



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 positions:**

1. Monitoring Evaluation Accountability and Learning Specialist. Location-Gulu. 1 Position

JOB SUMMARY

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Advisor is a member of the senior program team of WAYREP. The MEAL Specialist will be responsible for developing and managing the WAYREP Program MEAL system. S/he will work in close collaboration with WAYREP Project staff and Partners to develop a project monitoring and evaluation Web-based management information system; develop indicators for monitoring WAYREP project performance; developing and maintaining the WAYREP program Performance Management Plan and project-level monitoring and evaluation plans; S/he will lead 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 WAYREP project, putting in place a user friendly beneficiary tracking system, continuously analysing the project performance and learning, support the project team and partners to design and conduct assessments in the project, and ensuring user friendly Complaints, Feedback, & Reporting (CFR) system is in place. 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 WAYREP project staff and stakeholders engaging with the Project. S/he will be the Point of Contact for all WAYREP M&E related studies i.e Baseline, Evaluation, MTR, Impact studies etc and will be required to provide technical guidance to the project team and partners accordingly. The MEAL will also lead in the M&E aspects of implementation of project activities; this may also involve reviewing work plans, quarterly reports, participating in field visits, initiating regular portfolio reviews and contributing to program evaluations.

SPECIFIC RESPONSIBILITIES AND TASKS

Responsibility 1: Developing a gender and age disaggregated, user friendly M&E framework for the WAYREP project. 15%

- ✓ Based on the log frame 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.);
- ✓ Develop all the tools that will be needed at WAYREP project level and specific implementing Partner level to collect, analyze and report on indicators;
- ✓ Roll out the WAYREP 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 project staff and partners with continued support as the M&E framework is used and issues / problems surface;
- ✓ Lead on the implementation of timely and quality base line, end line and final evaluation and ensure coherence between base and end line so that change can really be measured; Based on the data from M&E Framework, support the Project Manager to prepare progress and narrative reports for the key stakeholders i.e donor reporting, relevant working groups in the refugee operating context. This includes ensuring reports and data from various project partners are received in time, analyzed and compiled into one coherent report.
- ✓ Identify MEAL capacity needs for local partners and address them accordingly through provision of trainings and other means (monitoring visits, adhoc guidance via email and phone)
- ✓ Lead in documentation of beneficiary reach, while eliminating double counting in reach data.
- ✓ Aggregate and collate project data for CARE International in Uganda's annual Project and Program Information and Impact Reporting System and the quarterly CD performance dashboard and PIIRS global annual reporting system.

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

- ✓ The MEAL Specialist will closely collaborate with WAYREP project and partner staff and ensure roll out of a collaborative and joint beneficiary tracking system that allows the same beneficiary to be tracked across the various WAYREP project thematic areas without double counting and while in consideration of overlap across project thematic areas. This implies using a unique identifier for each beneficiary, to be determined within the project.
- ✓ Ensure the data on beneficiaries is disaggregated using standard and verifiable parameters and by capturing major aspects like; sex, age and gender, origin (refugee or host community), family situation (e.g. Child Headed Household, Women Headed HH, Person With Disability, etc);
- ✓ some beneficiaries of WAYREP project will be organizational staff or relevant government departmental staff e.g for protection mainstreaming activities, members of various

committees e.g. police and district level Gender focal point staff, women and youth leaders, Refugee Welfare Councils etc. these will require to be captured by name, organization or committee they belong to, position they hold, sex, sector etc through a specific data base that will keep track of all organizations and individuals trained by WAYREP project;

- ✓ Ensure all partners implementing the VSLA, capture their reports in the VSLA specific MIS “SAVIX”;
- ✓ Train all project staff 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;
- ✓ Ensure CARE internal beneficiary reporting on WAYREP 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%

- ✓ Based on all the M&E data, this position is responsible for providing the analysis on the performance of the WAYREP project to the Manager, CARE Austria technical team through the presentation of a project performance dashboard that will be developed and maintained by the MEAL Specialist
- ✓ Support the project technical teams to develop a learning agenda on commonly agreed learning questions at the beginning of the project linked to the key themes and innovations of WAYREP project (e.g. how can YSLAs be strengthened to become effective protection platforms for Adolescent Refugee Girls? How can delivery of multi-purpose cash be made more gender responsive? Etc),
- ✓ Support the WAYREP project team to gather information and generate lessons and knowledge in a structured manner on the clearly identified learning questions;
- ✓ Lead on the consolidation of lessons learnt and writing of learning briefs;
- ✓ Based on the dashboard data and the learning agenda, support the WAYREP project team to reflect on needed corrective actions and on what works, what does not and why;
- ✓ Lead the WAYREP project team and partners to create a strong learning culture 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 WAYREP Project team and stakeholders to design and conduct assessments as per the proposal 15%

- ✓ lead all MEAL related activities during the project inception phase including all earmarked assessments and studies.
- ✓ The MEAL Advisor will lead on the design of the tools for the assessments and how they will be conducted, in close collaboration with project staff in Uganda and Austria as well as implementing partners and other relevant agencies (e.g UNHCR, OPM, etc)
- ✓ The MEAL advisor will ensure data and information from these assessments is shared with project stakeholders i.e CARE Austria team, the donors, relevant ministries, UN agencies and OPM etc and will be used to generate relevant information to inform project strategies as well as advocacy activities;
- ✓ Ensure WAYREP project always has current knowledge of who does what where in the targeted districts of operation and settlements (particularly Omugo) to inform the project management on targeting, avoid duplication of services on the ground and ensure collaboration and coordination among other peer INGOs and other relevant stakeholders.

Responsibility 5: Ensure user friendly Complaints, Feedback, & Reporting (CFR) system is in place and is applied across all project stakeholders 15%

- Ensure WAYREP 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.
- Support the Project Manager to establish one common CFR system for the project 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;
- 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 project Gender & GBV Specialist, with emphasis on the prevention of Sexual Exploitation and Abuse (SEA) and Child Protection;
- 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 project in conjunction with CARE's existing system.

Other Responsibilities 5%

The MEAL Specialist is responsible for problem solving at a variety of levels. S/he will need to be able to analyze and resolve situations as they arise on a variety of subjects ranging from programming decisions to issues related to coordination with implementing partners, other CARE and non-CARE projects, key stakeholders in a dynamic context.

Person Specification (requirements)

- ✓ Master's degree in Statistics, Demography, Project planning and management, Social work and Social development, or relevant Post graduate qualification.
- ✓ 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.
- ✓ Desired Competencies: Functional/ Technical Skills, Developing Direct Reports and Others, Building Effective Teams, Innovation Management, Strategic Agility, Cross-Cultural Sensitivity

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