



The Development Initiative for Northern Uganda (DINU)

Inclusive Market-based Development for Smallholder Farmers



CARE INTERNATIONAL IN UGANDA

About CARE International

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls in the centre of our work because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs. CARE International in Uganda seeks to **recruit** a highly motivated and qualified professional to fill up the position of:

MEAL Coordinator:1 Position, Location: Kotido

Job summary:

The MEAL Coordinator is responsible for overall functionality of the MEAL function for DINU Project. The Coordinator is responsible for establishing, managing, maintaining and ensuring effective utilization of the MEAL system by DINU Consortium project staff and partners. This includes developing relevant and feasible MEAL tools and processes, building capacity of consortium staff and partners to use these tools and processes, and providing ongoing technical support/accompaniment required for this to happen. The Coordinator will ensure that Program Quality and Learning (PQL) is prioritized throughout the DINU project cycle. This includes ensuring that CARE's quality markers are embedded at the project's implementation and phase-out stages and progress is measured and reported regularly. He/she will ensure that research and evaluations are rigorous in generating new knowledge and credible evidence and that learning leads to project adaptation and innovations. The Coordinator will contribute to program design specifically to ensure that theory of change and MEAL measurement frameworks are robust and aligned to CARE International's MEAL frameworks, principles and standards and that MEAL resources are appropriately and sufficiently budgeted for in DINU. The Coordinator will ensure effective knowledge management for the DINU project, such that knowledge is accessible, shareable, transferable and usable by all relevant stakeholders. The Coordinator will ensure that all CARE staff, especially those assigned to the DINU project are properly oriented on MEAL system, tools and processes.



Application Procedure:

Candidates who are interested in the above job 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**. The deadline for submitting CVs is **16th October, 2020**. 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*

N.B: Refer to the Job description below for more details about the job



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Inclusive Market-based Development for Smallholder Farmers

JOB DESCRIPTION-MEAL COORDINATOR-DINU

Name of Job incumbent	TBC
Employee Number	TBC
Job Position Title	MEAL Coordinator
Grade	D
Step	2
Program (IG) or Program Support	Program
Program Initiative Assigned To or the Department/Unit	DINU
Immediate Supervisor's Job Title	MEAL Advisor
Date Employed	November 1, 2020
Place of Posting	Kotido
Status of the Job Description	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> No change
Date submitted to HR Unit	October 2020

ABOUT THE DINU PROJECT

The Development Initiative for Northern Uganda (DINU) is a Government of Uganda program supported by the European Union (EU). It is aimed at consolidating stability in Northern Uganda, eradicating poverty and under-nutrition and strengthening the foundations for sustainable and inclusive socio-economic development. The program will be implemented in 33 districts of Acholi, Karamoja, Lango, Teso and West Nile sub-regions. The consortium of CARE Denmark (Lead), Catholic Relief Services (CRS), Gulu Agricultural Development Company (GADC), Dynamic Agro-Pastoral Development Organization (DADO) and SORUDA has been awarded a three-year contract (January 2020 to December 2023) to implement **'Inclusive Market-based Development for Smallholder Farmers** in Karamoja, Teso and Acholi sub regions, contributing to the specific Objective: *'Improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition'* in the Eleven (11) districts of Abim, Kotido, Karenga, Kaabong, Moroto, Amudat, Nakapiripirit, Nabilatuk, Napak, Katakwi, and Kitgum.

JOB SUMMARY

The MEAL Coordinator is responsible for overall functionality of the MEAL function for DINU Project. The Coordinator is responsible for establishing, managing, maintaining and ensuring effective utilization of the MEAL system by DINU Consortium project staff and partners. This includes developing relevant and



feasible MEAL tools and processes, building capacity of consortium staff and partners to use these tools and processes, and providing ongoing technical support/accompaniment required for this to happen. The Coordinator will ensure that Program Quality and Learning (PQL) is prioritized throughout the DINU project cycle. This includes ensuring that CARE's quality markers are embedded at project's implementation, phase-out stages and progress is measured and reported regularly. He/she will ensure that research and evaluations are rigorous in generating new knowledge and credible evidence and that learning leads to project adaptation and innovations. The Coordinator will contribute to program design specifically to ensure that theory of change and MEAL measurement frameworks are robust and aligned to CARE International's MEAL frameworks, principles and standards and that MEAL resources are appropriately and sufficiently budgeted for in DINU. The Coordinator will ensure effective knowledge management for the DINU project, such that knowledge is accessible, shareable, transferable and usable by all relevant stakeholders. The Coordinator will ensure that all CARE staff, especially those assigned to the DINU project are properly oriented on MEAL system, tools and processes.

SPECIFIC RESPONSIBILITIES

Job Responsibility #1: Establish and Manage MEAL System (35%)

Working together with MEAL Advisor, the MEAL Coordinator is responsible for establishing, managing, maintaining and ensuring effective utilisation of the MEAL system by all DINU project Consortium staff and partners. This includes developing relevant and feasible MEAL tools and processes, building capacity of consortium staff and partners to use these tools and processes, and providing ongoing technical support/accompaniment required for this to happen. The MEAL system should be able to cover the implementation, close-out and learning, results measurement, research, evaluations, accountability and reporting. The MEAL system should be able to provide real time data for learning and adaptation, design of new projects, reporting, and decision making by DINU Consortium project management. The MEAL system should not only focus on projects data, but include critical elements of operations, finance, grants, logistics and human resources performance data for decision making. The system should be data-driven and evidenced based, pushing boundaries for data analytics.

Job Responsibility #2: Program QUALITY and LEARNING (30%)

The MEAL Coordinator is responsible for ensuring that Program Quality and Learning (PQL) is prioritized throughout the project cycle. This includes ensuring that CARE quality markers are embedded in implementation and close-out phases and progress is measured and reported regularly. S/he will support the DINU Consortium Project Manager to ensure that DINU project deliver high quality results that empowers women and girls. This will require the MEAL Coordinator to ensure DINU Consortium Manager embraces and embeds CARE quality markers across the cycle of all project, regularly monitoring and reporting progress of project using the established MEAL system including quarterly project dashboards, AIIR and annual PIIRS reporting system. It will require the MEAL Coordinator to maintain a solid PQL field footprint and consistent field presence across DINU project locations. It will require the MEAL Coordinator to support the DINU Consortium Project Manager to establish and implement effective reporting mechanisms which allows to report progressively and account for their resources to donors, Local governments, Office of the Prime Minister, project participants and CARE: this will include individual monthly reports from DINU Partners and quarterly project reports. He/she will ensure the quality, transparency, timeliness and consistency of reports and reporting mechanism. The MEAL Coordinator will support DINU Consortium Manager to ensure quality engagement at all PQL platforms including monthly Program Review Meetings (PRMs) and quarterly PQL learning workshops. It will require the MEAL



Coordinator to support Consortium Manager to ensure robust communications and visibility for DINU project and support quality assurance standardisation beyond project to include project support services.

Job Responsibility #3: Research, Evaluation and Knowledge Management (15%)

The MEAL Coordinator is responsible for overseeing research, evaluations and knowledge management for DINU project. This includes all research, baseline, mid-line, and end-line evaluations. The MEAL Coordinator with support Consortium Manager and MEAL Advisor to ensure the project invests in research and evaluations to generate new knowledge (learning) and credible evidence. The MEAL Coordinator will ensure that learning leads to project learning, adaptation, innovations and credible evidence contribute to accountability and advocacy. The MEAL Coordinator will work with the Consortium Manager to ensure that Monitoring, Research and Evaluations budgets are sufficient, processes are rigorous and results are credible. The MEAL Coordinator will ensure knowledge management is effective and efficient, whereby knowledge products and credible evidence are accessible, shareable, transferable and usable by relevant people in real time.

Job Responsibility #4: Capacity Building for DINU Consortium Staff and Partners (10%)

The MEAL Coordinator is responsible for training, coaching and mentoring of DINU Project team to be competent and motivated to perform MEAL roles and establishing a collaborative culture, high performance standards. As a CARE ambassador, the MEAL Coordinator is required to ensure gender, equity and diversity (GED) within the team and nurture CARE's core values and code of conduct. The MEAL Coordinator will promote continuous learning and professional development of the team through on-job learning, relevant exposures and appropriate stretch assignments. The MEAL Coordinator will ensure transparent and visible work flow through Microsoft TEAMS etc. He/she will ensure that annual performance goals and regular performance evaluations are concluded in time.

Job Responsibility #5 : Promote Gender Equity and Diversity & Safeguarding Practices All the time(5%)

- Practice a behaviour that is consistent with CARE's core values, and promotion of gender equity and diversity goals;
- Plays a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly or indirectly
- Ensure that staff and related personnel under your jurisdiction are familiar with the following organisational policies and procedures and can identify when needed how these may have been breached; The CI Safeguarding policy, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.

Responsibility 6# any other duties assigned (5%)

This may include but not limited to the following activities

- Documentation of best practices and lessons learnt
- Representation at different working groups in the region including nation task force activities

Level of authority



The MEAL Coordinator will report to the MEAL Advisor. S/he has no authority to commit the organization in any way, to enter into formal partnership agreements, nor any formal financial authority, apart from standard expenses for day-day-day activities. The MEAL Coordinator is responsible for the safety and custody of organization assets in his/her possession. Travel to locations outside project areas should be done and coordinated with the knowledge of the MEAL Advisor and Consortium Manager-DINU.

Competencies

- **Excellence:** Sets high standards of performance for self and/or others; successfully completes assignments; sets standards of excellence rather than having standards imposed; ensures interactions and transactions are ethical and convey integrity.
- **Integrity:** Maintains social, ethical, and organizational norms; firmly adheres to codes of conduct and ethical principles inherent to CARE.
- **Communicating with Impact:** Diplomatically, logically and clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the recipient / audience and helps them understand and retain their message.
- **Facilitating Change:** Supports and manages the change process at CARE Uganda by developing a culture affirmative of change; encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.
- **Strengthening Partnership:** Identifying and utilizing opportunities within and outside of CARE Uganda to develop effective strategic relationships between one's area and other areas/departments/units or external organizations to achieve CARE's objectives.
- **Management Excellence:** Makes the connection between values and performance. Influences the performance of others, and ultimately, the performance of the organization. Sets direction, coaches & develops, promotes staff wellness & safety, practices & promotes compliance, models gender equity & diversity, communicates effectively.
- **Developing Teams:** Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitates the completion of team goals.
- **Diversity** - Promoting, valuing, respecting and fully benefiting from each individual's unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.
- **Adaptability-** Expected to well adjust with the country, the CO operating environment and with the Project team to function effectively and efficiently
- **Coaching** - Ability to demonstrate to enhance skills and capacity of staff working in the field and office for them continue to serve CARE in the future program activities

Education, experience, skills and knowledge

Essential:

- 1) Post Graduate qualification in Monitoring and Evaluation or relevant field of study from a reputable university.
- 2) 5 years of relevant experience with reputable organisations in similar roles and contexts
- 3) Experience in gender transformative approaches, including specific experience in working with and empowering women and girls in emergency or conflict or disaster settings.
- 4) Conceptual abilities, strategic thinking and analytical writing skills and knowledge.
- 5) Good communication, presentation, public speaking, discussion and negotiation skills.
- 6) Good research, learning, evidence-generation and negotiation skills.



- 7) Organizing skills and capacity to multi-task in rapidly changing & fast-paced environments;
- 8) Knowledge of and demonstrated personal commitment to relevant organizational codes of conduct for emergencies, including anti-fraud and anti-corruption, safeguarding, etc.
- 9) Leadership and interpersonal skills and proven experience influencing others without necessarily directly managing them;

Desired:

- 10) Professional training and experience in gender equality, women and girls' empowerment
- 11) Professional experience in working with young people (youth) and refugee communities
- 12) Professional training in research, analytical writing, advocacy and policy influencing

Job holder's Signature: **Date:**

MEAL Coordinator

Supervisor's Signature: **Date:**

MEAL Advisor