



### Job Description

<b>Job Title:</b>	<b>M&amp;E Advisor, OVC</b>
<b>Reports to:</b>	<b>Senior OVC Technical Advisor (dotted line to ICYD MELD)</b>
<b>Program/Project:</b>	<b>USAID/ICYD</b>
<b>Location:</b>	<b>Kampala, Uganda</b>
<p><b>Background</b></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 <a href="mailto:BantwanaICYD@ug.worlded.org">BantwanaICYD@ug.worlded.org</a> with the position you are applying for in the subject line.</i></p> <p><b>Job Summary</b></p> <p>Working closely with the M&amp;E Director, the <b>M&amp;E Advisor, OVC</b> will lead Strategic Information Management for all aspects of OVC programming to ensure data is high quality and responsive to donor requirements and reporting needs. She/he will support development of the PMP, lead, manage and guide dissemination of strategic information; monitoring and evaluation; and reporting of OVC activities under the USAID ICYD Activity. She/he will support M&amp;E officers, OVC, across the 4 USAID ICYD Activity zones and support M&amp;E capacity development of the 4 primary local partners (PLPs).</p>	
<b>Key Result Areas:</b>	<b>Specific Responsibilities and Duties:</b>
<b>Major Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide technical and management support for USAID ICYD Activity OVC data management systems responsive to evolving donor requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>● Develop and refine all USAID ICYD Activity OVC Tools to ensure data quality before submission to donors and government.</li> <li>● Support development and management of the OVC USAID ICYD Activity database.</li> <li>● Guide and strengthen effective tracking and reporting on outputs, outcomes, and impact of the program and build capacity of zonal M&amp;E and PLP M&amp;E teams to ensure timely and quality reporting for biannual SAPR, DATIM, quarterly and annual reports.</li> <li>● Support refinements in the routine use and timely dissemination of USAID ICYD Activity beneficiary and household data to strategically target programming investments.</li> <li>● Conduct supportive supervision with PLPs to observe, monitor and provide guidance and quality feedback on the use of data and indicators.</li> <li>● Analyze monthly data and support training of M&amp;E personnel in quality assurance methods.</li> <li>● Carry out operation research and evaluation to assess the impact of program activities.</li> <li>● Use collaborative learning and adaptation to identify best practices and provide recommendations for better programming.</li> <li>● Keep updated with donor and country guidance and adapt tools and monitoring practices for M&amp;E training and partner use.</li> <li>● Develop performance dashboards and monitor target achievements.</li> <li>● Carry out data quality assessments, vulnerability assessments, beneficiary verifications and any assessment and audits that improve program quality.</li> <li>● Develop and oversee the knowledge management and knowledge sharing systems and practices to gather, document and share best practices of consortium members.</li> <li>● Support M&amp;E systems to achieve timely and quality reporting both internally and externally for decision making.</li> <li>● Work with M&amp;E staff to incorporate and maximize the value and utility of integrated ICT and M&amp;E initiatives.</li> </ul>
<p><b>Qualifications and Education Requirements</b></p>	<ul style="list-style-type: none"> <li>● Advanced degree or Bachelor’s degree in Social Sciences, Public Health or a related field plus 8 years’ experience working on complex OVC programs in Uganda.</li> <li>● A minimum of five (5) years’ experience leading monitoring and evaluation of a USAID government funded project. PEPFAR OVC experience is highly desirable.</li> <li>● Experience in design and implementation of M&amp;E systems in the OVC sector. Conversant with M&amp;E database packages.</li> </ul>



	<ul style="list-style-type: none"><li>● Demonstrated knowledge of information management systems.</li><li>● Experience using ICT4D for data collection.</li><li>● Strong familiarity with use of multiple forms of databases, data visualization and management platforms including but not limited to Excel, ODK, DHIS2, Epi-Info, Power BI.</li></ul>
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