

Job description

IMPACT ASSESSMENT OFFICER (MONITORING AND EVALUATION) – UGANDA (Reference: 19/UGA/AO01)

BACKGROUND ON IMPACT

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a Monitoring and Evaluation Assessment Officer to support our ULEARN Consortium team in Uganda.

Department: IMPACT
Contract duration: One year
Location: Kampala, Uganda
Starting Date: 1st November

POSITION PROFILE

FUNCTIONS

Under the functional supervision of the IMPACT Country Focal Point in Uganda and of IMPACT's HQ in Geneva, the IMPACT M&E Assessment Officer is responsible for the management of all ULearn independent verification research cycles, including implementation, partnership framework, dissemination and evaluation. He/she directly supervises junior assessment and field staff and plays a key role in the development and implementation of IMPACT strategy in Uganda.

The position will be based in Kampala, with 30% travel to the refugee settlements. In close coordination with the IMPACT Assessment Manager, the Assessment Officer (M&E) is responsible for:

1. Management of all Research Cycles

1.1 Assessment Preparation and Planning:

- Ensuring that all of the consortium's Independent Verification activities are planned in line with relevant project and program objectives and with IMPACT's research cycle and other relevant guidelines;
- Provide technical support to the Assessment team on research design, sampling, methodology and analysis plans
- Review and validate Independent Verification ToRs and ensure they are used by assessment staff and

stakeholders, and updated as required; Review and validate in close coordination with Consortium Coordination, qualitative and quantitative data collection tools;

- Direct line management of IMPACT assessment officers on requirements of research cycle/ monitoring activities;
- Keep track of progress and delays of all assigned assessment throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.

1.2 Data collection and management

- Monitor data collection, ensuring its correct implementation in line with agreed TORs;
- Ensure that the Consortium Committee, IMPACT Country Focal Point and IMPACT HQ are alerted to any issues that prevents full implementation of the methodology in line with the agreed TORs; ensure that all changes to the methodology are documented throughout implementation;
- Ensure logistics, financial, administration, security (for IMPACT staff only) and HR processes directly related to data collection activities have been appropriately implemented and coordinated with the relevant ACTED departments;
- Ensure regular situation updates on data collection have been produced and circulated to the Consortium Committee, IMPACT, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process.

1.3 Product drafting

- Manage assessment staff toward timely and accurate assessment outputs (i.e. reports, factsheets, flash reports, etc.), which comply with IMPACT's guidelines and quality standards;
- Review and validate all products before they are sent to IMPACT CFP and IMPACT HQ for validation.

1.4 Product dissemination and evaluation

- Under the direction of the IMPACT Country Focal Point and in close coordination with the U-Learn Consortium, engage in the dissemination of monitoring products, targeted e-mails, presentations, meetings, etc, with DfID and their partners as appropriate, and in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Ensure that lessons learned are gathered and documented throughout the life of the research cycles.

2. Grants Management and Reporting

- Liaise with Consortium finance and reporting units, with oversight from the IMPACT CFP and HQ for timely and accurate submission of reporting documents to DFID
- Support the IMPACT Country Focal Point and ACTED support team in drafting of relevant project narrative and financial reports;
- Maintain an oversight, in close coordination with the IMPACT Country Focal Point and the Consortium Finance Manager, of budget availability and burn-rates for all data collection activities

3. External relations

- In coordination with the Consortium Committee, meet with DFIDs BRAER implementing partners to ensure they are consulted and involved at all stages of research cycle: the preparation of the

assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt; ensure that partner engagement is documented;

- In coordination with the Consortium Committee, present research findings to DfID and partners to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including DfID and its partners, is conducted and documented as appropriate;

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 4 years of relevant working experience in humanitarian, development or related settings such as research, evaluation, assessments and programmes;
- Experience managing budgets exceeding GBP 1 million;
- Experience coordinating interagency assessments or monitoring activities;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Past experience in the region is desirable;
- Fluency in English required;
- Ability to operate with Microsoft Word, Excel and Project Management Software;
- Ability to work independently and manage people remotely.

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance provided in country by IMPACT's partner ACTED
- Food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life and repatriation insurance + retirement package