to the Manager, the PMU and SC and any technical teams (e.g. GBV team on their specific targets, Child Protection Team, General Protection team, etc) through the presentation of a project performance dashboard that will be developed and maintained by the M&E team under the leadership of the MEAL Advisor;
- ii) Support technical teams to develop a learning agenda on commonly agreed learning questions at the beginning of the project (e.g. how can VSLAs be strengthened to

become effective protection platforms for Adolescent Refugee Girls? How can delivery of aid be made more gender responsive? Etc), linked to the key themes and innovations of APEAL;

- iii) Support the Consortium to gather information and generate lessons and knowledge in a structured manner on these agreed learning questions;
- iv) Lead on the consolidation of lessons learnt and writing of learning briefs;
- v) Based on the dashboard data and the learning agenda, support the team to reflect on needed corrective actions and on what works, what does not and why;
- vi) Create a strong learning culture within the Consortium that supports honesty and quick identification of failures so that we don't invest long in models or approaches that don't work.

Responsibility 4: Support Consortium to design and conduct assessments as per proposal 15%

- (i) A main activity in APEAL is to better understand vulnerability of refugees and their host communities. The project therefore includes conduct regular vulnerability assessments. The MEAL Advisor will lead on the design of the tools for these assessments and how they will be conducted, in close collaboration with Consortium Members but also with the other consortia and agencies (e.g UNHCR, etc) who regular conduct vulnerability assessments, PSN assessments etc.;
- (ii) The MEAL advisor will ensure data and information from these assessments is shared with Consortium members, used to generate vulnerability profiles and to inform project strategies as well as advocacy activities;
- (iii) Ensure APEAL always has current knowledge of who does what where in the targeted settlements to inform the Consortium on targeting and to avoid possible duplication with other actors.

Responsibility 5: Ensure user friendly Complaints, Feedback, & Reporting (CFR) system is in place at Consortium level 15%

- (i) Ensure APEAL uses a participatory approach at all times that continuously allows the Consortium to capture the views, perspectives and ideas of beneficiaries, with particular attention to adolescent girls, PWDs and excluded groups through a range of approaches, as per proposal and additional ones the Consortium will jointly agree to put in place (e.g. Community Consultation Committees, conducting regular Rapid Accountability Reviews, etc);
- (ii) Support the Consortium Manager to establish one common CFR system for the Consortium that captures / documents and reports monthly all possible feedback, complains and requests for information received to ensure timely response to complaints but also answers to requests for information and consideration of feedback to improve on project delivery;
- (iii) Ensure the CFR system builds on CARE existing system and tools as well as Consortium members' own systems and conduct trainings of members as needed with support from the Protection & GBV Advisor, with emphasis on the prevention of Sexual Exploitation and Abuse (SEA) and Child Protection;
- (iv) Ensure the Inter-Agency Feedback, Referral, and Resolution Mechanism (FRRM), which has been recently established and piloted by UNHCR, is also being promoted by the Consortium in conjunction with our Consortium own system.

Responsibility 6: Any other responsibility as may be assigned by the Supervisor 5%

JOB AND PERSON SPECIFICATION (REQUIREMENTS)

- ✓ Master's degree in monitoring and evaluations, statistics, or other relevant subject is desired with strong quantitative data management background, or equivalent combination of education and work experience Bachelors' degree in monitoring and evaluations, statistics, or other relevant subject with strong quantitative data management background.
- ✓ At least 7 years' experience in a senior MEAL role, preferably for an International NGO, of which at least 5 years leading the M&E function of a large project in the humanitarian / emergency setting and preferably with multiple partners.
- ✓ Demonstrated experience and expertise in developing and operationalizing a comprehensive monitoring and evaluation system to track project performance and results (outputs, outcomes, and progress), related tools and databases and beneficiary tracking system.
- ✓ Strong background in managing and analyzing quantitative data, including in Management Information Systems for complex quantitative data from multiple sources, requiring various levels of aggregation and reporting, including ability to calculate probabilistic sampling methods, etc.
- ✓ Strong conceptual knowledge about protection/GBV indicators, M&E plan, data quality assurance, data utilization, and gender integration into M&E.
- ✓ Personally committed to Gender, Equity and Diversity.
- ✓ Proven experience with a range of qualitative research methods to generate qualitative information and analysis and demonstrated expertise in designing qualitative studies;

APPLICATION PROCEDURE:

Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees **only** through our recruitment email: ugarecruitment@care.org clearly indicating the job title in the email subject. CVs will be received until the **1st, March, 2019**. Please note that when you are successful for the above position, CARE will need certified copies of your academic documents. For any questions please **call our office on 0312258100/150**

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER

Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process