



## **Job Description for the Monitoring and Evaluation Officer**

**Job title:** Monitoring and Evaluation Officer

**Reports to:** DED: Finance, Administration and Compliance

### **Job role**

The Monitoring & Evaluation (M&E) Officer will be responsible for building thorough efficient monitoring, evaluation, value for money assessment systems for all implemented activities for NUCAFE. The role Monitoring and Evaluation Officer will be required to provide leadership in project, ideation, design, target setting, indicator definition, office and field support during the implementation of projects most especially in the lines of collecting data, analyzing and preparation of quarterly and annual reports for both donors and other stakeholders. This position will support overall planning, monitoring and evaluating of progress at NUCAFE.

### **Key Result Areas, duties and responsibilities**

#### **KRA.1 Assessments & Evaluations:**

- Develop results chains for projects
- Develop work flow charts for processes in NUCAFE
- Develop provisional indicators according to the selected activity priority interventions.
- Work with the Administrative Officer in organizing logistics for undertaking field based monitoring and evaluation activities.
- Support development of concept notes / proposals based on the findings of monitoring and evaluation of the different projects.

- The M&E Officer will support Project Team Leaders in producing reports (quarterly, annual, final) in a timely manner which accurately reflects field level conditions and programming progress design as well as in line with NUCAFE strategic plan.
- Initiate development of reporting formats for staff at all levels of NUCAFE that support strategic vision and mission development
- Manage, supervise and/or enter data or information in NUCAFE or partner management information systems (MIS) as may be required from time to time

### **KRA.2 Data collection**

- Direct and lead different teams for baseline data collection and analysis
- Support and lead teams for innovative research studies at NUCAFE
- Undertake such surveys that are geared towards innovation, brand and product development at NUCAFE
- Collect data through activity records, surveys, focus groups, training participant surveys, Ugandan government records and in built applications via SMS campaigns.
- Initiate development of such tools and formats geared towards data collection and reporting

### **KRA.3 Program Monitoring:**

- Develop provisional targets to track the work plan and log frames through monitoring and evaluation.
- Measuring progress on interventions outlined in the work plans and log frames.
- Develop Measurable Outputs and Performance Indicators and identifying high quality performance indicators for different programmes.
- Use the M&E system results as a basis for indicators and measuring progress on interventions in the work plan.
- Provide activity targets and annual targets to monitor progress for NUCAFE.
- Provide customized indicators which will depend on the disaggregation by sex and age.
- Provide technical assistance to the field teams in developing project M&E frameworks and detailed implementation plans aligned to the impact measurement requirements.

- Hold review/discussion with project teams to identify and support the feasibility of the M&E format implementation and introduce appropriate modifications, if required.
- Review monitoring reports to assess impact and identify the causes of potential bottlenecks in project implementation.
- Further guide, supervisor and ensure completion of assigned tasks to the project teams and other contracted persons/organizations to achieve the set goals.

#### **KRA .4 Capacity Building**

- The M&E Officer will train and assist co-staff in understanding and implementing M&E activities in their day to day activities.
- Train and assist NUCAFE field staff in conducting projects monitoring, evaluations and ensure that findings are integrated in future program design.
- Use the M&E system results as a basis for indicators and measuring progress on interventions in the work plan
- Facilitating, with the appropriate use of available technology, the identification and documentation of lessons and best practice, the sharing and dissemination of knowledge and experience for the benefit of the farmers during the implementation of projects and NUCAFE activities.
- Work together with the Communications Officer in collecting or compiling of success stories, good practices and case studies.
- Work closely with the Information Technology Officer to develop such Technology based platforms that ease collecting and sharing information to customers and stakeholders.

#### **KRA.5 Reporting and Documentation**

- Help manage the information-gathering process for results and performance reports, in addition to other briefings, summaries, papers, presentations, etc. for various audiences as needed Tracking results through monitoring and reporting

- Collecting, compiling and analyzing reports at farmer, association and NUCAFE levels with the field staff and preparing consolidated progress reports in accordance with the approved reporting formats.
- Monthly progress reports and timely reporting for NUCAFE and development partners achieved.
- Report to NUCAFE management, on progress vis-à-vis planned activities and expected outputs of the project.
- Undertake regular visits to the field to evaluate projects performance and disseminate them as appropriate in consultation with NUCAFE management.
- Drafting NUCAFE quarterly and Annual reports

## **Skills and Experience**

### **Educational**

- A minimum of a second class Bachelors' degree in development related studies, such as Economics, Agricultural Economics and Statistics
- Master's degree in Economics, Agricultural Economics or Rural Development will be an added advantage or Post Graduate Diploma in Project Monitoring and Evaluation.
- At least 3 years of experience of working in Monitoring and Evaluation work.
- Demonstrated ability in Data Collection, Data Management and Analysis.
- Experience of conducting projects monitoring and evaluations including using survey methodologies of CLA tools, FTF M&E frameworks.
- Good knowledge of project cycle management and development.
- Computer skills especially in statistical analysis using programs such as SPSS, MS Access, STATA, Excel, among others.

## **Core Values**

- Coffee Knowledge
- Professionalism
- Integrity
- Compassion

## **Functional Competencies and skills**

- A demonstrated ability to work effectively with a variety of constituents is a must.
- Stress tolerance and resilience; sense of humor; highly organized; attention to detail; and ability to work under pressure with multiple and shifting priorities.
- Proven analytical and project management skills, including the ability to move projects forward from inception to implementation to completion with adherence to deadlines;
- Ability to follow instructions thoroughly while also providing a strategic and critical eye to identify and address additional gaps
- Ability and experience in developing and maintaining effective working relationships with people, internally and externally, from a wide-variety of types of organizations, cultural backgrounds, and functional expertise;
- Strong communication and analytical skills.
- Willingness to undertake regular field visits
- Previous experience in disaster rehabilitation projects
- Facilitation and coordination skills
- Team work orientation
- Networking skills
- Strong documentation and proposal development skills
- Computer Skills

## **Working Environment:**

- Close supervisees: **Cross cutting**
- Work station: Namanve, Kiwanga