



JOB DESCRIPTION

Job Title:	Monitoring and Evaluation (M&E) Officer
Reports to:	M&E Advisor
Program/Project:	USAID/ICYD
Location:	Kampala, Uganda
<p>Background</p> <p>Since 1951, World Education, Inc. (WEI) has been working to improve the lives of the poor through education and social and economic development programs. The Bantwana Initiative of World Education, Inc. is a recognized leader in delivering integrated comprehensive interventions to improve HIV outcomes and the quality of life for orphans and vulnerable children (OVC) and families affected by HIV and poverty. Rooted at the grassroots level, WEI/Bantwana builds the capacity of communities, civil society and governments to coordinate and deliver integrated comprehensive services for vulnerable children and families while strengthening structures and service delivery across the HIV continuum of care.</p> <p>The USAID Integrated Child and Youth Development Activity (USAID ICYD Activity) aims to improve learning outcomes, advance HIV epidemic control in Uganda, and ensure that children and youth have the opportunity to lead resilient, healthy and productive lives. The USAID ICYD Activity will deliver critical HIV/GBV/violence prevention and response services to children and youth and their families in communities, clinics, and schools. Within USAID's Journey to Self-Reliance Framework, USAID ICYD Activity will build the operational and technical capacity of four Ugandan Primary Local Partner (PLP) organizations to become direct recipients of USG funding within two years while strengthening government capacity to deliver core services to children within an integrated referral network and case management system. WEI/Bantwana is a leader in OVC programming and organizational capacity development in high HIV prevalence countries in southern and eastern Africa.</p> <p>Applicants must be based and have a valid work permit to work in Uganda. <i>Qualified applicants should submit their CV and supporting materials to BantwanaICYD@ug.worlded.org with the position you are applying for in the subject line.</i></p> <p>Job Summary</p> <p>The M&E Officer will support the M&E Advisor and USAID ICYD Activity partners in the development and implementation of data collection systems, ensure data quality, and accurate reporting in a timely manner. The M&E Officer will support the M&E Advisor to coordinate, manage and disseminate strategic information; and is responsible for the following activities:</p>	
Key Result Areas:	Specific Responsibilities and Duties:
Major Responsibilities	<ul style="list-style-type: none"> ● Support the development of a monitoring, evaluation, and learning framework for the program ensuring data systems established can measure progress against impact ● Support the implementation of all ongoing M&E processes, systems, and guidance, including leading the design and rolling out of reporting initiatives of the program



	<ul style="list-style-type: none"> ● Update and review the Activity Monitoring and Evaluation Plan (AMEP) on an annual basis to ensure all M&E needs and requirements are documented and adhered to ● Maintenance of databases: conduct periodic data quality assessments and reviews to ensure accuracy and consistency in the data entered ● Support training facilitation for partners and staff in the use of the M&E systems and tools for record-keeping and collecting monitoring data ● Consolidate monitoring data for reporting against the performance indicators for donor reporting and internal program review
	<ul style="list-style-type: none"> ● Review and analyze project monitoring data and generate user-friendly analyses thereof, including the use of graphics ● Conduct supportive supervision visits to PLPs to observe, monitor, and provide guidance and quality feedback on the use of data collection tools ● Work closely with the M&E Advisor and other technical staff to develop data collection plans and methodologies ● Provide M&E support to the senior management team for the compilation and completion of donor reports ● Share performance reports with USAID ICYD Activity staff and management on a monthly basis to support management decision making and take lead in reflections about performance with the USAID ICYD Activity team ● Support the M&E Regional Managers to ensure accurate, timely reports are produced ● Carry out data quality assessments, vulnerability assessments, beneficiary verifications and any assessment and audits that improve program quality
<p>Qualifications and Education Requirements</p>	<ul style="list-style-type: none"> ● Bachelor's degree in statistics, demographics, public policy, international development, social sciences, economics, or related field. Master's degree or Bachelor plus advanced training in M&E, statistics, or economics preferred ● Minimum of 3 years' professional experience in an M&E position responsible for implementing M&E activities of international development projects ● Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages, experience with USAID/PEPFAR preferred ● Experience designing and managing beneficiary monitoring and database systems ● Experience in preparing high quality success stories, case studies and operational research reports ● Experience in capacity building for monitoring and evaluation



	<ul style="list-style-type: none">• Good working knowledge of major databases and at least 2 analytical programs including Excel, ODK, DHIS2, Epi-Info, Power BI• Strong organizational, interpersonal, and presentation skills• Ability to work in a challenging environment, under high pressure and tight deadlines
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