

JUNE 2024

Job Title:	Monitoring and Evaluation Manager (MEALK- Monitoring, Evaluation, Accountability, Learning and Knowledge management)
Reporting to:	Executive Director
Location:	Uganda
Duration	12 Months based on performance
Hours	32 Hours per week.
Working Format:	Hybrid; Physical and Remote
Number of Vacancies:	1

About Pollicy

Pollicy is an award-winning feminist civic technology collective. Our work and research spans across the use and implementation of data and technology to engineer social change. In the recent past, we have researched ways through which Africans can take back control of their data and reimagine new ways of tech ownership.

About the role:

The Monitoring and Evaluation Manager will be responsible for designing, monitoring and sustaining a functional M&E system not limited to key performance indicators, M&E plans and frameworks, knowledge management of the organization, people and culture, processes, content, technology and infrastructure and institutional monitoring. The role will be tasked with developing quality assurance strategies, training Pollicy employees, maintaining contact with program partners, generating, managing and disseminating knowledge to support Pollicy's core mandate and ensuring all program aspects comply with institutional requirements.

ROLES AND RESPONSIBILITIES.

1. Program Support

- ❖ Work with program teams on new project design, ensuring alignment with the new 5-year strategy.
- ❖ Develop and implement the impact measurement plan for the organization's partnerships and projects.
- ❖ Conduct monitoring and evaluation and assessment in various locations to ensure that the implementation of the program activities go in line with the targets and deadlines.
- ❖ Prepare and submit monthly progress reports as requested.
- ❖ Guide the process for identifying the key performance questions and parameters for monitoring project performance and comparing it to targets. Design the format for such performance reports.
- ❖ With partners, local NGOs and stakeholders set out the framework and procedures for the evaluation of project activities.
- ❖ Guide staff and implementing partners in preparing their progress reports together analyze these reports in terms of problem and actions needed. Prepare consolidated progress reports for project management to submit to the relevant bodies, in accordance with approved reporting formats and timing.
- ❖ Review monitoring reports. Analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation.
- ❖ Collaborate with staff and implementing partners in qualitative monitoring to provide relevant information for ongoing evaluation of project activities, impacts and outcomes of project implementation.

2. Develop and maintain a robust MEAL System

- ❖ Develop and manage the organization's MEAL strategy & framework based on the Strategic Planning Document and share key learnings and best practices from implemented projects.
- ❖ Create and coordinate the review of project log-frames matrices
- ❖ Develop reporting mechanism for donor reports and others , as required while working closely with technical staff and other implementing partners
- ❖ Prepare consolidated progress reports for management including M&E finding

- ❖ Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
- ❖ Handle updating organization automated MEAL system, and utilizing it to generate feedback to support making decisions with regards to corrective action, etc.
- ❖ Develop the overall framework for M&E. For example, annual project reviews. Participatory impact assessments, process monitoring, operation monitoring and lesson-learned workshops.
- ❖ Guide the process for identifying and designing the key indicators for each component, to record and report physical progress against the plan activities and also steer the process for designing the format of such progress reports.

3. Learning and capacity building (MEALK)

- ❖ Establish information-sharing mechanisms for project staff to document and share examples of good and bad practice and learning.
- ❖ Identify opportunities for research and learning questions in collaboration with the Programs team.
- ❖ Identify the capacity gaps and needs of the Programs and Research team, program quality and utilization of the MEAL system.
- ❖ Develop a learning/capacity building matrix to ensure teams capacity are built through continuous mentorship, coaching, training etc.
- ❖ Support with the implementation of the knowledge hub
- ❖ Lead and support with the consolidation of the organisational work plan and track implementation

4. Response and Feedback Mechanism

- ❖ Support Pollicy's Programs team in the development of information sharing materials/briefs, posters and brochures, and dissemination of Project information materials to relevant stakeholders, partners and beneficiaries.

Desired requirements/ skills/ experience

A bachelor's degree is required. A master's degree is preferred in social sciences, economics, statistics, demographics, development studies, or a related field.

Post-graduate qualification in monitoring and evaluation of project planning and management

Experience working in a multi-donor international development organization.

Demonstrated ability to think strategically, including experience working with theories of change and/or program logic methodology and impact measurement frameworks.

Strong analytical and technical skills, including research methodologies and quantitative analysis.

High level of attention to detail and ability to work with complex data sets.

Knowledge of logical and results framework planning and evaluation approaches

Computer literate in statistical packages including Microsoft applications and others such as Word, Excel, PowerPoint, EPI Info, CS Pro, and SPSS.

Ability to write and present in-depth reports in English.

Strong interpersonal skills and interest in a diverse and fast-paced working environment

Experience managing and coaching a team

Ability and willingness to travel internationally

Minimum 5 years experience in MEAL or a similar role in CSO or NGO.

2- 3 years in a Program Role.

How to apply

a. Interested candidates are invited to submit a Cover Letter and Curriculum Vitae to recruitment@pollicy.org. Please include MEAL Manager in the subject line.

Applications will be accepted on a rolling basis through Thursday, Jul 18, 2024 5:00 PM EAT.

b. We work remotely and have a physical presence and office in Kampala, Uganda and Nairobi, Kenya. This position is starting mid July 2024.

c. Women are encouraged to apply.

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