



Hope Alert Network for Development and Local Empowerment

Office location: Plot 9, Philip Acaye Road. Area: Gulu, Uganda City: Kampala.

Tel: 039 322 4892 Email: contact@handle-uganda.org Website: www.handle-uganda.org

TERMS OF REFERENCE (TOR)/JD

| SUMMARY OF THE POSITION | |
|-----------------------------|--|
| Job title: | M&E Officer - (Peace, Justice, Rights, and GBV) |
| Organization | HANDLE Uganda |
| Duty Station: | Field Office (Palabek) - Lamwo (with the possibility of travels to settlements in Adjumani and Arua) |
| Type of employment: | Contract (12 months, with the possibility of yearly extension based on satisfactory performance) |
| Expected start date: | As soon as possible |

About HANDLE Uganda and the Programme

Hope Alert Network for Development and Local Empowerment (HANDLE) is a National Non-Governmental Organization operating in Uganda since 2009. HANDLE works towards ensuring a world in which war-affected communities are rehabilitated, communities are economically empowered, and equal opportunity observed between men and women in service delivery. The organization implements its programme in five districts of Northern Uganda and three districts of West Nile: Lamwo, Arua, and Adjumani.

HANDLE Uganda has been awarded a three-year EUTF grant in a consortium with BRAC and International Refugee Rights Initiative (IIRR) to implement a project titled “Strengthening Safety, Protection and Peaceful Co-existence for Women and Youth in the refugee hosting districts of Lamwo, Adjumani, and Arua (SPACE).” The design of action is such that the activities and outputs will result in the action’s Specific Objective of “increase access to justice and peaceful co-existence among 15,000 refugees and host communities, and lead to the overall objective of “Contribute to safety, protection, and wellbeing among refugees and host communities.” To contribute, HANDLE wishes to recruit a qualified and competent officer who can develop, organize, and execute a wide range of activities to influence policy according to the scope of our programmes and specific results-oriented projects.

Job Purpose

The M&E Officer will be based in the Lamwo field office and s/he will be responsible for the design, coordination, and implementation of the monitoring and evaluation, research, and learning framework to strengthen HANDLE’s monitoring and evaluation systems. The post holder will report to the Programme Manager and work with other officers within the Organization and consortium to ensure proper implementation of the organization-wide M&E activities and to produce quality reports. S/he will also provide the technical assistance needed by the implementing agencies, particularly on monitoring, reporting.

Specific Duties and Responsibility

I. Strategic and Programme Development

- Contribute to the development, implementation, and internal discussions on thematic issues particularly on the project.
- Contribute to further develop, and deepen understanding of justice, peace, rights, and other conflict sensitivity thematic issues and approaches.
- Participate in sector project concept and proposal development based on the identified need

2. Setting up the system:

- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement.
- Assist in the development and/or finalization of the project Work Plan and keep it updated per project activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example, mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Support and develop baseline data for each project component and all project indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support, and resources.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Organize and undertake training with collaborating partners on M&E as required.

3. Implementation of M&E and coordination:

- Collect data regularly to measure achievement against the performance indicators.
- Check data quality, maintain and administer the M&E database; analyze and aggregate findings.
- Support project progress reporting, project review, and final evaluation.
- Identify areas where technical support to project staff is required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project.
- Provide advice to the supervisor on improving project performance using M&E findings.

4. Communication:

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the Project Manager with management information that may be required.
- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Perform other duties as may be assigned by the Project Manager and the Director of HANDLE.

Education and Experience:

- Minimum of a first-level degree in statistics, demographics, economics, or related field. A postgraduate Diploma or a Master's in Project planning and management, Monitoring and Evaluation, or related field will be considered as an asset for this position.
- A minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities of development projects within the refugee settlement.
- Demonstrated knowledge of concepts related to Justice, Peace, Gender-based Violence (GBV), and Human rights issues.
- Prior work experience with vulnerable women, girls, and boys' children from highly complex conflict-affected communities
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.



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- Understanding and knowledge of basic computer applications such as MS Words, Excel, and database management.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing beneficiary monitoring and database systems.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys, with knowledge in developing and refining data collection tools.
- Experience in managing and providing training to partners and target beneficiaries.

Work Conditions:

- The work schedule is 40 hours per week.
- The probation period is 3 months and can be extended to another 3 months.
- Sick leave of 14 days/year, and Annual leave of 21 days/year
- Reimbursement for work-related transportation expenses is according to HANDLE' Policy.
- Time flexibility is recognized by both parties with the consideration that this position might need to do part of the work after 5:00 pm.

Application:

All suitably qualified and interested candidates are encouraged to send their application letters together with curriculum vitae (maximum of 4 pages), names and contacts of three referees to ronald.okello@handle-uganda.org and copying ronny.kajaga@handle-uganda.org Please indicate the position title in the subject header.

Kindly DO NOT send your certificates at this stage.

Deadline for the Submission of the application is 5.00 p.m. on Saturday 6th of February 2021 (application will be reviewed on a rolling basis).