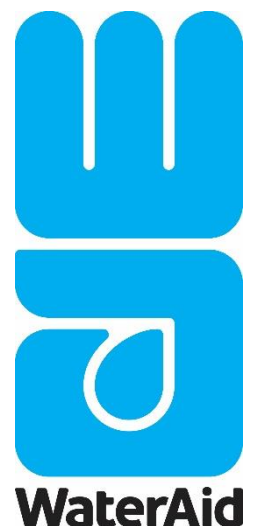


# Job Description

Monitoring, Evaluation and Knowledge  
Management Officer, CARFEWW Project





WaterAid is an international not-for-profit organisation, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation. WaterAid Uganda (WAU) is one of the Country Programmes of WaterAid global, established in 1982. In the past 40 years, WAU and its partners have transformed the lives of millions of people by bringing clean water, decent toilets, and hygiene closer to them.

Informed by 40-years of experience in Uganda, the Country Programme has developed its new strategy for the next five years (2023-2028) that is anchored on two aims: (i) Positioning WASH as essential for the health sector to improve public health and (ii) Strengthening the resilience of WASH to climate change.

WAU has cultivated a niche over the years as a development organization that advocates for the WASH rights of the poor and marginalized with a special focus on women and girls. WaterAid has remained resolutely focused on tackling these three essentials that transform people's lives. Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation of any kind. The safeguarding of the communities in which we work, our staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. We are passionately committed to WaterAid being an organisation where everyone is welcome, respected, included and empowered to be their best. We represent and celebrate the diversity of our staff, partners and everyone with whom we work to create a culture where everyone can reach their full potential. All staff and volunteers are required to share in this commitment through our Global Code of Conduct.

We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid will carry out disclosure checks for roles that involve direct contact with children and vulnerable adults. Applicants are required to provide details of convictions that, in other circumstances, would be considered spent. For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: <https://www.wateraid.org/uk/safeguarding-at-wateraid>



## Monitoring, Evaluation and Knowledge Management Officer

<b>Place of Work:</b>	<b>Mbale, Uganda</b>
<b>Pay Band:</b>	<b>Grade D</b>
<b>Salary:</b>	<b>In line with WaterAid salary scale for grade</b>
<b>Contract Type:</b>	<b>Two-years, renewable. Full time</b>
<b>Reports to:</b>	<b>Team Leader</b>
<b>Accountable to:</b>	<b>MEAL Manager</b>
<b>Manages:</b>	<b>None</b>
<b>Travel:</b>	<b>Frequently in-country travel involved</b>

### Project description

The Government of Uganda through the Ministry of Water and Environment has received grant from the Adaptation Fund to implement the Project - **Enhancing Adaptation of Communities to Climate Change through Improved Early Warning Climate Resilient WASH Technologies and Catchment Management in Mpologoma Catchment-Uganda**. The project will be implemented in Mpologoma Catchment-in Eastern Uganda over a duration of 4.5 years. The project is intended to increase the resilience of the communities to climate change risk of floods and landslides through sustainable community access to water, sanitation and hygiene services and integrated catchment management measures in upstream, midstream and downstream sub-catchments of Mpologoma catchment in Eastern Uganda.

The Ministry of Water and Environment will be the Implementing Entity of the Project while WaterAid Uganda (WAU) will be the Executing Entity of the project with support of the Directorate of Water Resources Management (DWRM). WAU will be responsible for project management and project execution while DWRM will provide operational oversight through its regionally based implementation unit of Kyoga Water Management Zone.

Considering that the project is multi-sectoral and multi-disciplinary it will be managed and supported by a well experienced team of experts that will include a Monitoring, Evaluation and Knowledge Management Officer.

## **Job Purpose Summary**

The main objective of this role is to provide support in implementing the CARFEWW project strategy by ensuring that all activities are appropriately incorporated into realistic and attainable annual plans. Additionally, the role entails organising effective monitoring of project implementation in line with the established objectives, and in providing technical assistance to implementing partners. S/he will actively engage with stakeholders to develop and enhance the ongoing planning cycle, including monthly, quarterly, mid-term, and annual cycles. Additionally, the role will contribute to the development and maintenance of Monitoring & Evaluation (M&E) systems, providing management information to support informed decision-making. Lastly, the role will assist partners in establishing effective planning, monitoring, and evaluation systems, and knowledge management processes and practices.

## **KEY RESPONSIBILITIES:**

### **Monitoring and Evaluation**

- Support project learning, monitoring, and evaluation initiatives.
- Support the conception and the development of systems, tools, and forms for collecting and analysing data for measuring performance indicators and expected results and achievements.
- Provide technical, analytical, and training support as needed to project staff and partners in the collection of data and in the preparation of progress reports and regularly participate in indicator results review sessions and planning activities.
- Analyse monitoring and reporting data and communicate timely to project staff so that results of analysis inform Project decision making.
- Coordinate the design, implementation, and development of monitoring systems for project staff and partners.
- Coordinate with partners to set targets against specific indicators and adapt these as needed during quarterly Annual Work Plan review and agree with staff on specific indicators they will address on field or partners visits and collect the requisite data during travel.
- Carry out regular field monitoring of project interventions and produce monitoring reports on the given format, conduct debrief sessions with relevant project staff, stakeholders and develop an agreed action plan;
- Establish and manage Complaint and Feedback Mechanism which facilitate beneficiaries/communities to register complaints and share feedback;
- Support in conducting internal and external evaluations such as Baseline, End-line and other studies and collaborate with evaluator teams for all Evaluations (Mid-Term, Final Evaluation, and Impact).
- Design data collection tools to verify indicators identified in the project plan
- Work in collaboration with relevant staff and partners on the development and implementation of environmental mitigation and monitoring plan (EMMP) and Climate Risk Screening Matrix for the project.
- Support Project planning processes and monitor the ongoing review of performances by collecting monthly data on activities conducted and results.
- Conduct quarterly project performance reviews and learning sessions with project staff and other stakeholders and monitor implementation of actions
- Record, manage and preserve monitoring and evaluation data in a safe and accessible way.



### **Knowledge management, Learning and Capacity Building**

- Build capacity of Project team to undertake project level monitoring, evaluation, and learning (MEL) activities including data collection, analysis, and quality reporting.
- Ensure gender and inclusions is embedded in MEL.
- Build capacity of partners across all monitoring and reporting functions including data input, validation, and reporting using the mWater portal as per WaterAid/donor requirements.
- Generate organisational learning from monitoring and evaluation activities, document lessons learnt/case studies and share learning with potential audiences and users -both internal and external to promote and replicate best practices.
- Contribute to effective learning and knowledge management in line with WaterAid's overall approach.

### **Other Tasks**

- Comply with WaterAid's policies and practice with respect to safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Other duties as assigned.

### **JOB REQUIREMENTS/PERSON PROFILE:**

#### **Essential**

- Minimum postgraduate diploma in Monitoring and Evaluation, Research & Statistics, Economics, Social Sciences, Engineering, Business, or another relevant field.
- A minimum of five years of professional experience in the field of planning, monitoring, and evaluation is required, preferably within an organisation that has a strong focus on M&E.
- Strong technical skills including use of PowerBI and database applications for programme monitoring and learning.
- Experience of using indicators at output, outcome and goal level and developing tools to measure these.
- Successful track record of implementing effective MEL systems, including experience in quantitative and qualitative data collection and management.
- Experience with conducting data quality assurance and reviewing indicators for projects.
- Able to analyse complex qualitative and quantitative data and information and present it to a variety of audience through written and verbal formats.
- Proven experience in leading and participating in programme/project performance reviews.
- Experience of building in gender and inclusion into project design and MEL aspects
- Experience in gathering learnings and then promoting their application.
- Experience of building the capacity of others and facilitating learning in relation to planning, monitoring and evaluation



- Proven analytical and problem-solving skills and provide practical solutions to operational challenges.
- Demonstrable experience in communicating complex information clearly to others and producing impactful reports and presentations.
- Highly organised with the ability to manage multiple tasks and drive tasks forward to completion.
- Excellent verbal and written communication skills. Able to communicate complex information clearly to others and produce impactful reports and presentations.
- Commitment to WaterAid's values and a working style that reflects these.

### Apply

If you are interested in the position and have the right skills and attributes, send your Job application with a cover letter to [waurecruitments@wateraid.org](mailto:waurecruitments@wateraid.org) using **Monitoring, Evaluation and Learning Officer** as the subject of the email by **January 15 2024**

Please note: To apply for this role, you must be able to demonstrate your eligibility to work in Uganda