Job Description: PCU Monitoring and Evaluation (M&E) Coordinator

Project Background and Description
The German Federal Ministry for Economic Cooperation and Development (BMZ), Deutsche Stiftung Weltbevölkerung, Siemens Stiftung and Hanns R. Neumann Foundations collectively intend to improve the prospects of young people in rural areas of East Africa. They intend to empower girls and boys to actively shape developmental processes and to have their voice heard in the respective policy processes, thereby also contributing to jointly fight root causes of migration. This initiative provides the opportunity to unite the expertise, networks and potentials of formerly disconnected stakeholders in order to collectively reach better results for more people. The initiative brings together German as well as Ugandan local development partners. It is designed to be a long-lasting cooperation, to be scientifically accompanied, monitored and evaluated, while also being open to new partners.

The program follows a holistic approach and includes elements of agriculture, access to gender-sensitive, youth-friendly sexual and reproductive health and social services, youth participation in decision-making, reliable access to safe water and access to quality vocational orientation. Long term sustainability of the programme results should be ensured by integrated cross-sector collaboration and social entrepreneurial approaches. Building up on a successful pilot phase of 4 years, the programme now seeks to strengthen and scale up the TeamUp approach from district to national level through cross-learning and collaboration, to ultimately trigger integrated systemic change in the sectors of agriculture, water and health in Uganda. Good practices and learnings will be evaluated, and exchanged with other programmes of the partners to benefit future joint programmes.

The Program Coordination Unit (PCU)
The Program Coordination Unit (PCU) was established to coordinate and support the successful implementation of the TeamUp Uganda program and to act as a linkage between the Ugandan and the German partners. The PCU works closely with all three implementing partners (both head office and Mityana field level), supports their collaboration, the creation of synergies and facilitates joint reporting. The PCU also engages with different stakeholders including NGO fora, technical working groups, government actors and the private sector. The position will be based at the A4HU office in Lubowa-Kampala, however frequent travel of PCU staff to the project area in Mityana and Kassanda is implied. A4HU was registered in October 2017 as a new local registered NGO and acts in a close partnership with Deutsche Stiftung Weltbevölkerung (DSW) in Uganda. Legally A4HU is the employer of the PCU, guided by an MOU between A4HU and DSW Germany, who is the lead organization in this consortium.

Reporting
The PCU M&E Coordinator reports to the PCU Coordinator.

Job Purpose
To oversee M&E activities of the project and provide technical support in the design and implementation of a monitoring and evaluation framework that enables accurate analysis of project performance and impact. S/he will further be required to coordinate and support, in consultation with the implementing partners, the work of an external consultancy who is actively conducting M&E activities throughout the project cycle, including evaluation studies. S/he will also supervise and ensure that the web-based monitoring database (WebMo) for centralized online project monitoring is used by the implementing partners and that it is up to date at all times. Furthermore, the PCU M&E Coordinator will coordinate and supervise in future the Data Manager with the roll-out of a Commcare-based data collection system. It is also the responsibility of the PCU M&E Coordinator to manage and coordinate activities of the local M&E working group (composed of representatives of the implementing local organizations), to write M&E reports and to actively support the PCU Coordinator in presenting project progress.

Tasks and Duties
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<th>Performance Area</th>
<th>Key responsibilities</th>
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| **M&E Framework, Database management and quality assurance** | • Draft an M&E framework for the project with strong focus on measuring the synergistic effects of the 3 implementing partners working together  
• Be the main contact person to the external M&E consultancy firm that will support the project in the implementation of project evaluations including baseline, midline, and end line.  
• Organize and coordinate activities on the ground/in the field for the above-mentioned tasks  
• Ensure the M&E framework is implemented and that all partners align with it.  
• Ensure compliance with national and regional guidelines for carrying out project surveys. |
| **Data-management/Line management to Data manager** | • Be supervisor and direct point of contact for PCU Data Manager for any inquiries related to data quality.  
• Provide technical support to PCU Data Manager regarding the roll-out and implementation of a Commcare-based data collection system.  
• Hold regular progress review meetings with PCU Data Manager to check data quality and verify data from the field as stipulated in the M&E plan. |
| **WebMo/Reporting** | • Establish mechanisms for capturing and analysis of data and preparing M&E reports in line with the program’s database WebMo.  
• Ensure that WebMo is used by implementing partners for centralized online project monitoring and that it is up to date at all times.  
• Consolidate data collected and reported by local partner in WebMo for reporting purposes and produce M&E reports.  
• Ensure that progress against indicators is measured and that long-term trends are tracked.  
• Ensure that any reports from partners/consultants are complete and meet the quality requirements and set standards.  
• Ensure that lessons learned, and good/bad practice examples are captured, documented and discussed with the partners.  
• Provide feedback to the local implementing partners on the status of indicators in line with reported data in WebMo. Support joint analysis when necessary.  
• Keep the PCU Coordinator informed about the project’s performance on a regular basis and make sure that important developments, such as risks of not reaching certain goals, are raised immediately.  
• Capacitate relevant staff to use WebMo for monitoring and reporting purposes.  
• In collaboration with PCU Coordinator, and in close exchange with DSW identify WebMo capacity building/training needs of consortium staff and develop strategies to address the needs.  
• Plan and facilitate workshops or trainings where appropriate. |
| **Training and coaching** | • Provide technical support to project implementers on the execution of the M&E plan.  
• Where possible advice implementer on how to strengthen the use of M&E tools.  
• Assist consortium members with the interpretation of M&E findings vis-à-vis project goals, objectives, and activities and discuss adequate adaptation measures with them.  
• Coordinate and participate in meeting of the M&E Working Group and meeting. |
| **Responsibility for Assigned Adhoc Duties** | • Perform any other duties that may from time to time be assigned by the PCU Coordinator and/or DSW. |
Qualifications:

- A master’s degree in a related discipline like statistics, social science, public health, development economics, or a related discipline.

Experience:

- A minimum of six years of experience in similar positions.
- Experience in working within a consortium with multiple partners.
- Good understanding of rural development initiatives.
- Experience in the development of M&E frameworks with SMART indicators.
- Experience with quantitative evaluation methods, including survey design, management of fieldwork and how to choose an optimal evaluation method.
- Proven technical skills in monitoring and evaluation, including experience with multi-sectorial and multi-donor funded programs and experience with qualitative and quantitative data collection and analysis.
- Experience in managing complex monitoring databases.
- Experience in the use of COMMERCARE and ODK applications such as SurveyCTO as well as PowerBI is a strong advantage.
- Understanding of how to apply legal frameworks around data protection such as GDPR in monitoring is of advantage.
- Demonstrated ability to train and build capacity of staff and users in the field is of advantage.

Personal Attribute:

- Excellent leadership and management skills.
- Demonstrable attitude for teamwork.
- High level of interpersonal skills.
- Fluent in English language, oral and written.
- Ability to communicate effectively both in writing and orally.
- Competence in computer skills is a must.
- Strong analytical skills.
- High level of personal integrity.
- Ability to be flexible in responding to changing work priorities.
- Able to prioritise and achieve results through collaboration.

How to apply:
All interested and qualified persons are strongly encouraged to apply by email: lora.yousef@dsw.org with the reference ‘Application M&E Coordinator’. Applications and CVs should be merged into 1 PDF file. Please include name and active contact of three references in the CV. Applications should be received by 5:00 pm EAT December 20th, 2021. Only short list candidates will be contacted.