

Position	Monitoring, Evaluation and Learning (MEL) Officer (<i>National Contract</i>)
Organization	Caritas Switzerland is a non-governmental, non-faith-based, and non-profit aid agency that works worldwide and adheres to international humanitarian principles. Caritas Switzerland has been engaged in Uganda since 1994. Its Country Program concentrates on education and income as well as food security and markets, and targets vulnerable groups with a regional focus on the greater north of Uganda. Caritas Switzerland plans and implements its interventions together with local partner organizations, and promotes holistic approaches to contributing to achieve Uganda's Vision 2040 and the Agenda 2030 for Sustainable Development Goals.
Role	Caritas Switzerland is currently implementing the Action for Livelihood Enhancement in Northern Uganda (ALENU). The project is part of the Development Initiative for Northern Uganda (DINU), a Government of Uganda programme supported by the European Union (EU) under the 11th EDF. The consortium consists of four NGOs (Caritas Switzerland, Advance Afrika, Agency for Accelerated Regional Development, and Gulu Women Economic Development and Globalization). ALENU focuses on improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition in six districts in West Nile and Acholi sub regions (Nebbi, Pakwach Zombo, Amuru, Agago, Omoro). The MEL Officer will support the ALENU teams in planning, monitoring and evaluation of project results as well as facilitating learning from those results. In addition the support the organisation to manage a complete MEL system with data gathering, processing, analyzing, reporting, reflecting and learning as well as the integration of this cycle in the Project Management structure and process.
Reporting	Consortium Coordinator
Duty Station	Gulu, with regular travel in Acholi and West Nile sub-regions
Starting date	February 2021
Deadline for Application	27th December 2020
Main tasks	<p><i>Essential Responsibilities</i></p> <ul style="list-style-type: none"> • Develop and implement the MEL framework for the project, to ensure a strong evidence base that meets the standards of the Contracting Agency, donors, and consortium partners • Ensure the quality and delivery of MEL activities across the project, provide technical guidance, tools and capacity support along with relevant training for staff and partners • Act as focal point and source of expertise and energy for monitoring, evaluation and learning across the project • Ensure that specified MEL activities (e.g. data collection, reporting, baseline, mid-term, end-line studies) are accurately planned and costed (in terms of money, human effort and equipment) and that budgets are managed effectively • Ensure that value for money monitoring is embedded within core and devolved MEL systems and processes so that results can be tracked to resources <p><i>Specific Responsibilities</i></p> <ul style="list-style-type: none"> • Set up and management of Kobo Toolbox MEL system with strong emphasis on the collection of disaggregated results for target beneficiary groups • Ensure continuous data collection in response to indicator framework that is understood and streamlined across the project including a range of robust M&E and evidence gathering systems and tools that are fit for the purpose of the project, the staffing structure and the regional delivery model • Ensure regular analysis and progress reporting to Consortium Management Board to inform on project progress and risks related to the delivery of quarterly and annual reports • Ensure development of impact and results narratives for quarterly and annual reporting cycles • Manage external / independent monitoring and evaluation exercises and performance reviews • Lead capacity building initiatives for staff and partners; embed formal and informal processes of learning and reflection, and ensure the MEL system is hard wired into all areas of the project • Ensure effective knowledge management and dissemination processes that ensure that consortium partners, donors, and wider stakeholders are informed about the project, benefit from lessons learned, and coordinate their interventions

Requirements	<p><i>Education</i></p> <ul style="list-style-type: none"> • Bachelor's Degree or similar in social sciences, communication, development studies, agriculture, Horticulture, or a related field; • Studies must have included at least basic statistics including use of SPSS or R software <p><i>Experience</i></p> <ul style="list-style-type: none"> • Minimum 3 years' experience in setting up and implementation of MEL systems for complex programs including participatory approaches and the ability to facilitate capacity building and training at different levels for MEL and Non-MEL staff <p><i>Specific Skills</i></p> <ul style="list-style-type: none"> • Excellent written and oral English communication skills, knowledge of local language (Acholi, Alur, Jonam) an asset • Excellent coordination and organizational skills • Ability to plan workload and demonstrate accountability for outputs with minimal direct supervision • Ability to work under pressure, ability to prioritize and commitment to meet deadlines • Experience with statistical packages and familiarity with IT applications to support MEL and information management • Well-developed analytical skills • Ability to oversee the complete MEL needs and data bases • Skill to facilitate and organize a team into a learning team • Be gender sensitive
How to Apply	<ul style="list-style-type: none"> • Review complete job descriptions by visiting www.theleadershipteam.org • Please make applications by clicking on the link: https://bit.ly/379wSQG and follow the instructions. • Applicants are strongly advised to read the full job description before submitting their application. • Please note that only successful candidates will be contacted