



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:

1. Research and Evaluation Advisor: 1 Position, Location: Kampala with frequent travel to Project locations

Job Summary

The MEAL & Research Advisor is responsible for functionality and quality implementation of MEAL function of the project. The Advisor is responsible for aligning project MEAL frameworks to Country Office Theory of Change and CARE global strategic MEAL frameworks. The Advisor is responsible for establishing, managing and ensuring effective utilisation of the MEAL system by project staff and partners. This includes developing relevant and feasible MEAL tools and processes, building capacity of staff and partners to use these tools and processes, and providing ongoing technical support and accompaniment required for this to happen. The Advisor will ensure that Program Quality and Learning (PQL) is prioritized throughout the project cycle. This includes ensuring that CARE's quality markers are embedded at across project design, implementation and close-out stages and progress is measured and reported regularly.

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 **4th November, 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



CARE INTERNATIONAL IN UGANDA		JOB DESCRIPTION		
Job Position Title	Research & Evaluation Advisor			
Job Grade and Step	TBD			
Department/Program	WEE/GATES-funded WECs Facility			
Duty Station/travel time	Kampala with frequent field travels			
Immediate Supervisor	GATES Project Manager			
Supervisees	Research Supervisor for WECs Mapping			
Status of JD	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change	
Date submitted to HR	October 2020			
Name of Job Holder				
Date of Hire				

About CARE

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to defending 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 over 50 years, and in 2019/2020, CARE improved lives of 2.6 million people (62% women). Our ambition for the next five years is to reach 10 million people, through our life-saving, resilience building and gender transformative programs. CARE Uganda current portfolio is approximately \$8 million annually, funded through a combination of institutional donors like the European Union, ECHO, DANIDA, ADA, UN Agencies like UNFPPA and UNWOMEN, foundations like Bill and Melinda Gates Foundation and private donations. CARE Uganda's new business plan (2021-2025) aims to grow the annual portfolio to approximately \$10-12 million, reaching 10 million people by 2025. The portfolio will focus on Livelihoods, Climate Resilience, GBV, SRH and Emergency. In addition to gender equality, resilience and inclusive governance which is the core of CARE programming, the new business plan pays attention to disaster preparedness, urban programming, and humanitarian-development nexus.

Project Summary

CARE International in Uganda with funding from **Bill and Melinda Gates Foundation (BMGF)** is launching a new initiative to "Test and Build Women Empowerment Collectives (WECs) in Uganda". The primary outcome of the initiative is to support strategic policy, regulatory and programmatic initiatives that will advance government buy-in to drive the scale up of a WECs agenda in Uganda. Through this initiative,

CARE will identify and strengthen key entry points in the policy and programming space that the GoU can leverage to build momentum around scaling WECs in Uganda. To do this, CARE is partnering with the **Ministry of Finance, Planning and Economic Development (MFPED)** and **Ministry of Gender, Labour and Social Development (MGLSD)**. The initiative will contribute to policy and enabling environment, and management execution capacity levers by driving forward the following key areas: enhancing non-prudential supervision of Self Help Groups (SHGs) through UMRA Registration Guidelines, development of a comprehensive SHGs policy framework, and transforming large scale livelihood platforms into a comprehensive WECs platform through research and evidence based documentation. In addition, this program will support research and generation of robust evidence in order to provide clarity on all the WECs across the country and a baseline for governments future WECs programming.

To achieve this overarching goal, this initiative will advance five specific objectives:

1. Support the Uganda Microfinance Regulatory Authority's (UMRA) finalization of the savings groups' registration guidelines and implementation plan;
2. Strengthen the Ministry of Finance, Planning and Economic Development's ability to develop and finalize the national Self-Help Group (SHG) policy framework through a consultative process;
3. Strengthen the understanding and programming channels for a Technical Assistance Facility for WECs with Government of Uganda stakeholders;
4. Support the evidence generation, research to policy publication and dissemination efforts of the Project for Financial Inclusion in Rural Areas (PROFIRA) initiative.
5. Support the Ministry of Gender, Labour and Social Development's Uganda Women Entrepreneurship Programme (UWEP) by strengthening and embedding improved monitoring, research and implementation approaches in the second phase of UWEP;

Job Summary

The Research & Evaluation Advisor is responsible for functionality and quality implementation of MEAL function of the program. The Advisor is responsible for aligning program MEAL frameworks to Country Office Theory of Change and CARE global strategic MEAL frameworks. The Advisor is responsible for establishing, managing and ensuring effective utilisation of the MEAL system by program staff and partners. This includes developing relevant and feasible MEAL tools and processes, building capacity of staff and partners to use these tools and processes, and providing ongoing technical support and accompaniment required for this to happen. The Advisor will ensure that Program Quality and Learning (PQL) is prioritized throughout the program cycle. This includes ensuring that CARE's quality markers are embedded at across program design, implementation and close-out stages and progress is measured and reported regularly. S/he will ensure that research and evaluations are rigorous in generating new knowledge and credible evidence and that learning leads to adaptation and innovations. The Advisor will contribute to program design specifically to ensure that credible evidence is being used, program logic (Results Framework, Logical Framework, Theory of Change) and respective measurement frameworks are robust and aligned to CARE MEAL frameworks, principles and standards and that MEAL resources are appropriately and sufficiently budgeted in the range of 5-10% of total budget. The Advisor will ensure effective knowledge management for the program, such that knowledge is accessible, shareable, transferable and usable by all relevant stakeholders. The Advisor will ensure that all CARE staff, especially those assigned to the program are properly oriented on the MEAL system, tools and processes. This includes supporting recruitments of MEAL staff and staff who will be engaged in MEAL work.

SPECIFIC RESPONSIBILITIES

Job Responsibility #1: Establish and Maintain a robust MEAL System (10%)

Working together with PQL Manager and Project Manager (PM), the MA is responsible for establishing, managing and ensuring effective utilisation of the MEAL system by all program staff and partners. This includes developing relevant MEAL tools and processes, building capacity of staff and partners to use these tools and processes, and providing ongoing technical accompaniment required for this to happen. The MEAL system should cover the whole program cycle and include learning, monitoring, evaluation, research and learning, accountability and reporting. The MEAL system should be able to provide real time data for adaptation of existing programs, design of new programs and decision making and should hence should be digital to the extent possible. The MEAL system should not only focus on programs, but include critical elements of operations, finance, grants, logistics and human resources performance data for decision making. The MEAL system should enable the country office to data-driven and evidence-based, pushing boundaries for data for decision making.

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

The MA is responsible for ensuring that Program Quality and Learning (PQL) is prioritized throughout the program cycle. This includes ensuring that quality markers (gender, resilience and governance) are embedded at design stage and progress is measured and reported regularly. S/he will support the PM to ensure that all projects deliver high quality results that empower women and girls. This will require the MA to ensure PMs embrace and embed CARE quality markers across the cycle of all projects, regularly monitoring and reporting progress of all projects using the established PQL reporting system including quarterly program dashboards, AIIR tool and PIIRS reporting systems. It will require the MA to maintain a solid PQL field footprint and consistent presence across all field locations where the program is implemented in the country. It will require the MA to support the PM to establish and implement effective reporting mechanisms which allow all projects to report progressively and account for their resources to donors, government of Uganda, program participants and CARE: this will include individual monthly reports from IMs and PMs and quarterly program reports. The MA will ensure quality, transparency, timeliness and consistency of reports and the reporting mechanism. The MA will support the PM to ensure credible evidence is used by the program to engage in PQL platforms including monthly Program Review Meetings (PRMs) and quarterly PQL learning workshops. It will require MA to support PM to effectively manage a growing body of knowledge and credible evidence generated through research, evaluation and learning, and to use the knowledge and evidence to inform the design of new projects, inform strategic debate/discourse and influence development policy, practice and programs. It will require the MA to support PM to define the communications and visibility plan for the program and for specific projects in the program. The MA will support quality assurance standardisation beyond programs to include program support services.

Specific tasks include:

- Come up with policy and action suggestions based on research and analytics
- Provide leadership and support towards translating and development of policy papers, policy briefs, other information and communication materials with a WEE lens
- Initiate and work with others to organise public debates, symposia and other policy related events to increase research uptake
- Review and analyse the learning from the project research and learning activities in order to drive continuous improvement of program strategies, disseminate knowledge, and thereby maximise our impact of WECs for WEE
- Liaise with the Project Components lead to determine the most appropriate learning platforms

Job Responsibility #3: Research, Evaluation and Knowledge Management (30%)

The MEAL Advisor (MA) is responsible for overseeing research, evaluations and knowledge management for the program. This includes all research, baseline, mid-line, and end-line evaluations. The MA will ensure the program invests in research and evaluations to generate new knowledge (learning) and credible evidence. The MA will ensure that research and evaluation findings inform new program design, ongoing program adaptation and credible body of evidence contributing to accountability, advocacy and policy engagement. Working with PM, the MA will ensure that research and evaluations budgets are sufficient (in the range of 5-10% of total budget), processes are rigorous and results are credible. The MA 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.

Specific tasks include:

- Work closely with the Project team and different project components to ensure the expeditious completion of all key research components and ensure timely and quality deliverables according to the project document.
- Support and ensure timely undertaking of the WECs Landscaping study as per donor Terms of Reference
- Coordinate and support PROFIRA to generate new research, knowledge and evidence on women's economic empowerment outcomes;
- Support and coordinate with other key stakeholders to improve and strengthen UWEP's phase II monitoring, research and implementation approaches, ensuring strong infusion of women's economic empowerment measures
- Support the data needs consolidation for the project objective of strengthening of Savings groups ecosystem's enabling legal and regulatory environment
- Monitor the different project research activities in relation to research performance standards and guidelines and advise the project accordingly
- Support the hiring function of research related consultancies including development and reviewing of ToRs, data collection, analysis and reporting quality assurance
- Coordinate, develop, initiate, and respond to information and data requests received from within and outside the project to allow for evidence-based and data-informed policy

Job Responsibility #4: Team Leadership and Capacity Building for Staff and Partners (10%)

The Advisor is responsible for hiring, training and retaining a gender-balanced team of competent MEAL & Research Coordinators and establishing a collaborative culture, high performance standards and transparent performance management practice using appropriate combination of reward, recognition and reprimand. As a CARE ambassador, the MA is required to ensure gender equity and diversity (GED) within the team and nurture CARE's core values and code of conduct. The MA will promote continuous learning and professional development of the team through on-job learning, relevant exposures and appropriate stretch assignments. The MA will ensure transparent and visible work flow through Microsoft TEAMS and appropriate digital platforms. The MA will ensure that annual performance goals and regular evaluations of supervised staff are concluded in time. In addition, the MA will ensure that all CARE staff, especially staff assigned to their program are properly oriented on the MEAL system, tools and processes and that staff continue to receive technical support and accompaniment for new or complex MEAL tools and processes. This will require the MA to support the recruitment of MEAL staff and staff who will be engaged in MEAL work.

Job Responsibility #5: Contribution to Program Development (10%)

The MEAL Advisor (MA) is responsible for supporting design of new program logic model including: Theory of Change, Logical Framework, and Results Framework or Results Chain. This includes ensuring that the results statements and indicators are SMART (Specific, Measureable, Achievable, Realistic and Time bound) and gender transformative. S/he should ensure that the targets and impact groups are well defined in all proposals. The MA should ensure that program design embrace and embed critical indicators from the quality (gender, resilience and governance) markers in all new program designs. This includes ensuring that the MEAL measurement framework for all new programs designed are aligned with CARE (CI) MEAL principles and standards. The MA will review new program budgets to ensure MEAL resources are in the range of 5% of the total program budget.

Job Responsibility #6 : Promote Gender Equity and Diversity & Safeguarding Practices (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.

Job Responsibility #7: Any other duties assigned from time to time (5%)

- Support country office MEAL functions from time to time
- Take on stretch assignments assigned from time to time

EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE

Essential:

- A Masters in Research, Monitoring & Evaluation or relevant field of study from a reputable university. Equivalent post-graduate studies will be considered.
- A Minimum of 7 years of relevant experience with reputable organisations in similar roles
- Skills in using quantitative data Analysis software like SPSS or STATA or Excel
- Experience in gender transformative approaches, including specific experience in working with and empowering women and girls in emergency or conflict or disaster settings.
- Experience in networking and strategic relationships management and engagements.
- Conceptual abilities, strategic thinking and analytical writing skills and knowledge.
- Good communication, presentation, public speaking, discussion and negotiation skills.
- Good research, learning, evidence-generation, policy debate and advocacy skills.
- Organizing skills and capacity to multi-task in rapidly changing & fast-paced environments;
- Knowledge of and demonstrated personal commitment to relevant organizational codes of conduct for emergencies, including anti-fraud and anti-corruption, safeguarding etc.
- Leadership and interpersonal skills and proven experience influencing others without necessarily directly managing them;

Desired:

- Professional training and experience in gender equality, women and girls' empowerment

- Professional experience in working with young people (youth) and refugee communities
- Professional training in research, analytical writing, advocacy and policy influencing

CORE 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 analysing 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

SIGNATURES:

I have read, fully understood, and accept the requirements and responsibilities of this Job Description		
Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date:

Name of Supervisor:

Signature(s):

Date:

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