JOB DESCRIPTION
World Education Inc., Bantwana Initiative

Job Title:	MEL Manager
Reports to:	PROGRAM DIRECTOR
Program:	WUBP
Period :	Full time
Location:	FORT PORTAL

Job Summary

The Bantwana Initiative of World Education, Inc., (WEI/Bantwana) seeks a seasoned Monitoring, Evaluation and Learning (MEL) Manager to support its Western Uganda Bantwana Program (WUBP) in Fort Portal, Uganda. The position holder will oversee the development and implementation of the monitoring, evaluation and learning agenda for WUBP. He/she will have responsibility to guide and provide technical support to the WUBP team and work closely with research partners facilitating investigative and evaluative research that adds value to the efforts of WUBP. He/she will be responsible for working with project staff, community structures and partners to ensure that quality data is collected and provide capacity building support to project staff, CSO and local government partners.

Key Result Areas	Specific Responsibilities and Duties:
Program Development and Implementation	Develop/guide all the Monitoring, Evaluation and Learning (MEL) related activities across all levels of the program including: • Support the implementation of all MEL processes, systems and guidance including leading the design and rolling out of reporting initiatives of the program. • Lead collaborative efforts to finalize the Program Theory of Change in coordination with MEL TA partners • Work with the research partner(s) to finalize the WUBP research uptake and advocacy strategy • Spearhead effort to test innovation and documentation of solutions that work • Update and review the MEL plan periodically so as to ensure all M&E needs and requirements are documented and adhered to. • Develop paper based and digital data collection plans and methodologies with support of WEI/B Technical Advisors and WUBP program staff • Maintenance of the data bases: Conduct Quarterly Data Quality Assessments to ensure accuracy and consistency in the data that is entered. • Develop a learning framework for programs and ensure evidence translation to support timely uptake of best practices and program adaption • Develop budgets for M&E as needed

Provide oversight to Data Collection Activities	Coordinate / manage all the MEL related activities across all levels of the program including: • Provide input to study protocols and support local IRB/UNCST process in partnership with evaluation and research partner(s) • Ensure the harmonization of data collection methodologies and data analysis for quantitative /qualitative indicators. • Review / develop the data collection tools for various programs to enable WUBP field team collect data for all project indicators. • Conduct trainings to support partners and staff in the use of the systems and tools for record keeping and collecting monitoring data. • Conduct support supervision visits to implementing partners to observe, monitor and provide guidance and quality feedback on the use of data collection tools and data for decision making. • Conduct quarterly routine monitoring of activities to ensure that work plans are being implemented and provide guidance and feedback on the use of data and indicators.
Data Analysis, Reporting and Dissemination Activities	Strengthen/Lead the data analysis, reporting and data dissemination activities across all levels of the program including; • Provide M&E support to the senior management team for the compilation and completion of donor reports. • Lead on the consolidation of monitoring data for reporting against the performance indicators for donor reporting and internal program review including partner teams through quarterly technical reviews. • Periodically share Key Performance Indicator (KPI) analysis including progress towards targets, trend analysis critical for decision making to enable Results Based Management. • Review and analyze project monitoring data and generate user –friendly analyses thereof, including the use of graphics. • Share performance reports with WUBP Staff and management on a monthly basis to support management decision making and take the lead in reflections about performance with the WUBP team, and advocacy with government, CSO and private sector partners. • Build capacity of local communities, partners and staff on the results framework, data management (specifically record keeping and management) and results-oriented programming; and report writing techniques; and requirements to ensure compliance. • Support the M&E Officer and Data Assistants to ensure accurate, timely reports are produced. • Support partners in compilation of monthly and quarterly progress reports. • Share OVC MIS data with respective district probation officers on a quarterly basis. • Contribute to development of knowledge products such as reports, case studies, policy briefs, manuscripts
Job Requirements	• Bachelor's degree in statistics, demographics, public policy, international development, Social Sciences, economics, or related field. Master's degree or Bachelor plus an advanced training in M&E, statistics, or economics preferred. • At least 5 years of experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and

	developing M&E and/performance monitoring plans from project initiation to closeout stages.
	• Knowledge of the major evaluation methodologies (e.g., gender analysis, qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
	• S/he must have demonstrated leadership qualities, depth and breadth of technical and management expertise and experience, and strong interpersonal, writing, and oral presentation skills, and strong analytical skills.
	• Experience in supervising monitoring, evaluation, and research efforts, preferably with respect to child welfare and protection systems strengthening, capacity building, economic strengthening, and service delivery.
	• S/he must have knowledge of and strong numerical skills using MS Excel Word, PowerPoint and Access, and at least one data management software program (SAS, SPSS) and experience training others in its use is highly desirable.
	• Fluent in oral and written English and excellent writing skills